

Application: Harriet Tubman Charter School

Michael Taylor - michael.taylor@tubman.edisonlearning.com
Annual Reports

Summary

ID: 0000000105

Status: Liaison Review

Labels: Board of Regents, Laura

Entry 1 School Info and Cover Page

Completed Aug 3 2020

[Instructions](#)

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2019-20 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2020)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

HARRIET TUBMAN CHARTER SCHOOL 320900860823

a1. Popular School Name

HTCS

b. CHARTER AUTHORIZER (As of June 30th, 2020)

Please select the correct authorizer as of June 30, 2020 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. DISTRICT / CSD OF LOCATION

CSD # 9 - BRONX

d. DATE OF INITIAL CHARTER

9/2000

e. DATE FIRST OPENED FOR INSTRUCTION

9/2001

f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)

MISSION STATEMENT

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

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

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

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

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school’s mission and goals, are core to the school’s overall design, and are critical to its success.

KDE 1	Research proven curriculum aligned to NYS and Common Core Learning Standards. Content area curriculum that demonstrates alignment to standards (Core Knowledge, Envision Math, Springboard, McGraw Hill Social Studies; Science: A Closer Look; Engage NY).
KDE 2	Proven instructional methodologies for high

	<p>poverty and at risk students;</p> <p>Dedication and commitment; supportive faculty; high expectations; no excuses; strong use of data; relationships of respect; a collaborative culture; resources and support (i.e. interventions, Longer Day; Extended Day, intramurals, clubs, etc.); rules and values; use of data; parent support.</p>
KDE 3	<p>An array of formative and summative assessment tools</p> <p>Star360, Achieve 3000, Springboard; NYSTP Common Core assessment.</p>
KDE 4	<p>A Strategic Framework focused on monitoring charter school goals</p> <p>Strategic Framework Plan for every charter term</p>
KDE 5	<p>Core values that support a positive school culture, Wisdom, justice, courage, compassion, hope, respect, responsibility and integrity.</p>
KDE 6	<p>On going focused PD and daily common planning</p> <p>School schedule and PD calendar; contract with Generation Ready.</p>
KDE 7	<p>Shared leadership among faculty, administrators and the BOT; Leadership Team; Grade Level Teams; Strong Board involvement; Board Committees.</p>
KDE 8	<p>Support systems that align with the school's mission and vision.</p> <p>Celebrations of diversity; Interventions to help students reach their potential.</p>

KDE 9	Effective management of fiscal resources to support achievement. Budget monitoring; Improved spending ratio between academic and operational costs.
KDE 10	Meaningful parental engagement. Information sharing events; celebrations; student recognition; training for Parent Association.

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

<https://htcsbronx.org/>

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2019-2020 SCHOOL YEAR (exclude Pre-K program enrollment)

675

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2020 (exclude Pre-K program enrollment)

650

k. GRADES SERVED IN SCHOOL YEAR 2019-2020 (exclude Pre-K program students)

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5, 6, 7, 8
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l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2020-2021?

Yes, 2 sites

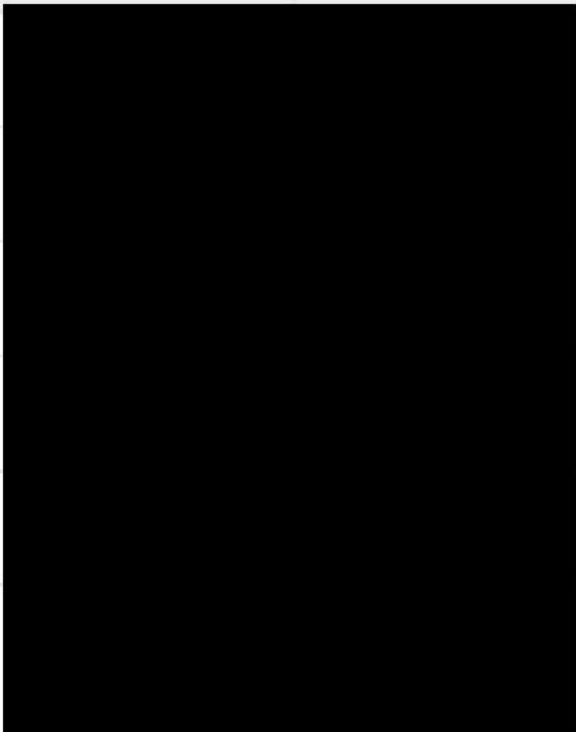
School Site 1 (Primary)

m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	3565 Third Ave Bronx, NY 10456	718-537-9912	NYC CSD 9	K-4	NO

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Cleveland Person			Cleveland.Person@HTCSBRONX.org
Operational Leader	Michael Taylor			Michael.Taylor@HTCSBRONX.org
Compliance Contact	Michael Taylor			Michael.Taylor@HTCSBRONX.org
Complaint Contact	Cleveland Person			Cleveland.Person@HTCSBRONX.org
DASA Coordinator	Elizabeth Malave			Elizabeth.Malave@HTCSBRONX.org
Phone Contact for After Hours Emergencies	Cleveland Person			Cleveland.Person@HTCSBRONX.org

m1b. Is site 1 in public (co-located) space or in private space?

Private Space

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

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2020.

Site 1 Certificate of Occupancy (COO)

[EA C of O.pdf](#)

Filename: EA C of O.pdf **Size:** 268.8 kB

Site 1 Fire Inspection Report

[3565 3 ave X 09.pdf](#)

Filename: 3565 3 ave X 09.pdf **Size:** 220.2 kB

School Site 2

m2. SCHOOL SITES

Please provide information on Site 2 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 2	1176 Franklin Ave Bronx, NY 10456	718-991-4181	NYC CSD 9	5-8	NO

m2a. Please provide the contact information for Site 2.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Cleveland Person	[REDACTED]	[REDACTED]	Cleveland.Person@HTCSBRONX.org
Operational Leader	Michael Taylor			Michael.Taylor@HTCSBRONX.org
Compliance Contact	Michael Taylor			Michael.Taylor@HTCSBRONX.org
Complaint Contact	Cleveland Person			Cleveland.Person@HTCSBRONX.org
DASA Coordinator	Elizabeth Malave			Elizabeth.Malave@HTCSBRONX.org
Phone Contact for After Hours Emergencies	Cleveland Person			Cleveland.Person@HTCSBRONX.org

m2b. Is site 2 in public (co-located) space or in private space?

Private Space

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

m2d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 2 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2020.

Site 2 Certificate of Occupancy (COO)

[JA LnO.pdf](#)

Filename: JA LnO.pdf **Size:** 80.5 kB

Site 2 Fire Inspection Report

[1176 Franklin ave X 09.pdf](#)

Filename: 1176 Franklin ave X 09.pdf **Size:** 220.2 kB

CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2019-2020 school year? (Please include approved or pending material and non-material charter revisions).

No

PLEASE NOTE CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS, ANNUAL BUDGETS, AND RELATED FISCAL DATA VIA THE ANNUAL REPORT. HOWEVER, NYSED BOARD OF REGENTS WOULD LIKE TO KNOW IF YOUR SCHOOL'S BOARD OF TRUSTEES HAS APPROVED A BUDGET FOR THE 2020-2021 FISCAL YEAR.

o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?

Yes

ATTESTATION

p. Individual Primarily Responsible for Submitting the Annual Report.

