



# Entry 1 School Information and Cover Page

Created: 07/31/2018 • Last updated: 09/14/2018

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your authorizer are visible on your task page. While completing this task, please ensure that you select the correct authorizer (**as of June 30, 2018**) or you may not be assigned the correct tasks.

**a. SCHOOL NAME** HARRIET TUBMAN CS (REGENTS)

(Select name from the drop down menu)

**b. CHARTER AUTHORIZER (As of June 30th, 2018)** Regents-Authorized Charter School

(For technical reasons, please re-select authorizer name from the drop down menu).

**c. DISTRICT / CSD OF LOCATION** NYC CSD 9

## d1. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	3565 Third Ave Bronx, NY 10456			

## d2. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Michael Taylor
Title	Director of Operations
Emergency Phone Number (###-###-####)	

**e. SCHOOL WEB ADDRESS (URL)** [www.htcsbronx.org](http://www.htcsbronx.org)

**f. DATE OF INITIAL CHARTER** 09/2000

**g. DATE FIRST OPENED FOR INSTRUCTION** 09/2001

# **h1. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

## MISSION STATEMENT

The Harriet Tubman Charter School is committed to helping each child develop to his or her full potential. We recognize that all human beings are endowed with unique talents and gifts, and we believe that the process of schooling should lead each student to the realization, development, and expression of his or her potential.

We are a performance-based charter school created to serve the children of the Southeast Bronx while exploring the heritage of the many cultures represented in our neighborhood. We are an extended family of students, teachers, parents, and community members who promote the educational achievements of our children through a relentless focus on high academic standards for all.

HTCS is designed to help students develop the skills to become leaders who read, think, write, and communicate at high levels. Our mission is to prepare our children for success throughout their college years and beyond.

**h2. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

KEY DESIGN ELEMENTS (Brief heading followed by a description of each Key Design Elements (KDE). KDEs are those general aspects of the school that are innovative or unique to the school’s mission and goals, are core to the school’s overall design, and are critical to its success. The design elements may include a specific content area focus; unique student populations to be served; specific educational programs or pedagogical approaches; unique calendar, schedule, or configurations of students and staff; and/or innovative organizational structures and systems.

Variable 1	Research-proven curriculum aligned to NYS and Common Core Learning Standards.
Variable 2	Proven instructional methodologies for high poverty and at risk students.
Variable 3	An array of formative and summative assessment tools.
Variable 4	A Strategic Framework focused on monitoring charter school goals.
Variable 5	Core values that support a positive school culture.
Variable 6	Shared leadership among faculty, administrators, and the BOT
Variable 7	Support systems that align with the school's mission and vision
Variable 8	On-going focused PD and daily common planning.
Variable 9	Effective management of fiscal resources to support achievement.
Variable 10	Meaningful parental engagement.

**i. TOTAL ENROLLMENT ON JUNE 30, 2018**      654

**j. GRADES SERVED IN SCHOOL YEAR 2017-18**

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5, 6, 7, 8
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**k1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?** No

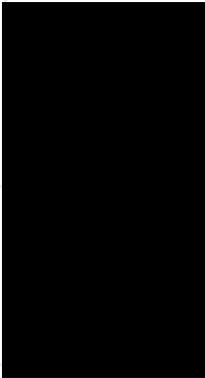
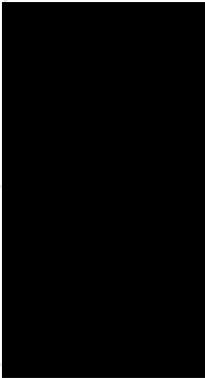
**I1. FACILITIES**

Does the school maintain or operate multiple sites?

	Yes, 2 sites
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**I2. SCHOOL SITES**

Please list the sites where the school will operate for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades Served at Site (K-5, 6-9, etc.)	Receives Rental Assistance	Rental Assistance for Which Grades (write N/A if applicable)
Site 1 (same as primary site)	3565 Third Ave Bronx, NY 10456		NYC CSD 9	K-4	No	N/A
Site 2	1176 Franklin Ave Bronx, NY 10456		NYC CSD 9	5-8	No	N/A
Site 3						

**I2a. Please provide the contact information for Site 1.**

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Cleveland Person			
Operational Leader	Michael Taylor			
Compliance Contact	Michael Taylor			
Complaint Contact	Cleveland Person			
DASA Coordinator	Elizabeth Malave			

**I3. Please provide the contact information for Site 2.**

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Cleveland Person			
Operational Leader	Michael Taylor			
Compliance Contact	Michael Taylor			
Complaint Contact	Cleveland Person			
DASA Coordinator	Elizabeth Malave			

**m1. Are any sites in co-located space? If yes, please proceed to the next question.**      No

**IF LOCATED IN PRIVATE SPACE IN NYC OR DISTRICTS OUTSIDE NYC**

**m3. Upload a current Certificate of Occupancy (COO) for each school site that is located in private space in NYC or located outside of NYC. Except for schools in district space (co-location space), school must provide a copy of the annual fire inspection report.**

**Site 1 Certificate of Occupancy (COO)**

<https://nysed-cso-reports.fluidreview.com/resp/17937536/yFPTXS6fVy/>

**Site 1 Fire Inspection Report**

(No response)

**Site 2 Certificate of Occupancy**

<https://nysed-cso-reports.fluidreview.com/resp/17937536/v5TvJTPScU/>

**Site 2 Fire Inspection Report**

<https://nysed-cso-reports.fluidreview.com/resp/17937536/PdADm5zTLD/>

**Site 3 Certificate of Occupancy**

(No response)

**Site 3 Fire Inspection Report**

(No response)

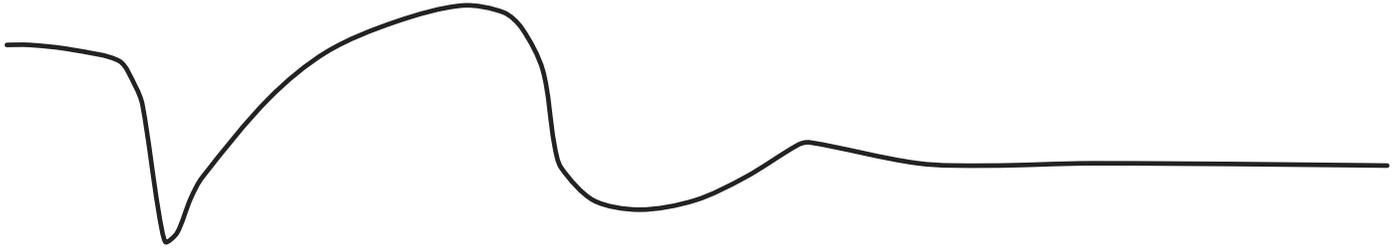
**n1. Were there any revisions to the school's charter during the 2017-18 school year? (Please include approved or pending material and non-material charter revisions).** No

**o. Name and Position of Individual(s) Who Completed this Annual Report.** Michael Taylor Director of Operations

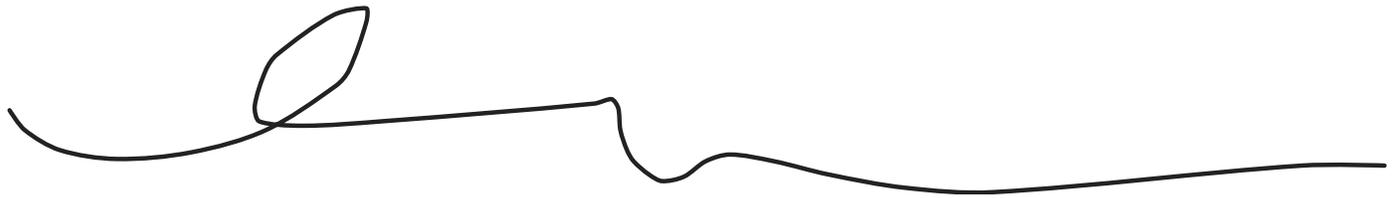
**p. Our signatures (Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check **YES** if you agree and then use the mouse on your PC or the stylist on your mobile device to sign your name).**

Yes

**Signature, Head of Charter School**

A handwritten signature in black ink, consisting of a series of connected loops and curves, extending across the width of the page.

**Signature, President of the Board of Trustees**

A handwritten signature in black ink, featuring a prominent loop at the beginning followed by a series of connected curves and a long horizontal tail.

**Date**

2018/07/31

**Thank you.**



# FIRE DEPARTMENT

9 METROTECH CENTER BROOKLYN, N.Y. 11201-3857

## BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 09.06.2018.

### PREMISES

Harriet Tubman Charter School  
1176 Franklin Avenue  
Bronx NY 10456

Harriet Tubman Charter School  
1176 Franklin Avenue  
Bronx NY 10456

To Whom It May Concern:

The New York City Fire Department ("FDNY"), Bureau of Fire Prevention, Public Buildings Unit conducted an inspection of the above-referenced premises on **12.14.2017**.

~~XXX~~ The inspection did not reveal any violations that FDNY's Public Buildings Unit is authorized to inspect and enforce.

**Note: Re-inspection conducted on 08.31.2018 resulted in dismissal of Violation Order E507423 issued on 12.14.2017**

\_\_\_\_\_ The inspection resulted in issuance of violations of the Fire Code or other laws, rules or regulations that FDNY's Public Buildings Unit is authorized to inspect and enforce.

\_\_\_\_\_ As of XXXXXX documents were submitted to FDNY as proof of correction, and such correction was deemed acceptable to FDNY

\_\_\_\_\_ The inspection, and a review of premises records, has disclosed that the premises may not be in compliance with the lawful occupancy established by the New York City Department of Buildings.

This letter shall not be construed to be a permit for, or an approval of the premises. FDNY does not certify that the premises is free from any violation for which it has not inspected, in accordance with its standard inspection protocols. This letter shall not prevent FDNY from inspecting the premises at a later date, requiring the correction of any deficiencies its finds at the premises, and/or issuing violations against the premises for conditions that do not comply with the Fire Code or other laws, rules or regulations.

Examined by: \_\_\_\_\_

Tomasz Korbas, Supervising Inspector, PBU



August 06, 2018

Rick D. Chandler, PE  
Commissioner

Raymond Plume, FAIA  
Deputy Borough  
Commissioner

1932 Arthur Avenue  
Bronx NY 10457  
[www.nyc.gov/buildings](http://www.nyc.gov/buildings)

718 579 6929 tel  
718 579 6767 fax

**Applicant:** David Briggs, AIA LEED AP  
594 Broadway-Suite 506  
New York, NY 10012

**Agency:** New York State Education Department  
Albany, NY

**Re:** 1176 Franklin Avenue, AKA 1176-1188 Franklin Avenue, Bronx  
Block 2614, Lot 4  
Zoning District R6

Dear Mr. Briggs:

This is in response to your request of July 30, 2018 for a Letter of No Objection (LNO) at **1176 Franklin Avenue** for a **charter school use (use group 3)**. There is no Certificate of Occupancy (CO) for the premises. However, other Department of Buildings (DOB) records from the Block and Lot folder indicate that a brick fire-proofed 3-story and basement school was erected under the NB application of 799 of 1904 at this location with the Church of St. Augustine listed as the owner. The parochial school use is confirmed by Slip 879 of 1916, Misc. 336 of 1970 and several recent ALT-2 applications, signed-off in 2002 to 2009, one of them application no. 200559975 filed by NYSCA. In addition, the Department of Finance (DOF) records confirm the parochial educational use under the code under the code W-9.

You indicated that the school is no longer operated by and accessory to the house of worship (use group 4). A parochial school is a use group (UG) 4, if it is operated and accessory to a house of worship; if the school is operated independently from the church, it is similar to a public school, which is a use group (UG) 3.

Therefore, the Department of Buildings **has no objection to a charter school** use group (UG) 3 at 1176 Franklin Avenue subject to the following conditions:

1. The charter school is operated independently of the church.
2. A fire alarm system, if existing has to be legalized with the DOB or certified as appropriate by a licensed professional; if not existing an application must be filed and signed-off with the DOB. Fire alarm systems are required for educational occupancies (E) and fire suppression systems are required for commercial kitchens. Until that date FDNY certified fire wardens are required to be present on site during hours of operation, one per each means of egress per floor and one per every 100 children.
3. A Place of Assembly (PA) application must be filed and signed off with the DOB for all spaces with 75 people or more. Until that date FDNY certified fire wardens are required to be present on site during the PA hours of operation.
4. Provide fire protection systems throughout to comply with the NYC Building and Fire Codes.
5. Comply with DOB and Health Department regulations with respect to asbestos and lead paint abatement.
6. All exits and means of egress must be unobstructed at all times.
7. Cooking is prohibited without a fire suppression system, only warming of food and beverages is allowed.



Therefore, the Department of Buildings (DOB) has no objection to a charter school (use group 3) at **1176 Franklin Avenue**.

If this building is hereafter altered or its use changes, an application for such alteration work or change of use must be filed and a Certificate of Occupancy shall be obtained pursuant to Article 118, Chapter 1 of Title 28 of the NYC Administrative Code.

I trust this information has been of assistance to you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Raymond Plumey".

**Raymond Plumey, FAIA**  
Deputy Borough Commissioner



# Certificate of Occupancy

**CO Number: 200916107F**

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. *This document or a copy shall be available for inspection at the building at all reasonable times.*

<b>A.</b>	<b>Borough:</b> Bronx	<b>Block Number:</b> 02373	<b>Certificate Type:</b> Final
	<b>Address:</b> 3565 3 AVENUE	<b>Lot Number(s):</b> 14	<b>Effective Date:</b> 01/30/2007
	<b>Building Identification Number (BIN):</b> 2001331	<b>Building Type:</b> Altered	

*For zoning lot metes & bounds, please see BISWeb.*

<b>B.</b>	<b>Construction classification:</b> 1	<b>Number of stories:</b> 1
	<b>Building Occupancy Group classification:</b> PUB	<b>Height in feet:</b> 15
	<b>Multiple Dwelling Law Classification:</b> None	<b>Number of dwelling units:</b> 0

**C. Fire Protection Equipment:**  
None associated with this filing.

**D. Type and number of open spaces:**  
Parking spaces (17), Parking (14500 square feet)

**E. This Certificate is issued with the following legal limitations:**  
None

**Borough Comments:** None

Borough Commissioner

Commissioner



# Entry 2 NYS School Report Card Link

Last updated: 07/31/2018

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## HARRIET TUBMAN CS (REGENTS)

**1. CHARTER AUTHORIZER (As of June 30th, 2018)** REGENTS-Authorized Charter School

(For technical reasons, please re-select authorizer name from the drop down menu).

**2. NEW YORK STATE REPORT CARD** <https://data.nysed.gov/profile.php?instid=800000046300>

**Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).**

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided).



# Entry 3 Progress Toward Goals

Last updated: 10/30/2018

## PROGRESS TOWARD CHARTER GOALS

**Board of Regents-authorized and NYCDOE-authorized charter schools only.** Complete the tables provided. List each goal and measure as contained in the school’s currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals by November 1st.

