

# I. SCHOOL INFORMATION AND COVER PAGE

Created Monday, July 29, 2013

## Page 1

### 1. SCHOOL NAME

(Select School name from dropdown menu; BEDS # appears first)

660900861000 AMANI PUBLIC CS

### 2. CHARTER AUTHORIZER

Regents-Authorized Charter School

### 3. DISTRICT / CSD OF LOCATION

Mount Vernon

### 4. SCHOOL INFORMATION

PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
261 East Lincoln Avenue Mount Vernon, NY 10552	914-668-6450		info@amanicharter.org

### 4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES   Contact Name	Debra Stern
4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES   Title	Executive Director
4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES   Emergency Phone Number (###-###-####)	

### 5. SCHOOL WEB ADDRESS (URL)

www.amanicharter.org

### 6. DATE OF INITIAL CHARTER

2010-12-01 00:00:00

### 7. DATE FIRST OPENED FOR INSTRUCTION

2011-08-01 00:00:00

### 8. TOTAL NUMBER OF STUDENTS ENROLLED IN 2012-13 (as reported on BEDS Day)

(as reported on BEDS Day)

**9. GRADES SERVED IN SCHOOL YEAR 2012-13**

Check all that apply

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- 5

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- 6

**10. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

Yes/No	Name of CMO/EMO
No	

## 11. FACILITIES

Will the School maintain or operate multiple sites?

Yes, 2 sites

## 12. SCHOOL SITES

Please list the sites where the school will operate in 2013-14.

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	261 East Lincoln Avenue Mount Vernon, NY 10552	914 668-6450	MT VERNON CITY SD	5 and 6	Yes	Rent/Lease
Site 2	183 Rich Avenue Mount Vernon, New York	914 668-6450	MT VERNON CITY SD	7	Yes	Rent/Lease
Site 3						

12a. Please provide the contact information for Site 1 (same as the primary site).

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Debra Stern	[REDACTED]		[REDACTED]
Operational Leader	Charnay Phaire	[REDACTED]		[REDACTED]
Compliance Contact	Stan Whalen	[REDACTED]		[REDACTED]
Complaint Contact	Debra Stern	[REDACTED]		[REDACTED]

12b. Please provide the contact information for Site 2.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Debra Stern	[REDACTED]		[REDACTED]
Operational Leader	Charnay Phaire	[REDACTED]		[REDACTED]
Compliance Contact	Stan Whalen	[REDACTED]		[REDACTED]
Complaint Contact	Debra Stern	[REDACTED]		[REDACTED]

13. Are the School sites co-located?

(No response)

13a. Please list the terms of your current co-location.

Date School will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site

Site 1 (primary site)	August 1, 2014	No	No
Site 2	August 1, 2014	No	No
Site 3			

14. Were there any revisions to the school's charter during the 2012-2013 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).

No

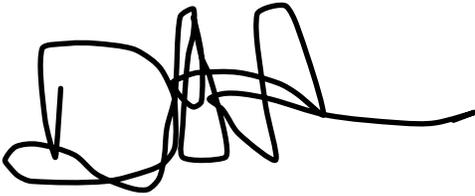
16. Our signatures below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in 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 use the mouse on your PC or the stylus on your mobile device to sign your name).

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• Yes

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Signature, Head of Charter School



Signature, President of the Board of Trustees

Thank you.

# Signature Page for President of Board of Trustees

Created Monday, July 29, 2013

Updated Tuesday, July 30, 2013

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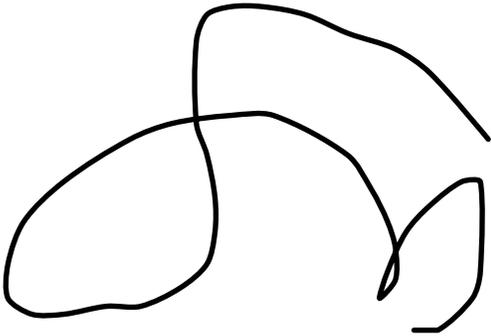
## Page 1

16. My signature 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 use the mouse on your PC or the stylist on your mobile device to sign your name).

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- Yes
- 

Signature, Board President

A handwritten signature in black ink, consisting of several loops and curves, appearing to be a stylized name.A handwritten signature in black ink, consisting of several loops and curves, appearing to be a stylized name.

Thank you.

# Appendix A: Progress Toward Goals

Created Monday, July 29, 2013

Updated Tuesday, July 30, 2013

## Page 1

No

### 1. NEW YORK STATE REPORT CARD

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).

URL is not available

### 2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

#### 2a. ACADEMIC STUDENT PERFORMANCE GOALS

If the Progress Toward Charter Goals are based on student performance data that the school will not have access to by August 1, 2013 (e.g., the NYS Assessment results), please list goals and explain this in the "Progress Towards Attainment" column. This information can be updated for Appendix A when available but no later than November 1, 2013. Board of Regents-authorized charter schools that opened for instruction in the fall of 2012 or that were renewed in 2012-13 will be held to the same charter-specific academic goals. Board of Regents-authorized charter schools will also be held accountable to Student Performance Benchmark 1 of the Performance Framework.

#### 2012-13 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 1	75% of scholars will achieve a level 3 or above on State ELA and Math tests.	Annual State Exams in Math and ELA Periodic assessments in ELA and Math 3x during the academic year.	Pending NYS exam data	
Academic Goal 2				
Academic Goal 3				
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				

Academic  
Goal 7

Academic  
Goal 8

2a1. Do have more academic goals to add?

No

2a2. Do have more academic goals to add?

(No response)

2b. ORGANIZATIONAL GOALS

2012-13 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Org Goal 1	Each year the school will have a daily student attendance rate of at least 95%.	This will be measured by the school reported data from an attendance tracking system.	The daily attendance rate for the school was 96.94%.	
Org Goal 2	Each year the school will comply with all applicable laws, rules, regulations and contract terms and have in place and maintain effective systems, policies, procedures and other controls for ensuring that legal and charter requirements are met.	Board policies and meetings.	Amani has continued to comply with all applicable laws, rules and regulations. The staff receives training with respect to procedures and systems. the staff is empowered to identify and address any possible legal of compliance issues.	
Org Goal 3	Each year, student enrollment will be within 10% of full enrollment as defined in the schools contract.	Measured by Student Enrollment data.	Enrollment Number at the end of the year 5th grade=81 6th grade=81  Enrollment at BEDS day 5th Grade=76 6th Grade=81	
Org Goal 4	Amani will maintain a strong teaching and leadership team that furthers the school's mission, programs and goals.	Measured by staff retention	This year Amani underwent leadership and staff attrition rates that were significant, including the resignation of the Director of Curriculum and Instruction and Director of Operations. Staff attrition this year included 6 members of the teaching staff.	Aggressive recruitment of leadership and instructional team members which has resulted in acquiring new staff who are more mission aligned and with a greater depth of experience.
Org Goal 5				

2c. FINANCIAL GOALS

2012-13 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Financial Goal 1	Upon completion of the school's first year of operation and every year thereafter, the school will undergo an independent	Independent Financial Audit Findings	The school underwent its first financial audit in September 2012 and will have its second in September 2013. The	

	financial audit which will result in an unqualified opinion and no major findings.		findings for the first audit were added to the 2011-12 annual report. The findings from the second will be added when received, or or before November 1.	
Financial Goal 2	Each year the school will operate on a balanced budget and maintain a stable cash flow.	Monthly and weekly financial statements are prepared by Charter School Business Management and reviewed by the Director of Operations, Business Manager, Executive Director and Treasurer of the Board of Trustees. They are then distributed to the Board of Directors.	The school for the most part maintained a positive operating and cash surplus throughout the year. There were temporary cash flow issues do the the inefficiency in the Intercept Process which the school has been forced to utilize as a result of the Mount Vernon City School's District refusal to pay charter school tuition. The school opened a line of credit in order to address this issue.	In May, 2013 Amani files lawsuit against Mount Vernon for its refusal to abide by state law requirement to provide Amani with per-pupil state and federal aid. In July 10, 2013 the City School District moves to settle the case without even formally responding to Amani's lawsuit. The parties enter into a settlement whereby Mount Vernon agrees to pay Amani. Mount Vernon's first payment to Amani under the settlement was paid in July 2013. It is hoped that this will continue for the future.
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

**Amani Public Charter School**

**Per Pupil Expenditures**

<b>Total Per Pupil FTE</b>	161.35	<b>Per Pupil Expense</b>	16,397.36
		<b>Per Pupil</b>	
		<b>Administrative</b>	
<b>Total Expenses</b>	2,645,713	<b>Expense</b>	1,721.28
<b>Total</b>			
<b>Administrative</b>			
<b>Expense</b>	277,729		



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	<b>Financial</b>
	<i>for</i>

<b>School Name:</b>
---------------------

<b>Date:</b>
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<b>School Fiscal Contact Name:</b>
<b>School Fiscal Contact Email:</b>
<b>School Fiscal Contact Phone:</b>
<b>District of Location:</b>
<b>Authorizer:</b>
<b>Years of Operation:</b>
<b>Facility:</b>
<b>Grades Currently Served:</b>
<b>Planned Grades at Full Capacity:</b>
<b>Enrollment:</b>
<b>Max Enrollment:</b>
<b>Year of Most Recent Data</b>
<b>School Fiscal Contact Phone:</b>

<b>School Audit Firm Name:</b>
<b>School Audit Contact Name:</b>
<b>School Audit Contact Email:</b>
<b>School Audit Contact Phone:</b>

<b>Latest Audit Period (through June 30):</b>
<b>Do Not Use this Box</b>



**Annual Audit Supplemental Data Request Form**

for Regents-Authorized Charter Schools

**Amani Public Charter School**

July 29, 2013

Debra Stern

[Redacted]

SED

Private

1

2013

Mengel, Metzger, Barr Co

Michelle Cain

[mcaain@mmb-co.com](mailto:mcaain@mmb-co.com)

[Redacted]

2013

Amani Public Charter School 2013

**FILL IN GRAY CELLS**

**Amani Public Charter School**

**STATEMENTS OF FINANCIAL POSITION**

FOR THE YEARS ENDED JUNE 30, 2013

	<u>2013</u>	<u>2012</u>
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$83,775	\$228,930
Grants and contracts receivable	935,866	89,423
Accounts receivables		
Inventory		
Prepaid Expenses	14,809	19,756
Contributions and other receivables		
Other		1,385
<b>TOTAL CURRENT ASSETS</b>	\$1,034,450	\$339,494
<b>OTHER ASSETS</b>		
Investments	\$-	\$-
Property, Plant and Equipment, Net	320,909	126,567
Restricted Cash		-
<b>OTHER ASSETS</b>	\$320,909	\$126,567
<b>TOTAL ASSETS</b>	<u>\$1,355,358</u>	<u>\$466,062</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued expenses	\$254,649	\$46,285
Accrued payroll and benefits	83,213	55,483
Refundable Advances	-	-
Dreferred Revenue	26,784	58,140
Current maturities of long-term debt	-	-
Short Term Debt - Bonds, Notes Payable	-	-
Other	-	-
<b>TOTAL CURRENT LIABILITIES</b>	\$364,647	\$159,907
<b>LONG-TERM DEBT, net current maturities</b>	\$-	\$-
<b>TOTAL LIABILITIES</b>	<u>\$364,647</u>	<u>\$159,907</u>
<b>NET ASSETS</b>		
Unrestricted	\$990,711	\$306,154
Temporarily restricted		-
<b>TOTAL NET ASSETS</b>	\$990,711	\$306,154
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$1,355,358</u>	<u>\$466,062</u>
	Check	-

**FILL IN GRAY CELLS**

**Amani Public Charter School**  
**STATEMENTS OF ACTIVITIES**  
**FOR THE YEARS ENDED JUNE 30,**

	2013			2012
	Unrestricted	Temporarily Restricted	Total	Total
<b>REVENUE, GAINS AND OTHER SUPPORT</b>				
State & Local Operating Revenue	\$2,888,162	\$-	\$2,888,162	\$1,476,441
Federal - Title and IDEA	55,145	-	55,145	42,054
Federal - Other	288,680	-	288,680	185,348
State and City Grants	-	-	-	-
Contributions and private grants	-	-	-	-
After school revenue	-	-	-	-
Other	-	-	-	-
Food Service/Child Nutrition Program	-	-	-	-
<b>TOTAL REVENUE, GAINS AND OTHER SUPPORT</b>	<b>\$3,231,987</b>	<b>\$-</b>	<b>\$3,231,987</b>	<b>\$1,703,842</b>
<b>EXPENSES</b>				
Program Services				
Regular Education	\$1,801,864	\$-	\$1,801,864	\$951,960
Special Education	542,883	-	542,883	392,386
Other Programs	-	-	-	-
Total Program Services	\$2,344,747	\$-	\$2,344,747	\$1,344,346
Supporting Services				
Management and general	\$299,617	\$-	\$299,617	\$675,591
Fundraising	1,350	-	1,350	9,986
<b>TOTAL OPERATING EXPENSES</b>	<b>\$2,645,713</b>	<b>\$-</b>	<b>\$2,645,713</b>	<b>\$2,029,922</b>
<b>SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS</b>	<b>\$586,273</b>	<b>\$-</b>	<b>\$586,273</b>	<b>\$(326,080)</b>
Contributions				
Foundations	\$36,356	\$-	\$36,356	\$(58,140)
Individuals	47,393	-	47,393	449,993
Corporations	6,197	-	6,197	326
Fundraising	2,199	-	2,199	25,155
Interest income	0	-	0	1
Miscellaneous income	25	-	25	-
Net assets released from restriction	-	-	-	-
<b>TOTAL SUPPORT AND OTHER REVENUE</b>	<b>\$92,171</b>	<b>\$-</b>	<b>\$92,171</b>	<b>\$417,335</b>
<b>CHANGE IN NET ASSETS</b>	<b>\$678,444</b>	<b>\$-</b>	<b>\$678,444</b>	<b>\$91,255</b>
NET ASSETS BEGINNING OF YEAR	\$306,154	\$-	\$306,154	\$214,899
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
<b>NET ASSETS - END OF YEAR</b>	<b>\$984,598</b>	<b>\$-</b>	<b>\$984,598</b>	<b>\$306,154</b>

# Audited Financial Statement Checklist

Created Thursday, October 31, 2013

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## Page 1

Charter School Name:

1. Please check each item that is included in the 2012-13 Audited Financial Statement submitted for your charter school.

	Yes	No	NA
Audited Financial Statements (including report on compliance and report on internal control over financial reporting)	True	False	False
Single Audit (if applicable)	True	False	False
CSP Agreed Upon Procedures (if applicable)	True	False	False
Management Letter	True	False	False
Report on Extracurricular Student Activity Accounts (if applicable)	False	False	True
Corrective Action Plans for any Findings	False	True	True

2. Please indicated if there is a finding(s) noted in any of the following sections of your charter school's 2012-13 Audited Financial Statement.

	Yes	No
Report on Compliance	True	False
Report on Internal Control over Financial Reporting	True	False
Single Audit	True	False
CSP Agreed Upon Procedures Report	True	False
Management Letter	True	False

Thank you Kathleen .