Name	Michael Taylor
Position	Director of Operations
Phone/Extension	718-537-9912
Email	Michael.Taylor@HTCSBRONX.org

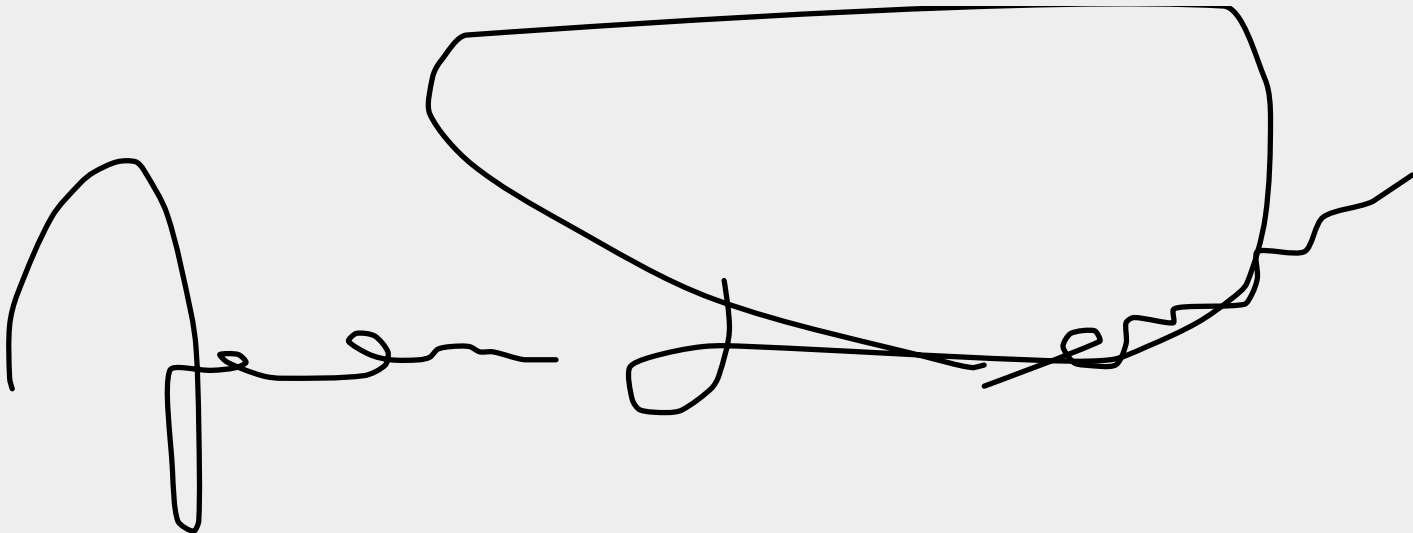
p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws,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

No Responses Selected

Signature, Head of Charter School

A handwritten signature in black ink on a light gray background. The signature consists of several overlapping loops on the left side, followed by a long, straight horizontal line extending to the right.

Signature, President of the Board of Trustees

A handwritten signature in black ink on a light gray background. The signature features a large, rounded, horizontal shape in the center, with a smaller, more complex scribble to its left and a wavy line extending to the right.

Date

Aug 3 2020

Thank you.



Entry 2 NYS School Report Card

Completed Aug 3 2020 Hidden from applicant

[Instructions](#)

SUNY-authorized charter schools only

Provide a direct web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>) . This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

Entry 2 NYS School Report Card Link

HARRIET TUBMAN CHARTER SCHOOL 320900860823

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.)

<https://data.nysed.gov/profile.php?instid=800000046300>

Entry 3 Progress Toward Goals

Completed Aug 3 2020

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2019-2020 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as "N/A".

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-authorized charter schools only.

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2020.

1. ACADEMIC STUDENT PERFORMANCE GOALS

For the 2019-2020 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as "N/A".

2019-20 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	Harriet Tubman Charter School will remain a Charter School in Good Standing.	SY 2020 NYS Report Card	Unable to Assess	
	Harriet Tubman Charter School will make Adequate			

Academic Goal 2	Yearly Progress in grades 3-8 in English Language Arts, Mathematics, and Science each year.	SY 2020 NYS Report Card	Unable to Assess	
Academic Goal 3	Harriet Tubman Charter School will exceed the percentage of students performing at Levels III and IV overall as compared to CSD #9 in English Language Arts on an annual basis.	data.nysed.gov	Unable to Assess	
Academic Goal 4	Harriet Tubman Charter School will exceed the percentage of students performing at Levels III and IV overall as compared to CSD #9 in Math on an annual basis.	data.nysed.gov	Unable to Assess	
Academic Goal 5	The percentage of students reaching Levels 3 and 4 on the ELA examination will increase by 4 percentage points per year.	data.nysed.gov	Unable to Assess	

Academic Goal 6	The percentage of students reaching Levels 3 and 4 on the Mathematics examination will increase by 4 percentage points per year.	data.nysed.gov	Unable to Assess	
Academic Goal 7	HTCS will continue to show progress in meeting or exceeding the average performance of NYS schools in ELA. (NYS performance data and measures as per NYS Report Card).	SY 2020 NYS Report Card	Unable to Assess	
Academic Goal 8	HTCS will continue to show progress in meeting or exceeding the average performance of NYS schools in Math. (NYS performance data and measures as per NYS Report Card).	SY 2020 NYS Report Card	Unable to Assess	
Academic Goal 9	The percentage of students in Grades 4 and 8 scoring at Levels 3 and 4 on the NYS Science	SY 2020 NYS Report Card	Unable to Assess	

	examination will increase by 4 Percentage points each year.			
Academic Goal 10				

2. Do have more academic goals to add?

No

3. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2019-2020 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2019-2020 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
	The school will sponsor a minimum of four general			

Org Goal 1	parent meetings each year designed to give parents the tools necessary to more fully participate in their children's education and to familiarize them with the school, as evidenced by parent communications or school flyers.	Board Of Trustees Meeting Minutes	Met	
Org Goal 2	The school will maintain a minimum of two partnerships with local community organizations.	Partnerships: Rev. Dr. MLK, Jr. Center for Nonviolence; Morrisania Revitalization Corporation; Claremont Community Center; Beacon.	Met	
Org Goal 3	The school will maintain an annual participation rate of 95 percent on monthly internal Benchmark assessments.	Star 360 or Moc Exams.	Met	
Org Goal 4	HTCS will show that it is deemed a safe school by reporting concrete evidence from NYS measures (i.e. VADIR	NYC DOE School Quality Guide and Data.NYSED.gov	Met	

	incidences, NYS Report Card Data, NYC Survey Data)			
Org Goal 5	The number of out of school suspensions will decrease from Quarter 1 (ending October 15) to Quarter 4 (ending June 15th) by 10 percent as documented by suspension data as reported in ATS.	Internally compiled by school leadership.	Met	
Org Goal 6	Student attendance will continue to be 90 percent at minimum increasing to 93 percent over the life of the charter.	ATS and Infinite Campus attendance reporting.	Met	
Org Goal 7	Ninety percent of students grades K through 7 will re enroll at the school each year	Internal enrollment data and ATS	Met	
Org Goal 8	The school will maintain a wait list equal to at least 10 percent of school's enrollment over the life of the charter.	Schools internal waitlist and School mint Common Charter School Application data	Met	
Org Goal 9	Teachers will express an overall satisfaction rate between 6 and 7	NYC DOE School Quality Guide	Met	

	each year.			
Org Goal 10	Parents will express an overall satisfaction rate between 6 and 7 each year	NYC DOE School Quality Guide	Met	
Org Goal 11	Students will express an overall satisfaction rate between 6 and 7 each year	NYC DOE School Quality Guide	Met	
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2019-2020 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially	If not met, describe efforts
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			Met	the school will take to meet goal.
Financial Goal 1	Harriet Tubman Charter School will meet its annual budget targets.	Annual Board approved budget	Met	
Financial Goal 2	HTCS will meet its annual and 5th year budget targets as per its annual approved budget and the 5 year budget plan. (Final annual audit).	Annual Fiscal Audit	Met	
Financial Goal 3	HTCS will maintain adequate internal controls and procedures in accordance with NYS law and GAAP practices. (Clean audits no material weaknesses or instances of non compliance).	Annual Fiscal Audit	Met	
Financial Goal 4	HTCS will maintain a sound system of financial accounting and reporting in accordance with GAAP. (Clean audits no material weaknesses or instances of non	Annual Fiscal Audit	Met	

	compliance)			
Financial Goal 5	HTCS will maintain a sound and stable financial condition.	Annual Fiscal Audit	Met	

7. Do have more financial goals to add?

No

Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete Hidden from applicant

Instructions

SUNY-Authorized Charter Schools ONLY

SUNY-authorized charter schools must download an [Accountability Plan Progress Report template](#). After completing, schools must upload the document into the by September 15, 2020.