### 1. ACADEMIC STUDENT PERFORMANCE GOALS

If performance data is not available by August 1st, please state this in the last column and update by November 1st.

#### 2017-18 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met or Not Met	Indicate if data is not available. If/when available, Describe Efforts School Will Take If Goal Is Not Met
Academic Goal 1	Harriet Tubman will remain a charter school in good standing	NYSED Report Card	Met	
Academic Goal 2	HTCS will make adequate yearly progress in Grades 3-8 in English Language Arts, Mathematics and Science each year	Commissioners established state benchmarks and annual measurable outcomes	Met	
Academic Goal 3	Harriet Tubman Charter School will exceed the percentage of students performing at levels 3 and over all as compared to CSD #9 in ELA on an annual basis	NYCDOE data that lists the overall performance averages for HTCS and CSD 9	Met	
	Harriet Tubman Charter School will			

Academic Goal	exceed the percentage of students performing at levels 3 and over all as compared to CSD #9 in Math on an annual basis	NYCDOE data that lists the overall performance averages for HTCS and CSD 9	Met	
Academic Goal 5	The percentage of students scoring at levels 3 and on the ELA examination will increase by % each year	The results of the NYSTP ELA assessment	Met	
Academic Goal 6	The percentage of students scoring at levels 3 and on the math examination will increase by % each year	The results of the NYSTP Math assessment	Met	
Academic Goal 7	The percentage of students in grade and 8 scoring at levels 3 and on the NYS Science examination will increase by % points each year	The results of the NYSTP Science assessment	Met	
Academic Goal 8				

**2. Do we have more academic goals to add?** No

**3. Do we have more academic goals to add?** No

**4. ORGANIZATIONAL GOALS**

## 2017-18 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Org Goal 1	Student attendance will continue to be 90% at minimum, increasing to 93% over the life of the charter	Analysis of the ATS data	Met	
Org Goal 2	90% of the students in grades K-7 will re enroll at the school each year	Analysis of the ATS data	Met	
Org Goal 3	The school will maintain a wait list equal to at least 50% of the schools enrollment over the life of the charter	Count of application forms	Met	
Org Goal	Teachers will express an overall satisfaction of "Satisfied" and above	NYC DOE Teacher and Parent Survey	Met	
Org Goal 5	Parents will express an overall satisfaction of "Satisfied" and above	NYC DOE Teacher and Parent Survey		

**5. Do you have more**

No

**organizational goals to add?**

## 6. FINANCIAL GOALS

**2017-18 Progress Toward Attainment of Financial Goals**

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Financial Goal 1	Harriet Tubman Charter School will meet its annual budget targets as set by the Board approved budget each year	Annual Board Approved Budget	Not Met	Drive enrollment efforts to maximize revenue
Financial Goal 2				
Financial Goal 3				
Financial Goal				
Financial Goal 5				



# Entry 4 Expenditures per Child

Last updated: 07/31/2018

## HARRIET TUBMAN CS (REGENTS)Section Heading

### Financial Information

This information is required of ALL charter schools. Provide the following measures of fiscal performance of the charter school in Appendix B (Total Expenditures and Administrative Expenditures Per Child):

### 1. Total Expenditures Per Child

To calculate '**Total Expenditures per Child**' take total expenditures (from the unaudited 2017-18 Schedule of Functional Expenses) and divide by the year end FTE student enrollment. (Integers Only. No dollar signs or commas).

**Note:** *The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:* <http://www.p12.nysed.gov/psc/AuditGuide.html>

Line 1: Total Expenditures	10488393
Line 2: Year End FTE student enrollment	644
Line 3: Divide Line 1 by Line 2	16286

## 2. Administrative Expenditures per Child

To calculate **'Administrative Expenditures per Child'** To calculate "Administrative Expenditures per Child" first *add* together the following:

1. Take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2017-18 Schedule of Functional Expenses)
2. Any contracted administrative/management fee paid to other organizations or corporations
3. Take the total from above and divide it by the year-end FTE enrollment. The relevant portion that must be included in this calculation is defined as follows:

Administrative Expenditures: Administration and management of the charter school includes the activities and personnel of the offices of the chief school officer, the finance or business offices, school operations personnel, data management and reporting, human resources, technology, etc. It also includes those administrative and management services provided by other organizations or corporations on behalf of the charter school for which the charter school pays a fee or other compensation. Do not include the FTE of personnel whose role is to directly support the instructional program.

### Notes:

**The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:**

**<http://www.p12.nysed.gov/psc/AuditGuide.html>.**

**Employee benefit costs or expenditures should not be reported in the above calculations.**

Line 1: Relevant Personnel Services Cost (Row)	436465
Line 2: Management and General Cost (Column)	303317
Line 3: Sum of Line 1 and Line 2	739782
Line 5: Divide Line 3 by the Year End FTE student enrollment	1149

**Thank you.**



## Annual Financial Statement Audit Report

<b>School Name:</b>	<b>Harriet Tubman Charter School</b>
Date (Report is due Nov. 1):	November 1, 2018
Primary District of Location (If NYC select NYC DOE):	New York City Department of Education
If located in NYC DOE select CSD:	NYCSD #9
School Fiscal Contact Name:	Cleveland Person
School Fiscal Contact Email:	[REDACTED]
School Fiscal Contact Phone:	[REDACTED]
School Audit Firm Name:	MBAF CPAs, LLC
School Audit Contact Name:	Marc Taub
School Audit Contact Email:	[REDACTED]
School Audit Contact Phone:	[REDACTED]
Audit Period:	2017-18
Prior Year:	2016-17

**The following items are required to be included:**

- 1.) The independent auditor's report on financial statements and notes.
- 2.) Excel template file containing the Financial Position, Statement of Activities, Cash Flow and Functional Expenses worksheets.
- 3.) Reports on internal controls over financial reporting and on compliance.

The additional items listed below should be included if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the management letter response will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

Item	If not included, state the reason(s) below (if not applicable fill in N/A):
Management Letter	Included
Management Letter Response	N/A
Federal Single Audit (A-133)	N/A
Corrective Action Plan	N/A



**Harriet Tubman Charter School  
Statement of Financial Position  
as of June 30**

	<u>2018</u>	<u>2017</u>
<b><u>CURRENT ASSETS</u></b>		
Cash and cash equivalents	\$ 917,912	\$ 353,994
Grants and contracts receivable	849,347	773,170
Accounts receivables	-	-
Prepaid Expenses	32,313	8,663
Contributions and other receivables		
Other current assets	-	-
<b>TOTAL CURRENT ASSETS</b>	<b>1,799,572</b>	<b>1,135,827</b>
<b><u>NON-CURRENT ASSETS</u></b>		
Property, Building and Equipment, net	\$ 406,363	\$ 676,880
Restricted Cash	75,000	75,000
Security Deposits	128,900	228,900
Other Non-Current Assets	<u>85,000</u>	<u>170,000</u>
<b>TOTAL NON-CURRENT</b>	<b>695,263</b>	<b>1,150,780</b>
<b>TOTAL ASSETS</b>	<b><u>2,494,835</u></b>	<b><u>2,286,607</u></b>
<b><u>CURRENT LIABILITIES</u></b>		
Accounts payable and accrued expenses	\$ 676,003	\$ 285,405
Accrued payroll, payroll taxes and benefits	489,446	673,536
Current Portion of Loan Payable	-	-
Due to Related Parties	-	-
Refundable Advances	-	-
Deferred Revenue	14,164	-
Other Current Liabilities	<u>106,346</u>	<u>153,414</u>
<b>TOTAL CURRENT</b>	<b>1,285,959</b>	<b>1,112,355</b>
<b><u>LONG-TERM LIABILITIES</u></b>		
Loan Payable; Due in More than One Year	\$ -	\$ -
Deferred Rent	40,320	67,200
Due to Related Party	-	-
Other Long-Term Liabilities	-	-
<b>TOTAL LONG-TERM</b>	<b>40,320</b>	<b>67,200</b>
<b>TOTAL LIABILITIES</b>	<b><u>1,326,279</u></b>	<b><u>1,179,555</u></b>

**NET ASSETS**

Unrestricted	\$ 1,168,556	\$ 1,081,687
Temporarily restricted	-	25,365
Permanently restricted	-	-
<b>TOTAL NET ASSETS</b>	<u>1,168,556</u>	<u>1,107,052</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u><u>2,494,835</u></u>	<u><u>2,286,607</u></u>

**Harriet Tubman Charter School**  
**Statement of Activities**  
**as of June 30**

	2018			2017
	Unrestricted	Temporarily Restricted	Total	Total
<b>OPERATING REVENUE</b>				
State and Local Per Pupil Revenue - Reg. Ed	\$ 10,173,460	\$ -	\$ 10,173,460	\$ 10,460,394
State and Local Per Pupil Revenue - SPED	-	-	-	-
State and Local Per Pupil Facilities Revenue	-	-	-	-
Federal Grants	1,126,537	-	1,126,537	881,910
State and City Grants	-	-	-	-
Other Operating Income	57,705	(25,365)	32,340	7,715
Food Service/Child Nutrition Program	-	-	-	-
<b>TOTAL OPERATING REVENUE</b>	11,357,702	(25,365)	11,332,337	11,350,019
<b>EXPENSES</b>				
Program Services				
Regular Education	\$ 8,578,794	\$ -	\$ 8,578,794	\$ 10,129,986
Special Education	1,724,594	-	1,724,594	-
Other Programs	-	-	-	-
Total Program Services	10,303,388	-	10,303,388	10,129,986
Management and general	960,010	-	960,010	691,258
Fundraising	7,435	-	7,435	4,622
<b>TOTAL EXPENSES</b>	11,270,833	-	11,270,833	10,825,866
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>	86,869	(25,365)	61,504	524,153
<b>SUPPORT AND OTHER REVENUE</b>				
Interest and Other Income	\$ -	\$ -	\$ -	\$ -
Contributions and Grants	-	-	-	-
Fundraising Support	-	-	-	-
Investments	-	-	-	-
Donated Services	-	-	-	-
Other Support and Revenue	-	-	-	-
<b>TOTAL SUPPORT AND OTHER REVENUE</b>	-	-	-	-
<b>Net Assets Released from Restrictions / Loss on Disposal</b>	\$ -	\$ -	\$ -	\$ -
<b>CHANGE IN NET ASSETS</b>	86,869	(25,365)	61,504	524,153
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 1,081,687	\$ 25,365	\$ 1,107,052	\$ 582,899
<b>PRIOR YEAR/PERIOD ADJUSTMENTS</b>	-	-	-	-

**NET ASSETS - END OF YEAR**

\$ 1,168,556    \$ -    \$ 1,168,556    \$ 1,107,052

**Harriet Tubman Charter School  
Statement of Cash Flows**

**as of June 30**

	<u>2018</u>	<u>2017</u>
<b>CASH FLOWS - OPERATING ACTIVITIES</b>		
Increase (decrease) in net assets	\$ 61,504	\$ 524,153
Revenues from School Districts	-	-
Accounts Receivable	(76,177)	(148,101)
Due from School Districts	-	-
Depreciation	506,497	428,489
Grants Receivable	-	-
Due from NYS	-	-
Grant revenues	-	-
Prepaid Expenses	(23,650)	(8,663)
Accounts Payable	390,598	(154,220)
Accrued Expenses	(184,090)	(18,175)
Accrued Liabilities	-	-
Contributions and fund-raising activities	-	-
Miscellaneous sources	73,120	(50,371)
Deferred Revenue	14,164	-
Interest payments	-	-
Other	-	-
Other	-	-
<b>NET CASH PROVIDED FROM OPERATING ACTIVITIES</b>	<b>\$ 761,966</b>	<b>\$ 573,112</b>
<b>CASH FLOWS - INVESTING ACTIVITIES</b>	<b>\$</b>	<b>\$</b>
Purchase of equipment	(150,980)	(244,861)
Other	-	-
<b>NET CASH PROVIDED FROM INVESTING ACTIVITIES</b>	<b>\$ (150,980)</b>	<b>\$ (244,861)</b>
<b>CASH FLOWS - FINANCING ACTIVITIES</b>	<b>\$</b>	<b>\$</b>
Principal payments on long-term debt	(47,068)	(44,665)
Other	-	-
<b>NET CASH PROVIDED FROM FINANCING ACTIVITIES</b>	<b>\$ (47,068)</b>	<b>\$ (44,665)</b>
<b>NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS</b>	<b>\$ 563,918</b>	<b>\$ 283,586</b>
Cash at beginning of year	428,994	145,408
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	<b>\$ 992,912</b>	<b>\$ 428,994</b>

**Harriet Tubman Charter School  
Statement of Functional Expenses  
as of June 30**

		2018						
		Program Services				Supporting Services		
	No. of Positions	Regular	Special	Other	Total	Fundraising	Management	Total
		Education	Education	Education			and General	
		\$	\$	\$	\$	\$	\$	\$
Personnel Services Costs								
Administrative Staff Personnel	12.00	600,137	86,337	-	686,474	-	273,898	273,898
Instructional Personnel	72.00	2,782,671	760,846	-	3,543,517	-	-	-
Non-Instructional Personnel	13.00	656,449	80,805	-	737,254	-	173,582	173,582
Total Salaries and Staff	97.00	4,039,257	927,988	-	4,967,245	-	447,480	447,480
Fringe Benefits & Payroll Taxes		1,255,086	133,595	-	1,388,681	-	96,768	96,768
Retirement		373,003	85,695	-	458,698	-	41,322	41,322
Management Company Fees		-	-	-	-	-	-	-
Legal Service		-	-	-	-	-	90,000	90,000
Accounting / Audit Services		-	-	-	-	-	31,250	31,250
Other Purchased / Professional / Consulting Services		608,203	119,073	-	727,276	-	50,480	50,480
Building and Land Rent / Lease		650,143	149,365	-	799,508	-	72,025	72,025
Repairs & Maintenance		341,975	78,566	-	420,541	-	37,885	37,885
Insurance		72,021	16,546	-	88,567	-	7,979	7,979
Utilities		123,640	28,405	-	152,045	-	13,697	13,697
Supplies / Materials		148,824	14,037	-	162,861	-	-	-
Equipment / Furnishings		13,273	3,049	-	16,322	-	1,470	1,470
Staff Development		98,444	22,617	-	121,061	-	10,906	10,906
Marketing / Recruitment		171	39	-	210	-	19	19
Technology		88,021	20,222	-	108,243	-	9,751	9,751
Food Service		304,794	28,748	-	333,542	-	-	-
Student Services		69,998	6,602	-	76,600	7,435	-	7,435
Office Expense		61,756	14,188	-	75,944	-	12,400	12,400
Depreciation		314,427	72,237	-	386,664	-	34,833	34,833
OTHER		15,758	3,622	-	19,380	-	1,745	1,745
<b>Total Expenses</b>		<b>\$ 8,578,794</b>	<b>\$ 1,724,594</b>	<b>\$ -</b>	<b>\$ 10,303,388</b>	<b>\$ 7,435</b>	<b>\$ 960,010</b>	<b>\$ 967,445</b>

	<b>2017</b>
<b>Total</b>	
\$	\$
960,372	586,916
3,543,517	3,523,931
910,836	1,148,003
5,414,725	5,258,850
1,485,449	1,363,525
500,020	519,929
-	-
90,000	-
31,250	91,957
777,756	886,503
871,533	825,067
458,426	250,963
96,546	109,115
165,742	180,500
162,861	162,866
17,792	17,048
131,967	120,212
229	150
117,994	92,249
333,542	328,997
84,035	101,217
88,344	105,329
421,497	343,489
21,125	67,900
<b>\$ 11,270,833</b>	<b>\$ 10,825,866</b>



## Annual Financial Statement Audit Report

<b>School Name:</b>	<b>Harriet Tubman Charter School</b>
Date (Report is due Nov. 1):	November 1, 2018
Primary District of Location (If NYC select NYC DOE):	New York City Department of Education
If located in NYC DOE select CSD:	NYCSD #9
School Fiscal Contact Name:	
School Fiscal Contact Email:	
School Fiscal Contact Phone:	
School Audit Firm Name:	MBAF CPAs, LLC
School Audit Contact Name:	Marc Taub
School Audit Contact Email:	
School Audit Contact Phone:	
Audit Period:	2017-18
Prior Year:	2016-17

**The following items are required to be included:**

- 1.) The independent auditor's report on financial statements and notes.
- 2.) Excel template file containing the Financial Position, Statement of Activities, Cash Flow and Functional Expenses worksheets.
- 3.) Reports on internal controls over financial reporting and on compliance.