AMANI PUBLIC CHARTER SCHOOL

ADVISORY COMMENT LETTER

JUNE 30, 2013

**MIMB**

MENGEL METZGER BARR & CO. LLP

Certified Public Accountants



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

October 29, 2013

To the Board of Trustees  
Amani Public Charter School

In planning and performing our audit of the financial statements of Amani Public Charter School as of and for the year ended June 30, 2013, in accordance with auditing standards generally accepted in the United States of America, we considered Amani Public Charter School's internal control over financial reporting (internal control) as a basis for designing 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 entity's internal control. Accordingly, we do not express an opinion on the effectiveness of Amani Public Charter 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 entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. 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.

During the course of our audit of the financial statements of Amani Public Charter School as of June 30, 2013 and for the year then ended, we observed the Charter School's significant accounting policies and procedures and certain business, financial and administrative practices. As a result of our observations, we suggest you consider the following comment which we do not consider to be a significant deficiency or material weakness:

**Finance Committee Minutes**

During our audit we noted that minutes of the Finance Committee were not maintained.

**Recommendation**

We recommend minutes of all Board committees be maintained. The current Form 990 inquires if all committee meetings were documented as well as meetings of the governing body. Keeping minutes of all meetings is also an indication of good governance.

*Status of matters included in our letter as of June 30, 2012, dated October 17, 2012*

**Escrow Account for Dissolution**

We noted per review of Amani Public Charter School's Initial Charter agreement dated December 14, 2010 with the Board of Regents of the State of New York, the Charter School is required to maintain \$75,000 in an escrow account to pay for legal and audit expenses that would be associated with a dissolution should it occur. The Charter School may provide for the full amount in its first-year budget, or provide a minimum of \$25,000 per year by December 31<sup>st</sup> of each of the first three years of its charter term. As of June 30, 2012, the Charter School did not have such account.

**Recommendation**

We recommended Amani Public Charter School set up an escrow account for no less than \$50,000 by December 31, 2012 to maintain compliance with the School's charter agreement.

**Management's Response**

The Charter School opened an escrow account in October 2012 to be in compliance with the Charter.

**Status at June 30, 2013**

During our audit, we confirmed the escrow account balance of \$50,000 with the appropriate financial institution and found that the school now appears to be in compliance with the Charter.

**Competitive Bidding**

We noted during our audit the Charter School solicited three competitive bids from two different vendors for a certain procurement of goods over \$10,000. The current Fiscal Policies and Procedures Manual requires obtaining competitive bids from three different vendors when procuring goods or services over \$10,000. We also noted the Director of Operations had properly maintained all documentation along with a written explanation of the final determination of the chosen vendor.

**Recommendation**

We recommended the Charter School adhere to their purchasing policy requiring competitive bids from three separate vendors for all amounts over \$10,000, unless procuring goods or services from a "preferred" or "sole" vendor, and continue to maintain all documentation.

**Status at June 30, 2013**

During our audit, we reviewed the Charter School's competitive bidding process and performed testing on the matter. It appears that Amani Public Charter School is adhering to its purchasing policy requiring competitive bids from three separate vendors for all amounts over \$10,000.

**Dual Signatures**

We noted the Charter School's Fiscal Policies and Procedures Manual requires two signatures on checks over \$10,000. We noted during our audit two out of four checks over \$10,000 selected for testing did not have two signatures.

**Recommendation**

We recommended the Charter School Adhere to their check signing policy requiring dual signatures for all amounts over \$10,000.

**Status at June 30, 2013**

During our audit, we selected multiple checks over \$10,000 to test for proper check signing according to the Charter School's Fiscal Policies and Procedures Manual. All checks tested that were over \$10,000 had two authorized signatures on them. It appears that Amani Public Charter School is now applying appropriate check signing procedures in compliance with its Fiscal Policies and Procedures Manual.

\* \* \* \* \*

This communication is intended solely for the information and use of Management, Finance Committee Members, others within the organization, and governmental authorities and is not intended to be, and should not be, used by anyone other than these specified parties.

We appreciated the outstanding cooperation from your staff that our personnel received during the audit of Amani Public Charter School's financial statements. Should you have any question or comments, please contact Michelle Cain or Jackie Lee.

Very truly yours,

*Mengel, Metzger, Barr & Co. LLP*

MENGEL, METZGER, BARR & CO. LLP

AMANI PUBLIC CHARTER SCHOOL

AGREED UPON PROCEDURES

YEAR ENDED JUNE 30, 2013

**MIMB**

MENGEL METZGER BARR & CO. LLP

Certified Public Accountants



# MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

## INDEPENDENT ACCOUNTANT'S REPORT ON CSP FUNDING

Board of Trustees  
Amani Public Charter School

We have performed the procedures identified below, which were agreed to by the management of Amani Public Charter School (the "Charter School") and the New York State Education Department ("NYSED"), solely to assist the specified parties in evaluating the Charter School's assertion to NYSED that it has maintained compliance with the requirements of the CSP grant Federal and NYSED guidelines in managing the CSP grant.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specific users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures we performed and our results are as follows:

**Procedure No. 1:** We will obtain the detail of expenditures incurred for the period under review relating to the CSP grant from the Charter School's accounting software and reconcile to the grant revenue recorded by the Charter School. If the CSP grant revenue does not equal the grant expenditures, we will investigate the differences.

**Result**

We obtained the detail of expenditures incurred for the period under review relating to the CSP grant from the Charter School's accounting software and reconciled to the grant revenue recorded by the Charter School. We observed that the CSP grant revenue equaled the grant expenditures.

**Procedure No. 2:** We will obtain the NYSED approved CSP grant award information, including the budget and any amendments, to determine if the revenue and expenditures recorded for the period appear reasonable.

**Result**

We observed the Charter School's approved FS-10 and it appears that revenue and expenditures in the period are reasonable.

**Procedure No. 3:** We will select a sample of expenditures from the detail obtained in Procedure No. 1.

- a. Payroll – We will select 10 items or 10% of the total number of payroll items charged to the grant, whichever is less.
- b. Other expenses – We will select 10 items or 10% of the total number of other expense items charged to the grant, whichever is less.
- c. Using the above selected items, we will:
  - i. Determine if the expenditure is in accordance with the purpose of the grant and that pre-opening expenditures are charged to pre-opening periods.
  - ii. Determine if the expenditure falls into an approved budget category.
  - iii. Determine if the expenditure was charged to the appropriate fiscal period.

**Result**

We selected a sample of expenditures, as there were no payroll expenses in the tested period. Based on our testing, we noted that expenditures fall into the appropriate budget category and that the expenditures were charged to the appropriate period. For nine of the ten selections, we observed that the expenditures were in accordance with the purpose of the grant and that pre-opening expenditures are charged to pre-opening periods. One out of the ten selections related to a purchase of sixty laptops for students. The shipment that the School received only contained fifty-nine laptops. The Charter School received a credit of \$540 for the missing laptop. The credit was reflected in the School's accounts payable and fixed asset accounts, but was not credited from its CSP Fund expenses at year end.

**Procedure No. 4:** We will obtain FS-25 form(s) submitted to NYSED during the period under review and perform the following.

- a. Trace expenditures selected in Procedure No. 3 to requests for reimbursement. Determine that items requested for reimbursement had previously been expended or were expended within a month following the request for reimbursement. If items have not yet been requested for reimbursement, inquire of responsible charter school officials as to the plan for requesting reimbursement, and determine if a receivable is recorded, if appropriate.
- b. If FS-25 forms included amounts on Line 4 (Cash Expenditures Anticipated During Next Month), we will select one FS-25 and determine if funds were expended within one month following the date of the request.

**Result**

We obtained the Charter School's FS-25 and noted the selected items were appropriately included in the request for reimbursement. The requests for reimbursement appear to be in the appropriate period. The Charter School's FS-25 had a balance on Line 4 (Cash Expenditures Anticipated During Next Month). We noted the funds were expended within one month following the date of the request.

We were not engaged to, and did not, conduct an examination, the objective of which would be the expression of an opinion on Amani Public Charter School's compliance with the requirements of the CSP grant. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of Amani Public Charter School and New York State Education Department, and is not intended to be and should not be used by anyone other than the specified parties.

*Mengel, Metzger, Barz & Co. LLP*

Rochester, New York  
August 13, 2013

AMANI PUBLIC CHARTER SCHOOL  
MOUNT VERNON, NEW YORK  
  
AUDITED FINANCIAL STATEMENTS  
OTHER FINANCIAL INFORMATION  
  
REPORT REQUIRED BY  
GOVERNMENT AUDITING STANDARDS  
  
AND  
  
INDEPENDENT AUDITOR'S REPORTS  
  
JUNE 30, 2013  
(With Comparative Totals for 2012)



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

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# MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

## INDEPENDENT AUDITOR'S REPORT

Board of Trustees  
Amani Public Charter School

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

We have audited the accompanying financial statements of Amani Public Charter School, which comprise the statement of financial position as of June 30, 2013, and the related statements of activities and changes in net assets, 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 from 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 entity'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 entity'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.

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

***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Amani Public Charter School as of June 30, 2013 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 Amani Public Charter School's June 30, 2012 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 17, 2012. In our opinion, the summarized comparative information presented herein as of June 30, 2012 and for the period from December 14, 2010 (date of inception) to June 30, 2012 is consistent, in all material respects, with the audited financial statements from which it has been derived.

***Other Report Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 29, 2013 on our consideration of Amani Public Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to 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 internal control over financial reporting or compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

*Mengel, Metzger, Baw & Co. LLP*

Rochester, New York  
October 29, 2013

AMANI PUBLIC CHARTER SCHOOL  
STATEMENT OF FINANCIAL POSITION  
JUNE 30, 2013  
(With Comparative totals for June 30, 2012)

<u>ASSETS</u>	June 30,	
	2013	2012
<u>CURRENT ASSETS</u>		
Cash	\$ 30,703	\$ 228,931
Cash in escrow	50,000	-
Grants and other receivables	1,116,471	90,808
Prepaid expenses and other current assets	29,516	34,463
TOTAL CURRENT ASSETS	1,226,690	354,202
 <u>PROPERTY AND EQUIPMENT, net</u>	 240,652	 111,860
TOTAL ASSETS	\$ 1,467,342	\$ 466,062
 <u>LIABILITIES AND NET ASSETS</u>		
<u>CURRENT LIABILITIES</u>		
Line of credit	\$ 65,000	\$ -
Accounts payable	191,927	21,266
Accrued expenses	25,953	25,019
Accrued payroll and benefits	85,529	55,483
Deferred revenue	10,417	58,140
TOTAL CURRENT LIABILITIES	378,826	159,908
 <u>NET ASSETS, unrestricted</u>	 1,088,516	 306,154
TOTAL LIABILITIES AND NET ASSETS	\$ 1,467,342	\$ 466,062

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

AMANI PUBLIC CHARTER SCHOOL

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

YEAR ENDED JUNE 30, 2013  
(With Comparative totals for June 30, 2012)

	Year ended June 30, 2013	Period from December 14, 2010 (date of inception) to June 30, 2012
Operating revenue and support:		
State and local per pupil operating revenue	\$ 2,879,014	\$ 1,476,441
Governmental grants	535,389	327,402
Contributions	62,313	199,365
Contributed legal and educational services	168,452	443,064
Special events	<u>2,224</u>	<u>25,159</u>
TOTAL OPERATING REVENUE AND SUPPORT	3,647,392	2,471,431
Expenses:		
Program:		
Regular education	1,748,958	1,020,012
Special education	573,331	420,952
Management and general	541,391	714,327
Fundraising and special events	<u>1,350</u>	<u>9,986</u>
TOTAL EXPENSES	<u>2,865,030</u>	<u>2,165,277</u>
CHANGE IN NET ASSETS	782,362	306,154
Unrestricted net assets at beginning of year	<u>306,154</u>	<u>-</u>
UNRESTRICTED NET ASSETS AT END OF YEAR	<u>\$ 1,088,516</u>	<u>\$ 306,154</u>

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

**AMANI PUBLIC CHARTER SCHOOL**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**YEAR ENDED JUNE 30, 2013**  
*(With Comparative Totals for June 30, 2012)*

	No. of positions	Year ended June 30, 2013						Total	December 14, 2010 (date of inception) to June 30, 2012
		Program Services			Supporting Services				
		Regular Education	Special Education	Sub-total	Management and general	Fundraising and special events	Sub-total		
Personnel Service Costs:									
Administrative Staff	19	\$ 112,739	\$ 16,378	\$ 129,117	\$ 211,955	\$ -	\$ 211,955	\$ 341,072	\$ 194,200
Instructional Personnel	19	672,008	237,849	909,857	-	-	-	909,857	521,280
Non-instructional Personnel	1	44,463	4,549	49,012	-	-	-	49,012	48,365
Total Salaries and Wages		829,210	258,776	1,087,986	211,955	-	211,955	1,299,941	764,045
Payroll taxes and employee benefits		152,420	47,567	199,987	38,960	-	38,960	238,947	128,710
Professional development		27,143	2,777	29,920	4,781	-	4,781	34,701	36,139
Legal fees		88,598	27,649	116,247	22,646	-	22,646	138,893	332,615
Audit fees		-	-	-	19,835	-	19,835	19,835	24,500
Financial management services		-	-	-	35,526	-	35,526	35,526	43,246
Professional fees - other		168,139	132,375	300,514	60,160	1,350	61,510	362,024	347,420
Student and staff recruitment		5,958	610	6,568	-	-	-	6,568	11,842
Curriculum/classroom expenses		77,567	7,936	85,503	-	-	-	85,503	68,030
Supplies/materials		21,516	6,715	28,231	5,500	-	5,500	33,731	19,809
Food service fees		106,449	10,890	117,339	-	-	-	117,339	59,943
Student transportation services		4,940	505	5,445	-	-	-	5,445	1,000
Postage, printing, and copying		5,649	1,763	7,412	1,444	-	1,444	8,856	2,208
Insurance		7,910	2,468	10,378	2,022	-	2,022	12,400	10,940
Information technology		22,457	3,022	25,479	883	-	883	26,362	24,816
Leased equipment		3,421	1,068	4,489	875	-	875	5,364	6,666
Non-capitalized equipment/furnishings		8,769	2,737	11,506	2,242	-	2,242	13,748	31,243
Repairs and maintenance		5,836	1,821	7,657	1,492	-	1,492	9,149	13,788
Depreciation and amortization		-	-	-	74,348	-	74,348	74,348	36,254
Facility/rent & utilities		204,333	63,767	268,100	52,230	-	52,230	320,330	176,776
Other		8,643	885	9,528	6,492	-	6,492	16,020	25,287
		<u>\$ 1,748,958</u>	<u>\$ 573,331</u>	<u>\$ 2,322,289</u>	<u>\$ 541,391</u>	<u>\$ 1,350</u>	<u>\$ 542,741</u>	<u>\$ 2,865,030</u>	<u>\$ 2,165,277</u>

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

AMANI PUBLIC CHARTER SCHOOL

STATEMENTS OF CASH FLOWS

YEAR ENDED JUNE 30, 2013  
(With Comparative Totals for June 30, 2012)

	Year ended June 30, 2013	Period from December 14, 2010 (date of inception) to June 30, 2012
<u>CASH FLOWS - OPERATING ACTIVITIES</u>		
Changes in net assets	\$ 782,362	\$ 306,154
Adjustments to reconcile change in net assets to net cash (used for) provided from operating activities:		
Depreciation and amortization	74,348	36,254
Changes in certain assets and liabilities affecting operations:		
Cash in escrow	(50,000)	-
Grants and other receivables	(1,025,663)	(90,808)
Prepaid expenses and other current assets	4,947	(34,463)
Accounts payable	170,661	21,266
Accrued expenses	934	25,019
Accrued payroll and benefits	30,046	55,483
Deferred revenue	(47,723)	58,140
NET CASH (USED FOR) PROVIDED FROM OPERATING ACTIVITIES	(60,088)	377,045
<u>CASH FLOWS - INVESTING ACTIVITIES</u>		
Purchases of property and equipment	(203,140)	(148,144)
NET CASH USED FOR INVESTING ACTIVITIES	(203,140)	(148,114)
<u>CASH FLOWS - FINANCING ACTIVITIES</u>		
Borrowings on line of credit	65,000	-
NET CASH PROVIDED FROM FINANCING ACTIVITIES	65,000	-
NET (DECREASE) INCREASE IN CASH	(198,228)	228,931
Cash at beginning of year	228,931	-
CASH AT END OF YEAR	<u>\$ 30,703</u>	<u>\$ 228,931</u>

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

AMANI PUBLIC CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2013 AND 2012

NOTE A: THE SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Charter School

Amani Public Charter School (“the Charter School”) is an educational corporation that operates as a charter school in Mount Vernon, New York. On December 14, 2010, the Board of Regents of the University of the State of New York granted the Charter School a provisional charter valid for a term of five years and renewable upon expiration. The Charter School was established to provide its students in grades 5-8 with the academic skills necessary to succeed in competitive high school programs, college and career of their choice.