Entry 7 Disclosure of Financial Interest Form

In Progress Last edited: Oct 7 2020

Instructions - Multiple Uploads Permitted

Required of ALL Charter Schools by August 3

Each member of the charter school’s Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2019-2020 school year must complete a signed:

- **Regents, NYCDOE, and Buffalo BOE Authorized Schools:** [Disclosure of Financial Interest Form](#)
- **SUNY- Authorized Charter Schools:** [Trustee Financial Disclosure Form](#)

All completed forms must be collected and uploaded in .PDF format for each individual member. If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee. (Forms completed from past years will not be accepted).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

[allwn](#)

Filename: allwn.pdf **Size:** 100.5 kB

[HTCS-FinDisclosurepg4-MEM](#)

Filename: HTCS FinDisclosurepg4 MEM.pdf **Size:** 32.9 kB

[HTCS FinancialDisclosure 2020 DeWese](#)

Filename: HTCS FinancialDisclosure 2020 DeWese.pdf **Size:** 93.6 kB

[MD FIN DISC 07-28-20](#)

Filename: MD FIN DISC 07 28 20.pdf **Size:** 173.0 kB

[Fraziernisbett](#)

Filename: Fraziernisbett.pdf **Size:** 1.1 MB

[hunter](#)

Filename: hunter.pdf **Size:** 582.6 kB

[nowell](#)

Filename: nowell.pdf **Size:** 1.6 MB

[HTCS-FinDisclosure-MEMpgs1-3](#)

Filename: HTCS FinDisclosure MEMpgs1 3.pdf **Size:** 2.8 MB

[Revised Disclosure Form - DeWese](#)

Filename: Revised Disclosure Form DeWese.pdf **Size:** 186.4 kB

[Revised Disclosure Form - McGee](#)

Filename: Revised Disclosure Form McGee.pdf **Size:** 3.1 MB

[Revised Disclosure Form - Hunter](#)

Filename: Revised Disclosure Form Hunter.pdf **Size:** 3.4 MB

[Revised Disclosure Form - Frazier](#)

Filename: Revised Disclosure Form Frazier.pdf **Size:** 3.1 MB

Entry 8 BOT Membership Table

Instructions

Required of All charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

Entry 8 BOT Table


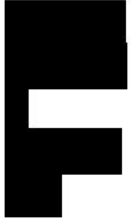


1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

HARRIET TUBMAN CHARTER SCHOOL 320900860823

1. 2019-2020 Board Member Information (Enter info for each BOT member)

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2019-2020
1	Jerima DeWese-Bowens [REDACTED]	Chair	Governance Committee; Personnel Committee; Grievance	Yes	7	10/01/2016	11/01/2021	12

			Committ ee					
2	Cliff Frazier [REDACTED]	Other	Finance Committ ee; Facilities Committ ee	Yes	4	11/01/2015	11/01/2020	5 or less
3	Claudia Nisbett [REDACTED]	Vice Chair	Governan ce Committ ee; Facilities Committ ee; Fundraisi ng/Marke ting Committ ee	Yes	4	11/01/2015	11/01/2020	5 or less
4	Barbara Gailliard-Nowell [REDACTED]	Secretary	Governan ce Committ ee, Educatio n Committ ee, Personnel Committ ee, Grievanc e Committ ee	Yes	8	11/01/2019	11/01/2021	11
	Mildred McGee	Trustee/M	Educatio n Committ ee,			11/01/20	11/01/20	

5		ember	Fundraising/Marketing Committee	Yes	8	19	21	11
6	Rey Allen 	Trustee/Member	Education Committee; Facilities; Committee; Fundraising/Marketing Committee	Yes	4	11/01/2018	11/01/2020	12
7	Marlon J. Dunbar 	Trustee/Member	Finance Committee; Fundraising Marketing Committee	Yes	4	11/01/2018	11/01/2020	7
8	Geraldine Hunter 	Trustee/Member	Education Committee; Grievance Committee; Personnel Committee	Yes	4	11/01/2018	11/01/2020	7
9								

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2020	8
b.Total Number of Members Added During 2019-2020	0
c. Total Number of Members who Departed during 2019-2020	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	8-13

3. Number of Board meetings held during 2019-2020

12

4. Number of Board meetings scheduled for 2020-2021

12

Thank you.

Entry 9 Board Meeting Minutes

Completed Aug 3 2020

[Instructions](#)

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by August 3, 2020.

[HTCSBoardMinutes 2019-08-06](#)

Filename: HTCSBoardMinutes 2019 08 06.pdf **Size:** 90.5 kB

[HTCSBoardMinutes 2019-10-08](#)

Filename: HTCSBoardMinutes 2019 10 08.pdf **Size:** 113.1 kB

[HTCSBoardMinutes 2020-01-07](#)

Filename: HTCSBoardMinutes 2020 01 07.pdf **Size:** 112.1 kB

[HTCSBoardMinutes 2019-09-11](#)

Filename: HTCSBoardMinutes 2019 09 11.pdf **Size:** 139.3 kB

[HTCSBoardMinutes 2019-11-12](#)

Filename: HTCSBoardMinutes 2019 11 12.pdf **Size:** 108.1 kB

[HTCSBoardMinutes 2019-12-17Final](#)

Filename: HTCSBoardMinutes 2019 12 17Final.pdf **Size:** 113.7 kB

[HTCSBoardMinutes 2020-03-03](#)

Filename: HTCSBoardMinutes 2020 03 03.pdf **Size:** 120.1 kB

[HTCSBoardMinutes 2020-02-04](#)

Filename: HTCSBoardMinutes 2020 02 04.pdf **Size:** 124.8 kB

[HTCSBoardMinutes 2020-04-07](#)

Filename: HTCSBoardMinutes 2020 04 07.pdf **Size:** 123.0 kB

[HTCSBoardMinutes 2020-05-05](#)

Filename: HTCSBoardMinutes 2020 05 05.pdf **Size:** 108.7 kB

[HTCSBoardMinutes 2020-july](#)

Filename: HTCSBoardMinutes 2020 july .pdf **Size:** 164.6 kB

[HTCSBoardMinutes 06-02](#)

Filename: HTCSBoardMinutes 06 02.pdf **Size:** 81.7 kB

Entry 10 Enrollment & Retention

Instructions for submitting Enrollment and Retention Efforts

ALL charter schools must complete this section. Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2019-2020.

Entry 10 Enrollment and Retention of Special Populations

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2019-2020 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2020-2021.