The additional items listed below should be included if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the management letter response will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

Item	If not included, state the reason(s) below (if not applicable fill in N/A):
Management Letter	Included
Management Letter Response	N/A
Federal Single Audit (A-133)	N/A
Corrective Action Plan	N/A



**Harriet Tubman Charter School  
Statement of Financial Position  
as of June 30**

	<u>2018</u>	<u>2017</u>
<b><u>CURRENT ASSETS</u></b>		
Cash and cash equivalents	\$ 917,912	\$ 353,994
Grants and contracts receivable	849,347	773,170
Accounts receivables	-	-
Prepaid Expenses	32,313	8,663
Contributions and other receivables	-	-
Other current assets	-	-
<b>TOTAL CURRENT ASSETS</b>	<b>1,799,572</b>	<b>1,135,827</b>
<b><u>NON-CURRENT ASSETS</u></b>		
Property, Building and Equipment, net	\$ 406,363	\$ 676,880
Restricted Cash	75,000	75,000
Security Deposits	128,900	228,900
Other Non-Current Assets	<u>85,000</u>	<u>170,000</u>
<b>TOTAL NON-CURRENT</b>	<b>695,263</b>	<b>1,150,780</b>
<b>TOTAL ASSETS</b>	<b><u>2,494,835</u></b>	<b><u>2,286,607</u></b>
<b><u>CURRENT LIABILITIES</u></b>		
Accounts payable and accrued expenses	\$ 676,003	\$ 285,405
Accrued payroll, payroll taxes and benefits	489,446	673,536
Current Portion of Loan Payable	-	-
Due to Related Parties	-	-
Refundable Advances	-	-
Deferred Revenue	14,164	-
Other Current Liabilities	<u>106,346</u>	<u>153,414</u>
<b>TOTAL CURRENT</b>	<b>1,285,959</b>	<b>1,112,355</b>
<b><u>LONG-TERM LIABILITIES</u></b>		
Loan Payable; Due in More than One Year	\$ -	\$ -
Deferred Rent	40,320	67,200
Due to Related Party	-	-
Other Long-Term Liabilities	-	-
<b>TOTAL LONG-TERM</b>	<b>40,320</b>	<b>67,200</b>
<b>TOTAL LIABILITIES</b>	<b><u>1,326,279</u></b>	<b><u>1,179,555</u></b>

**NET ASSETS**

Unrestricted	\$ 1,168,556	\$ 1,081,687
Temporarily restricted	-	25,365
Permanently restricted	-	-
<b>TOTAL NET ASSETS</b>	<u>1,168,556</u>	<u>1,107,052</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u><u>2,494,835</u></u>	<u><u>2,286,607</u></u>

**Harriet Tubman Charter School  
Statement of Activities  
as of June 30**

	2018			2017
	Unrestricted	Temporarily Restricted	Total	Total
<b>OPERATING REVENUE</b>				
State and Local Per Pupil Revenue - Reg. Ed	\$ 10,173,460	\$ -	\$ 10,173,460	\$ 10,460,394
State and Local Per Pupil Revenue - SPED	-	-	-	-
State and Local Per Pupil Facilities Revenue	-	-	-	-
Federal Grants	1,126,537	-	1,126,537	881,910
State and City Grants	-	-	-	-
Other Operating Income	57,705	(25,365)	32,340	7,715
Food Service/Child Nutrition Program	-	-	-	-
<b>TOTAL OPERATING REVENUE</b>	11,357,702	(25,365)	11,332,337	11,350,019
<b>EXPENSES</b>				
Program Services				
Regular Education	\$ 8,578,794	\$ -	\$ 8,578,794	\$ 10,129,986
Special Education	1,724,594	-	1,724,594	-
Other Programs	-	-	-	-
Total Program Services	10,303,388	-	10,303,388	10,129,986
Management and general	960,010	-	960,010	691,258
Fundraising	7,435	-	7,435	4,622
<b>TOTAL EXPENSES</b>	11,270,833	-	11,270,833	10,825,866
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>	86,869	(25,365)	61,504	524,153
<b>SUPPORT AND OTHER REVENUE</b>				
Interest and Other Income	\$ -	\$ -	\$ -	\$ -
Contributions and Grants	-	-	-	-
Fundraising Support	-	-	-	-
Investments	-	-	-	-
Donated Services	-	-	-	-
Other Support and Revenue	-	-	-	-
<b>TOTAL SUPPORT AND OTHER REVENUE</b>	-	-	-	-
<b>Net Assets Released from Restrictions / Loss on Disposal</b>	\$ -	\$ -	\$ -	\$ -
<b>CHANGE IN NET ASSETS</b>	86,869	(25,365)	61,504	524,153
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 1,081,687	\$ 25,365	\$ 1,107,052	\$ 582,899
<b>PRIOR YEAR/PERIOD ADJUSTMENTS</b>	-	-	-	-

**NET ASSETS - END OF YEAR**

\$ 1,168,556    \$ -    \$ 1,168,556    \$ 1,107,052

**Harriet Tubman Charter School  
Statement of Cash Flows**

**as of June 30**

	<u>2018</u>	<u>2017</u>
<b>CASH FLOWS - OPERATING ACTIVITIES</b>		
Increase (decrease) in net assets	\$ 61,504	\$ 524,153
Revenues from School Districts	-	-
Accounts Receivable	(76,177)	(148,101)
Due from School Districts	-	-
Depreciation	506,497	428,489
Grants Receivable	-	-
Due from NYS	-	-
Grant revenues	-	-
Prepaid Expenses	(23,650)	(8,663)
Accounts Payable	390,598	(154,220)
Accrued Expenses	(184,090)	(18,175)
Accrued Liabilities	-	-
Contributions and fund-raising activities	-	-
Miscellaneous sources	73,120	(50,371)
Deferred Revenue	14,164	-
Interest payments	-	-
Other	-	-
Other	-	-
<b>NET CASH PROVIDED FROM OPERATING ACTIVITIES</b>	<b>\$ 761,966</b>	<b>\$ 573,112</b>
<b>CASH FLOWS - INVESTING ACTIVITIES</b>	<b>\$</b>	<b>\$</b>
Purchase of equipment	(150,980)	(244,861)
Other	-	-
<b>NET CASH PROVIDED FROM INVESTING ACTIVITIES</b>	<b>\$ (150,980)</b>	<b>\$ (244,861)</b>
<b>CASH FLOWS - FINANCING ACTIVITIES</b>	<b>\$</b>	<b>\$</b>
Principal payments on long-term debt	(47,068)	(44,665)
Other	-	-
<b>NET CASH PROVIDED FROM FINANCING ACTIVITIES</b>	<b>\$ (47,068)</b>	<b>\$ (44,665)</b>
<b>NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS</b>	<b>\$ 563,918</b>	<b>\$ 283,586</b>
Cash at beginning of year	428,994	145,408
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	<b>\$ 992,912</b>	<b>\$ 428,994</b>

**Harriet Tubman Charter School  
Statement of Functional Expenses  
as of June 30**

		2018						
		Program Services				Supporting Services		
	No. of Positions	Regular Education	Special Education	Other Education	Total	Fundraising	Management and General	Total
		\$	\$	\$	\$	\$	\$	\$
Personnel Services Costs								
Administrative Staff Personnel	12.00	600,137	86,337	-	686,474	-	273,898	273,898
Instructional Personnel	72.00	2,782,671	760,846	-	3,543,517	-	-	-
Non-Instructional Personnel	13.00	656,449	80,805	-	737,254	-	173,582	173,582
Total Salaries and Staff	97.00	4,039,257	927,988	-	4,967,245	-	447,480	447,480
Fringe Benefits & Payroll Taxes		1,255,086	133,595	-	1,388,681	-	96,768	96,768
Retirement		373,003	85,695	-	458,698	-	41,322	41,322
Management Company Fees		-	-	-	-	-	-	-
Legal Service		-	-	-	-	-	90,000	90,000
Accounting / Audit Services		-	-	-	-	-	31,250	31,250
Other Purchased / Professional / Consulting Services		608,203	119,073	-	727,276	-	50,480	50,480
Building and Land Rent / Lease		650,143	149,365	-	799,508	-	72,025	72,025
Repairs & Maintenance		341,975	78,566	-	420,541	-	37,885	37,885
Insurance		72,021	16,546	-	88,567	-	7,979	7,979
Utilities		123,640	28,405	-	152,045	-	13,697	13,697
Supplies / Materials		148,824	14,037	-	162,861	-	-	-
Equipment / Furnishings		13,273	3,049	-	16,322	-	1,470	1,470
Staff Development		98,444	22,617	-	121,061	-	10,906	10,906
Marketing / Recruitment		171	39	-	210	-	19	19
Technology		88,021	20,222	-	108,243	-	9,751	9,751
Food Service		304,794	28,748	-	333,542	-	-	-
Student Services		69,998	6,602	-	76,600	7,435	-	7,435
Office Expense		61,756	14,188	-	75,944	-	12,400	12,400
Depreciation		314,427	72,237	-	386,664	-	34,833	34,833
OTHER		15,758	3,622	-	19,380	-	1,745	1,745
<b>Total Expenses</b>		<b>\$ 8,578,794</b>	<b>\$ 1,724,594</b>	<b>\$ -</b>	<b>\$ 10,303,388</b>	<b>\$ 7,435</b>	<b>\$ 960,010</b>	<b>\$ 967,445</b>

	2017
Total	
\$	\$
960,372	586,916
3,543,517	3,523,931
910,836	1,148,003
5,414,725	5,258,850
1,485,449	1,363,525
500,020	519,929
-	-
90,000	-
31,250	91,957
777,756	886,503
871,533	825,067
458,426	250,963
96,546	109,115
165,742	180,500
162,861	162,866
17,792	17,048
131,967	120,212
229	150
117,994	92,249
333,542	328,997
84,035	101,217
88,344	105,329
421,497	343,489
21,125	67,900
<u>\$ 11,270,833</u>	<u>\$ 10,825,866</u>



# Entry 5c Additional Financial Docs

Last updated: 11/01/2018

The additional items listed below should be uploaded if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the corrective action plan will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

## Section Heading

### 1. Management Letter

<https://nysed-cso-reports.fluidreview.com/resp/20287632/8mMlunnVv3/>

**Explanation for not uploading the Management Letter.** (No response)

### 2. Form 990

(No response)

**Explanation for not uploading the Form 990.** school did not expend federal funds in excess of the Single Audit Threshold of \$750,000

### 3. Federal Single Audit

Note: A copy of the Federal Single Audit must be filed with the Federal Audit Clearinghouse. Please refer to OMB Uniform Guidelines for the federal filing requirements.

<https://nysed-cso-reports.fluidreview.com/resp/20287632/FPnCKHW60o/>

**Explanation for not uploading the Federal Single Audit.** (No response)

### 4. CSP Agreed Upon Procedure Report

(No response)

**Explanation for not uploading the procedure report.** (No response)

## 5. Evidence of Required Escrow Account

(No response)

**Explanation for not uploading the Escrow evidence.** (No response)

## 6. Corrective Action Plan

A **Corrective Action Plan** for Audit Findings and Management Letter Recommendations, which must include:

- a. The person responsible
- b. The date action was taken, or will be taken
- c. Description of the action taken
- d. Evidence of implementation (if available)

(No response)

**Explanation for not uploading the Corrective Action Plan.** No audit Findings

# **Harriet Tubman Charter School**

*Communication With Those Charged With Governance*

**OCTOBER 31, 2018**





October 31, 2018

To the Audit Committee  
Harriet Tubman Charter School

We have audited the financial statements of Harriet Tubman Charter School (the “School”) for the year ended June 30, 2018 and are prepared to issue our report thereon dated October 31, 2018. Professional standards require that we provide you with the following information related to our audit. This letter is divided into two sections: 1) required communications from the auditors to those with audit oversight responsibilities and 2) opportunities for strengthening internal controls or enhancing operating efficiency and our related recommendations.

## **REQUIRED COMMUNICATIONS**

### **A. Our Responsibility under U.S. Generally Accepted Auditing Standards:**

As stated in our engagement letter April 18, 2018, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities. Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement. As part of our audit, we considered the internal control of Harriet Tubman Charter School. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control. We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

### **B. Planned Scope and Timing of the Audit:**

We performed the audit according to the planned scope and timing previously communicated to you in our meeting about planning matters in July 2018.

### **C. Auditor Independence:**

We affirm that MBAF CPAs, LLC is independent with respect to Harriet Tubman Charter School.

### **D. Qualitative Aspects of Accounting Practices:**

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by Harriet Tubman Charter School are described in Note 2 to the financial statements. We noted no transactions entered into by the School during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

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**E. Accounting Estimates Used in the Financial Statements:**

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

**Allowance for Doubtful Accounts:**

As of June 30, 2018, Harriet Tubman Charter School recorded grants receivable of \$845,790. Management concluded that no allowance for doubtful accounts was necessary. Management calculated based on the assessment of the credit-worthiness of the School's grantors, the aged basis of the receivables, as well as economic conditions and historical information. Based on our audit procedures which included a discussion with the School fiscal Consultant and a test of subsequent collections, we concur with management's conclusion.

**Depreciation:**

Management's estimate of depreciation is based on estimated useful lives of assets. We evaluated the estimated useful of assets in comparison to accounting principles generally accepted in determining that it is reasonable in relation to the financial statements taken as a whole.

**Functional Statement Allocation:**

Management's estimate of the allocation of functional expenses is directly identified with the program or supporting service to which they relate. We evaluated the key factors and assumptions used to develop the estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

**F. Sensitive Disclosures Affecting the Financial Statements:**

The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure(s) affecting the financial statements were:

The disclosure of risk management in Note 5 to the financial statements describes various risks to which the School is exposed.