Financial Statement presentation

The financial statements of the Charter School have been prepared on the accrual basis of accounting in conformity with accounting principles generally accepted in the United States of America (GAAP). The Charter School reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets and permanently restricted net assets.

These classes of net assets are defined as follows:

*Permanently restricted* – Net assets resulting from contributions and other inflows of assets whose use by the Charter 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 Charter School. The Charter School had no permanently restricted net assets at June 30, 2013 or 2012.

*Temporarily restricted* – Net assets resulting from contributions and other inflows of assets whose use by the Charter School is limited by donor-imposed stipulations that either expire by passage of time or can be fulfilled and removed by actions of the Charter School pursuant to those stipulations. The Charter School had no temporarily restricted net assets at June 30, 2013 or 2012.

*Unrestricted* – The net assets over which the Governing Board has discretionary control to use in carrying on the Charter School’s operations in accordance with the guidelines established by the Charter School. The Board may designate portions of the current unrestricted net assets for specific purposes, projects or investment.

Revenue and support recognition

Revenue from state and local governments resulting from the Charter School’s charter status and based on the number of students enrolled 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 Charter School when qualifying expenditures are incurred and billable.

AMANI PUBLIC CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2013 AND 2012

NOTE A: THE SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Contributions

Contributions received are recorded as unrestricted, temporarily or permanently restricted support depending on the existence of any donor restrictions. A contribution that is received and expended in the same year for a specific purpose is classified as unrestricted revenue.

Contributions are recorded as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities and changes in net assets as net assets released from restrictions.

Cash

Cash balances are maintained at a certain financial institution located in Mount Vernon, New York and are insured by the Federal Deposit Insurance Corporation up to \$250,000 at each institution. In the normal course of business, the cash account balances at any given time may exceed insured limits. However, the Charter School has not experienced any losses in such accounts and does not believe it is exposed to significant risk in cash.

Cash in escrow

The Charter School maintained cash in an escrow account in accordance with the terms of its Charter agreement.

Grants and other receivables

Grants and other receivables are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts based on its assessment of the current status of individual receivables from grants, agencies and others. Balances that are still outstanding after management has used reasonable collection efforts are written off against the allowance for doubtful accounts. There were no allowance for doubtful accounts at June 30, 2013 and 2012.

Property and equipment

Property and equipment are recorded at cost. Depreciation is computed using the straight-line method on a basis considered adequate to depreciate the assets over their estimated useful lives, which range from three to seven years.

Deferred revenue

The Charter School records grant revenue as deferred revenue until it is expended for the purpose of the grant, at which time it is recognized as revenue.

Tax exempt status

The Charter School is a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code and applicable state regulations and, accordingly, is exempt from federal and state taxes on income.

The Charter School has filed for and received income tax exemptions in the jurisdictions where it is required to do so. The Charter School files Form 990 in the U.S. federal jurisdiction. The tax returns for the years ended June 30, 2011 through 2013 are still subject to potential audit by the IRS. Management of the Charter School believes it has no material uncertain tax positions and, accordingly it will not recognize any liability for unrecognized tax benefits.

AMANI PUBLIC CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS, Cont'd  
JUNE 30, 2013 AND 2012

NOTE A: THE SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Contributed services

The Charter School receives contributed services from volunteers to develop its academic program and to serve on the Board of Trustees. These services are not valued in the financial statements because they do not require "specialized skills" and would typically not be purchased if they were not contributed.

The Charter School received contributed educational services which were valued at approximately \$45,000 and \$110,000 which are included in the accompanying statements of activities and changes in net assets as of June 30, 2013 and for the period from December 14, 2010 (date of inception) to June 30, 2012, respectively. The Charter School also received legal services valued at approximately \$123,000 and \$333,000 which are included in the accompanying statements of activities and changes in net assets as of June 30, 2013 and for the period from December 14, 2010 (date of inception) to June 30, 2012, respectively.

Marketing and recruiting costs

The Charter School expenses marketing and recruiting costs as they are incurred. Total marketing and recruiting costs approximated \$7,000 and \$12,000 for the year ended June 30, 2013 and the period from December 14, 2010 (date of inception) to June 30, 2012, respectively.

Use of estimates in the preparation of financial statements

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America 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 revenue and expenses during the reporting period. Actual results could differ from those estimates.

Comparatives for year ended June 30, 2012

The financial statements include certain prior year summarized comparative information in total but not by functional classification. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Charter School's financial statements for the year ended June 30, 2012, from which the summarized information was derived.

Reclassifications

Certain 2012 balances have been reclassified to conform to the 2013 presentation.

Subsequent events

The Charter School has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through October 29, 2013, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted, except as disclosed in Note B.

AMANI PUBLIC CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2013 AND 2012

NOTE B: SCHOOL FACILITY

The Charter School leases its facilities from Friendship Worship Center Agape Community Development Corp. LTD through July 31, 2014. Total approximate square footage usage as of June 30, 2013 and 2012 was 9,508 and 7,711, respectively. The Charter School paid \$14,707 per month plus an additional \$1,200 per month for use of the gymnasium through April 2012. Monthly rental payments including utilities for 2013 and 2014 are \$25,196. Total expenses paid for the year ended June 30, 2013 and the period December 14, 2010 through June 30, 2012 was approximately \$329,000 and \$177,000, respectively.

On August 8, 2013, the Charter School renewed its lease for additional gymnasium space at \$2,200 per month through June 30, 2014. On September 13, 2013, the Charter School entered into a new lease agreement with Church of St. Ursula for additional facilities at \$7,675 per month through August 31, 2014. Both leases are included in the future minimum payments below.

The future minimum payments on these agreements are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2014	\$ 408,776
2015	<u>32,871</u>
	<u>\$ 441,647</u>

NOTE C: PROPERTY AND EQUIPMENT

Property and equipment consist of the following:

	<u>June 30,</u>	
	<u>2013</u>	<u>2012</u>
Furniture and fixtures	\$ 62,158	\$ 22,487
Office equipment	102,514	22,770
Leasehold improvements	106,907	102,207
Construction in progress	<u>79,675</u>	<u>650</u>
	351,254	148,114
Less accumulated depreciation and amortization	<u>110,602</u>	<u>36,254</u>
	<u>\$ 240,652</u>	<u>\$ 111,860</u>

NOTE D: LINE OF CREDIT

During April 2013 the Charter School obtained a \$75,000 Line of Credit, which provides for interest at 1.5% over the Prime Rate (effective rate of 4.75% as of June 30, 2013). As of June 30, 2013 there was an outstanding balance of \$65,000. The line is secured by all assets of the Charter School.

AMANI PUBLIC CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2013 AND 2012

NOTE E: OPERATING LEASE

The Charter School leases office equipment under a non-cancelable lease agreement expiring in November 2015. The future minimum payments on this agreement are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2014	\$ 5,364
2015	<u>2,235</u>
	<u>\$ 7,599</u>

NOTE F: RETIREMENT PLAN

The Charter School sponsors a 401(k) retirement plan (the "Plan") for its employees. All employees of the Charter School are eligible to participate. The Charter School has a discretionary employee match contribution. The Charter School has made no contributions to the plan for the year ended June 30, 2013 and the period from December 14, 2010 (date of inception) to June 30, 2012.

NOTE G: CONTINGENCY

Certain grants and contracts may be subject to audit by funding sources. Such audits might result in disallowance of costs submitted for reimbursement by the Charter School. Management is of the opinion that such disallowances, if any, will not have a material effect on the accompanying financial statements. Accordingly, no amounts have been provided in the accompanying financial statements for such potential claims.

NOTE H: CONCENTRATIONS

At June 30, 2013, approximately 93% of grants and other receivables are due from the New York State Department of Education relating to per pupil funding.

At June 30, 2012, approximately 54% of grants and other receivables were due from the New York State Department of Education relating to certain grants. At June 30, 2012, approximately 23% of grants and other receivables were due from a grantor. Also at June 30, 2012, approximately 22% of grants and other receivables were due from New Rochelle School District relating to per pupil funding.

During the year ended June 30, 2013 and the period from December 14, 2010 (date of inception) to June 30, 2012, 79% and 60%, respectively, of total operating revenue and support came from per-pupil funding provided by New York State. The per-pupil rate is set annually by the State based on the school district in which the Charter School's students are located.

**AMANI PUBLIC CHARTER SCHOOL**

**OTHER FINANCIAL INFORMATION**



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON OTHER FINANCIAL INFORMATION

Board of Trustees  
Amani Public Charter School

We have audited the financial statements of Amani Public Charter School as of and for the year ended June 30, 2013, and we have issued our report thereon dated October 29, 2013, which contained an unmodified opinion on those financial statements. Our audit was performed for the purpose of forming an opinion on the financial statements as a whole. The 2013 financial information hereinafter is presented for purposes of additional analysis 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 information is fairly stated in all material respects in relation to the financial statements for the year ended June 30, 2013, as a whole.

We have also audited the financial statements of Amani Public Charter School as of June 30, 2012 and for the period from December 14, 2010 (date of inception) to June 30, 2012, and our report dated October 17, 2012, expressed an unmodified opinion on those financial statements. Our audit was performed for the purpose of forming an opinion on the financial statements as a whole. The 2012 financial information hereinafter is presented for purposes of additional analysis and is not a required part of the 2012 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 2012 financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the 2012 financial statements or to the 2012 financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements for the period from December 14, 2010 (date of inception) to June 30, 2012, as a whole.

*Mengel, Metzger, Barr & Co. LLP*

Rochester, New York  
October 29, 2013

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AMANI PUBLIC CHARTER SCHOOL

SCHEDULE OF ACTIVITIES

YEAR ENDED JUNE 30, 2013 AND JUNE 30, 2012

THE PERIOD FROM DECEMBER 14, 2010 (DATE OF INCEPTION) TO JUNE 30, 2011

THE PERIOD FROM DECEMBER 14, 2010 (DATE OF INCEPTION) TO JUNE 30, 2012

	<u>Year ended June 30,</u>		<u>Period from</u>	<u>Period from</u>
	<u>2013</u>	<u>2012</u>	<u>December 14,</u>	<u>December 14,</u>
			<u>2010 (date of</u>	<u>2010 (date of</u>
			<u>inception) to</u>	<u>inception) to</u>
			<u>June 30, 2011</u>	<u>June 30, 2012</u>
State and local per pupil operating revenue	\$ 2,879,014	\$ 1,476,441	\$ -	\$ 1,476,441
Governmental grants	535,389	227,402	100,000	327,402
Contributions	62,313	7,255	192,110	199,365
Contributed legal and educational services	168,452	443,064	-	443,064
Special events	2,224	25,157	2	25,159
<b>TOTAL OPERATING REVENUE AND SUPPORT</b>	<b>3,647,392</b>	<b>2,179,319</b>	<b>292,112</b>	<b>2,471,431</b>
<b>Personnel Service Costs:</b>				
Administrative Staff	341,072	194,200	-	194,200
Instructional Personnel	909,857	521,280	-	521,280
Non-instructional Personnel	49,012	48,565	-	48,565
<b>Total Salaries and Wages</b>	<b>1,299,941</b>	<b>764,045</b>	<b>-</b>	<b>764,045</b>
Payroll taxes and employee benefits	238,947	128,710	-	128,710
Professional development	34,701	33,140	2,999	36,139
Legal fees	138,893	332,615	-	332,615
Audit fees	19,835	12,228	12,272	24,500
Financial management services	35,526	43,246	-	43,246
Professional fees - other	362,024	240,640	106,780	347,420
Student and Staff Recruitment	6,568	10,213	1,629	11,842
Curriculum/classroom expenses	85,503	68,030	-	68,030
Supplies/ materials	33,731	19,785	24	19,809
Food service fees	117,339	59,943	-	59,943
Student Transportation Services	5,445	189	811	1,000
Postage, printing, and copying	8,856	1,163	1,045	2,208
Insurance	12,400	8,290	2,650	10,940
Information technology	26,362	24,693	123	24,816
Leased Equipment	5,364	6,666	-	6,666
Non-capitalized Equipment/Furnishings	13,748	30,003	1,240	31,243
Repairs and maintenance	9,149	13,600	188	13,788
Depreciation and amortization	74,348	36,254	-	36,254
Facility/ Rent & Utilities	320,330	175,276	1,500	176,776
Other	16,020	25,102	185	25,287
<b>TOTAL EXPENSES</b>	<b>2,865,030</b>	<b>2,033,831</b>	<b>131,446</b>	<b>2,165,277</b>
<b>CHANGE IN NET ASSETS</b>	<b>\$ 782,362</b>	<b>\$ 145,488</b>	<b>\$ 160,666</b>	<b>\$ 306,154</b>

**AMANI PUBLIC CHARTER SCHOOL**

**REPORT REQUIRED BY GOVERNMENT AUDITING STANDARDS**



# MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

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

Board of Trustees  
Amani Public 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 Amani Public Charter School, which comprise the statement of financial position as of June 30, 2013, and the related statements of activities and changes in net assets, 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 29, 2013.

### Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Amani Public Charter 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 Amani Public Charter School's internal control. Accordingly, we do not express an opinion on the effectiveness of Amani Public Charter 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 entity'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 Amani Public Charter School's financial statements are free from 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 have reported to management of Amani Public Charter School in a separate letter dated October 29, 2013.