HARRIET TUBMAN CHARTER SCHOOL 320900860823

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
Economically Disadvantaged	HTCS Lottery was weighted to 2:1 for applicants that identified themselves as households that were eligible for Free and Reduced lunch.	HTCS Lottery will be weighted to 2:1 for applicants that identify themselves as families that are eligible for Free and Reduced lunch.
	Strategies Employed to Achieve Goal(s): To attract English Language Learners (ELL)	Strategies Employed to Achieve Goal(s): To attract English Language Learners (ELL) Harriet Tubman Charter School (HTCS) will:

English Language
Learners/Multilingual Learners

Harriet Tubman Charter School (HTCS) did:

- The Director of Operations contacted and coordinated with the Bronx Borough Enrollment Office to inform them of the availability of ELL and SWD programs at HTCS (Monitored: June and October and throughout the year as needed)
- The Family and Student Support Team (FASST) developed and entered into (with Board of Trustees approval) Memorandums of Understandings with health and human service providers to enter into a reciprocal agreement, allowing those organizations to refer potential SWD's and ELL's for possible enrollment at HTCS.
- The Parent Coordinator made scheduled visits to early intervention programs to inform and educate stakeholders of the services that HTCS offers and how to apply to the school. (Monitored;Ongoing and documented through weekly logs submitted to principal)HTCS Academy Directors, Principal, Nurses and FASST team worked with teachers to identify, in a timely manner, students that might need services such and speech, occupational and physical therapy as well as educational

- The Director of Operations will continue to be in contact with and coordinate with the Bronx Borough Enrollment Office to inform them of the availability of ELL and SWD programs at HTCS (Monitored: June and October and throughout the year as needed)
- The Family and Student Support Team (FASST) seek to develop and enter into (with Board of Trustees approval) additional Memorandums of Understandings with health and human service providers to enter into a reciprocal agreement, allowing those organizations to refer potential SWD's and ELL's for possible enrollment at HTCS.
- The Parent Coordinator will continue to make scheduled visits to early intervention programs to inform and educate stakeholders of the services that HTCS offers and how to apply to the school. (Monitored;Ongoing and documented through weekly logs submitted to principal) HTCS Academy Directors, Principal, Nurses and FASST team will continue to work with teachers to identify, in a timely manner, students that might need services such and speech, occupational and physical

services.
 (Monitored: Weekly FFAST meetings and documented through weekly logs submitted to the principal)
 • The operations team at HTCS spearheaded by the Student Activities Coordinator and Technology Manager redesigned the marketing materials for entry into the school’s lottery. We will highlight the ELL and SWD programs offered at HTCS (August 2019 completion)
 • HTCS worked with the NY Charter Center and SPED Collaborative to ensure that the school is up to date and compliant with all state and federal policies, rules and regulations.
 (Monitored: Annual membership in NY Charter Center and SPED Collaborative)

therapy as well as educational services.
 (Monitored: Weekly FFAST meetings and documented through weekly logs submitted to the principal)
 • The operations team at HTCS spearheaded by the Student Activities Coordinator and Technology Manager will redesign the marketing materials for entry into the school’s lottery. We will highlight the ELL and SWD programs offered at HTCS (August 2020 completion)
 • HTCS will work with the NY Charter Center and SPED Collaborative to ensure that the school is up to date and compliant with all state and federal policies, rules and regulations.
 (Monitored: Annual membership in NY Charter Center and SPED Collaborative)

Strategies Employed to Achieve Goal(s): To attract Students with Disabilities (SWD), Harriet Tubman Charter School (HTCS) will:
 • The Director of Operations contacted and coordinated with the Bronx Borough Enrollment Office to inform them of the availability of ELL and SWD programs at HTCS (Monitored: June and October and throughout the year as needed)
 • The Family and Student Support Team (FASST) developed and entered into (with Board of Trustees approval) Memorandums of

Strategies Employed to Achieve Goal(s): To attract Students with Disabilities (SWD), Harriet Tubman Charter School (HTCS) will:
 • The Director of Operations will continue to be in contact and coordinate with the Bronx Borough Enrollment Office to inform them of the availability of ELL and SWD programs at HTCS (Monitored: June and October and throughout the year as needed)
 • The Family and Student Support Team (FASST) will develop and enter into (with Board of Trustees approval) additional Memorandums of

Students with Disabilities

Understandings with health and human service providers to enter into a reciprocal agreement, allowing those organizations to refer potential SWD's and ELL's for possible enrollment at HTCS.

- The Parent Coordinator made scheduled visits to early intervention programs to inform and educate stakeholders of the services that HTCS offers and how to apply to the school.

(Monitored: Ongoing and documented through weekly logs submitted to principal) • HTCS Academy Directors, Principal, Nurses and FASST team will work with teachers to identify, in a timely manner, students that might need services such as speech, occupational and physical therapy, as well as, educational services.

(Monitored: Weekly FFAST meetings and documented through weekly logs submitted to the principal)

- The operations team at HTCS spearheaded by the Student Activities Coordinator and Technology Manager, redesigned the marketing materials for entry into the school's lottery. They highlighted the ELL and SWD programs offered at HTCS (August 2019 completion)

- HTCS worked with the NY Charter Center and SPED Collaborative to ensure that the school is up to date and compliant with all state and federal policies, rules and regulations.

(Monitored: Annual membership in NY Charter Center and SPED

Understandings with health and human service providers to enter into a reciprocal agreement, allowing those organizations to refer potential SWD's and ELL's for possible enrollment at HTCS.

- The Parent Coordinator will continue to make scheduled visits to early intervention programs to inform and educate stakeholders of the services that HTCS offers and how to apply to the school.

(Monitored: Ongoing and documented through weekly logs submitted to principal) • HTCS Academy Directors, Principal, Nurses and FASST team will work with teachers to identify, in a timely manner, students that might need services such as speech, occupational and physical therapy, as well as, educational services.

(Monitored: Weekly FFAST meetings and documented through weekly logs submitted to the principal)

- The operations team at HTCS spearheaded by the Student Activities Coordinator and Technology Manager, will redesign the marketing materials for entry into the school's lottery. We will highlight the ELL and SWD programs offered at HTCS (August 2020 completion)

- HTCS will work with the NY Charter Center and SPED Collaborative to ensure that the school is up to date and compliant with all state and federal policies, rules and regulations.

(Monitored: Annual membership

	Collaborative)	in NY Charter Center and SPED Collaborative)
--	----------------	--

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
Economically Disadvantaged	HTCS offered incentives in regard to academic and behavioral performances, and had a robust Family and Student Support Team, which included social and emotional support, extended day programs and Saturday school.	HTCS offers incentives in regard to academic and behavioral performances, and has a robust Family and Student Support Team, which includes social and emotional support, extended day programs and Saturday school.
English Language Learners/Multilingual Learners	HTCS offered incentives in regard to academic and behavioral performances, and has a robust Family and Student Support Team which included two full time ENL teachers, only blended learning programs, and academic intervention services.	HTCS offers incentives in regard to academic and behavioral performances, and has a robust Family and Student Support Team which includes two full time ENL teachers, only blended learning programs, and academic intervention services.
Students with Disabilities	HTCS offered a Co Teaching environment in grades 1-8 and offered incentives in regard to academic and behavioral performances, and teams which included social and emotional support. extended day programs and Saturday school.	HTCS offers a Co Teaching environment in grades 1-8 and offers incentives in regard to academic and behavioral performances, and teams which includes Social and emotional support. extended day programs and Saturday school.

Entry 12 Percent of Uncertified Teachers

Completed Aug 3 2020

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Entry 12 Uncertified Teachers

School Name: HARRIET TUBMAN CHARTER SCHOOL 320900860823

Instructions for Reporting Percent of Uncertified Teachers

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
Total Category A: 5 or 30% whichever is less	5.0

CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
Total Category B: not to exceed 5	5.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	1
Total Category C: not to exceed 5	4.0

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	32

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	46



Thank you.

Entry 13 Organization Chart

Completed Aug 3 2020

[Instructions](#)

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

Upload the 2019-2020 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart.

[HTCS Organization Flow Chartupdate](#)

Filename: HTCS Organization Flow Chartupdate.pdf Size: 172.0 kB

Entry 14 School Calendar

Completed Aug 3 2020

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3rd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2020**.

School calendars must meet the [minimum instructional requirements](#) adopted by the Board of Regents in 2018.

Board of Regents-authorized charter schools are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month.