**G. Corrected and Uncorrected Misstatements:**

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. We will identify those adjustments proposed both corrected and uncorrected:

**Proposed and Corrected:**

In the current year, there were 4 audit adjustments that increased the net assets by \$6,273. The most significant audit adjustments were the following:

- 1) To reclassify \$11,375 current year TRS EE contribution expenses that was not properly included in Accounts Payable.
- 2) To reclassify \$19,504 repairs and maintenance to furniture and fixtures and record depreciation for \$1,857.

**Proposed and Uncorrected:**

There were no audit adjustments proposed and uncorrected.

**H. Audit Difficulties and Disagreements with Management:**

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report.

We are pleased to report that no such disagreements arose during the course of our audit.

**I. Management Representations:**

We have requested certain representations from management that are included in the management representation letter dated October 31, 2018.

**J. Management Consultations with Other Independent Accountants:**

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the School's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

**K. Other Audit Findings or Issues:**

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the School's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

## **OPPORTUNITIES FOR STRENGTHENING INTERNAL CONTROLS OR ENHANCING OPERATING EFFICIENCY**

### **Personnel File Testing:**

Our testing of personnel records revealed that there were one instance of a missing offer letter. Accordingly, we recommend that policies be implemented to ensure compliance with the School's established protocol.

### **Analysis of Expenditures:**

See attached schedule for an analysis of the School's expenditures from July 1, 2017 to June 30, 2018.

We wish to thank management and personnel for their support and assistance during our audit. We would be pleased to further discuss the contents of this report with you at your convenience.

This information is intended solely for the use of the Audit Committee, Board of Trustees, and management of Harriet Tubman Charter School and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

**MBAF CPAs, LLC**

MBAF CPAs, LLC

# **HARRIET TUBMAN CHARTER SCHOOL**

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## **FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION**

**JUNE 30, 2018**

**(WITH SUMMARIZED COMPARATIVE INFORMATION FOR JUNE 30, 2017)**

## HARRIET TUBMAN CHARTER SCHOOL

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## **INDEPENDENT AUDITOR'S REPORT**

To the Board of Trustees  
Harriet Tubman Charter School

### ***Report on the Financial Statements***

We have audited the accompanying financial statements of Harriet Tubman Charter School (the "School"), which comprise the statement of financial position as of June 30, 2018, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the School's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

An Independent Member of Baker Tilly International

### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Harriet Tubman Charter School as of June 30, 2018, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Report on Summarized Comparative Information**

We have previously audited Harriet Tubman Charter School's 2017 financial statements and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 31, 2017. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2017 is consistent, in all material respects, with the audited financial statements from which it has been derived.

### **Other Matter**

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards is fairly stated in all material respects in relation to the financial statements as a whole.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated October 31, 2018, on our consideration of Harriet Tubman Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to solely describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Harriet Tubman Charter School's internal control over financial reporting and compliance.

**MBAF CPAs, LLC**

New York, NY  
October 31, 2018

**HARRIET TUBMAN CHARTER SCHOOL****STATEMENT OF FINANCIAL POSITION**

JUNE 30, 2018

(WITH SUMMARIZED COMPARATIVE INFORMATION FOR JUNE 30, 2017)

<b>ASSETS</b>	<b>2018</b>	<b>2017</b>
Cash	\$ 917,912	\$ 353,994
Cash - restricted	75,000	75,000
Grants and other receivables	849,347	773,170
Prepaid expenses	32,313	8,663
Deferred lease premium, net	85,000	170,000
Property and equipment, net	406,363	676,880
Security deposits	128,900	228,900
	<u>\$ 2,494,835</u>	<u>\$ 2,286,607</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>LIABILITIES</b>		
Accounts payable and accrued expenses	\$ 676,003	\$ 285,405
Capital lease payable	106,346	153,414
Accrued salary and other payroll related expenses	489,446	673,536
Deferred revenue	14,164	-
Deferred rent	40,320	67,200
	<u>1,326,279</u>	<u>1,179,555</u>
<b>NET ASSETS</b>		
Unrestricted	1,168,556	1,081,687
Temporarily restricted	-	25,365
	<u>1,168,556</u>	<u>1,107,052</u>
	<u>\$ 2,494,835</u>	<u>\$ 2,286,607</u>

The accompanying notes are an integral part of these financial statements.

**HARRIET TUBMAN CHARTER SCHOOL**

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2018

(WITH SUMMARIZED COMPARATIVE INFORMATION FOR THE YEAR ENDED JUNE 30, 2017)

	<b>Unrestricted</b>	<b>Temporarily Restricted</b>	<b>2018</b>	<b>2017</b>
<b>OPERATING REVENUE AND SUPPORT</b>				
State and local per pupil operating revenue	\$ 10,173,460	\$ -	\$ 10,173,460	\$ 10,460,394
Government grants and contracts	1,126,537	-	1,126,537	881,910
Other income	32,340	-	32,340	7,715
Released from restrictions	25,365	(25,365)	-	-
	<u>11,357,702</u>	<u>(25,365)</u>	<u>11,332,337</u>	<u>11,350,019</u>
<b>EXPENSES</b>				
Program services	10,303,388	-	10,303,388	10,129,986
Management and general	960,010	-	960,010	691,258
Fundraising	7,435	-	7,435	4,622
	<u>11,270,833</u>	<u>-</u>	<u>11,270,833</u>	<u>10,825,866</u>
CHANGE IN NET ASSETS	86,869	(25,365)	61,504	524,153
NET ASSETS - BEGINNING OF YEAR	<u>1,081,687</u>	<u>25,365</u>	<u>1,107,052</u>	<u>582,899</u>
NET ASSETS - END OF YEAR	<u><b>\$ 1,168,556</b></u>	<u><b>\$ -</b></u>	<u><b>\$ 1,168,556</b></u>	<u><b>\$ 1,107,052</b></u>

The accompanying notes are an integral part of these financial statements.

**HARRIET TUBMAN CHARTER SCHOOL**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED JUNE 30, 2018**  
(WITH SUMMARIZED COMPARATIVE INFORMATION FOR THE YEAR ENDED JUNE 30, 2017)

	No. of Positions	Program Services			Supporting Services			2018	2017
		General	Special	Total	Fundraising	Management	Total		
		Education	Education			and General			
<b>Personnel Services Costs</b>									
Administrative staff personnel	12	\$ 600,137	\$ 86,337	\$ 686,474	\$ -	\$ 273,898	\$ 273,898	\$ 960,372	\$ 586,916
Instructional personnel	72	2,782,671	760,846	3,543,517	-	-	-	3,543,517	3,523,931
Non-instructional personnel	13	656,449	80,805	737,254	-	173,582	173,582	910,836	1,148,003
Total salaries and staff	97	4,039,257	927,988	4,967,245	-	447,480	447,480	5,414,725	5,258,850
Fringe benefits and payroll taxes		1,255,086	133,595	1,388,681	-	96,768	96,768	1,485,449	1,363,525
Retirement		373,003	85,695	458,698	-	41,322	41,322	500,020	519,929
Legal service		-	-	-	-	90,000	90,000	90,000	-
Accounting / Audit services		-	-	-	-	31,250	31,250	31,250	91,957
Other purchased / Professional / Consulting services		608,203	119,073	727,276	-	50,480	50,480	777,756	886,503
Building and land rent / Lease / Facility finance interest		650,143	149,365	799,508	-	72,025	72,025	871,533	825,067
Repairs and maintenance		341,975	78,566	420,541	-	37,885	37,885	458,426	250,963
Insurance		72,021	16,546	88,567	-	7,979	7,979	96,546	109,115
Utilities		123,640	28,405	152,045	-	13,697	13,697	165,742	180,500
Supplies / Materials		148,824	14,037	162,861	-	-	-	162,861	162,866
Equipment / Furnishings		13,273	3,049	16,322	-	1,470	1,470	17,792	17,048
Staff development		98,444	22,617	121,061	-	10,906	10,906	131,967	120,212
Marketing / Recruitment		171	39	210	-	19	19	229	150
Technology		88,021	20,222	108,243	-	9,751	9,751	117,994	92,249
Food service		304,794	28,748	333,542	-	-	-	333,542	328,997
Student services		69,998	6,602	76,600	7,435	-	7,435	84,035	101,217
Office expense		61,756	14,188	75,944	-	12,400	12,400	88,344	105,329
Depreciation and Amortization		314,427	72,237	386,664	-	34,833	34,833	421,497	343,489
Other		15,758	3,622	19,380	-	1,745	1,745	21,125	67,900
		<b>\$ 8,578,794</b>	<b>\$ 1,724,594</b>	<b>\$ 10,303,388</b>	<b>\$ 7,435</b>	<b>\$ 960,010</b>	<b>\$ 967,445</b>	<b>\$ 11,270,833</b>	<b>\$ 10,825,866</b>

The accompanying notes are an integral part of these financial statements.

**HARRIET TUBMAN CHARTER SCHOOL**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED JUNE 30, 2018**  
(WITH SUMMARIZED COMPARATIVE INFORMATION FOR THE YEAR ENDED JUNE 30, 2017)

	<b>2018</b>	<b>2017</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Cash received from operating revenue and other income	\$ 11,396,104	\$ 11,302,522
Cash received from interest income	32,340	6,879
Cash paid to employees and suppliers	<u>(10,666,478)</u>	<u>(10,736,289)</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>761,966</u>	<u>573,112</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of property and equipment	<u>(150,980)</u>	<u>(244,861)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Payments on capital lease	<u>(47,068)</u>	<u>(44,665)</u>
NET INCREASE IN CASH	563,918	283,586
CASH AND CASH - RESTRICTED - BEGINNING OF YEAR	<u>428,994</u>	<u>145,408</u>
CASH AND CASH - RESTRICTED - END OF YEAR	<b><u>\$ 992,912</u></b>	<b><u>\$ 428,994</u></b>

Reconciliation of change in net assets to net cash provided by operating activities:

Change in net assets	\$ 61,504	\$ 524,153
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation and amortization	421,497	343,489
Amortization of deferred lease premium	85,000	85,000
Changes in operating assets and liabilities:		
Grants and other receivables	(76,177)	(148,101)
Prepaid expenses and other assets	(23,650)	(8,663)
Accounts payable and accrued expenses	390,598	(154,220)
Accrued salary and other payroll related expenses	(184,090)	(18,175)
Refundable advances	-	(72,854)
Security deposit	100,000	33,793
Deferred revenue	14,164	-
Deferred rent	<u>(26,880)</u>	<u>(11,310)</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	<b><u>\$ 761,966</u></b>	<b><u>\$ 573,112</u></b>

**SUPPLEMENTAL DISCLOSURES OF CASH FLOW INFORMATION:**

**Cash and Cash - Restricted Consist of:**

Cash	\$ 917,912	\$ 353,994
Cash - restricted	<u>75,000</u>	<u>75,000</u>
Total	<b><u>\$ 992,912</u></b>	<b><u>\$ 428,994</u></b>

The accompanying notes are an integral part of these financial statements.

# HARRIET TUBMAN CHARTER SCHOOL

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## NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

### 1. NATURE OF THE ORGANIZATION

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Harriet Tubman Charter School (the "School") is an educational corporation that operates in the borough of The Bronx, New York. On January 13, 2000, the Board of Regents of the University of the State of New York granted the School a provisional charter valid for a term of five years and renewable upon expiration. The School is now on its fifth charter renewal, which will expire on June 30, 2021.

The School is designed to help students develop the skills to become leaders who read, think, write and communicate at high levels. The School's mission is to prepare students for success throughout their college years and beyond.

In fiscal year 2018, the School operated classes for students in kindergarten and grades one through eight. The School is split into two academies: K-4 Elementary Academy and 5-8 Junior Academy.

The New York City Department of Education ("NYCDOE") provides transportation directly to a majority of the School's students.

The School, as determined by the Internal Revenue Service, is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code ("IRC") and under the corresponding provisions of the New York State tax laws. The School has also been classified as an entity that is not a private foundation within the meaning of Section 509(a) of the IRC and qualifies for deductible contributions as provided in section 170(b)(1)(A)(ii) of the IRC.

The School's primary source of income is from government funding.

### 2. SIGNIFICANT ACCOUNTING POLICIES

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#### Financial Statement Presentation

The School's financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America ("U.S. GAAP").

The classification of a School's net assets and its support, revenues and expenses is based on the existence or absence of donor-imposed restrictions. It requires that the amounts for each of the three classes of net assets – permanently restricted, temporarily restricted, and unrestricted – be displayed in the statement of financial position and that the amounts of change in each of those classes of net assets be displayed in the statement of activities.

These classes are defined as follows:

Permanently Restricted - Net assets resulting from contributions and other inflows of assets whose use by the School is limited by donor-imposed stipulations that neither expire by passage of time nor can be fulfilled or otherwise removed by actions of the School.

Temporarily Restricted - Net assets resulting from contributions and other inflows of assets whose use by the School is limited by donor-imposed stipulations that either expire by passage of time or can be fulfilled and removed by actions of the School pursuant to those stipulations. When such stipulations end or are fulfilled, such temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities. However, if a restriction is fulfilled in the same period in which the contribution is received, the School reports the support as unrestricted.

Unrestricted - The part of net assets that is neither permanently nor temporarily restricted by donor-imposed stipulations.

# HARRIET TUBMAN CHARTER SCHOOL

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## NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

### 2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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#### **Cash – Restricted**

A restricted fund of \$75,000 is held aside to cover debts in the event of the School's dissolution, as required by The State University of New York.

#### **Grants and Other Receivables**

Grants and other receivables represent unconditional promises to give. Grants and other receivables that are expected to be collected within one year and recorded at net realizable value are \$849,347 and \$773,170 at June 30, 2018 and 2017, respectively. The School evaluates the collectability of the receivables and employs the allowance method. The School has determined that no allowance for uncollectible accounts for grants and other receivables is necessary as of June 30, 2018 and 2017. Such estimate is based on management's assessments of the creditworthiness of its grantors, the age of its receivables, as well as current economic conditions.

#### **Revenue Recognition**

Revenue from state and local governments resulting from the School's charter status is based on the number of students enrolled and is recorded when services are performed in accordance with the charter agreement.

Revenue from federal, state and local government grants and contracts are recorded by the School when qualifying expenditures are incurred and billable. Funds received in advance for which qualifying expenditures have not been incurred, if any, are reflected as refundable advances from state and local government grants in the accompanying statement of financial position.

The School receives a substantial portion of its support and revenue from the NYCDOE. If the charter school laws were modified, reducing or eliminating these revenues, the School's finances could be materially adversely affected.

#### **Property and Equipment**

Property and equipment are stated at cost and are being depreciated on the straight-line method over the estimated useful lives of the assets. The School has established a \$1,500 threshold above which assets are evaluated to be capitalized. Leasehold improvements are amortized over the lesser of the life of the asset or the period covered by the charter. Durable curriculum materials in excess of \$10,000 which are recognized to have value beyond their year of purchase are amortized over a 3-year period. Property and equipment acquired with certain government contract funds is recorded as an expense pursuant to the terms of the contract in which the government funding source retains ownership of the property. Maintenance and repairs are charged to expense as incurred; major renewals and betterments are capitalized.