### **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 entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

### **Restricted Use**

This report is intended solely for the information and use of the Board of Trustees, management, federal, state and local awarding agencies, the New York State Education Department and others within the Charter School and is not intended to be and should not be used by anyone other than these specified parties.

*Mengel, Metzger, Barz & Co. LLP*

Rochester, New York  
October 29, 2013

Amani Public Charter School FY14 Board Approved Budget

Board Approved FY14 Budget

Income

4100 State Grants		
4101 Per Pupil Allocation - General Education		4,089,339
4101 Per Pupil Allocation - General Education		40,581
4102 Per Pupil Allocation - Special Education		245,925
4107 State Stimulus Fund Grant		93,227
4103 NYSTL		15,803
4108 New Rochelle Per Pupil		
<b>Total 4100 State Grants</b>		<b>4,484,875</b>
4200 Federal Grants		
4201 Title I		68,355
4202 Title IIA		4,925
4206 IDEA for Special Education		39,655
4207 E-Rate		234,530
4208 Charter School Planning Grant		
4209 Federal Meals Reimbursement		111,945
<b>Total 4200 Federal Grants</b>		<b>459,409</b>
4300 Contributions		
4301 Individual Contributions		500
4302 Foundation Grants		-
4303 Corporate Contributions		100
4304 In-Kind Legal Services		-
4305 In Kind Services Educational		-
4306 In-Kind Contribution		-
4307 Board Contribution		-
<b>Total 4300 Contributions</b>		<b>600</b>
4400 Fundraising Events		
4401 Fundraising Events - Gross Receipts		-
4402 Fundraising Events - Contributions		-
4403 Fundraising Events - Monetary Contributions		-
4404 Fundraising - General		-
4405 Fundraising - Raffles		-
4406 Book Fairs		-
Total 4403 Fundraising Events - Monetary		-
Contributions		
Total 4402 Fundraising Events - Contributions		-
<b>Total 4400 Fundraising Events</b>		<b>-</b>
4500 Miscellaneous Income		
4501 Interest Income		2
4502 Revenue Suspense		-
<b>Total 4500 Miscellaneous Income</b>		<b>2</b>
<b>Total Income</b>		<b>4,944,886</b>
<b>Gross Profit</b>		<b>4,944,886</b>

Expenses

5000 Compensation		
5100 Administrative Staff		
5101 Principal/Executive Director		66,950
5102 Director of Operations		85,000
5103 Bookkeeper/Business Manager		56,650
5104 Office Manager		76,350
5105 Social Worker / Dean of Scholars and Families		
(2) 5106 School Nurse (2)		65,000
		53,045
<b>Total 5100 Administrative Staff</b>		<b>402,995</b>
5200 Instructional Staff		
5201 Director of Curriculum and Instruction		240,000
5202 Classroom Teachers		1,009,239
5205 School Aide (2) Instructional and Admin		172,000
5206 SPED Teacher/Coordinator		257,956
520X Afterschool/Saturday School		10,000
<b>Total 5200 Instructional Staff</b>		<b>1,689,195</b>
<b>Total 5000 Compensation</b>		<b>2,092,190</b>
6000 Benefits		
6001 FUTA		
6002 NY Disability Expense		
6003 Social Security - ER		129,716
6005 Medicare - ER		30,337
6012 401K/403B Fees		2,500
401K Match		62,766
6013 State Unemployment Insurance		31,383
6014 Metro Commuter Tax		
6016 HRA/FSA Admin Fees		15,000
6018 ERISA		2,500
6020 Personnel Insurance		
6015 HRA/FSA Premium		
6021 Medical Insurance		83,688
6022 Dental Insurance		20,922
6023 Vision Insurance		
6024 Workers Compensation		12,430
6025 Life Insurance/AD&D		-
6026 STD/LTD Insurance		6,800
<b>Total 6020 Personnel Insurance</b>		<b>123,840</b>
<b>Total 6000 Benefits</b>		<b>398,041</b>
6100 Direct Educational Expenses		
6101 Classroom Supplies		45,332
6102 Textbooks & Materials		79,936
6103 Special Education Supplies		7,555
6104 Classroom Libraries		22,666
6105 Standardized Testing/Assessment Materials		36,266

**Board Approved FY14 Budget**

6106 NYSTL Expense	15,803
6107 NYSSL Expense	
6108 NYSLIBL Expense	
6109 Student Transportation	8,704
6110 Field Trips	4,533
6111 School Food Services	273,975
6113 Student Uniforms/Apparel	500
6114 Student/Family Appreciation	
6115 Student Info System - SIS	8,250
<b>Total 6100 Direct Educational Expenses</b>	<b>503,520</b>
<b>7000 Administrative Expenses</b>	
7001 Office Supplies	35,717
7002 Phone & Internet	15,555
7003 Postage & Delivery	2,445
7004 Printing & Copying	6,000
7005 Copier Lease	11,075
7006 Staff Food/Appreciation	2,500
7007 Staff Travel/Transportation	500
7008 Dues & Subscriptions	9,435
7009 Technology Supplies	3,000
7010 Non-Capitalized Furniture	5,000
7011 Non-Capitalized Equipment	15,000
7012 Staff Apparel	500
Storage	4,651
7200 Insurance	
7201 General Liability	7,835
7202 Commercial/Umbrella	1,345
7203 Directors & Officers	4,585
7204 Catastrophic Accident	540
7205 Student Accident	568
7206 Property & Casualty	-
7207 Insurance Fee	35
<b>Total 7200 Insurance</b>	<b>14,908</b>
<b>Total 7000 Administrative Expenses</b>	<b>121,634</b>
<b>7100 Professional Services</b>	
7101 Audit/Accounting Services	22,000
7102 Financial Management Services - CSBM	40,000
7104 Technology Services	50,000
7105 Payroll Service Fees	6,000
7107 Custodial Services	77,760
7108 Legal Services- Paid	25,000
7109 Legal Services -In Kind	25,000
7110 In-Kind Services - General/Educational	45,000
7111 Start-Up Consultants/Services/Other	10,000
7112 Incubation Services - NYCSI	-
7114 SPED/Speech Consultants	30,000
7116 Physical Education	-
7117 Security Guard	86,108
7118 E-Rate Consulting Services	14,072
7119 General Consulting Services	15,000
<b>Total 7100 Professional Services</b>	<b>430,940</b>
<b>7300 Professional Development</b>	
7301 Instructional Staff PD	30,000
7302 Administrative Staff PD	5,000
7305 Board PD/Strategic Planning	10,000
7307 Conferences & Workshops	8,000
<b>Total 7300 Professional Development</b>	<b>53,000</b>
<b>7400 Marketing and Recruitment</b>	
7405 Student Recruitment	
7406 Translation Services	150
7407 Student Recruitment - Advertising	5,000
7415 Staff Recruitment	3,000
<b>Total 7400 Marketing and Recruitment</b>	<b>8,150</b>
<b>8100 Facility</b>	
8101 Rent	430,654
8103 Custodial Supplies	16,000
8104 Repairs & Maintenance	20,000
8105 Security/Permits/Event Expense	
<b>Total 8100 Facility</b>	<b>466,654</b>
<b>8200 Fundraising Expenses</b>	
8201 Fundraising Events	
8202 Fundraising Supplies & Materials	
<b>Total 8200 Fundraising Expenses</b>	<b>-</b>
<b>8800 Miscellaneous Expense</b>	
8801 Bank Fees	220
<b>Total 8800 Miscellaneous Expense</b>	<b>220</b>
8900 Depreciation Expense	175,636
<b>Total Expenses</b>	<b>4,249,985</b>
<b>Net Operating Income</b>	<b>694,901</b>
<b>Net Income</b>	<b>694,901</b>

**Capital Expenditures:**

1500 Fixed Assets	
1510 Office Furniture	7,500
1515 Classroom Furniture	70,000
1520 Office Equipment	1,500
1525 Classroom Equipment	15,000
1540 Computer Hardware and Software	40,000

**Board Approved FY14 Budget**

Internal Connections - New Building	225,017
1550 Website Development	-
1555 Leasehold Improvement	15,000
1560 Construction in Progress	250,000
1570 Architect Fees	25,790

**Total Fixed Assets 649,807**

**Total Projected Net Cash 220,729**

# Appendix E: Disclosure of Financial Interest Form

Created Tuesday, July 30, 2013

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## Page 1

660900861000 AMANI PUBLIC CS

An Appendix E: Disclosure of Financial Interest Form must be completed for each active Trustee who served on the charter school's Board of Trustees during the 2012-13 school year. Trustees are at times difficult to track down in the summer months. Trustees may complete and submit at their leisure (but before the deadline) their individual form at: <http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/>.

Trustees who are technologically advanced may complete the survey using their smartphones or other mobile devices by downloading the this bar code link to the survey <http://fluidsurveys.com/account/surveys/210748/publish/qrcode/>. (Make sure you have the bar code application reader on your phone).

If a Trustee is unable to complete the form by the deadline (i.e, out of the country), the school is responsible for submitting the information required on the form for that individual trustee.

Just send the links via email today to your Trustees requesting that they each complete their form as soon as possible.

Thank you.

Yes, each member of the school's Board of Trustees has received a link to the Disclosure of Financial Interest Form.

Yes

Thank you.

# Appendix F: BOT Membership Table

Created Monday, July 29, 2013

## Page 1

660900861000 AMANI PUBLIC CS

### 1. Current Board Member Information

	Full Name of Individual Trustees	Position on Board (Officer or Rep).	Voting Member	Area of Expertise &/or Additional Role	Terms Served & Length (include date of election and expiration)	Committee affiliations
1	Sid Burke	Chair/President	Yes	Legal	2 Terms	Executive Finance Facilities
2	Adell Dowdy	Vice Chair/Vice President	Yes	Education	2 Terms	Executive Educational Accountability
3	David Eichler	Treasurer	Yes	Finance	2 Terms	Executive Finance
4	Rich Thomas	Member	Yes	Policy	1 Term	Facilities
5	Stephanie McCaine	Member	Yes	Education	1 term	Educational Accountability
6	Jim Killoran	Member	Yes	Finance, Facilities, Community Engagement	1 Term	Facilities
7	Fiorella Kelly	Member	Yes	Community Engagement	1 Term	
8	Laura Francis	Member	Yes		1 Term	Educational Accountability
9	Robert Jones	Member	Yes	Finance	1 Term	
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

### 2. Total Number of Members Joining Board during the 2012-13 school year

2

3. Total Number of Members Departing the Board during the 2012-13 school year

3

4. According to the School's by-laws, what is the maximum number of trustees that may comprise the governing board?

15

5. How many times did the Board meet during the 2012-13 school year?

12

6. How many times will the Board meet during the 2013-14 school year?

12

Thank you.

MINUTES  
OF  
THE BOARD OF TRUSTEES  
OF THE

**AMANI PUBLIC CHARTER SCHOOL**

JULY 16, 2012

A regular meeting of the Board of Trustees (the "Board") of the Amani Public Charter School (the "School") was scheduled at the School's facility at 261 East Lincoln Avenue, Mount Vernon, New York on Monday, July 16, 2012, to begin at 6:30 p.m. pursuant to notice duly given. Due to the fact that a quorum was not met, an 'Informational Meeting' was held.

The following Trustees were present in person: Sidney Burke, E. Adell Dowdy, Laura Francis, Andrea J. Rogers, and Richard Thomas.

Stephanie J. McCaine requested and was granted an excused absence. The following Trustees were absent: Gerald Coleman, David Eichler, Chanelle Hyde, and James Killoran.

Also present were Debra Stern (the School's Executive Director), Bill Gladstone (the School's Director of Curriculum and Instruction), Vernon Riley (the School's Director of Operations, and Kathleen Elie (the School's Finance Consultant).

After noting that a quorum was not met, the Chair asked if an 'Informational Meeting' could be held and order was called.

1. PUBLIC COMMENT. No one from the public was present
2. SCHOOL SNAPSHOT. Mrs. Stern, Mr. Riley, Mr. Gladstone and Ms. Elie presented the School Snapshot to the Board. Mrs. Stern noted that the Parent Survey was completed by 39 parents online. Space remains an area of concern and the staff is mapping out the flow of student/staff traffic in anticipation of how it will work. Three food vendors, including Red Robin presented bids to provide school lunch. The Food Service Manager will include 'tastings' as part of the curriculum to enhance student participation and approval; create lunch alternatives; incorporate the new nutrition standards; and provide menus a month in advance. There remains a need for a Special Education Coordinator and a Special Education/ELA Teacher.

Mr. Riley noted that communication with New Rochelle regarding one student might be in anticipation of payment. Nothing was received for the 2011-12 school year. The overall financial situation indicates more stability this year. There has been a smooth transition with the Net Consultants. A new website is in place and there will be August training and overall technology management. Auditors visited the school on June 27 – no response. They will return on September 10-12, materials will be reviewed. Construction work over the summer will include a dividing wall and mirrors.

Ms. Elie asked the Board, 'What reports are needed and required before the Board Meetings? It was noted that the School's Business Manager prepares payroll etc. and monthly reports are prepared by Ms. Elie. In response to the question, the Board asked to see shortfalls (Budget v Actuals and cash flow), look at ongoing to project shortfalls. Also, it was requested that the Board receives ongoing information regarding grants and what's anticipated; tracking all restricted grants on a monthly basis and what's needed. Full reports should include numbers, expenses and revenue. Reports are requested before Board Meetings. Timing is an issue due to dates of monthly meetings. It was suggested that the Financial Task Force reviews incomplete reports for additional details.

Mr. Gladstone noted that the instructional and culture handbook, 'The Amani Way' will highlight best practices to be applied across the board. The nationally normed MAP assessments will give comparative data beyond the state test. New Teacher Summer Institute will be held August 13-25; the agenda is in place with consultants. Fontas & Pinelle Bench Mark shows 3 and ¼ reading level growth within the year, looking for more significant growth to close achievement growth. ELA test scores due 7/17, raw scores are in, however, they are not permitted to be shared at this time. With some analysis, there are no real surprises. Special Education students will be included in the after-school program for the 2012-13 school year, inclusive of summer school.

3. OTHER BUSINESS:

- Communication Task Force will meet to decide 'public statement' regarding test scores and student achievement.
- Finance Plan, Where are we?
- August construction, expansion
- Facilities Committee will meet to chart possible venues, research, and planning

4. Meeting Adjournment: There being no further information to come before the members present, the meeting was adjourned at 8:30 p.m.

Respectfully submitted,

E. Adell Dowdy  
Secretary of the Meeting

APPROVED:

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Sidney Burke  
Chair

MINUTES  
OF  
THE BOARD OF TRUSTEES  
OF THE

**AMANI PUBLIC CHARTER SCHOOL**

AUGUST 20, 2012

A regular meeting of the Board of Trustees (the "Board") of the Amani Public Charter School (the "School") was scheduled at the School's facility at 261 East Lincoln Avenue, Mount Vernon, New York on Monday, August 20, 2012, to begin at 6:30 p.m. pursuant to notice duly given.

The following Trustees were present in person: Gerald Coleman, Sidney Burke, E. Adell Dowdy, Chanelle Hyde, James Killoran, Stephanie J. McCaine, Andrea J. Rogers and David Eichler.