[HTCS-SchoolCalendar-2020-21](#)

Filename: HTCS SchoolCalendar 2020 21.pdf Size: 250.2 kB

Entry 15 Links to Critical Documents on School Website

In Progress Last edited: Sep 21 2020

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Most recently filed Annual Report (i.e., 2018-19 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

Form for Entry 15 Links to Critical Documents on School Website

School Name: Harriet Tubman Charter School

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	https://htcsbronx.org/apps/pages/index.jsp?uREC_ID=264185&type=d
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	https://htcsbronx.org/apps/pages/index.jsp?uREC_ID=385369&type=d&termREC_ID=&pREC_ID=721895&hideMenu=1
2a. Webcast of Board Meetings (per Governor's Executive Order)	https://www.htcsbronx.org/MinutesAndAgenda/2019-20/HTCSBoardMinutes%202020-07-07.pdf
3. Link to NYS School Report Card	https://htcsbronx.org/apps/pages/index.jsp?uREC_ID=264185&type=d&termREC_ID=&pREC_ID=860888
4. Most Recent Lottery Notice Announcing Lottery	https://htcsbronx.org/apps/news/show_news.jsp?REC_ID=632045&id=0
5. Authorizer-Approved DASA Policy	https://www.htcsbronx.org/HTCS%20DASA%20Policy.pdf
6. District-wide Safety Plan	https://www.htcsbronx.org/HTCS%20Safety%20Plan-DISTRICT%202020.pdf
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	https://www.htcsbronx.org/HTCS%20Safety%20Plan-DISTRICT%202020.pdf
7. Authorizer-Approved FOIL Policy	https://www.htcsbronx.org/HTCS%20FOIL%20Policy.pdf
8. Subject matter list of FOIL records	https://www.htcsbronx.org/HTCS%20FOIL%20Records%20List %20docx.pdf
9. Link to School Reopening Plan	https://htcsbronx.org/apps/news/show_news.jsp?REC_ID=660388&id=0

Thank you.



Entry 16 COVID 19 Related Information

Completed Aug 3 2020

Instructions

Required of ALL charter schools

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Entry 16 COVID 19 Related Information

School Name: Harriet Tubman Charter School

TABLE 1: 2019-2020 Enrollment, Attendance and Participation Between March-June 2020

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	650	650	650

Table 2: 2019-2020 Assessments and Grade Participation

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are

encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Assessment Title	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Number of Participating Students
Teacher Generated Assessments via Google Classroom	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	
Achieve 3000 EoY benchmark assessment	✗	✗	✓	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	

Entry 17 Staff Roster - NEW TASK For Regents Schools Only

Completed Aug 3 2020

[INSTRUCTIONS - NEW TASK FOR REGENTS-AUTHORIZED CHARTER SCHOOLS](#)

Please provide the full name of **ANY and ALL** instructional and non-instructional employees and their respective positions/titles, and employment start dates in the charter school by clicking on the MS Excel file link to the [Staff Roster](#).

[Staff List 2020](#)

Filename: Staff List 2020.xlsx **Size:** 14.2 kB

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Rey Allen

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Harriet Tubman Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Members of the Board of Trustees

Member of the educational committee

Member of the building committee

Committee chair of fundraising

2. Are you an employee of any school operated by the education corporation?
Yes No

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

3. Are you related, by blood or marriage, to any person employed by the school?
NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

NO

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

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

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

NONE

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

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

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

NONE

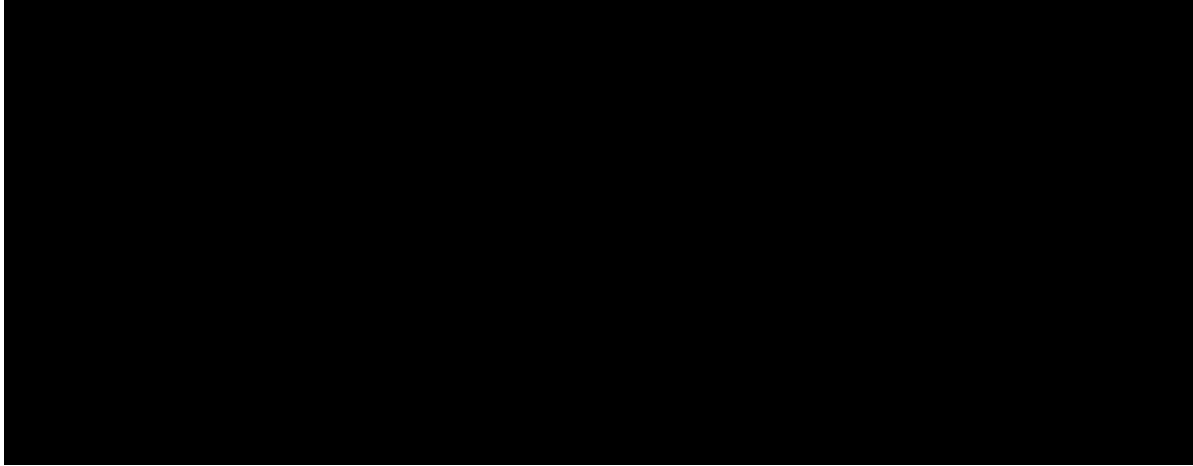
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