#### **Impairment**

The School reviews long-lived assets to determine whether there has been any permanent impairment whenever events or circumstances indicate the carrying amount of an asset may not be recoverable. If the sum of the expected future undiscounted cash flows is less than the carrying amount of the assets, the School recognizes an impairment loss. No impairment losses were recognized for the years ended June 30, 2018 and 2017.

## HARRIET TUBMAN CHARTER SCHOOL

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### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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### Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis. Expenses that can be directly identified with the program or supporting service to which they relate are charged accordingly. Other expenses by function have been allocated among program and supporting service classifications based upon benefits received.

### Estimates

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

### Subsequent Events

The School has evaluated events through October 31, 2018, which is the date the financial statements were available to be issued.

### Comparative Financial Information

The June 30, 2018 financial statements include certain prior year summarized comparative information in total but not by net asset class. In addition, only certain of the notes to the financial statements for June 30, 2017 are presented. As a result, the June 30, 2017 comparative information does not include sufficient detail to constitute a presentation in conformity with U.S. GAAP. Accordingly, such June 30, 2017 information should be read in conjunction with the School's financial statements for the year ended June 30, 2017, from which the summarized information was derived.

### Income Taxes

The School follows the accounting standard for uncertainty in income taxes. The standard prescribes a minimum recognition threshold and measurement methodology that a tax position taken or expected to be taken in a tax return is required to meet before being recognized in the financial statements. It also provides guidance for derecognition, classification, interest and penalties, disclosure and transition.

The School files informational returns in the Federal and New York State jurisdictions. With few exceptions, the School is no longer subject to Federal, state, or local income tax examinations for fiscal years before 2015.

The School believes that it has appropriate support for the positions taken on its tax returns. Nonetheless, the amounts ultimately paid, if any, upon resolution of the issues raised by the taxing authorities may differ materially from the amounts accrued for each year. Management believes that its nonprofit status would be sustained upon examination.

Should there be interest on underpayments of income tax, the School would classify it as interest expense. The School would classify penalties in connection with underpayments of tax as other expense.

### Deferred Rent

In accordance with U.S. GAAP, rent expense is recognized on a straight-line basis over the life of the lease, including future escalations of rent, rather than in accordance with lease payments. Deferred rent represents the adjustment to future rents as a result of using the straight-line method.

# HARRIET TUBMAN CHARTER SCHOOL

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## NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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#### **Adoption of Accounting Pronouncement**

In fiscal year 2018, the School adopted the accounting standards update which amends the cash flow statement presentation of restricted cash. The update requires amounts generally described as restricted cash and restricted cash equivalents be included with cash and cash equivalents when reconciling the beginning-of-year and end-of-year total amounts shown on the statement of cash flows. The School adopted the update retrospectively for fiscal year 2017. The adoption of this update had no effect on the School's change in net assets or cash flows.

#### **Recent Accounting Pronouncements**

In May 2014, the Financial Accounting Standards Board ("FASB") issued an accounting standards update which affects the revenue recognition of entities that enter into either (1) certain contracts to transfer goods or services to customers or (2) certain contracts for the transfer of nonfinancial assets. The update indicates an entity should recognize revenue in an amount that reflects the consideration the entity expects to be entitled to in exchange for the goods or services transferred by the entity. The update is to be applied to the beginning of the year of implementation or retrospectively and is effective for annual periods beginning after December 15, 2018 and in interim periods in annual periods beginning after December 15, 2019. Early application is permitted but no earlier than annual reporting periods beginning after December 31, 2016. The School is currently evaluating the effect the update will have on its financial statements.

In February 2016, the FASB issued an accounting standards update which amends existing lease guidance. The update requires lessees to recognize a right-of-use asset and related lease liability for many operating leases now currently off-balance sheet under current U.S. GAAP. Accounting by lessors remains largely unchanged from current U.S. GAAP. The update is effective using a modified retrospective approach for fiscal years beginning after December 15, 2019, and for interim periods within fiscal years beginning after December 15, 2020, with early application permitted. The School is currently evaluating the effect the update will have on its financial statements.

In August 2016, the FASB issued an accounting standards update which aims to improve information provided to creditors, donors, grantors, and others while also reducing complexity and costs. The update is the first phase of a project regarding not-for-profits which aims to improve and simplify net asset classification requirements and improve the information presented and disclosed in financial statements about liquidity, cash flows, and financial performance. The update is effective retrospectively for financial statements issued for fiscal years beginning after December 15, 2017, and interim periods within fiscal years beginning after December 15, 2018, with earlier application permitted. The School is currently evaluating the effect the update will have on its financial statements.

In June 2018, the FASB issued an accounting standards update in an effort to clarify and improve the scope and the accounting guidance for contributions received and contributions made. The FASB believes the update should assist entities in (1) evaluating whether transactions should be accounted for as contributions (non-reciprocal transactions) within the scope of not-for-profit guidance, or as an exchange (reciprocal) transaction subject to other guidance and (2) determining whether a contribution is conditional or not. The update is effective on a modified prospective basis for fiscal years beginning after December 15, 2018, and interim periods within annual periods beginning after December 15, 2019, with early adoption permitted. The School is currently evaluating the potential accounting, transition, and disclosure effects the update will have on its financial statements.

#### **Reclassifications**

Certain amounts in the prior year financial statements have been reclassified for comparative purposes to conform to the presentation in the current year financial statements.

## HARRIET TUBMAN CHARTER SCHOOL

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

#### 3. PROPERTY AND EQUIPMENT

Property and equipment consist of the following as of June 30, 2018:

	<u>2018</u>	<u>2017</u>	<u>Estimated Useful Life</u>
Leasehold improvements	\$1,894,554	\$1,778,134	Term of lease
Computer and equipment	1,179,962	1,174,196	3-5 years
Durable curriculum materials	136,205	136,205	3 years
Furniture and fixtures	290,296	261,502	7 years
Playground	<u>97,000</u>	<u>97,000</u>	8 years
	3,598,017	3,447,037	
Less: Accumulated depreciation and amortization	<u>(3,191,654)</u>	<u>(2,770,157)</u>	
	<u>\$ 406,363</u>	<u>\$ 676,880</u>	

Depreciation and amortization expense for the years ended June 30, 2018 and 2017 was \$421,497 and \$343,489, respectively.

#### 4. COMMITMENTS

On August 20, 2004, the School entered into a long-term lease agreement for its facilities expiring on December 31, 2019.

In July 2012, the School entered into another lease agreement for a second building expiring in June 2016. The School is currently negotiating an extension to the lease and continuing to occupy the building. Future minimum lease payments under these leases are as follows:

June 30,	
2019	\$ 342,600
2020	<u>171,300</u>
Total	<u>\$ 513,900</u>

Rent expense charged to operations amounted to \$729,975 and \$729,961 for the years ended June 30, 2018 and 2017, respectively. Deferred rent of \$40,320 and \$67,200 represents the obligation for the accumulated rent expense recorded by the School from the inception of the lease in excess of the required lease payments through June 30, 2018 and 2017, respectively.

As part of the School's lease agreement, the School was required to pay a security deposit of \$128,900, which is included in the statement of financial position.

The School entered into a surrender agreement with the landlord and the previous tenant on June 30, 2004. Under the terms of the agreement, cash payments and a promissory note totaling \$1,275,000 were provided to the landlord and the previous tenant in exchange for the release from a commitment from a prior lease agreement. This amount is shown as a deferred lease premium in the financial statements and is being amortized over 15 years. At June 30, 2018, the balance of the deferred lease premium is \$85,000, which is net of total accumulated amortization of \$1,190,000. At June 30, 2017, the balance of the deferred lease premium was \$170,000, which is net of total accumulated amortization of \$1,105,000.

**HARRIET TUBMAN CHARTER SCHOOL**

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NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018

**4. COMMITMENTS (CONTINUED)**

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During the fiscal year 2016, the School leased five new copiers with the lease agreements set to expire in July 15, 2020. The leases require a total monthly payment of \$4,500. The original cost of the copiers under capital leases was \$237,017, with accumulated depreciation of \$138,261 and \$90,858 at June 30, 2018 and 2017, respectively. Amortization expense totaled \$47,403 for each of the years ended June 30, 2018 and 2017. The imputed rate of interest is 5.25%.

At June 30, 2018, the future minimum lease payments under the capital leases are as follows:

	June 30,			
	2019	\$	54,000	
	2020		54,000	
	2021		4,500	
			112,500	
Less amount representing interest			(6,154)	
		\$	106,346	

**5. EMPLOYEE BENEFIT PLAN**

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The School is a participating employer in the Teachers' Retirement System of the City of New York ("TRS" or the "Plan"), a cost-sharing multiple-employer public employee retirement system that provides pension benefits for all the teachers and administrative personnel employed by the Department of Education and certain employees of charter schools and the City University of New York. As a participating employer of the Plan, the School is not permitted to withdraw from the Plan.

Employer contributions to the Plan are determined by the Plan's Chief Actuary of the Office of the Actuary in accordance with State statutes and City laws, and include amounts to reduce the Plan's underfunding.

Accounting standards require employers participating in multiemployer plans to provide detailed quantitative and qualitative disclosures for these plans. TRS, which is sponsored by the City of New York, does not impose an expiration date on participating employers. The zone status is consistent with the Pension Protection Act and is for the Plan's year-end at June 30, 2017. The zone status is based on information provided in the TRS Comprehensive Annual Financial Report, which includes information from TRS' actuary and is certified by TRS' auditor. Among other factors, plans in the red zone are generally less than 65 percent funded, plans in the yellow zone are less than 80 percent funded and plans in the green zone are at least 80 percent funded. TRS did not report a rehabilitation plan. Information related to the Plan is comprised of the following:

<i>Pension Fund</i>	<i>Plan Month/Day End Date</i>	<i>Zone Status</i>	<i>Contribution</i>	
			<i>2018</i>	<i>2017</i>
<i>Teacher's Retirement System</i>	<i>06/30</i>	<i>Red - As of June 30, 2017</i>	<i>\$500,020</i>	<i>\$519,929</i>

## HARRIET TUBMAN CHARTER SCHOOL

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### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

#### 5. EMPLOYEE BENEFIT PLAN (CONTINUED)

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The audited financial statements of the Plan, as of the year ended June 30, 2017, reported total assets at fair value of \$75,607,076. The funded status of the Plan as of June 30, 2015, the most recent actuarial valuation date, is as follows:

	Amounts in Thousands
Actuarial value of assets	\$ 39,290,072
Actuarial accrued liability	69,625,608
Unfunded actuarial accrued liability	\$ (30,335,536)
Funded status	56.4%

#### 6. CONTINGENCIES

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The School is involved in legal actions arising in the ordinary course of business. The School is being represented in these actions under an insurance policy for the period August 1, 2013 to August 1, 2014. The policy provides a per claim policy limit of \$1,000,000 and an aggregate limit of \$2,000,000 with a deductible of \$10,000. For the year ended June 30, 2018, the School has accrued \$10,000 for the insurance deductible expense. Management is of the opinion that the ultimate outcome of these matters will not have a material adverse impact on the accompanying financial statements. Accordingly, no additional provision for such contingencies has been made in the accompanying financial statements.

#### 7. RISK MANAGEMENT

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- A. The School is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; injuries to employees; and natural disasters. The School maintains commercial insurance to help protect itself from such risks.
- B. The School entered into contractual relationships with certain governmental funding sources. The governmental agencies may request return of funds as a result of noncompliance by the School, as well as additional funds for the use of facilities. The accompanying financial statements make no provision for the possible disallowance or refund.

#### 8. CONCENTRATIONS

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- A. Financial instruments that potentially subject the School to a concentration of credit risk include cash accounts at a major financial institution that, at times, exceeded the Federal Deposit Insurance Corporation insured limit of \$250,000.
- B. The School received approximately 90% revenue and support from per pupil funding from the NYCDOE during the year ended June 30, 2018.
- C. The School's grants and other receivables consist of three major grantors at June 30, 2018.

**SUPPLEMENTARY INFORMATION**

**HARRIET TUBMAN CHARTER SCHOOL**  
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
 FOR THE YEAR ENDED JUNE 30, 2018

Federal Grantor/Pass-through Grantor/Program or Cluster	FEDERAL CFDA NUMBER	PASS-THROUGH ENTITY IDENTIFYING NUMBER	FEDERAL EXPENDITURES
<b><u>U.S. DEPARTMENT OF EDUCATION</u></b>			
Pass-through New York State Education Department			
Title I Grants to Local Educational Agencies (LEAs)	84.010	0021184120	\$ 481,272
Improving Teacher Quality State Grants (Title II)	84.367	0147184120	118,749
TITLE IIIA, LEP	84.365	0293184120	22,923
Total US Department of Education			<u>622,944</u>
<b><u>U.S. DEPARTMENT OF AGRICULTURE</u></b>			
Pass-through New York State Education Department			
Child Nutrition Cluster			
School Breakfast Program (SBP) (Cluster)	10.553	310600860966	\$ 53,218
National School Lunch Program (NSLP) (Lunch) (Cluster)	10.555	310600860966	260,549
Total Child Nutrition Cluster			<u>313,767</u>
<b>Total Expenditures of Federal Awards</b>			<b><u>\$ 936,711</u></b>

See independent auditor's report.  
 The accompanying notes are an integral part of this schedule.

## HARRIET TUBMAN CHARTER SCHOOL

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### NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS JUNE 30, 2018

#### **1. BASIS OF PRESENTATION**

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The accompanying schedule of expenditures of federal awards (the "Schedule") includes the federal grant activity of Harriet Tubman Charter School (a not-for-profit organization) (the "School") under programs of the federal government for the year ended June 30, 2018. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* ("Uniform Guidance"). Because this Schedule presents only a selected portion of the operations of the School, it is not intended and does not present the financial position, changes in net assets or cash flows of the School.

#### **2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Pass-through entity identifying numbers are presented where available and when applicable.

#### **3. SUB-RECIPIENTS**

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Of the federal expenditures presented in the Schedule, the School provided no federal awards to sub-recipients.

#### **4. INDIRECT COST RATE**

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The School allocates indirect costs to various federal programs based upon the provisions of the award agreements.



**Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards**

To the Board of Trustees  
Harriet Tubman Charter School

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Harriet Tubman Charter School (the “School”), which comprise the statement of financial position as of June 30, 2018, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 31, 2018.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the School’s internal control over financial reporting (“internal control”) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School’s internal control. Accordingly, we do not express an opinion on the effectiveness of the School’s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the School’s financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the School’s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to management of the School in a separate letter dated October 31, 2018.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

MBAF CPAs, LLC

New York, NY  
October 31, 2018



## **Independent Auditor's Report on Compliance With The Major Federal Program and on Internal Control Over Compliance in Accordance with the Uniform Guidance**

To the Board of Directors  
Harriet Tubman Charter School

### **Report on Compliance for the Major Federal Program**

We have audited Harriet Tubman Charter School's (the "School") compliance with the types of compliance requirements described in the *U.S. Office of Management and Budget ("OMB") Compliance Supplement* that could have a direct and material effect on the School's major federal program for the year ended June 30, 2018. The School's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

### **Management's Responsibility**

Management is responsible for compliance with the federal statutes, regulations, and terms and conditions of its federal award applicable to its federal program.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on compliance with the School's major federal program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* ("CFR") Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* ("Uniform Guidance"). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the School's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance with the major federal program. However, our audit does not provide a legal determination of the School's compliance.