Laura Francis requested and was granted an excused absence as she was on vacation.  
The following Trustees were absent: Richard Thomas

Also present were Debra Stern (the School's Executive Director), Bill Gladstone (the School's Director of Curriculum and Instruction) and Vernon Riley (the School's Director of Operations).

Attached as Exhibit A are the materials provided to the Board at or prior to the meeting.

A quorum was met, so the meeting was called to order at 6:45PM.

5. PUBLIC COMMENT. The Chair opened the floor for public comment. No one from the public was commented.
6. Announcement: Gerald Coleman announced that he will be resigning from the Amani Board, as he is relocating to North Carolina. This is his last Board meeting.
7. Approve Past Minutes & Identify Current Note taker  
Minutes for the last Board Minutes of June 12<sup>th</sup> and July 16th Board meetings & June 24<sup>th</sup> Board retreat notes were approved  
Andrea volunteered to take this evening's minutes. Next Board member in line to take minutes is: Dave Eichler.
8. Board Calendar for FY 2013 (any feedback/conflicts)  
Passed that the Board will be meeting 3rd Monday of each month at 6:30 (with the exception of holidays and meeting will need to be re-scheduled)

Request will be e-mailed for Board members to provide any Board agenda items by 7th of each month.

9. SCHOOL SNAPSHOT. Mrs. Stern presented the following overview of Amani's progress before opening day.

a) **Enrollment:** Expecting to have 84 6<sup>th</sup> graders

Expecting to have 83 students for 5<sup>th</sup> grade; 71 currently registered

b) **Preview of opening:** Staff have been around since Aug 18<sup>th</sup> doing staff orientation and development. Staff & some teachers went out and did home visits into 44 homes; people were very responsive to the home visits to talk about the CULTURE of AMANI.

Mrs. Stern plans to make this more mandatory for faculty to do home visits with new students.

Amani Parent coffee to discuss Special Education/IEPs concerns (1<sup>st</sup> one in Aug with Brenda). More in the future.

Ms. Jahali –Lead teacher, Mr. Caraban –Math, Ms. Patricia ? (5<sup>th</sup> Grade Team). Ms. Gastrino, Ms. Earl (6<sup>th</sup> Grade Team). Science & Music teachers teach both grades along with technology. Each grade team has 7 teachers and each team has a meeting every Tuesday & Wednesday (Team 5<sup>th</sup> Grade & Team 6<sup>th</sup> Grade may have some faculty in both teams) . Amani has hired 3 new teachers and 1 Special Ed teacher .

*[Request for Mrs. Stern to circulate the faculty roster to all Board members]*

c) **Operations/finance**

Mr. Reilly reported that the intercepts are working pretty well: sent in 88 for 5<sup>th</sup> graders and 87 for 6<sup>th</sup> graders. Only so much money can be intercepted at one time by NYSED, so they will process as money becomes available.

d) **Update on NYS test scores**

Mr. Gladstone reviewed how our Amani 5<sup>th</sup> grade scholars fared on the ELA & Math tests taken in May 2012. Amani ranked 48 out of 93 Charter Schools with a 5<sup>th</sup> grade ELA. Amani scored 68% in Math 3-4 Levels, and exceeded NY State public school average of 65%. Amani achieved 47% in ELA 3-4 Levels, but did not meet NY State Public School Average of 55%. Amani scored better than the general Mt Vernon Public School District in both ELA & Math for 5<sup>th</sup> Grade.

10. Consent Agenda

a. **CSBM renewal, Red Rabbit, and security firm**

There was a quorum approval of the renewed proposal by CSBM for 2012-2013 (they will be doing less for Amani, since we now have a full time Business Manager), Red Rabbit and the bids by the 3 Security companies were approved.

b. **2012-2013 Board meeting schedule:**

Agreement that we will continue with Board meetings occurring on 3<sup>rd</sup> Monday of every month

11. Committee & Taskforce Reports

- a. *Executive Committee*: No meeting or update
- b. *Finance Committee*: David Eichler (chair) -Met with CSBM and was good that we passed the budget; Audit coming Sept 10, 11<sup>th</sup> and 12<sup>th</sup>; No numbers for August 2012 since Kathleen
- c. *Education and Accountability Committee*: E. Adell Dowdy (chair) - ED evaluation process discussed ; Executive Director Performance Evaluation was sent out and responses were about 7 respondents
- d. *Facilities Task Force*: Debra Stern (Executive Director / non-Board member) - Considering Con Edison Building on 2<sup>nd</sup> St & 2<sup>nd</sup> Ave
- e. *Fundraising Task Force*: Jim Killoran - NYCSI workshop, next steps in development of a fundraising plan; Jim needed to leave early so he presented a brief Fundraising report: Jim & Rich participated in NYCSI webinar presentation in Aug 2012. They will be presenting at the Sept meeting the outcomes and fundraising strategy for Amani.
- f. *Communications Task Force*: No meeting or update.
- g. *Governance/Board Development Task Force*: No meeting. Discuss revised Board policy manual and passing it with a few amendments.  
Andrea J. Rogers announced that she would no longer Chair this task force.

12. Board Planning: Involving the school calendar; Mrs. Stern presented an overall school calendar that the Board can plot in any learning, governance or information sharing we want to discuss more deeply during our meetings

13. Items for September Board Mtg: Recommendations due September 7<sup>th</sup>):  
Fundraising Strategy from Jim & Rich

14. Upcoming School Events:

- a. Wednesday, August 22 - Amani Staff Welcome Party - Wilsons Waves Pool House - 2pm - 7pm
- b. Thursday, August 23 - Back to School Night - Time TBA...
- c. Monday, August 27 – first day of school

15. Meeting Adjournment: There being no further information to come before the members present, the meeting was adjourned at 8:10 p.m.



**-Exhibit A-**

[Board materials attached]

MINUTES OF A MEETING OF  
THE BOARD OF TRUSTEES OF THE  
AMANI PUBLIC CHARTER SCHOOL

September 25, 2012

A regular meeting of the Board of Trustees (the “**Board**”) of the Amani Public Charter School (the “**School**”), was held at the School’s facility at 261 East Lincoln Avenue, Mount Vernon, NY on **Tues. Sept 25, 2012** beginning at approximately 6:30 pm. local time pursuant to notice duly given.

The following Trustees were present in person at the meeting: **Sid Burke, Adell Dowdy, Andrea J. Rogers, Laura Francis-Clarke and Jim Killoran.**

**Stephanie McCaine and David Eichler** gave prior notice for absence from this meeting. **Richard Thomas** was absent from the meeting.

Also present at the meeting were **Debra Stern** (the School’s **Executive Director**), **Bill Gladstone** (the School’s **Director of Curriculum Instruction**), **Vernon Riley** (the School’s **Director of Operation**), **Rodney ??** (the School’s part time Title 1 Coordinator), and Ms. Tricia Newell, Columbia University graduate student. Mr. Burke presided as Chair of the meeting, and Ms. Francis-Clarke recorded the minutes as voluntary secretary of the meeting.

Attached as Exhibit A are the materials provided to the Board at or prior to the meeting.

After noting that a quorum was present, the Chair called the meeting to order.<sup>1</sup>

1. Public Comment. The Chair opened the floor for public comment. No one from the public chose to speak.

2. Amani as Communication Capstone Project: At this point, guest Ms. Tricia Newell (Columbia University graduate student) discuss wanting Amani Public Charter School to be her project assisting APCS in formulating a communications strategy. Ms. Newell is a Mt Vernon resident enrolled full time graduate program. Her Advanced Communication Capstone Project is the final course needed to complete the Masters of Strategic Communications Degree. Members of the Board asked various questions of Ms. Newell regarding communication deliverables for Amani in mid-2013, which were answered.

The Board unanimously approved becoming a partner for Ms. Newell’s Columbia Communication Capstone Project with deliverables in mid - 2013.

3. Facilities Task Force Report. At this point, Mrs. Stern presented a report from the Facilities Task Force & gave an update and handout regarding the Edison Building located at 60 South Third Avenue in Mt Vernon. This is estimated to cost an \$4.8 Million to renovate. Mrs.

Stern will be working on the NYS SSF Grant due October 10. Mr. Killoran asked that she include green aspects in proposal.

The Board unanimously authorized the Facilities Task Force to continue with the initial study phase for the Edison Building as a future APCS facility.

4. Executive Director 360 degree evaluation: Mrs. Dowdy and Mr. Burke discussed that evaluations had been re-sent out to the Amani community via survey monkey with a deadline of Sept. 25<sup>th</sup>. Time line will be extended to allow for additional respondents.

5. School Snapshot

a. Enrollment Presented by Debra Stern. There are currently 157 students enrolled. 82 students in 5<sup>th</sup> grade and 73 students in the 6<sup>th</sup> grade. 54 students are on the 6<sup>th</sup> grade waitlist. 21 are on the 5<sup>th</sup> grade waitlist. 9 students withdrew from the 6<sup>th</sup> grade. 1 student withdrew from the 5<sup>th</sup> grade. A visual pie chart showed a breakdown of where our students come from throughout Mt Vernon and Westchester County.

b. Operations/Finance: Presented by Vernon Riley. Onsite audit with MMB took 2 days. MMB will follow up with a Client Assistance Memo. There is \$21,000 in escrow from funds raised and collected via Aprendes Foundation. Mr. Killoran suggested introducing APCS Board chair with CSEE Board Chair to discuss raising funds. Mr. Bailey prepared Financial Analysis summary handout for the period ending August 31, 2012

c. Curriculum and Instruction: Rodney ?? Title 1 Coordinator talked about AIS after school and Saturday programs for Amani Scholars.

6. Other Amani Highlights.

- a. Amani received a \$5000.00 donation from the Lanza Foundation. Scholars will make a thank you card.
- b. There is a USDA grant available with Red Rabbit.
- c. County Legislator Mr. Lyndon Williams visited Amani.
- d. NYCSA Conference will be October 12<sup>th</sup> and 13<sup>th</sup>. Laura Francis-Clarke sent registration info to Board Chair and Vice Chair. Amani is a member. Sid will send email to solicit attendees.
- e. The remainder of the meeting was spent discussing the March/Rally organized for Weds. September 26<sup>th</sup>.

7. October 15<sup>th</sup> Board Mtg Agenda Items:

- (a) Policy on Public Comment at Board Meetings
- (b) Fundraising Taskforce report on fundraising strategy
- (c) NYCSA Conference Report Back

8. Adjournment. There being no further business to come before the Board, the meeting was adjourned at 8:17pm.

Respectfully submitted,

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**Andrea J. Rogers**  
Secretary

APPROVED:

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**Sid Burke**  
Chair

## **EXHIBIT A**

[Board materials attached]

**EXHIBIT B**

Resolutions of the

Board of Trustees (the “**Board**”)

of the

Amani Public Charter School (the “**School**”)

[date]

# AMANI PUBLIC CHARTER SCHOOL

## MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE AMANI PUBLIC CHARTER SCHOOL

October 15, 2012

A regular meeting of the Board of Trustees (the “**Board**”) of the Amani Public Charter School (the “**School**”), was held at the School’s facility at 261 East Lincoln Avenue, Mount Vernon, NY on **Oct. 15, 2012**, beginning at approximately 6:35pm local time pursuant to notice duly given.

The following Trustees were present in person at the meeting: **Sidney Burke; Stephanie McCaine.; E. Adell Dowdy; Chanelle Hyde; Andrea J. Rogers; Laura Francis-Clarke.; David Eichler @ 7:38pm; Jim Killoran @8:26pm**

**Richard Thomas was absent from the meeting.**

Also present at the meeting were **Ms. Debra Stern** (the School’s **Executive Director**), **Mr. Bill Gladstone** (the School’s **Director of Curriculum Instruction**), **Ronnie Efford** (the School’s Title 1 Coordinator), and **Patricia Jahali**, (the School’s **Lead 6<sup>th</sup> Grade Teacher**).

Board Member Chanelle Hyde agreed to take notes for the meeting.

Attached as Exhibit A are the materials provided to the Board at or prior to the meeting.

After noting that a quorum was present, the Chair, S. Burke called the meeting to order.

9. Public Comment. The Chair opened the floor for public comment. There was no public comment.

10. School Snapshot: **see handouts in Exhibit A; notes below are not in handout**

- a) Recruitment needs to be discussed at the next meeting including materials and outreach. Issues that continue include parents/students committing to stay at Amani and completing that paperwork.
- b) Kickboard has been newly instituted @ Amani the week of 10/15/12; Kickboard capabilities include tracking behavior issues, A-money system, parent engagement facilitation, child to parent progress reports, etc...Kickboard trained all Deans, teachers and staff for 3 hours in addition 2 extra intense hours. The Kickboard System develops an A-Money paycheck for all students. All staff (instructional and non-instructional) has access to the Point System to log a

bonus point for students behaving well/doing good deeds. Dr. Dennis (psychologist) will work w/ problematic behavior students (boys). Infinite Campus (School Data Reporting System that will work in conjunction w/ Kickboard) is being planned for a January launch/roll-out RTI tool will be used to socialize behavior issues in students. Suggestion: Trustee S. McCaine - Get code written to have electronic signals sent from Infinite Campus to Kickboard so the two systems will communicate effectively together  
Infinite Campus will make it easier for parents to email/communicate w/ teachers and staff

- c) PTA Meetings are held twice a month and well attended. Approximately 50 parents in attendance

#### 11. Special Board Development on AIS , ELA & RTI

(a) Mr. Ronnie Efford ( Title 1 Coordinator @ Amani) reported that there are 135 students in afterschool, AIS Program = Extended Day Program; Monday-Thursday 4:30pm-5:30pm; Saturday Academy 8:30am-11:30am. High School students make the best volunteers. Administration is trying to build-out more/improved afterschool activities and programs geared toward engagement and enrichment. 44 Kids go to Saturday School.

ELA and Math twice a week for both grades; ELA and Math for 3-4 hours on Saturdays. Students were selected for these programs for formal and informal assessments. Curriculum includes books, computerized and short group instruction as well as tutoring.

**Math Curriculum:** Includes “Everyday Math Online” Component and Print Texts; extra instruction; Within computer system data is visible and used to see how many questions are answered correctly/wrong and teachers can also see how much time was spent on the program by the student. Highs and Lows teach and interact with each other using the online. The MAP Test will be given this Thursday 10/18 to assess math and ELA progress (Measurement Academic Progress test). The full test will be completed within 2-3 weeks.

(b) Ms. Patricia Jahali (6<sup>th</sup> Grade Lead Teacher @ Amani) reported on **ELA at APCS**. Fountas and Pinnell Benchmark Assessment System is used; the individual student instructional and assessment reading levels differ so as to fully challenge the student. Many students connect text observations to the person rather than text to text in regards to student reading comprehension. All systems are tackled to address ELA needs. The Benchmark System assesses student progress on a continuous basis based on their instructional reading level. Common Core and the Workshop Model is utilized to teach ELA. Whole Class Text are being read and then students are broken into strategy groups and a mini lesson is given to enforce application of what was read for the in-class text

“As an adult, you have a system for reading that constantly expands and improves; in fact we call this system a self- extending system, one that enables you to keep learning” (Clay 1991)

**APCS Tool Kit:** Several Literacy Books and Guides provide professional development and resources including “Mosaic of Thought”, The Art of Teaching, in addition to others). Teachers also have access to the creators of the Curriculum. **Vocabulary Initiative:** School-wide initiative

centered on the book “Bringing Words to Life” by Dr. Isabel Beck; Students use computers and games to apply knowledge. RTI is Response to Intervention, an Academic and Behavioral Tiered Systems; it is a Preventative framework with accountability measures put in place.