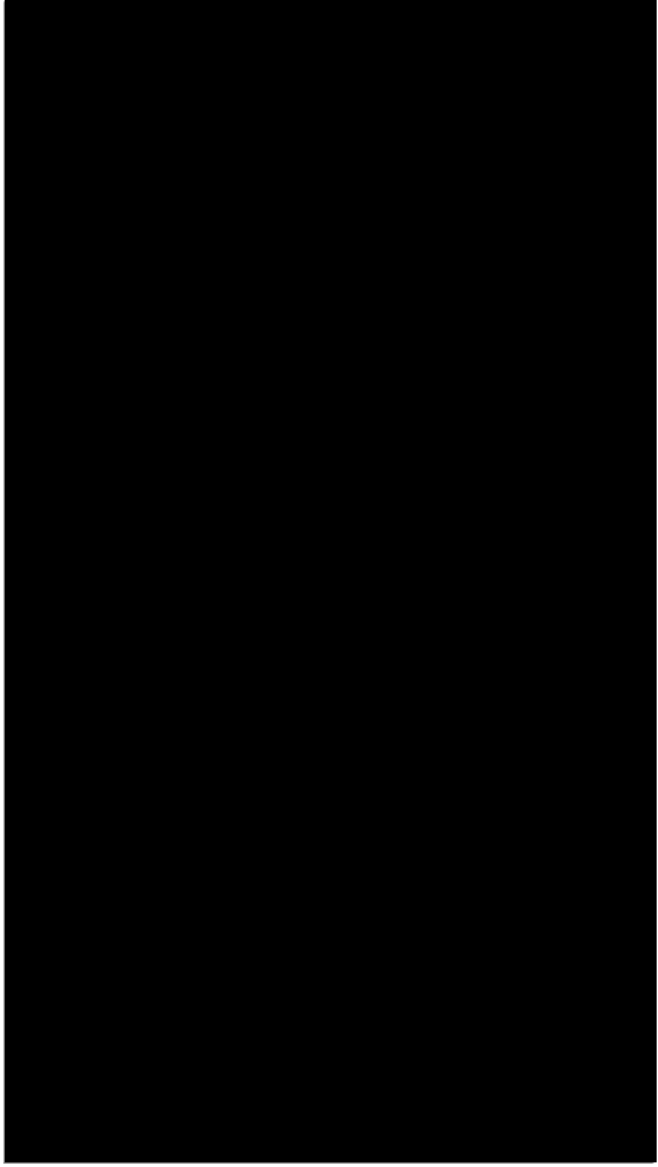


 Signature

07-30-20_____
 Date

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





Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

____ Jerima DeWese _____

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

_Harriet Tubman Charter School _____

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Trustee

Chair of the Board

2. Are you an employee of any school operated by the education corporation?
____ **Yes** ____ **X No**

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

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation. **No**

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation. **No**

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes **No**

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

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

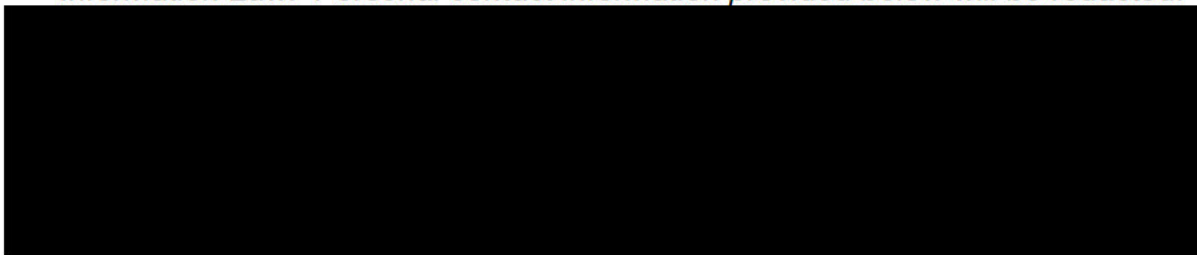
Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
NONE			

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
NONE				

Jerima DeWese _____ 07/27/20_____
 Signature Date

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





Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Marlon Dunbar

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Harriet Tubman Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Trustee

2. Are you an employee of any school operated by the education corporation?
 Yes No

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

3. Are you related, by blood or marriage, to any person employed by the school? NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? NO

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

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

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<p><i>Please write None if applicable. Do not leave this space blank.</i></p> <p style="font-size: 2em; text-align: center;">NONE</p>			

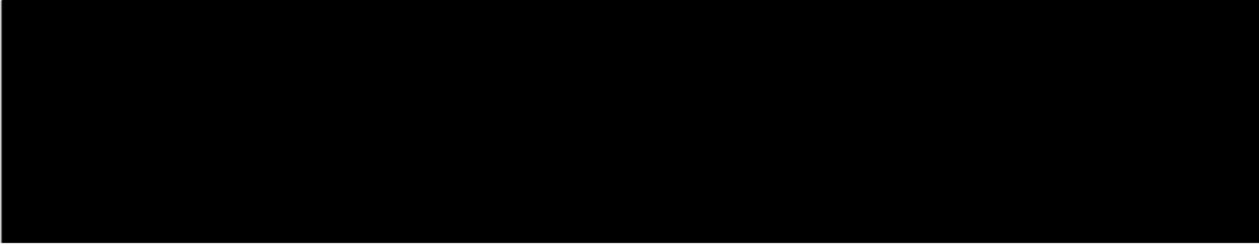
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

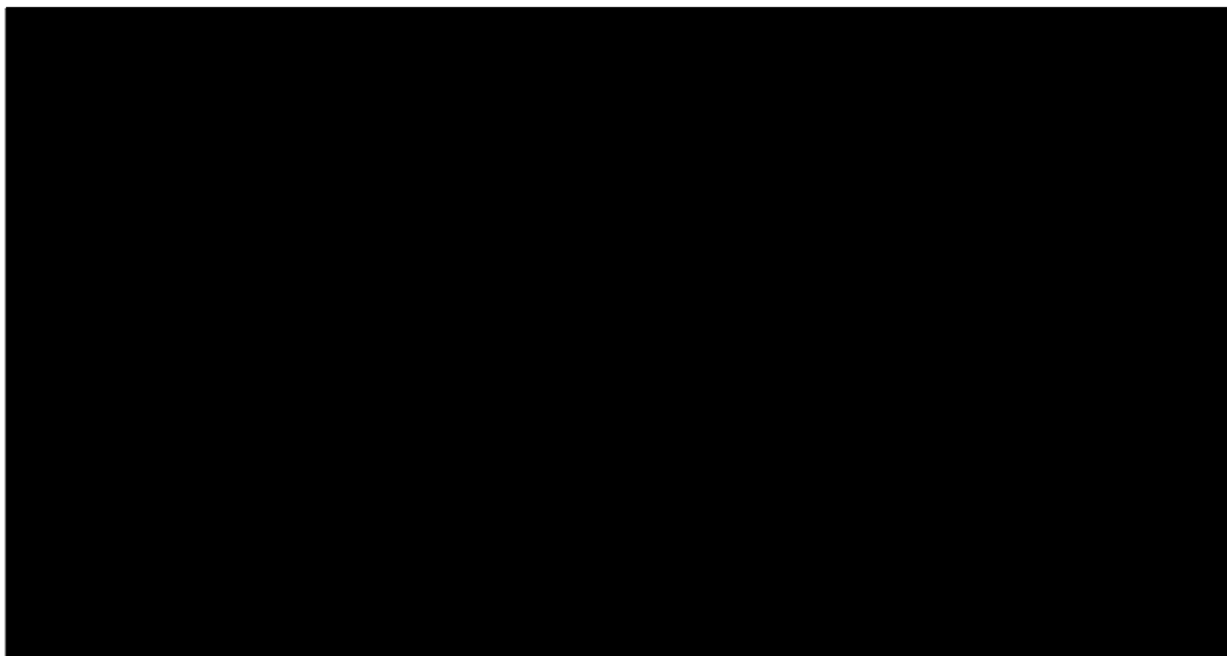
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps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




 Date

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





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

Trustee Name:

Cliff Frazier

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

Harriet Tubman Charter School

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

Finance Committee Member

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

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

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

Yes No

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

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

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

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

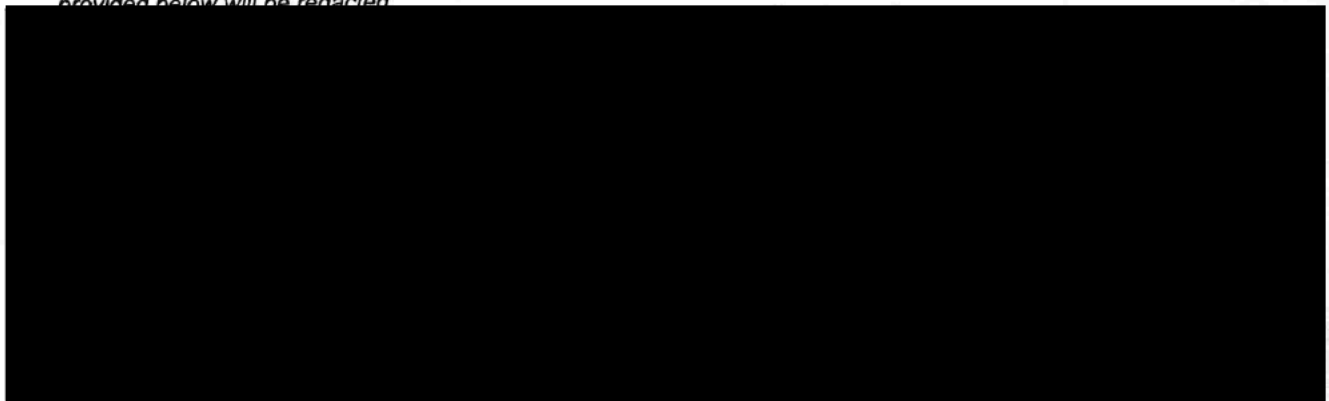
5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

Cliff Fray
 Signature

7/30/2020
 Date

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



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

Trustee Name:
Claudia Nesbitt

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

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).
Vice Chairperson of Board of Trustees; Facility Committee Chairperson

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

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

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

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

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

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<u>None</u>	<u>None</u>	<u>None</u>	<u>None</u>