### **Opinion on Major Federal Program**

In our opinion, Harriet Tubman Charter School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on the major federal program for the year ended June 30, 2018.

### **Report on Internal Control over Compliance**

Management of Harriet Tubman Charter School is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the School's internal control over compliance with the types of requirements that could have a direct and material effect on its major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for the major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the School's internal control over compliance.

An Independent Member of Baker Tilly International

## Report on Internal Control over Compliance (Continued)

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weakness or significant deficiencies may exist that have not been identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

MBAF CPAs, LLC

New York, NY  
October 31, 2018

HARRIET TUBMAN CHARTER SCHOOL

SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
JUNE 30, 2018

SECTION I – SUMMARY OF AUDITOR’S RESULTS

Financial Statements

Type of auditor’s report issued: Unmodified

Internal control over financial reporting:

Material weakness (es) identified? Yes \_\_\_\_\_ No \_\_√\_\_

Significant deficiency (ies) identified that are not considered to be material weaknesses? Yes \_\_\_\_\_ No \_\_√\_\_

Noncompliance material to financial statements noted? Yes \_\_\_\_\_ No \_\_√\_\_

Federal Awards

Type of auditor’s report issued on compliance for major program: Unmodified

Internal control over major program:

Material weakness (es) identified? Yes \_\_\_\_\_ No \_\_√\_\_

Significant deficiency (ies) identified that are not considered to be material weaknesses? Yes \_\_\_\_\_ No \_\_√\_\_

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? Yes \_\_\_\_\_ No \_\_√\_\_

Identification of Major Program:

<u>Name of Federal Program</u>	<u>CFDA Number</u>	<u>Expenditures</u>
Title I	84.010	\$ 481,272

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee qualified as low-risk auditee: \_\_\_\_\_ Yes \_\_X\_\_ No

**HARRIET TUBMAN CHARTER SCHOOL**

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SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
JUNE 30, 2018

**SECTION II – COMPLIANCE FINDING**

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None noted.

**SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

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None noted.

**HARRIET TUBMAN CHARTER SCHOOL**

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SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS  
JUNE 30, 2018

**SECTION II – COMPLIANCE FINDING**

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None noted.



# Entry 5d Financial Services Contact Information

Last updated: 11/01/2018

Regents, NYCDOE and Buffalo BOE authorized schools should enter the financial contact information requested and upload the independent auditor's report and internal controls reports as one combined file.

## HARRIET TUBMAN CS (REGENTS)Section Heading

### 1. School Based Fiscal Contact Information

School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
Michael Taylor	[REDACTED]	[REDACTED]

### 2. Audit Firm Contact Information

School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
Jimmy ora	[REDACTED]	[REDACTED]	[REDACTED]

### 3. If applicable, please provide contact information for the school's outsourced financial services firm.

Firm Name	Contact Person	Mailing Address	Email	Phone	Years with Firm
CSBM	Leslie Roper Thomas	[REDACTED]	[REDACTED]	[REDACTED]	3

# New York State Education Department

Request for Proposals to Establish Charter Schools Authorized by the -  
Board of Regents -

## 2018-19 Budget & Cash Flow Template

### General Instructions and Notes for New Application Budgets and Cash Flows Templates

1	Complete ALL SIX columns in <b>BLUE</b>
2	Enter information into the <b>GRAY</b> cells
3	Cells containing <b>RED</b> triangles in the upper right corner in columns B through G contain guidance on that particular item
4	School district per-pupil tuition information is located on the State Aid website at <a href="https://stateaid.nysed.gov/charter/">https://stateaid.nysed.gov/charter/</a> . Rows may be inserted in the worksheet to accommodate additional districts if necessary.
5	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

**Harriet Tubman Charter School -**

**PROJECTED BUDGET FOR 2018-2019 -**

**July 1, 2018 to June 30, 2019 -**

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	9,324,263	1,513,966	-	15,000	1,148,996	12,002,225
Total Expenses	9,246,798	1,467,151	-	2,975	1,073,731	11,790,655
Net Income	77,465	46,816	-	12,025	75,264	211,570
Actual Student Enrollment	650	56				-
Total Paid Student Enrollment	594	56				650

PROGRAM SERVICES

SUPPORT SERVICES

REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
----------------------	----------------------	-------	-------------	-------------------------	-------

**REVENUE**

**REVENUES FROM STATE SOURCES**

Per Pupil Revenue

CY Per Pupil Rate

**New York City**

\$15,307.00

- School District 2 (Enter Name)
- School District 3 (Enter Name)
- School District 4 (Enter Name)
- School District 5 (Enter Name)

7,999,438	805,914	-	-	1,144,198	9,949,550
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
<b>7,999,438</b>	<b>805,914</b>			<b>1,144,198</b>	<b>9,949,550</b>

Special Education Revenue

42,912	565,520	-	-	4,598	613,030
--------	---------	---	---	-------	---------

Grants

Stimulus

-	-	-	-	-	-
---	---	---	---	---	---

Other

-	-	-	-	-	-
---	---	---	---	---	---

Other State Revenue

267,894	25,256	-	-	-	293,150
---------	--------	---	---	---	---------

**TOTAL REVENUE FROM STATE SOURCES**

<b>8,310,244</b>	<b>1,396,690</b>			<b>1,148,796</b>	<b>10,855,730</b>
------------------	------------------	--	--	------------------	-------------------

**REVENUE FROM FEDERAL FUNDING**

IDEA Special Needs

-	68,103	-	-	-	68,103
---	--------	---	---	---	--------

Title I

481,272	-	-	-	-	481,272
---------	---	---	---	---	---------

Title Funding - Other

119,675	10,231	-	-	-	129,906
---------	--------	---	---	---	---------

School Food Service (Free Lunch)

293,723	27,691	-	-	-	321,414
---------	--------	---	---	---	---------

Grants

Charter School Program (CSP) Planning & Implementation

-	-	-	-	-	-
---	---	---	---	---	---

Other

-	-	-	-	-	-
---	---	---	---	---	---

Other Federal Revenue

-	-	-	-	-	-
---	---	---	---	---	---

**TOTAL REVENUE FROM FEDERAL SOURCES**

<b>894,670</b>	<b>106,025</b>				<b>1,000,695</b>
----------------	----------------	--	--	--	------------------

**LOCAL and OTHER REVENUE**

Contributions and Donations, Fundraising

914	86	-	15,000	-	16,000
-----	----	---	--------	---	--------

Erate Reimbursement

68,538	6,462	-	-	-	75,000
--------	-------	---	---	---	--------

Interest Income, Earnings on Investments,

-	-	-	-	200	200
---	---	---	---	-----	-----

NYC-DYCD (Department of Youth and Community Developmt.)

-	-	-	-	-	-
---	---	---	---	---	---

Food Service (Income from meals)

-	-	-	-	-	-
---	---	---	---	---	---

Text Book

49,896	4,704	-	-	-	54,600
--------	-------	---	---	---	--------

Other Local Revenue

-	-	-	-	-	-
---	---	---	---	---	---

**TOTAL REVENUE FROM LOCAL and OTHER SOURCES**

<b>119,348</b>	<b>11,252</b>		<b>15,000</b>	<b>200</b>	<b>145,800</b>
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**TOTAL REVENUE**

<b>9,324,263</b>	<b>1,513,966</b>		<b>15,000</b>	<b>1,148,996</b>	<b>12,002,225</b>
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**EXPENSES**

**ADMINISTRATIVE STAFF PERSONNEL COSTS**

No. of Positions

Executive Management

-	-	-	-	-	-
---	---	---	---	---	---

Instructional Management

3.00	421,959	39,781	-	-	461,740
------	---------	--------	---	---	---------

Deans, Directors & Coordinators

3.00	168,247	15,862	-	2,203	71,237
------	---------	--------	---	-------	--------

**Harriet Tubman Charter School**

**PROJECTED BUDGET FOR 2018-2019**

**July 1, 2018 to June 30, 2019**

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	9,324,263	1,513,966	-	15,000	1,148,996	12,002,225
Total Expenses	9,246,798	1,467,151	-	2,975	1,073,731	11,790,655
Net Income	77,465	46,816	-	12,025	75,264	211,570
Actual Student Enrollment	650	56				-
Total Paid Student Enrollment	594	56				650

**PROGRAM SERVICES**

**SUPPORT SERVICES**

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
CFO / Director of Finance	-	-	-	-	-	-
Operation / Business Manager	-	-	-	-	-	-
Administrative Staff	7.00	292,020	-	-	119,276	411,295
<b>TOTAL ADMINISTRATIVE STAFF</b>	<b>13</b>	<b>882,226</b>	<b>55,642</b>	<b>2,203</b>	<b>190,512</b>	<b>1,130,584</b>
<b>INSTRUCTIONAL PERSONNEL COSTS</b>						
Teachers - Regular	39.00	2,342,099	-	-	-	2,342,099
Teachers - SPED	9.00	-	562,468	-	-	562,468
Substitute Teachers	2.00	77,531	7,309	-	-	84,840
Teaching Assistants	23.00	652,975	61,560	-	-	714,535
Specialty Teachers	-	-	-	-	-	-
Aides	-	-	-	-	-	-
Therapists & Counselors	2.00	153,759	14,496	-	-	168,254
Other	-	335,510	36,322	-	8,169	380,000
<b>TOTAL INSTRUCTIONAL</b>	<b>75</b>	<b>3,561,873</b>	<b>682,155</b>		<b>8,169</b>	<b>4,252,197</b>
<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>						
Nurse	-	-	-	-	-	-
Librarian	-	-	-	-	-	-
Custodian	2.00	-	-	-	62,540	62,540
Security	-	-	-	-	-	-
Other	9.00	-	-	-	291,741	291,741
<b>TOTAL NON-INSTRUCTIONAL</b>	<b>11</b>				<b>354,281</b>	<b>354,281</b>
<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>	<b>99</b>	<b>4,444,100</b>	<b>737,798</b>	<b>2,203</b>	<b>552,962</b>	<b>5,737,063</b>
<b>PAYROLL TAXES AND BENEFITS</b>						
Payroll Taxes		370,342	61,483	-	46,080	478,089
Fringe / Employee Benefits		758,153	125,867	-	94,334	978,729
Retirement / Pension		410,598	68,166	-	51,089	530,057
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>		<b>1,539,093</b>	<b>255,516</b>	<b>763</b>	<b>191,503</b>	<b>1,986,875</b>
<b>TOTAL PERSONNEL SERVICE COSTS</b>		<b>5,983,192</b>	<b>993,314</b>	<b>2,966</b>	<b>744,466</b>	<b>7,723,938</b>
<b>CONTRACTED SERVICES</b>						
Accounting / Audit		-	-	-	24,250	24,250
Legal		-	-	-	-	-
Management Company Fee		-	-	-	-	-
Nurse Services		-	-	-	-	-
Food Service / School Lunch		-	-	-	-	-
Payroll Services		17,816	2,958	-	2,217	23,000
Special Ed Services		-	-	-	-	-
Titlement Services (i.e. Title I)		-	-	-	-	-
Other Purchased / Professional / Consulting		667,055	84,461	-	37,565	789,081
<b>TOTAL CONTRACTED SERVICES</b>		<b>684,871</b>	<b>87,419</b>	<b>9</b>	<b>64,032</b>	<b>836,331</b>

**SCHOOL OPERATIONS**

**Harriet Tubman Charter School**

**PROJECTED BUDGET FOR 2018-2019**

**July 1, 2018 to June 30, 2019**

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	9,324,263	1,513,966	-	15,000	1,148,996	12,002,225
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Net Income	77,465	46,816	-	12,025	75,264	211,570
Actual Student Enrollment	650	56				-
Total Paid Student Enrollment	594	56				650

	PROGRAM SERVICES			SUPPORT SERVICES		TOTAL
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	
Board Expenses	-	-	-	-	15,700	15,700
Classroom / Teaching Supplies & Materials	78,591	7,409	-	-	-	86,000
Special Ed Supplies & Materials	-	-	-	-	-	-
Textbooks / Workbooks	63,604	5,996	-	-	-	69,600
Supplies & Materials other	-	-	-	-	-	-
Equipment / Furniture	67,498	11,206	-	-	8,432	87,136
Telephone	44,929	7,459	-	-	5,613	58,000
Technology	50,265	8,345	-	-	6,279	64,889
Student Testing & Assessment	36,554	3,446	-	-	-	40,000
Field Trips	-	-	-	-	-	-
Transportation (student)	-	-	-	-	-	-
Student Services - other	73,473	6,927	-	-	-	80,400
Office Expense	35,633	5,916	-	-	4,451	46,000
Staff Development	77,463	12,860	-	-	9,677	100,000
Staff Recruitment	3,486	579	-	-	434	4,499
Student Recruitment / Marketing	21,302	3,537	-	-	2,661	27,500
School Meals / Lunch	328,985	31,015	-	-	-	360,000
Travel (Staff)	4,454	739	-	-	556	5,750
Fundraising	3,873	643	-	-	484	5,000
Other	18,108	3,006	-	-	2,262	23,376
<b>TOTAL SCHOOL OPERATIONS</b>	<b>908,217</b>	<b>109,083</b>			<b>56,550</b>	<b>1,073,850</b>
<b>FACILITY OPERATION &amp; MAINTENANCE</b>						
Insurance	80,157	13,307	-	-	10,013	103,478
Janitorial	255,473	42,413	-	-	31,914	329,800
Building and Land Rent / Lease	630,086	104,605	-	-	78,711	813,402
Repairs & Maintenance	73,893	12,268	-	-	9,231	95,392
Equipment / Furniture	14,303	2,375	-	-	1,787	18,464
Security	86,759	14,403	-	-	10,838	112,000
Utilities	158,024	26,235	-	-	19,741	204,000
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	<b>1,298,695</b>	<b>215,606</b>			<b>162,235</b>	<b>1,676,536</b>
<b>DEPRECIATION &amp; AMORTIZATION</b>	<b>371,822</b>	<b>61,729</b>			<b>46,449</b>	<b>480,000</b>
<b>DISSOLUTION ESCROW &amp; RESERVES / CONTIGENCY</b>	<b>-</b>	<b>-</b>			<b>-</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>9,246,798</b>	<b>1,467,151</b>		<b>2,975</b>	<b>1,073,731</b>	<b>11,790,655</b>
<b>NET INCOME</b>	<b>77,465</b>	<b>46,816</b>		<b>12,025</b>	<b>75,264</b>	<b>211,570</b>

ENROLLMENT - *School Districts Are Linked To Above Entries*	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
New York City	650	56	706
School District 2 (Enter Name)			-
School District 3 (Enter Name)			-
School District 4 (Enter Name)			-
School District 5 (Enter Name)			-

**Harriet Tubman Charter School**

**PROJECTED BUDGET FOR 2018-2019**

**July 1, 2018 to June 30, 2019**

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	9,324,263	1,513,966	-	15,000	1,148,996	12,002,225
Total Expenses	9,246,798	1,467,151	-	2,975	1,073,731	11,790,655
Net Income	77,465	46,816	-	12,025	75,264	211,570
Actual Student Enrollment	650	56				-
Total Paid Student Enrollment	594	56				650

**PROGRAM SERVICES**

**SUPPORT SERVICES**

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
<b>TOTAL ENROLLMENT</b>	650	56	706			
<b>REVENUE PER PUPIL</b>	14,345	27,035	-			
<b>EXPENSES PER PUPIL</b>	14,226	26,199	-			









**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

Trustee Name:

Jerima Dewese

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Harriet Tubman Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Chair

2. Is the trustee an ~~an~~ employee of any school operated by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself



**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

Trustee Name:

Cliff Frazier

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Harriet Tubman CHARTER SCHOOL

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Chair Emeritus.