12. Program & Committee/Task Force Reports. At this point, the following reports were presented:

(a) **Facilities Task Force:** D. Stern reported that Parents will be involves on Facilities Task Force now that plans toward the Edison Building are continuing.

(b) **Finance committee:** Sept. 31st financials were e-mailed. D. Stern reported that the audit was completed successfully at the end of September. Wednesday, Oct 17th Trustee David Eichler and the Finance Committee will participate in a call w/ Auditors; the issue of the Escrow Account will be discussed at another meeting.

(c) **Fundraising Task Force/ Finance Committee Report:** Trustee J. Killoran reported that they will have a complete report following call on Wednesday for the next meeting. Mr. Rich Thomas has created a report which supports the onboarding of a Development Officer; perhaps a part-time employee that we share with Yonkers Charter School. Report to be circulated and presented at Nov. 2012 meeting.

(d) **Education and Accountability Committee:** Trustee A. Dowdy report about NYCSI Conference; impact well received by Mrs. Dowdy; 2 Board Members attended and 2 Amani staff. Ms. Dowdy said that a report will be assembled and addressed at next Board Meeting in November.

13. Executive Director 360 Evaluation: S. Burke reported that Karen Drezner will submit a full report regarding responses in November to S. Burke and A. Dowdy. The next steps include analyzing the results S. Burke, A Dowdy and D. Stern. Report back will also come to the Board. A report of the process associated w/ ED Evaluations has been requested by Board Member A. Rogers. A. Dowdy requested that we need all Board Members to complete the ED Evaluation.

14. Upcoming Events & Needs. D. Stern mentioned the following:

- (a) Need incentives for the students to incorporate with the A-Money project: College Paraphernalia; Food Parties; Purchase items for class (pool A-Money totals together)
- (b) Halloween Family Dinner October 30<sup>th</sup> 6pm
- (c) PTA Meeting: Tues. Oct 16<sup>th</sup> 6pm.
- (d) Lord n Taylor Shopping Fundraiser – APCS is involved
- (e) Other fundraising events: APCS is registered w/ Stop n Shop and BJ's, APCS participates in Box Tops; Barnes N Noble Day in December

15. Adjournment. There being no further business to come before the Board, the meeting was adjourned at 9:04PM.

Respectfully submitted,

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**Andrea J. Rogers**  
Secretary

APPROVED:

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**Sid Burke**  
Chair

**EXHIBIT A**

[Board materials attached]

# AMANI PUBLIC CHARTER SCHOOL

## MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE AMANI PUBLIC CHARTER SCHOOL

**(Informational Meeting)**

**November 19, 2012**

A regular meeting of the Board of Trustees (the “**Board**”) of the Amani Public Charter School (the “**School**”), was scheduled at the School’s facility at 261 East Lincoln Avenue, Mount Vernon, NY on **Nov. 19, 2012**, beginning at approximately 6:30pm local time pursuant to notice duly given. Since a quorum was not in attendance, an Informational Meeting was held.

The following Trustees were present in person at the meeting: **E. Adell Dowdy; Laura Francis-Clarke; Andrea J. Rogers @ 6:40pm and Richard Thomas @ 7:00pm.**

**David Eichler, Sidney Burke, and Stephanie McCaine sent apologies for their absence from the meeting.**

**Chanelle Hyde and Jim Killoran were absent from the meeting.**

Also present at the meeting were **Ms. Debra Stern** (the School’s Executive Director), **Mr. Bill Gladstone** (the School’s Director of Curriculum Instruction), **Roney Eford** (the School’s Title 1 Coordinator), officers of the 2012-2013 Amani PTA including its President, Ms. Amy Kirkland, and Mr. Joe Reilly from KG&D Architects & Roxanne Neilson (Amani Facility Project Manager & Advisor) were present.

Board Secretary Andrea J. Rogers took notes for the meeting since Board Trustee Jim Killoran was absent.

Attached as Exhibit A are the materials provided to the Board at or prior to the meeting.

There was not a quorum present. The Vice Chair; E. Adele Dowdy called the meeting to order such that KGD could present their material on the facilities study of the Edison Building as a potential site for the Amani Public Charter School in August 2014.

1. Public Comment. The Vice Chair opened the floor for public comment. Officers of the PTA introduced themselves along with Board Trustees who were present.

2. Facilities Task Force Guest Speaker. Mr. Joe Reilly (KG&D Architects) presented information from the Edison Building Study dated Nov. 14<sup>th</sup> (see study in Exhibit A with materials given to Board trustees at the meeting).

3. School Snapshot. E. Adell Dowdy, Board Vice Chair, decided that this and other items from tonight's agenda would be postponed until another meeting could be scheduled when a Board quorum would be present or at the next meeting on Dec. 17<sup>th</sup>.

4. Upcoming Events & Needs. D. Stern mentioned the following:

(a) Thanksgiving Family Dinner Weds. Nov 21st 6pm

(b) Gifts for Faculty & staff

5. Adjournment. There being no further business to come before the Board members present without a quorum, the meeting was adjourned at 7:50PM.

Respectfully submitted,

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**Andrea J. Rogers**  
Secretary

APPROVED:

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**E. Adell Dowdy**  
Vice-Chair

**EXHIBIT A**

[Board materials attached]

**AMANI  
PUBLIC  
CHARTER  
SCHOOL**

MINUTES OF A MEETING OF  
THE BOARD OF TRUSTEES OF THE  
**AMANI PUBLIC CHARTER SCHOOL**

**December 17, 2012**

A regular meeting of the Board of Trustees (the “**Board**”) of the Amani Public Charter School (the “**School**”), was held at the School’s facility at 261 East Lincoln Avenue, Mount Vernon, NY on **Dec. 17, 2012**, beginning at approximately 6:30pm local time pursuant to notice duly given.

The following Trustees were present in person at the meeting: **Sidney Burke; E. Adell Dowdy; Stephanie McCaine, Andrea J. Rogers, Laura Francis-Clarke @ 6:45pm and David Eichler @7:46pm.**

**Chanelle Hyde sent apologies for their absence from the meeting.**

**Jim Killoran & Richard Thomas were absent from the meeting.**

Also present at the meeting were **Ms. Debra Stern** (the School’s **Executive Director**), **Mr. Bill Gladstone** (the School’s **Director of Curriculum Instruction**), **Mr. Vernon Riley** (the School’s **Director of Operations**), **Mr. Roney Eford** (the School’s Title 1 Coordinator).

Board Secretary Andrea J. Rogers took notes for the meeting with support from Board Trustee Stephanie McCaine.

Attached as Exhibit A are the materials provided to the Board at or prior to the meeting.

After noting that a quorum was present, the Chair called the meeting to order.

6. **Public Comment.** The Chair opened the floor for public comment. Officers of the PTA introduced themselves along with Board Trustees who were present. Mr. Orane Barrett, who has expressed interest in helping Amani, and in joining the Board, also introduced himself.

7. **Approval of Prior Minutes.** The minutes of the Board meeting held on August 20, September 25, October 15, and November 19, 2012, were reviewed. A motion was made and duly seconded and all were unanimously approved by the Board.

8. **School Snapshot.** D. Stern, APCS E.D., discussed the NYSED visit that occurred earlier in the month. There were concerns expressed about Board minutes & staff evaluations. These concerns are being addressed. Mrs. Stern presented an overview of enrollment and plans for recruitment. Mr. Riley, Dir. of Operations, presented an overview of operations and the results of APCS' 1<sup>st</sup> audit for the last 18 months through June 2012. It was successful and we received an "Unqualified Audit" or clean bill of health [handout of snapshot included in Exhibit A along with copies of the 3 parts of the final audit]. Mr. Eford discussed how data is being collected using the MAP (Measure of Academic Progress) system for Math & ELA. The assessment is done over the span of 2 weeks (approximately 18 tests each taking between 45 mins -1h 30 mins). He is meeting with the Education & Accountability Committee to review this progress.[See Exhibit A for School Snapshot handout]. A parent coffee was held on Dec. 12, 2012 and well attended.

9. **Re-approval of Westchester Dept. of Health Food Service Permit.** Mr. Riley then discussed with the Board that our permit to operate as a food service provider will expire on 1/1/13. Questions were asked and answered. Members of the Board agreed that we should give approval for the new certificate for 2013 and subsequent years. Following discussion, upon motion duly made by Ms. McCaine and seconded by Ms. Dowdy, the resolutions attached as Exhibit B hereto were unanimously approved.

10. **Rent advance to FWC.** Mr. Riley discussed that we have been asked to advance \$25,000 of Amani's rent to Friendship Worship Center (Bishop Edwers) for the installation of an HVAC unit in the ballroom which APCS uses daily. Members of the Board asked various questions of Mr. Reilly regarding the arrangement which were answered. Our next 5 rent payments will be reduced by ~\$5,000 until the advance amount is reached. Following discussion, upon a motion duly made and seconded, the Board authorized the ED and leadership staff to provide this rent advance, with four Board members voting in favor and 1 member abstaining (Mrs. Dowdy).

11. **Facilities Task Force.** Mrs. D. Stern discussed the progress of the facilities committee in working through a timeline [see Exhibit A and Architect study presented on Nov. 19<sup>th</sup> Board meeting]. The Land Use attorney has been identified (Jack Adesso) and contract will be reviewed by the attorneys. A motion was made by Ms. McCaine and seconded by Mrs. Dowdy that the Amani staff, with approval by APCS' attorneys, can enter into this agreement with this attorney. The board supported this motion unanimously. Attorney will be providing a letter of agreement that will be shared with the Board.

12. **Board Recruitment Task Force.** At this point, Ms. Dowdy, Vice Chair, announced that she will be leading the recruitment process for new Board members and again asked that people reach out to her with the names of interested parties. We specifically need individuals with the following skills: Finance, Facilities/Real Estate & Development/Fundraising. Board members and PTA officers were asked to let interested parties know and ask them to forward resumes to Ms. Dowdy.

13. **Education & Accountability Committee.** At this point, Mrs. Dowdy referenced that the committee met on Fri. Dec. 7<sup>th</sup> to review Mr. R. Eford's assessment data (discussed in the School Snapshot). Ms. Dowdy mentioned to the members of the PTA that the committee is looking for 1 or 2 parents interested in participating.

14. **Upcoming Events & Needs.** D. Stern mentioned the following:

(a) Holiday Concert, Thurs. Dec. 20<sup>th</sup> 7pm

(b) PTA is accepting donations by Dec. 20<sup>th</sup> for some of our Amani scholars whose families have experienced particular hardships this holiday season (they will be receiving special gift baskets & certificates for haircuts/styling). PTA would like to encourage members of the Board and larger community to join as their members for \$10.

15. **Executive Session:** A motion was made by Ms. Dowdy, duly seconded, and unanimously approved, to go into executive session so that the Board can discuss the ED 360 evaluation.

16. **Adjournment.** There being no further business to come before the Board members present, the meeting was adjourned at 9:40PM.

Respectfully submitted,

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**Andrea J. Rogers**  
Secretary

APPROVED:

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**Sid Burke**  
Chair

**EXHIBIT A**

[Board materials attached]

EXHIBIT A

EXHIBIT B

Resolutions of the  
Board of Trustees (the “Board”)  
of the  
Amani Public Charter School (the “School”)

**December 17, 2012**

**A. Re-approval of Westchester Dept. of Health Food Service Permit**

1. RESOLVED, that the Amani officers of the School and Executive Director, Director of Curriculum and Instruction, and Director of Operations (in each case, whether acting, interim, or permanent) (collectively, the “**Authorized Representatives**”) are, and each of them hereby is, authorized and directed for and on behalf of the School, to execute and deliver to the Westchester County Department of Health, for and on behalf of said corporation, an application for a permit to operate an INSTITUTIONAL FOOD SERVICE – SCHOOL K-12 FOOD SERVICE, and to execute and deliver any and all additional documents which may be appropriate or desirable in connection therewith” for 2013 and all subsequent years.

**B. Miscellaneous**

2. RESOLVED, that the Authorized Representatives be, and each of them hereby is, authorized, empowered and directed to execute and deliver any and all other agreements, instruments, certificates and other documents, to pay such fees and taxes, to give such notices, to make such filings, to obtain such governmental and third-party consents, and to take such actions in the name and on behalf of the School as such Authorized Representatives may deem necessary or advisable to effectuate the purposes and intentions of the foregoing resolutions; and

3. FURTHER RESOLVED, that the authority and power given under the foregoing resolutions shall be deemed retroactive and any and all acts authorized thereunder performed prior to the passage of the foregoing resolutions be, and they hereby are, ratified and approved.

# AMANI PUBLIC CHARTER SCHOOL

## MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE AMANI PUBLIC CHARTER SCHOOL

**March 18, 2013**

A regular meeting of the Board of Trustees (the “**Board**”) of the Amani Public Charter School (the “**School**”), was held at the School’s facility at 261 East Lincoln Avenue, Mount Vernon, NY on **March 18, 2013**, beginning at approximately 6:45pm local time pursuant to notice duly given.

The following Trustees were present in person at the meeting: **Sidney Burke; E. Adell Dowdy; Andrea J. Rogers, Laura Francis-Clarke, Richard Thomas (@7:05pm) and Jim Killoran (@7:45pm).**

**Chanelle Hyde and Stephanie McCaine sent apologies for their absence from the meeting.**

**David Eichler was absent from the meeting.**

Also present at the meeting were **Ms. Debra Stern** (the School’s **Executive Director**) & **Mr. Roney Eford** (the School’s Title 1 Coordinator).

Board Secretary, Andrea J. Rogers took notes for the meeting.

Attached as Exhibit A are the materials provided to the Board at or prior to the meeting.

The Chair called the meeting to order, a quorum was reached at 7:05pm.

17. **Public Comment.** The Chair opened the floor for public comment. There were no comments from the public.

18. **School Snapshot.** Ms. Stern reviewed the School Snapshot and Dashboard sheet for February – mid-March. We had 1 student move to Connecticut in March. Recruitment efforts are continuing 53 applications for 5<sup>th</sup> Grade; 31 applications for 6<sup>th</sup> grade and 1 applicant who has a sibling going into 7<sup>th</sup> grade who would be 1<sup>st</sup> in line if that 5<sup>th</sup>/6<sup>th</sup> grade student was selected in the lottery. Particular outreach has continued to Spanish & Portuguese speaking communities and businesses (advertisement in El Diario in the Charter Edition coming on March 20<sup>th</sup>). **[See Exhibit A for School Snapshot agenda & dashboard handouts].**

Mr. Eford discussed that scholars will be starting with ELA practice assessment this week in preparation for state exams. Next week will be Math assessment practice. State tests are

scheduled for the week of April 16<sup>th</sup> (ELA) and April 23<sup>rd</sup> (Math). Mr. Vernon Riley cautioned the Board that the school has expressed its dissatisfaction the quality of service of the school food service company (he is vetting new providers). Saturday Academy is running until April 20<sup>th</sup>. Regarding discipline there were (2) Out of School suspensions in 5<sup>th</sup> Grade & (2) in 6<sup>th</sup> Grade. The Amani Public Charter School Lottery for 2013-1014 is scheduled for Monday April 8<sup>th</sup> at 6:30pm at Amani.