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

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

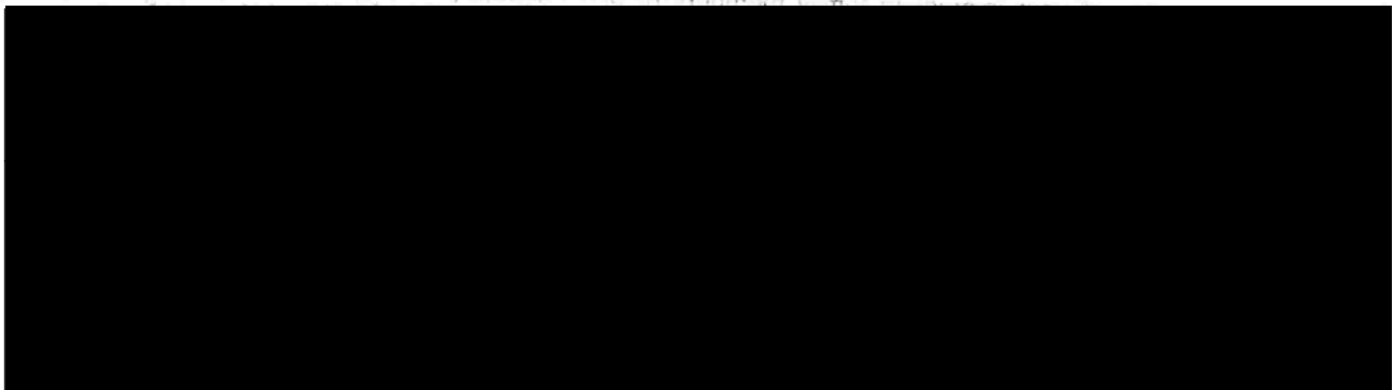
Signature

[Handwritten Signature]

Date

7/30/2020

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



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

Trustee Name:

Geraldine Hunter

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

Harriet Tubman Charter School Bronx NY

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

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

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

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

Yes No

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

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

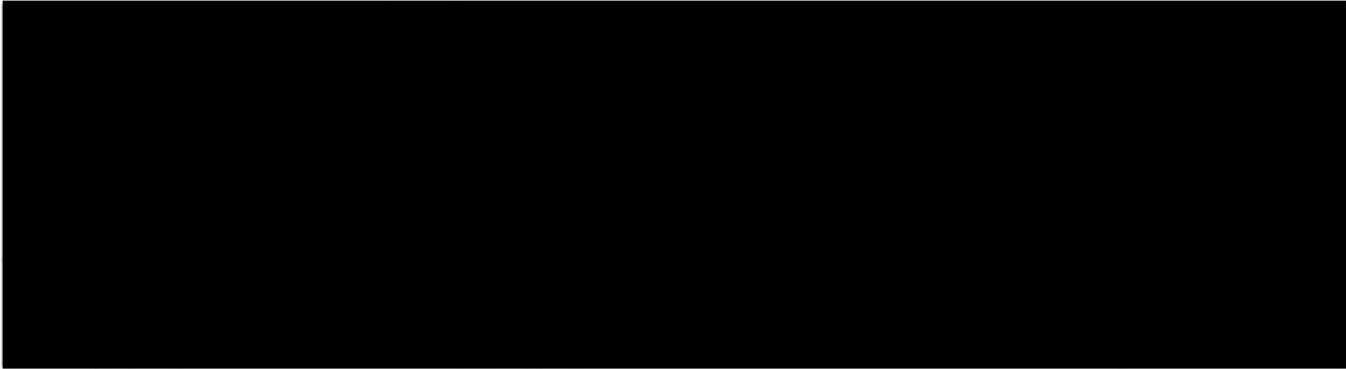
Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
Please write "None" if applicable. Do not leave this space blank.			
	<u>none</u>	<u>none</u>	<u>none</u>

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

Geraldine Hunter _____ 7/29/2020
 Signature Date

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



Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Barbara Nowell

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Harriet Tubman Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Secretary

2. Are you an employee of any school operated by the education corporation?
Yes No

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

3. Are you related, by blood or marriage, to any person employed by the school?

No
If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

No
If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

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

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>N</i>	<i>None</i>	<i>N</i>	<i>E</i>

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

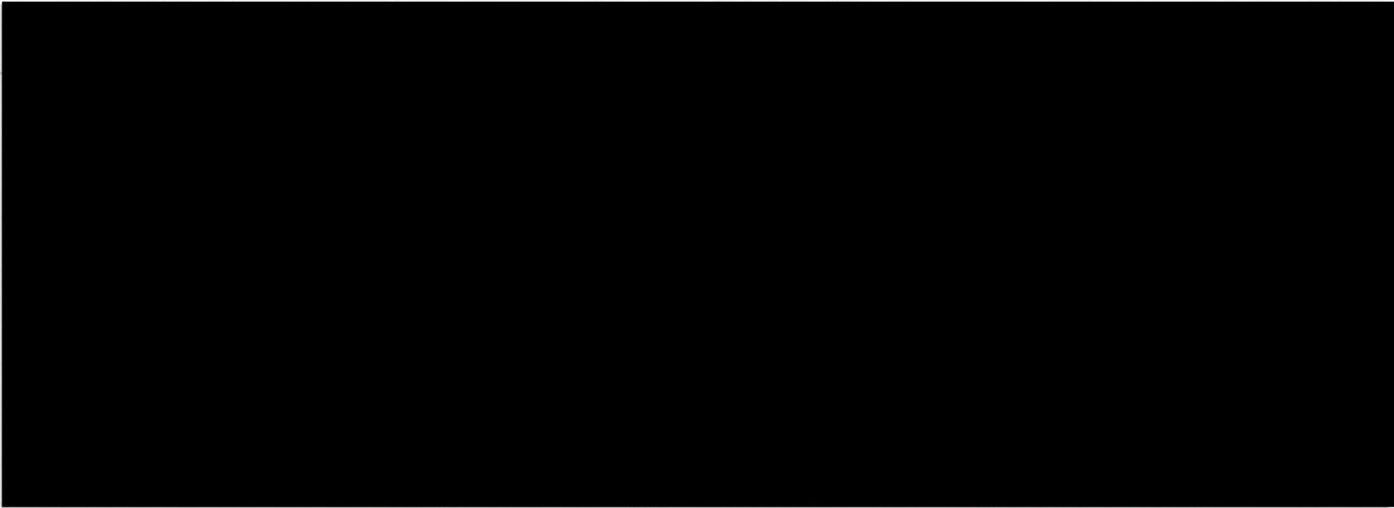
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

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

Barbara Nowell July 27, 2020
 Signature Date

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





Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

 Mildred McGee

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

 Harriet Tubman Charter School, the Bronx

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).
Member, Education Committee

2. Are you an employee of any school operated by the education corporation?
 ___ Yes ___ X ___ No

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

3. Are you related, by blood or marriage, to any person employed by the school?
 No
If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

___ Yes ___ X ___ No

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

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered Yes to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>NONE</i>			

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None				

Maddred E. Mc Gee Signature
7/27/20 Date

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

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Jerima DeWese

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Harriet Tubman Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Board of Trustees, CHAIR

Personnel Committee, CHAIR

2. Are you an employee of any school operated by the education corporation?
 Yes No

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

3. Are you related, by blood or marriage, to any person employed by the school? **NO**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **NO**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **NO**

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

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

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>Please write "None" if applicable. Do not leave this space blank.</i>			
N	O	N	E