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself



**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

Trustee Name:

Claudia Nisbett

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Harriet Tubman Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Vice Chair

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself



**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

Trustee Name:

Elizabeth Beth McGee

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Harriet Tubman Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

*Treasurer*

2. Is the trustee an ~~employee~~ of any school operated by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an ~~employee or agent~~ of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself



**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

Trustee Name:

Barbara Gaillard - Nowell.

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Harriet Tubman Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Secretary

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

Please write "None" if applicable. Do not leave this space blank.

NONE

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write None.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<p>Please write "None" if applicable. Do not leave this space blank.</p> <p style="font-size: 2em; text-align: center;">NONE</p>				

Completed at School \_\_\_\_\_ Date 8/1/18

Signature \_\_\_\_\_ Date

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

Business Telephone: \_\_\_\_\_

Business Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Home Address: \_\_\_\_\_

**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

Trustee Name:

Mildred McGee.

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Harriet Tubman Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).
  
2. Is the trustee an ~~an~~ employee of any school operated by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an ~~an~~ employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself



**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

Trustee Name:

Rey Allen.

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Harriet Tubman Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

Please write "None" if applicable. Do not leave this space blank.

NONE

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write None.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<p>Please write "None" if applicable. Do not leave this space blank.</p> <p style="font-size: 2em;">NONE</p>				

Completed at School 8/1/18  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be*

Business Telephone: \_\_\_\_\_

Business Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Home Address: \_\_\_\_\_



**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

Trustee Name:

Geraldine Hunter

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Harriet Tubman Charter School

- 1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).
- 2. Is the trustee an ~~an~~ employee of any school operated by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

- 3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

- 4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

Please write "None" if applicable. Do not leave this space blank.

NONE

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write None.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<p>Please write "None" if applicable. Do not leave this space blank.</p> <p style="font-size: 2em;">NONE</p>				

Completed At School 8/1/18.  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

Business Telephone: \_\_\_\_\_

Business Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Home Address: \_\_\_\_\_



**Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee**

Trustee Name:

Wesley Willis

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Harriet TUBMAN CHARTER SCHOOL

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

Please write "None" if applicable. Do not leave this space blank.

NONE

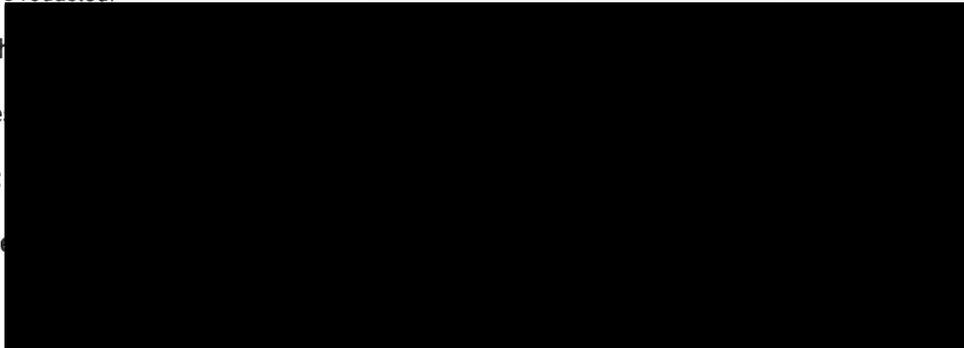
5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<p>Please write "None" if applicable. Do not leave this space blank.</p> <p style="text-align: center;">NONE</p>				

Completed at School 8/1/18  
 Signature Date

*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

Business Telephone:  
 Business Address:  
 E-mail Address:  
 Home Telephone:  
 Home Address:





# Entry 8 BOT Table

Last updated: 07/31/2018

## 1. Current Board Member Information (Enter info for each BOT member)

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2017-18
1	Jerima DeWese [Redacted]	Chair	Governance Committee Grievance Committee Personnel Committee	Yes	7	11/01/2016	11/01/2018	11
2	Claudia Nisbett [Redacted]	Vice Chair	Governance Committee Facilities Committee Fundraising Committee	Yes	9	01/01/2000	11/01/2020	11
3	Dr. Elizabeth McGee	Treasurer	Finance Committee	Yes	1	04/01/2018	11/01/2020	5 or less
4	Barbara Gaillard-Nowell [Redacted]	Secretary	Education Committee	Yes	7	11/01/2017	11/01/2019	12
5	Cliff Frazier [Redacted]	Trustee/Member	Governance Committee	Yes	9	11/01/2015	11/01/2020	12

6	Mildred McGee [REDACTED]	Trustee/Member	Education Committee Fundraising Committee	Yes	7	11/01/2017	11/01/2019	9
7	Rey Allen [REDACTED]	Treasurer	Education Committee Fundraising Committee	Yes	3	11/01/2012	11/01/2018	10
8	Marlon I. Dunbar [REDACTED]	Trustee/Member	Finance Committee	Yes	3	05/08/2012	11/01/2018	5 or less
9	Wesely Willis [REDACTED]	Trustee/Member	Finance Committee Fundraising Committee	Yes	2	03/07/2014	11/01/2018	5 or less

**1a. Are there more than 9 members of the Board of Trustees?**

Yes

**1b. Current Board Member Information**

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2017-18
10	Geraldine Hunter	Trustee/Member	Grievance Committee	Yes	2	03/07/2014	11/01/2018	7
11								
12								
13								
14								
15								

**1c. Are there more than 15 members of the Board of Trustees?** No

**2. Total number of members on June 30, 2018** 10

**3. Total number of members joining the Board during the 2017-18 school year** 1

**4. Total number of members departing the Board during the 2017-18 school year** 1

**5. Number of voting members in 2017-18, as set by the by-laws, resolution or minutes** 10

**6. Number of Board meetings conducted during the 2017-18 School Year** 12

**7. Number of Board meetings scheduled for the coming 2018-19 school year** 12

**Thank you.**



# Entry 9 - Board Meeting Minutes

Last updated: 07/31/2018

## [Instructions for submitting minutes of the BOT monthly meetings](#)

Regents, NYCDOE, and Buffalo BOE authorized schools must either provide a link to a complete set of minutes that are posted on the charter school website, or upload a complete set of board meeting minutes from July 2017--June 2018, which should match the number of meetings held during the 2017-18 school year.

### **HARRIET TUBMAN CS (REGENTS)**

**Are all monthly BOT meeting minutes posted, which should match the number of meetings held during 2017-18 school year, on the charter school's website?**

Yes

the charter school's website.

**A. Provide if posted on the charter school's website a URL link to the Monthly Board Meeting Minutes, which should match the number of meetings held during the 2017-18 school year.**

[https://www.htcsbronx.org/apps/pages/index.jsp?uREC\\_ID=264185&type=d](https://www.htcsbronx.org/apps/pages/index.jsp?uREC_ID=264185&type=d)



# Entry 10 Enrollment and Retention of Special Populations

Created: 07/31/2018 • Last updated: 08/01/2018

## [Instructions for Reporting Enrollment and Retention Strategies](#)

Describe the efforts the charter school has made in 2017-18 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, and students who are economically disadvantaged. In addition, describe the school’s plans for meeting or making progress toward meeting its enrollment and retention targets in 2018-19.

### **HARRIET TUBMAN CS (REGENTS)Section Heading**

#### **Recruitment/Attraction Efforts Toward Meeting Targets**

	Describe Recruitment Efforts in 2017-18	Describe Recruitment Plans in 2018-19)
Economically Disadvantaged	HTCS in the lottery application process, asks all applicants to identify if their family is eligible for free or reduced lunch, if so their application is weighted by 2	HTCS in the lottery application process, asks all applicants to identify if their family is eligible for free or reduced lunch, if so their application is weighted by 2
English Language Learners	HTCS in the lottery application process, asks all applicants to identify if their family speaks another language in the household, if so their application is weighted by 2	HTCS in the lottery application process, asks all applicants to identify if their family speaks another language in the household, if so their application is weighted by 2
Students with Disabilities	HTCS in the lottery application process, asks all applicants to identify if their child (ren) has an IEP , if so their application is weighted by 2	HTCS in the lottery application process, asks all applicants to identify if their child (ren) has an IEP , if so their application is weighted by 2

## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2017-18	Describe Retention Plans in 2018-19)
Economically Disadvantaged	HTCS offers incentives in regard to academic and behavior performances, and has a robust Family and Student Support team which includes Social and Emotional support. Extended day programs and Saturday School	HTCS offers incentives in regard to academic and behavior performances, and has a robust Family and Student Support team which includes Social and Emotional support. Extended day programs and Saturday School
English Language Learners	HTCS offers incentives in regard to academic and behavior performances, and has a robust Family and Student Support team which include full time ENL teachers, only blending learning programs, and academic intervention services.	HTCS offers incentives in regard to academic and behavior performances, and has a robust Family and Student Support team which include full time ENL teachers, only blending learning programs, and academic intervention services.
Students with Disabilities	HTCS offers a CO teaching environment in grades 1-8 and offers incentives in regard to academic and behavior performances, and has a robust Family and Student Support team which includes Social and Emotional support. Extended day programs and Saturday School	HTCS offers a CO teaching environment in grades 1-8 and offers incentives in regard to academic and behavior performances, and has a robust Family and Student Support team which includes Social and Emotional support. Extended day programs and Saturday School



# Entry 11 Classroom Teacher and Administrator Attrition

Last updated: 07/31/2018

Report changes in teacher and administrator staffing.

## Instructions for completing the Classroom Teacher and Administrator Attrition Tables

Charter schools must complete the tables titled 2017-2018 Classroom Teacher and Administrator Attrition to report changes in teacher and administrator staffing during the 2017-2018 school year. Please provide the full time equivalent (FTE) of staff on June 30, 2017; the FTE for any departed staff from July 1, 2017 through June 30, 2018; the FTE for added staff from July 1, 2017 through June 30, 2018; and the FTE of staff added in newly created positions from July 1, 2017 through June 30, 2018 using the tables provided.

### 1. Classroom Teacher Attrition Table

FTE Classroom Teachers on 6/30/17	FTE Classroom Teachers Departed 7/1/17 - 6/30/18	FTE Classroom Teachers Filling Vacant Positions 7/1/17 - 6/30/18	FTE Classroom Teachers Added in New Positions 7/1/17 - 6/30/18	FTE of Classroom Teachers on 6/30/18
52	4	4	0	52

### 2. Administrator Position Attrition Table

FTE Administrative Positions on 6/30/17	FTE Administrators Departed 7/1/17 - 6/30/18	FTE Administrators Filling Vacant Positions 7/1/17 - 6/30/18	FTE Administrators Added in New Positions 7/1/17 - 6/30/18	FTE Administrative Positions on 6/30/18
4	0	0	0	4

### 3. Tell your school's story

Charter schools may provide additional information in this section of the Annual Report about their respective teacher and administrator attrition rates as some teacher or administrator departures do not reflect advancement or movement within the charter school networks. Schools may provide additional detail to reflect a teacher's advancement up the ladder to a leadership position within the network or an administrator's movement to lead a new network charter school.

(No response)

4. Charter schools must ensure that all prospective employees receive clearance through [the NYSED Office of School Personnel Review and Accountability \(OSPRA\)](#) prior to employment. After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

Have all employees have been cleared through the NYSED TEACH system?

Yes

5. For perspective or current employees whose clearance has been denied, have you terminated their employment and removed them from the TEACH system?

	Not Applicable
--	----------------

Thank you



# Entry 12 Uncertified Teachers

Created: 07/31/2018 • Last updated: 09/13/2018

**FTE Count of All Teachers 52  
(Certified and Uncertified) as of  
6/30/18**

**FTE Count of All Certified 41  
Teachers as of 6/30/18**

## Instructions for Reporting Percent of Uncertified Teachers

The table below is reflective of the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Enter the relevant full time equivalent (FTE) count of teachers in each column. For example, a school with 20 full time teachers and 5 half time teachers would have an FTE count of 22.5. If more than one column applies to a particular teacher, please select one column for the FTE count. Please do not include paraprofessionals, such as teacher assistants.