19. **Litigation** – Mr. Burke has had some discussions with Northeast Charter Schools Network and they have a litigation fund that is available for an Education lawyer to challenge why Mt. Vernon City School Board is not paying for Charter School per pupil allocations. The estimate to hire a lawyer is US\$15,000 and the network can contribute 50% of that amount. The Yonkers Charter School is discussing pursuing this along with Amani. A motion was made by Mr. Thomas to hire the lawyer. Ms. Francis-Clarke asked that we extend a letter to the Mt. Vernon City School Board’s Acting Superintendent first. The motion to authorize the engagement of an attorney in connection with potential litigation against MVCSD, after forwarding the intercept materials to MVCSD’s acting superintendent, was seconded and the Board unanimously voted yes.

20. **Facilities**. Mrs. Stern highlighted that there is a Facilities meeting scheduled for Weds. March 20<sup>th</sup> & April 3<sup>rd</sup> at 5:30pm. Attorney Jack Adesso met with the City of Mt Vernon Mayor Ernest Davis. Mrs. Stern is looking for a letter from Attorney Adesso outlining the conversation and next steps. The Edison building is still in top consideration. The Amani leadership team will be having a conversation with Bishop Edwers about renting more space at Friendship Worship Center by March 22<sup>nd</sup>.

21. **New Food Services Vendor**. Ms. Stern followed up from a previous conversation that Mr. Riley had with the Board about receiving bids for a new Food Service company for Following discussion, upon a motion duly made and seconded, the Board authorized the ED and leadership staff to select [Refer to Architect study presented during Nov. 19<sup>th</sup> Board meeting].

22. **Finance & Operation**. Ms. Stern discussed with Patrick from Hudson Valley Bank to review Amani’s financial documents and they are willing to provide Amani with a line of credit. They are proposing \$75,000, but this could be increased in future years. Annual maturity would happen in January. There is a 30-day clean-up period to be paid down to \$0. The rate would be prime (currently 3.25%) +1.5. There is a \$500.00 annual fee. A motion was made and duly seconded to apply for this line of credit. A vote was taken and all Board members were in favor.

23. **Board Recruitment**. At this point, Mrs. Dowdy, Vice Chair, announced that she had received 4 new applications for members of the community interested in volunteering and being considered for the Board. There were applicants who have a history in Mt. Vernon, New Rochelle and the larger Westchester community. Ms. Lynda Bagley (of Mt Vernon, NY) is visiting us today in the Board Meeting. Adell & Sid will be reviewing the applications and conducting interviews with candidates.

24. **Fundraising Task Force**: Mr. Thomas & Mr. Killoran attended a workshop in October 2012. Advice was to focus on 3 STEPS: 1) Develop 4-person team with specific tasks; 2) Create a realistic Calendar that does not compete with too many other local/school events; and 3) Create

a realistic goal for the focus of fundraising efforts \$3,000-\$5,000 (local) and possibly more if the goal is to reach corporate fundraising. The fundraising strategy is forthcoming from this task force.

25. **Upcoming Events:**

- Mt. Vernon District Spelling Bee (Longfellow School) Tuesday, March 19<sup>th</sup> at 6pm.
- Spring Break for Amani will be from Thursday, March 28<sup>th</sup> – Monday, April 1<sup>st</sup>.
- Amani Lottery: April 8<sup>th</sup> @ 6:30pm at Amani in the Ballroom.

26. **Next Board Meetings** are scheduled for April 15, May 20 & June 17<sup>th</sup> if everyone can mark their calendars. On the April 15<sup>th</sup> meeting: Behavioral Management at Amani (Ms. Williams) will present the policy surrounding Amani scholar policies around behavior and suspensions. Board has asked that Ms. D. Stern request that NYSCI provide us with a new contract outlining analysis of the school's organizational health, current and future priorities, deliverables and their hourly rate for use of consultant services in 2013.

27. **Executive Session:** The Board needed to go into the Executive Session at 8:13PM to discuss some pressing personnel issues.

28. **Adjournment.** There being no further business to come before the Board members present, the meeting was adjourned at 8:30PM.

RESPECTFULLY SUBMITTED,

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**Andrea J. Rogers**  
Secretary

APPROVED:

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**Sid Burke**  
Chair

**EXHIBIT A**

[Board materials attached]

**EXHIBIT A**

# AMANI PUBLIC CHARTER SCHOOL

## MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE AMANI PUBLIC CHARTER SCHOOL

**April 29, 2013**

A regular meeting of the Board of Trustees (the “**Board**”) of the Amani Public Charter School (the “**School**”), was held at the School’s facility at 261 East Lincoln Avenue, Mount Vernon, NY on **April 29, 2013**, beginning at approximately 6:30pm local time pursuant to notice duly given.

The following Trustees were present in person at the meeting: **Sidney Burke; E. Adell Dowdy; Laura Francis-Clarke, Andrea J. Rogers (6:45pm), David Eichler (@7:20pm) and Jim Killoran (@7:30pm).**

**There were no apologies for this meeting.**

**Chanelle Hyde, Stephanie McCaine, and Richard Thomas were absent from the meeting.**

Also present at the meeting was **Ms. Debra Stern** (the School’s **Executive Director**). Since the meeting date was changed from April 22<sup>nd</sup> to April 29<sup>th</sup>, several staff members were not available to attend.

Board Trustee and Secretary, Andrea J. Rogers took notes for the meeting.

Attached as Exhibit A are the materials provided to the Board at or prior to the meeting.

The Chair called the meeting to order at 6:30pm, a quorum was reached at 7:20pm.

29. **Public Comment.** The Chair opened the floor for public comment. There were parents present and 2 PTA members Earlene Robinson & President of the PTA, Amy Kirkland, who discussed an Amani Public Charter School Memory Book that has been created. They are like year books and will be \$16 each and need to be ordered in the next month. They encouraged every Board Trustee to buy one. Books will be delivered by early June 2013. Ms. Kelley, a Mt. Vernon resident who has sent a letter of interest in consideration to become an Amani Board member, was also present.

30. **School Snapshot.** Ms. Stern reviewed the School Snapshot and Dashboard sheet for mid-March to April 10th. As of April 29<sup>th</sup>, we had 2 students withdraw from the school this month. The Amani Public Charter School Lottery for 2013-2014 occurred on Monday April 8<sup>th</sup> at 6:30pm at Amani. At the lottery we did not have enough 5<sup>th</sup> grade applicants to justify a

selection lottery, so all applicants who applied for 5<sup>th</sup> grade were accepted. For the 6<sup>th</sup> grade we had great demand for very few places in our 6<sup>th</sup> grade, names were randomized and applicants were chosen and a waitlist was created for the 6<sup>th</sup> grade applicants.

Since the lottery, Amani has gotten several more applications for 5<sup>th</sup> grade, we are expected to have a class of between 80-83 scholars by start of 2013-2014 (school year). Regarding assessments/testing: several scholars were upset about not being able to complete the ELA assessment. Per the scholars MATH was very straightforward. **[See Exhibit A for School Snapshot agenda & dashboard handouts].**

31. **Litigation** – Amani sent a letter to the Mt Vernon School District’s Acting Superintendent back in late March 2013 regarding the intercept process and Mt. Vernon’s failure to pay Amani as required by law. There was no response from the Mt. Vernon Superintendent. Amani’s Board Chair, Sid Burke and Vice Chair, Adell Dowdy have been in touch with the Northeast Charter Schools Network. Mr. Burke reported that Stuart Klein, the attorney that the Board previously approved hiring, is preparing papers for the lawsuit against the MVCSD.

32. **Facilities**. Mrs. Stern highlighted that the talks on the Edison Building (S. 3<sup>rd</sup> St) are on hold. Need to think about the option of purchasing a building (the Facilities committee will discuss the #s). We are now looking at other facility options like using some classrooms in St. Ursula’s. Ms. Kelley (in attendance) has assisted in reaching out to Father Bob at St Ursula’s (see Facilities Task Force mtg minutes dated April 2013). The next Facilities meeting is scheduled for Weds. May 1st at 5:30pm.

Attorney Jack Adesso met with Mayor Ernest Davis back in February 2013. Board Trustee, Andrea J. Rogers asked Mrs. D. Stern where was the letter from Attorney Adesso outlining the conversation with Mt. Vernon’s mayor about a facility for Amani Public Charter School (even if the Edison building is not in play). The Amani leadership team has discussed a new lease with Bishop Edwers about renting more space at Friendship Worship Center for 2013-2014, a draft of which was provided to the Board prior to the meeting, which Mrs. Stern described as substantially the same as the existing lease.

Board Trustee, Mr. Jim Killoran made a motion to accept the new lease from Bishop Edwers for Amani Public Charter School with Friendship Worship Center for the 2013-2014 school year. Board Trustee, Mr. David Eichler seconded the motion and the vote was unanimous amongst the Board members in favor of renewing the lease with Friendship Worship Center for next year.

33. **Finance & Operation**. Ms. Stern discussed the Line of Credit (LOC) that was approved by Hudson Savings Bank for \$75,000 in April to assist with the cash flow crunch. The cash flow continues to be a problem because the Mt. Vernon City School District will not pay Amani’s invoices and, although our Director of Operations continues to diligently follow up on the state intercepts, there is a significant delay in payment through the intercept process. Amani withdrew \$61,000 immediately from the LOC to cover payroll and paid it back once the money from the intercepts was received. The LOC needed to be \$75,000 to adequately cover payroll expenses. As mentioned last month, there is a \$500.00 annual fee charged by the bank for APCS’ LOC .

34. **Board Recruitment.** At this point, Mrs. Dowdy, Vice Chair, announced that she had received 4 applications from members of the community interested in volunteering and being considered for the Board. It turned out that 1 applicant was looking for employment at Amani, which left us with 3 applicants. These 3 applicants have a history in Mt. Vernon, New Rochelle and the larger Westchester community. We have had follow-up by Mrs. Dowdy with all three applicants. One applicant expressed that they have been busy and hasn't returned phone calls. To date there are two other applicants that seem interested and engaged, they are already involved in assisting the school.

Mr. Killoran expressed that we should think about inviting a parent representative to occupy a seat on the Board of Trustees. Board members discussed this and said we had discussed this before and should think about this for our next fiscal year (July 2013-June 2014).

**Fundraising Task Force:** Mr. Killoran asked what are the plans in place for an Amani fundraiser this year or next? Jim asked that all Board members supply Mr. Killoran with 10 names for the "friend-raising" database for APCS. Trustee Jim Killoran will be writing a strategy to propose fundraising timelines and event options. 1) Develop the facilities taskforce by adding more members; 2) Suggest a realistic Calendar/cycle of annual campaign, fundraiser and follow-up that does not compete with too many other local/school events; and 3) Create a realistic goal for the focus of fundraising efforts. A draft fundraising strategy is still forthcoming from this task force.

Executive Director, Debra Stern, mentioned that the wish list for APCS would include the following:

- \$25,000 for a Theatre Arts and Dance in-house Program
- \$25,000 for the Amani After School program
- Transportation Grants for school trips

35. **Upcoming Amani Events:**

- Wellness Day @ Amani this Friday May 3rd at 8:30am/9am until ?
- Reception for Amani Grade 5 Scholars Literacy Quilt Project Friday, May 17<sup>th</sup> (9:30-10:30am) Please RSVP by 5/13/2013 to APCS (914) 668.6450 or Pelham Art Center 914.738.2525 x115
- Facilities Taskforce Meeting: Weds. May 1<sup>st</sup> at 5:30pm
- Education & Accountability Meeting: Thurs May 2<sup>nd</sup> at 2:30pm

36. **Next Board Meetings** are scheduled for May 20 & June 17<sup>th</sup> if everyone can mark their calendars. At the May 20th meeting: Behavioral Management at Amani (Ms. Williams) will present the policy surrounding Amani scholar policies around behavior and suspensions. Board has asked that Ms. D. Stern give us information on the 1 student who withdrew from Amani today.

37. **Personnel Matters.** At this point, Ms. Stern left the meeting and the Board discussed certain matters regarding Board and staff roles.

38. **Adjournment**. There being no further business to come before the Board members present, the meeting was adjourned at 8:50PM.

RESPECTFULLY SUBMITTED,

---

**Andrea J. Rogers**  
Secretary

APPROVED:

---

**Sid Burke**  
Chair

**EXHIBIT A**

[Board materials attached]

# AMANI PUBLIC CHARTER SCHOOL

## MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE AMANI PUBLIC CHARTER SCHOOL

**May 20, 2013**

A regular meeting of the Board of Trustees (the “**Board**”) of the Amani Public Charter School (the “**School**”), was held at the School’s facility at 261 East Lincoln Avenue, Mount Vernon, NY on **May 20, 2013**, beginning at approximately 6:45pm local time pursuant to notice duly given.

The following Trustees were present in person at the meeting: **Sidney Burke; E. Adell Dowdy; Laura Francis-Clarke, Andrea J. Rogers, Stephanie McCaine, and David Eichler (@ 8:15pm) with communication that he would be late.**

**Chanelle Hyde sent apologies on May 20<sup>th</sup>.**

**Jim Killoran and Richard Thomas were absent from the meeting.**

Mr. Vernon Riley, Director of Operations was acting in Ms. Stern’s temporary absence. **Ms. Debra Stern** (the School’s **Executive Director**) joined the meeting at 7:30pm. The Deans were not available to attend an evening meeting on Mondays (despite being invited to present to the Board). Mt Vernon resident Robert D. Jones was in attendance and will speak later in the meeting about an initiative he is proposing to pilot with Amani over the summer school season.

Board Trustee and Secretary, Andrea J. Rogers took notes for the meeting.

Attached as Exhibit A are the materials provided to the Board at or prior to the meeting.

The Chair called the meeting to order at 6:45pm, once a quorum was reached.

39. **Public Comment:** There was no Public Comment.

40. **School Snapshot:** Mr. Riley in Ms. Stern’s absence (she was delayed) reviewed the School Snapshot and Dashboard sheet measuring data up to May 15, 2013. Mr. Riley discussed some of the plans for changing the schedule between next year’s lower school (5<sup>th</sup> & 6<sup>th</sup> grade) and 7<sup>th</sup> grade (upper school). For the lower school the schedule is being adjusted to incorporate after school programs into the day so that it ends at 4:30pm instead of 5:30pm. To allow this some instruction time is being reduced in Science and Physical education, and adding time for foreign language twice/week. In the Upper School, the school day will begin earlier than the

lower school to allow time for 4 days of Math, ELA, Social Studies, and Science. The upper school will also have language twice per week (possibly Latin).

The deadline for the search for a new DCI has begun and Vice Chair, Ms. Adell E. Dowdy, has been screening applicants with the Executive Director, Ms. Stern. There are 6 candidates (2 males & 4 female candidates) for the position and they are expecting to do a phone interview with candidate number 7 tomorrow. The search is being extended until the end of June 2013. Phone interviews are being done. Faculty/teacher recruitment is also underway to fill several positions as two resignations had been received in the last two weeks from our current 5<sup>th</sup> grade lead teacher and our technology & music teachers.

As of May 20th, we had 2 students withdraw from the school this month (both from 6<sup>th</sup> grade) – they are both relocating out of the area. We have received 80 applications now for the 5<sup>th</sup> grade (so we are on schedule and expect to have another 5 applicants before the start of the 2013-2014 year). There is still a waitlist for 6<sup>th</sup> grade. There were 3 out-of-school suspensions in the 5<sup>th</sup> grade & 4 in 6<sup>th</sup> grade.

41. **Litigation:** Mr. Burke has been in touch with the lawyer for the Article 78 lawsuit against the district for refusing to pay Amani for our per pupil allocation. There was no response to the letters from Amani asking the Mt Vernon City School District to pay our invoices.

42. **Facilities:** New wireless routers have been installed. Amani has started a new recycling program. Amani is on the map now and Rockland Academy & Democracy Prep will be coming to visit the school. We are hopeful that St. Ursula could be the site for the upper school and our new 7<sup>th</sup> grade class for 2013-2014 academic year. Mr. V Riley has reached out to the Principal of Lincoln School, but has not received a response yet about a courtesy meeting.

The capital projects team met last week to discuss financing. There was also some discussion between the Edison Building owners (both father and son) and the Executive Director Amani, D. Stern. The owners (particularly the son) seemed to be very interested in Amani occupying their building and discussing financing- he seemed excited about the role the APCS would have for the Mt Vernon community. The next facilities' meeting is scheduled for Weds. May 22<sup>nd</sup> at 5:30pm.

43. **Finance & Operations:** Mr. Vernon Riley, Director of Operations discussed that he had submitted the 5<sup>th</sup> intercept to NY State Education Department (NYSED) for our per pupil allocation for our scholars since Mt Vernon City School Board refuses to pay Amani's invoices. After he and Treasurer, David Eichler, have spoken to NYSED they are not expecting to receive payment on the intercept until June 2013. Mr. Riley said that they expect this will put us in a cash crunch in June 2013 where they may have to access the line of credit until the intercept is paid.

44. **Amani Summer STEM Program:** Mr. Robert D. Jones is a 4-1/2 year resident of Mt. Vernon, an engineer and an Alumni of MIT. He is responsible for doing interviews in Mt. Vernon for his alma mater and there have been no applicants from Mt. Vernon recently. He decided as a concerned citizen that he wanted to start a middle school STEM program in Mt. Vernon and he wants to start with a summer program. Engineering for Kids will be the service

provider (they cover the engineering part of STEM for young people). A committee has been established with Mr. Jones, Annemarie Ditta (grant writing consultant), 2 of the 5th grade scholars, and 1 of the 6<sup>th</sup> grade scholars. The goal is 8K for a one-week STEM program to the ultimate goal of 20k for a 3-week STEM program.

45. **Board Recruitment:** Ms. Dowdy, Vice Chair, is continuing with the Board recruitment process. There are 2 strong candidates and 1 candidate has been very hard to reach, possibly due to time constraints. Mr. Robert D. Jones, currently present at today's Board of Trustees meeting has expressed interest in applying to the Amani Board of Trustees.

46. **Communications Task Force:** Ms. McCaine, Board Trustee and Chair of this task force mentioned that the pending litigation by Amani with the support of the Northeast Charter School Association is an area requiring the Communications task force to meet. She asked the Board trustees to confirm the tone that they wanted the task force to take in any forthcoming statements between now and the next Board meeting. There was consensus on communication that states the facts, just as the lawyer has stated the case of why Amani is entering litigation against the Mt Vernon City School Board for refusal to pay APCS' invoices for per pupil allocation since 2011 to present.

47. **Board Contributions & Absences:** Chair, Sid Burke, brought up that Board contributions have not been received from Board members to date. The Board discussed also the issue of poor/inconsistent attendance by some Board members who do not attend, nor send apologies. Per our Board policy if a Board Trustee has 3 unexcused absences then they are invited to submit their resignation to the Board. There are some Board of Trustee members who have communicated that they will be late, or unable to attend some meetings, which we respect and appreciate. We are entering into the last Board meeting of the 2012-2013 year so we need active and present Board members to shoulder the work as we move into our 3<sup>rd</sup> year of operation and our 2013-2014 academic year.

48. **Upcoming Amani Events:**

- Friday, May 24 -Relay Recess –Ridge Road Park (10am-2pm)
- Tues, June 4<sup>th</sup> – New Scholars & Family Orientation @6pm. Scholars will also be taking a diagnostic test during this evening.
- June 5<sup>th</sup> – @6pm: Dancing Classrooms Showcase with Ballroom dancing
- Tues., June 11<sup>th</sup> – 6<sup>th</sup> Grade Team Building Trip @Sharpe Reservation
- Thursday, June 13 – Spring Concert

49. **Next Board Meeting** is scheduled for June 17<sup>th</sup> if everyone can mark their calendars. At the June 17<sup>th</sup> meeting: we will have Board officer elections and a ballot for the new Board members. Board has asked that Ms. D. Stern give us information on the 7 out of school suspensions. Since the Deans are not available on Monday night, Ms. Andrea J. Rogers, Board Secretary, asked for a written update from the Deans on the trends and policy put in place for Behavioral Management at Amani and the rationale behind the policy (around behavior and suspensions).

50. **Executive Session:** A motion was made at 8:20pm that we go into executive session by Ms. McCain, that was seconded by Ms. Rogers to discuss personnel issues. The Board will be discussing the Executive Director's 360 degree evaluation amongst the Board of Trustees present.

51. **Adjournment:** There being no further business to come before the Board members present, the meeting was adjourned at 8:35PM.

RESPECTFULLY SUBMITTED,

---

**Andrea J. Rogers**  
Secretary

APPROVED:

---

**Sid Burke**  
Chair

**EXHIBIT A**

[Board materials attached]

EXHIBIT A



#### Key Focus Area – D. Appendix H: Enrollment and Retention Efforts

Amani public charter school works toward compliance on all aspects of the Charter Schools Act as amended with respect to the enrollment and retention targets for charter schools for students with disabilities, English language learners, and students who are eligible for free and reduced price lunch program (“At-Risk students”).

We continued to set high enrollment targets in 2012-13 and encouraged At-Risk students to apply to the school through the lottery through the following actions:

- Placing advertisement and notifications in Spanish Language publications;
- Producing all marketing materials and student applications in languages that are primarily evident in the Mount Vernon community which would include Spanish and Portuguese.
- Holding parent information session in various locations throughout the community, specifically in locations where members of the populations that we are targeting live.
- Doing outreach and literature drops in community housing projects.
- Having translators available at the school who speak Spanish.

In 2013-14, the school will make even greater efforts to attract and retain At-Risk students as we strive to meet our enrollment and retention targets as set forth by the Board of Regents. These efforts will include:

- Expand our marketing materials to include publications that cater to the Portuguese community.
- Hire a Special Education Coordinator as a full time employee who will be a member of the recruitment and retention team.
- Hire a school Social Worker as a part time employee who will be a member of the recruitment and retention team.
- Continue to produce all marketing materials in Spanish and Portuguese.
- Increase the number of parent orientation sessions in the community in community areas where members of these targeted communities live and congregate.

We will continue our outreach strategy – but will spend more time in cultivating relationship with business and other organizations serving the minority language communities in the district specifically the Brazilian community. For example we will target the local Portuguese restaurant and grocery. We will continue to target the local Spanish speaking churches in addition to those churches that cater to the Brazilian communities. The school will continue to distribute dual language flyers in all of these locations. We will also actively seek out a staff member or translator who can assist in our outreach to the Brazilian community.

What follows are copies of the Amani Public Charter School Application and Information packet in three different languages, English, Spanish and Portuguese.

# Required Form: Appendix E - Disclosure of Financial Interest Form

Created Saturday, July 27, 2013

Updated Thursday, August 22, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/5afe7370498aeba931bad38413>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Sidney Burke

2. Charter School Name:

Amani Public Charter School

3. Charter Authorizer:

Board of Regents

4. \*Your Home Address:

Variable	Response
4. *Your Home Address:   Street Address	[REDACTED]
4. *Your Home Address:   City/State	[REDACTED]
4. *Your Home Address:   Zip	[REDACTED]

5. \*Your Business Address

Variable	Response
5. *Your Business Address   Street Address	[REDACTED]
5. *Your Business Address   City/State	[REDACTED]
5. *Your Business Address   Zip	[REDACTED]

6. \*Daytime Phone Number:

[REDACTED]

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

- 
- Chair/President
- 

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

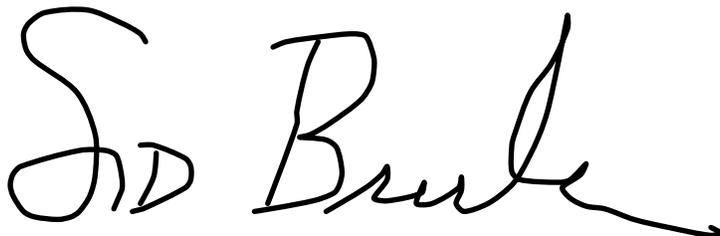
14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

Yes

14a. 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 and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person 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 that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write None.

	Organization Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Member with Interest	Steps Taken to Avoid Conflict of Interest
1	DLA Piper LLP (US) ("DLA")	DLA serves as pro bono counsel to the School on certain matters.	DLA does not charge for its services, but may be reimbursed for out-of-pocket expenses.	I am a partner at DLA.	Disclosed potential conflict of interest and did not vote.
2	(No response)	(No response)	(No response)	(No response)	(No response)
3	(No response)	(No response)	(No response)	(No response)	(No response)
4	(No response)	(No response)	(No response)	(No response)	(No response)
5	(No response)	(No response)	(No response)	(No response)	(No response)

Signature of Trustee



# Required Form: Appendix E - Disclosure of Financial Interest Form

Created Friday, August 02, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/9daaa449dda7811d2dc5bca299>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Laura Francis Clarke

2. Charter School Name:

Amani Public Charter School

3. Charter Authorizer:

Board of Regents

4. \*Your Home Address:

Variable	Response
4. *Your Home Address:   Street Address	[REDACTED]
4. *Your Home Address:   City/State	[REDACTED]
4. *Your Home Address:   Zip	[REDACTED]

5. \*Your Business Address

Variable	Response
5. *Your Business Address   Street Address	[REDACTED]
5. *Your Business Address   City/State	[REDACTED]
5. *Your Business Address   Zip	[REDACTED]

6. \*Daytime Phone Number:

[REDACTED]

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

- 
- Other, please specify...: Trustee
- 

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

Page 2

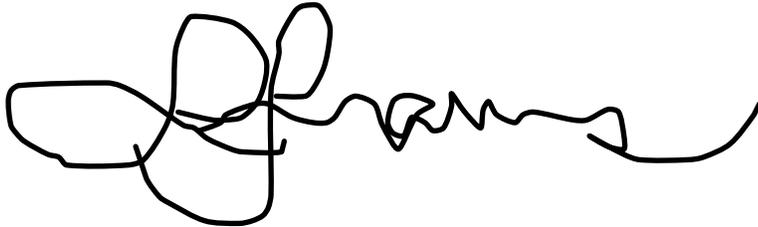
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, consisting of a large, stylized initial 'D' followed by a series of connected, cursive letters that appear to be 'Ramos'.

# Required Form: Appendix E - Disclosure of Financial Interest Form

Created Friday, July 26, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/3b20909421a73d191f7a3aeb87>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

E. ADELL DOWDY

2. Charter School Name:

Amani Public Charter School

3. Charter Authorizer:

Board of Regents

4. \*Your Home Address:

Variable	Response
4. *Your Home Address:   Street Address	[REDACTED]
4. *Your Home Address:   City/State	[REDACTED]
4. *Your Home Address:   Zip	[REDACTED]

5. \*Your Business Address

Variable	Response
5. *Your Business Address   Street Address	[REDACTED]
5. *Your Business Address   City/State	[REDACTED]
5. *Your Business Address   Zip	[REDACTED]

6. \*Daytime Phone Number:

[REDACTED]

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

- 
- Vice Chair/Vice President
- 
- Other, please specify...: Chairperson, Education and Accountability Committee

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

Page 2

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "E. A. D. Bury". The signature is written in a cursive style with a large initial "E" and a long, sweeping tail.

# Required Form: Appendix E - Disclosure of Financial Interest Form

Created Thursday, July 25, 2013

Updated Sunday, July 28, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/7ace1ebd3f6c0ce9592cb3bb7d9>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

David Eichler

2. Charter School Name:

Amani Public Charter School

3. Charter Authorizer:

Board of Regents

4. \*Your Home Address:

Variable	Response
4. *Your Home Address:   Street Address	[REDACTED]
4. *Your Home Address:   City/State	[REDACTED]
4. *Your Home Address:   Zip	[REDACTED]

5. \*Your Business Address

Variable	Response
5. *Your Business Address   Street Address	[REDACTED]
5. *Your Business Address   City/State	[REDACTED]
5. *Your Business Address   Zip	[REDACTED]

6. \*Daytime Phone Number:

[REDACTED]

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

- 
- Treasurer
- 

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

DEICKLER

# Required Form: Appendix E - Disclosure of Financial Interest Form

Created Thursday, August 01, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/2a2b3e2a1a86b5b302a68f0885>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

James Killoran

2. Charter School Name:

Amani Public Charter School

3. Charter Authorizer:

Board of Regents

4. \*Your Home Address:

Variable	Response
4. *Your Home Address:   Street Address	[REDACTED]
4. *Your Home Address:   City/State	[REDACTED]
4. *Your Home Address:   Zip	1 [REDACTED]

5. \*Your Business Address

Variable	Response
5. *Your Business Address   Street Address	[REDACTED]
5. *Your Business Address   City/State	[REDACTED]
5. *Your Business Address   Zip	[REDACTED]

6. \*Daytime Phone Number:

[REDACTED]

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

(No response)

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

Page 2

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, consisting of a long, flowing cursive script that spans across the width of the page. The signature is written on a light gray horizontal line.

# Required Form: Appendix E - Disclosure of Financial Interest Form

Created Thursday, August 01, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/3043eb47228dc14eb9b877865c>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Richard Thomas

2. Charter School Name:

Amani Public Charter School

3. Charter Authorizer:

Board of Regents

4. \*Your Home Address:

Variable	Response
4. *Your Home Address:   Street Address	[REDACTED]
4. *Your Home Address:   City/State	[REDACTED]
4. *Your Home Address:   Zip	[REDACTED]

5. \*Your Business Address

Variable	Response
5. *Your Business Address   Street Address	[REDACTED]
5. *Your Business Address   City/State	[REDACTED]
5. *Your Business Address   Zip	[REDACTED]

6. \*Daytime Phone Number:

[REDACTED]

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

- 
- Other, please specify...: Member
- 

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

Page 2

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

Richard Thomas