**FTE count of uncertified teachers on 6/30/18, and each uncertified teacher should be counted only once.**

	FTE Count
1. Total FTE count of uncertified teachers (6-30-18)	11
2. FTE count of uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience (6-30-18)	11
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-18)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6-30-18)	0
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6-30-18)	0
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6-30-18)	0

**Thank you.**





# HARRIET TUBMAN CHARTER SCHOOL

ELEMENTARY ACADEMY CAMPUS  
3565 THIRD AVENUE  
BRONX NY 10456  
PH#(718)537-9912 Fx#(718)537-9858

JUNIOR ACADEMY CAMPUS  
1176 FRANKLIN AVENUE  
BRONX NY 10456  
PH#(718)991-4181 Fx#(718)991-6713



WWW.HTCSBRONX.ORG

Cleveland Person, *Principal*

Jerima DeWese, *Chair, Board of Trustees*

## Staff Directory - Elementary Academy – Revised As Of May 24,2018 - **Tentative**

“Note: All email addresses begin with “first name.last name,” and end with “@htcsbronx.org”

Building Supervisors and Administrators		Ext.	Rm.	
Cleveland Person	Principal	241	B01	
Jonathan Maniotis	Elementary Academy Director	326	10	
<b>Director of Operations</b>				
Michael Taylor		313	B15	
<b>Office Personnel</b>				
Deborah Stringfellow	Administrative Assistant to the Principal	JA	N/A	
Ayeshia Walker	Human Resources Manager	317	B15	
Franklin Branch	Data Owner	312	B06	
Vanessa Freytes	Secretary	221	01	
<b>Instructional Coach</b>				
Yanique Kirlew		234	15	
<b>Elementary Academy Teachers</b>		<b>Ext.</b>	<b>Rm.</b>	
Melissa Carrol	K-1	302	06	
Lloydette Simms	K-2	306	06B	
Alcides Marte	K-3	307	6	
Lana Bernath	1-1	322	05	
Katia Durant	1-1 SPED	322	05	
Aileen McGee	1-2	324	04	
Glyness Roach	1-3	244	03A	
Matthew Moran	2-1 SPED	323	07	
Aiesha King	2-1	323	07	
Gabrielle Gallinaro	2-2	319	08	
Michelle Avila	2-3	320	09	
<b>Lerone Smith</b>	3-1	301	02	
July Martinez	3-1 SPED	301	02	
Zena Nunez	3-2	321	11	
Cassandra Caceres	3-3	228	13	
Heather Moore	4-1 SPED	250	12	
Genesis Ortiz	4-1	250	12	
Yvette Betances	4-2	222	19	
Wade Hanley	4-3	223	20	
Bianca Raysor	SETTS / Elementary Academy	227	B12	
<b>VACANCY</b>	Building Substitute Teacher	226	N/A	
Yunery Brito	ELL Teacher	311	B04	
Lauren McGee	AIS Instructor	331	B07	
<b>Specials</b>		<b>Ext.</b>	<b>Rm.</b>	
<b>VACANCY</b>	Foreign Language (French)	226	18	
<b>VACANCY</b>	Music	237	B14	
Sharmita Saha	Dance	329	B 08	
John Derby	Physical Education	325	17	
Marissa Walsh	Art	224	22	
<b>Teacher Assistants</b>		<b>Ext.</b>	<b>Rm.</b>	
Tamer Washington	K-1	302	06	
Melissa Rodriguez	K-2	306	06B	
Debbie Benedith	K-3	307	6	
Zuleika Baez	1-2	324	04	
Tanikwah Brown	1-3	244	03A	
Juliana Kehinde	2-2	319	08	
Justine Colon	2-3	320	13	
<b>VACANCY</b>	3-2	321	11	
Gisvet Delgado	3-3	228	13	
Raquel Pow	4-2	222	19	
Tiara Virella	4-3	223	20	
<b>Support Personnel</b>		<b>Ext.</b>	<b>Rm.</b>	
Sulaiman Laguda	Technology Manager	327	03	
Elizabeth Malave	Social Worker	240	B07	
Christina Balbi	Parent Coordinator	JA	N/A	
Shannon D'Abreu	Student Activities Coordinator	233	B02	
Nsiongobong Asuquo -Asang	School Nurse	232	B	
<b>School Aide</b>				
Tyasia Young	Tanicqua Steele	N/A	N/A	
<b>Food Services</b>		<b>Ext.</b>	<b>Rm.</b>	
Olufemi Onafuwa	Food Services Coordinator	242	B10	
Brenda Savage	April Coleman	242	B10	
Billy Johnson	Sherrizette Mason	242	B10	
William Dixon	Marky Madera	242	B10	
<b>Security Officers</b>		<b>Ext.</b>	<b>Rm.</b>	
Brandon Ryant, Supervisor	Dashaun Smith	Nicole Smith	251	N/A
Bianca Smith	Jessenia Quinones	Jose Figueroa	251	N/A
<b>Maintenance Personnel</b>		<b>Ext.</b>	<b>Rm.</b>	
Marcus Smith	Mark Haines	N/A	N/A	
<b>Conference Room</b>		<b>249</b>	<b>Rm.</b>	
<b>Computer Lab</b>		<b>225</b>	<b>Rm.</b>	
<b>Teachers Lounge</b>		<b>305</b>	<b>Rm.</b>	

Note: All email addresses begin with “first name.last name,” and end with “@htcsbronx.org”

<b>Building Supervisors and Administrators</b>		<b>Ext.</b>	<b>Rm.</b>	
Cleveland Person	Principal	101	301	
Felicia Yarber	Junior Academy Director	102	401	
<b>Director of Operations</b>		<b>Ext.</b>	<b>Rm.</b>	
Michael Taylor		103	202	
<b>Office Personnel</b>		<b>Ext.</b>	<b>Rm.</b>	
Deborah Stringfellow	Administrative Assistant to the Principal	100	201	
Rosalyn Addo	Finance Specialist	121	202	
Franklin Branch	ATS Owner	103	202	
<b>Instructional Coach</b>				
Yanique Kirlew		128	303B	
<b>Junior Academy Teachers</b>		<b>Ext.</b>	<b>Rm.</b>	
Sharon Garlick	5-1, ELA (5G)	113	309	
Brooke Kunze	5-1 SPED (5G & 6G) ELA/SS	113	309	
Terrell Lowery	5-2, Math (5G)	104	308	
Zaret Jimenez	5-3, SS (5G & 6G)	112	304	
Renee Irby	6-1, Math (6G)	106	303	
Fanny Castillo	6-1, SPED Math/Science (5G & 6G)	106	303	
Peter Morris	6-2, ELA (6G)	107	302	
<b>VACANCY</b>	6-3, Science (5G & 6G)	105	306	
Kerian Allen-Sewell	7-1, Math (7G)	109	403	
Tamara Grant	7-1, SPED (7G & 8G) Math/Science	109	403	
<b>VACANCY</b>	7-2, ELA (7G)	108	402	
Odeth Wade	7-3, SS (7G & 8G)	117	404	
Maribel Cardona	8-1, ELA (7G )	114	409	
Michael Rose	8-1, SPED (7G & 8G) ELA/SS	114	409	
Everard Brown	8-2, Math (8G)	110	408	
Liberty Bennett	8-3, Science (7G & 8G)	111	406	
Levelot Jean	Building Substitute	N/A	N/A	
Karen Asare	AIS	120	205	
Filiz Gulay	ENL	118	101	
Bianca Raysor	SETSS	130	305/307	
<b>Specials</b>		<b>Ext.</b>	<b>Rm.</b>	
Michael McCoy	Physical Education/Health	115	204	
<b>VACANCY</b>	Creative Writing	126	407	
<b>VACANCY</b>	Foreign Language	116	405	
<b>VACANCY</b>	Music	125	104	
<b>Teacher Assistants</b>		<b>Ext.</b>	<b>Rm.</b>	
Moussa Camara	5G Math /Science	104	308	
Lavasia James	5G ELA/SS	112	304	
Levar Jackson	6G Math /Science	105	306	
<b>VACANCY</b>	6G ELA/SS	107	302	
Sharon Gual	7G ELA/SS	108	402	
<b>VACANCY</b>	7G Math/Science	117	403	
Denecia Charles	8G ELA/Math	110	408	
<b>Support Personnel</b>		<b>Ext.</b>	<b>Rm.</b>	
Christina Balbi	Parent Coordinator	128	303B	
Shirley Mondesir	Guidance Counselor	129	303A	
Elizabeth Malave	Social Worker	129	303A	
Augustine Rhem	User Service Technician	119	410	
Shannon D'Abreu	Student Activities	N/A	100	
Camella Colbourne	School Nurse	124	203	
<b>School Aide</b>		<b>Ext.</b>	<b>Rm.</b>	
Candice Scarlett-Coy	6G	N/A	310	
<b>VACANCY</b>	7G	N/A	310	
Madeline Santiago	8G	N/A	310	
<b>Food Services</b>		<b>Ext.</b>	<b>Rm.</b>	
Olufemi Onafuwa	Food Services Coordinator	131	105	
Delores Crespo	Cafeteria School Aide	131	105	
April Coleman	Cafeteria School Aide	131	105	
Sherrizette Mason	Cafeteria School Aide	131	105	
William Dixon	Cafeteria School Aide	131	105	
		<b>Ext.</b>	<b>Rm.</b>	
Jamel DeBerry, Supervisor	Shaquan Alves	Jessica Rodriguez	123	N/A
Shidina Knowings	Ohecah Sweeney	Malikah Sealy	123	N/A
<b>Maintenance</b>		<b>Ext.</b>	<b>Rm.</b>	
Roberto Rodriguez	Darnell Hargett	Heriberto Hernandez	122	102

# August

2018

## July

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## September

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Days in session: Staff 10/Students 0

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
	All Staff Report for PD					
19	20	21	22	23	24	25
	All Staff Report for PD					
26	27	28	29	30	31	1
	School/Classroom Prep					
2	3	4	5	6	7	8

# September

2018

August						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Days in session: Staff 25/Students 15

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3	4	5	6	7	8
	Labor Day - School Closed	School Closed	First Day of School - All Grades (1/2 Day Kindergarten Only - pick up at 11:30)	1/2 Day Kindergarten Only - pick up at 11:30 - All Other Grades Full Day	1/2 Day Kindergarten Only - pick up at 11:30 - All Other Grades Full Day	
9	10	11	12	13	14	15
	Rosh Hashanah - School Closed	Rosh Hashanah - School Closed	Kindergarten First Full Day - pick up at 3:30			
16	17	18	19	20	21	22
			Yom Kippur - School Closed			
23	24	25	26	27	28	29
			Town Hall Meeting #1 - meet the board			
30	1			4	5	6

# October

2018

## September

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
						30

## November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Days in session: Staff 47/Students37

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	1	2	3	4	5	6
	Extended Day Begins - Grades 2-8		ELA MOCK #1 DAY 1 grades 3-8	ELA MOCK #1 DAY 2 grades 3-8	Progress Report #1	
7	8	9	10	11	12	13
	Columbus Day - School Closed					
14	15	16	17	18	19	20
21	22	23	24	25	26	27
			1/2 Day Dismissal @ 11:30 - Staff PD			
28	29	30	31	1	2	3
4	5	6	7	8	9	10

# November

2018

## October

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## December

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Days in session: Staff 67/Students 56

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1	2	3
			MATH MOCK #1 DAY 1 Grades 3-8	MATH MOCK #1 DAY 2 Grades 3-8		
4	5	6	7	8	9	10
		Election Day - Staff PD - No students	Town Hall Meeting #2		End of First Marking Period	
11	12	13	14	15	16	17
	Veteran's Day - School Closed			1/2 Day Dismissal @ 11:30 - Parent/ Teacher Conferences 1-4,5-7		
18	19	20	21	22	23	24
				Thanksgiving Recess - School Closed	Thanksgiving Recess - School Closed	
25	26	27	28	29	30	1
2	3	4	5	6	7	8

# December

2018

November						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

January						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Days in session: Staff 82/Students 71

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	30	1
2	3	4	5	6	7	8
		ELA MOCK #2 DAY 1 grades 3-8	ELA MOCK #2 DAY 2 grades 3-8			
9	10	11	12	13	14	15
			1/2 Day Dismissal @ 11:30 - Staff PD		Progress Report #2	
16	17	18	19	20	21	22
23	24	25	26	27	28	29
	Holiday Recess - School Closed	Holiday Recess - School Closed	Holiday Recess - School Closed	Holiday Recess - School Closed	Holiday Recess - School Closed	
30	31	1	2	3	4	5
	Holiday Recess - School Closed					

# January

2019

December						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Days in session: Staff 103/Students 92

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2	3	4	5
	Holiday Recess - School Closed	Holiday Recess - School Closed		MATH MOCK #2 DAY 1 Grades 3-8	MATH MOCK #2 DAY 2 Grades 3-8	
6	7	8	9	10	11	12
			1/2 Day Dismissal @ 11:30 - Staff PD			
13	14	15	16	17	18	19
			Town Hall Meeting #3			
20	21	22	23	24	25	26
	MLK, Jr. Day - School Closed				End of Second Marking Period	
27	28	29	30	31	1	2
				1/2 Day Dismissal @ 11:30 - Parent/ Teacher Conferences 1-4,5-7		
3	4	5	6	7	8	9

# February

2019

January						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Days in session: Staff 117/Students 106

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1	2
3	4	5 Lunar New Year - School Closed	6 ELA MOCK #3 DAY 1 grades 3-8	7 ELA MOCK #3 DAY 2 grades 3-8	8	9
10	11	12	13 1/2 Day Dismissal @ 11:30 - Staff PD	14	16	16
17	18 Mid-Winter Recess - School Closed	19 Mid-Winter Recess - School Closed	20 Mid-Winter Recess - School Closed	21 Mid-Winter Recess - School Closed	23 Mid-Winter Recess - School Closed	23
24	25	26	27	28		2
3	4	5	6	7		9

# March

2019

February							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28			28	29	30				

Days in session: Staff 138/Students 127

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
24	25	26	27	28	1	2
					Progress Report #3	
3	4	5	6	7	8	9
			MATH MOCK #3 DAY 1 Grades 3-8	MATH MOCK #3 DAY 2 Grades 3-8		
10	11	12	13	14	15	16
			1/2 Day Dismissal @ 11:30 - Staff PD			
17	18	19	20	21	22	23
			Town Hall Meeting #4			
24	25	26	27	28	29	30
31	1	2	3	4	5	6

# April

2019

### March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31

### May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Days in session: Staff 154/Students 143

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5	6
		NYS ELA Test Grades 3-8	NYS ELA Test Grades 3-8	NYS ELA Test Grades 3-8		
7	8	9	10	11	12	13
	NYSESLAT (Speaking) Begins				End of Third Marking Period	
14	15	16	17	18	19	20
				1/2 Day Dismissal @ 11:30 - Parent/ Teacher Conferences 1-4,5-7	Spring Recess - School Closed	
21	22	23	24	25	26	27
	Spring Recess - School Closed	Spring Recess - School Closed				
28	29	30	1	2	3	4
5	6	7	8	9	10	11

# May

2019

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Days in session: Staff 176/Students 165

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1	2	3	4
			NYS Math Test Grades 3-8 Extended Day ends	NYS Math Test Grades 3-8	NYS Math Test Grades 3-8	
5	6	7	8	9	10	11
NYSESLAT (Listening, Reading, Writing) Begins						
12	13	14	15	16	17	18
					NYSESLAT (Speaking, Listening, Reading, Writing) Ends 1/2 Day Dismissal @ 11:30 - Staff PD	
19	20	21	22	23	24	25
			NYS Science Performance Test Begins - Grades 4 and 8	NYS Science Performance Test - Grades 4 and 8	NYS Science Performance Test - Grades 4 and 8 Progress Report #4	
26	27	28	29	30	31	1
	Memorial Day - School Closed	NYS Science Performance Test - Grades 4 and 8	NYS Science Performance Test - Grades 4 and 8	NYS Science Performance Test - Grades 4 and 8		
2	3	4	5	6	7	8

# June

2019

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Days in session: Staff 195/Students 181

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
					NYS Science Performance Test Ends - Grades 4 and 8	
2	3	4	5	6	7	8
	NYS Science Written Test - Grades 4 and 8	Eid al-Fitr - school closed	Town Hall Meeting #5	No Students - Staff Administrative Day		
9	10	11	12	13	14	15
			1/2 Day Dismissal @ 11:30 - Staff PD			
16	17	18	19	20	21	22
					End of Fourth Marking Period	
23	24	25	26	27	28	29
	Kindergarten Graduation - 1/2 Day Dismissal @11:30	Grade 4 Step-up Ceremony - 1/2 Day Dismissal @11:30	Grade 8 Graduation Last Day of School - All Grades - 1/2 Day Dismissal @11:30	All Staff Report - Last Day for Staff	School Closed	
30	1	2	3	4	5	6

# July

2019

## June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Days in session: Staff 0/Students 0

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	1	2	3	4	5	6
				Independence Day - School Closed		
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