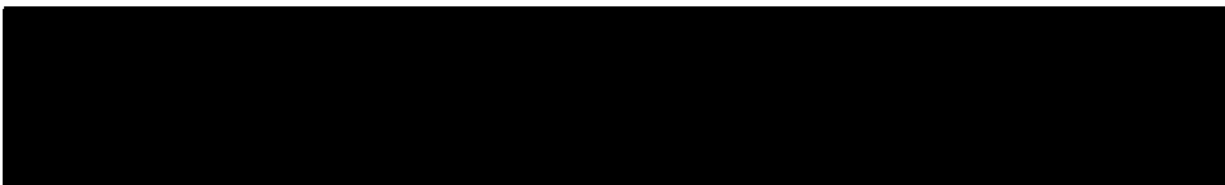
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

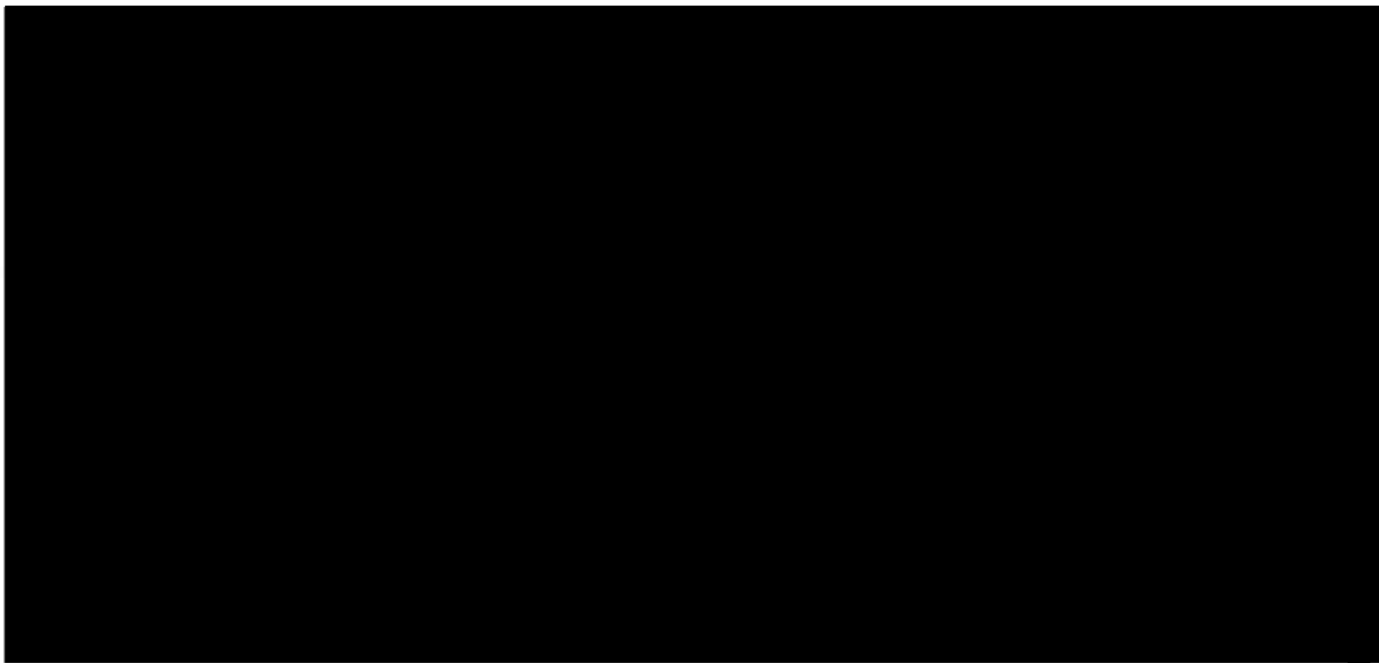
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				
N		0	N	E

Prima Reese
Signature

9/22/2020
Date

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





Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Mildred McGee

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Harriet Tubman Charter School, the Bronx, NY

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Member, Education Committee

2. Are you an employee of any school operated by the education corporation?
___Yes ___X___No

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

3. Are you related, by blood or marriage, to any person employed by the school?
No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

___ Yes X No

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

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
None			

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None				

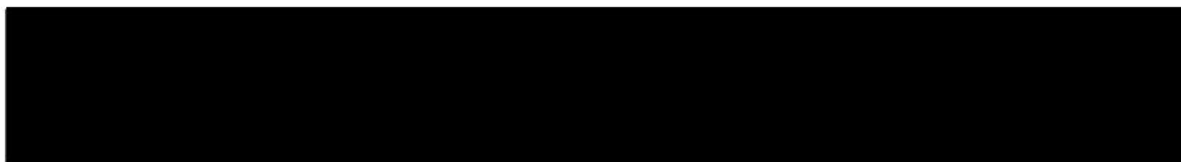
Mildred E. McLee

Signature

Sept. 22, 2020

Date

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





Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Geraldine Hunter

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Harriet Tubman Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Chairperson – Grievance Committee

2. Are you an employee of any school operated by the education corporation?
No

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

3. Are you related, by blood or marriage, to any person employed by the school?
No

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

No

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

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
None	None	None	None

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None	None	None	None	None

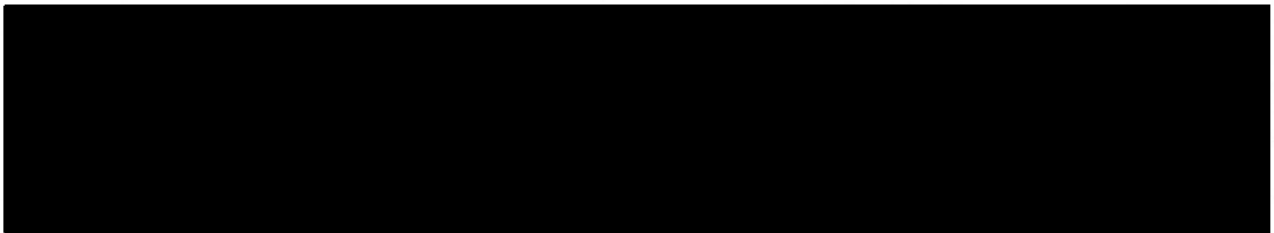
Geraldine Hunter

9/24/2020

Signature

Date

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



Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Cliff Frazier

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Harriet Tubman Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Finance Committee

Former Board President

2. Are you an employee of any school operated by the education corporation?
NO

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

3. Are you related, by blood or marriage, to any person employed by the school?
NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?
NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **NO**

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

NO

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

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>NONE</i>	<i>NONE</i>	<i>NONE</i>	<i>NONE</i>

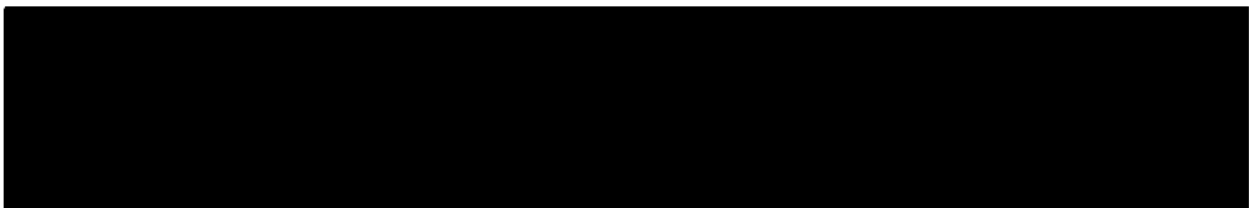
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
NONE	NONE	NONE	NONE	NONE

Cliff Frazier
 Signature

9/23/2020
 Date

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





HARRIET TUBMAN CHARTER SCHOOL

Elementary Academy

3565 Third Avenue

Bronx, NY 10456

718.537.9912

Junior Academy

1176 Franklin Avenue

Bronx, NY 10456

718.991.4181

Board of Trustees Meeting

Location: 3565 Third Avenue Bronx, NY 10456

Date: Tuesday, August 6, 2019

In Attendance:

Trustees

Jerima DeWese Bowens, Chairperson

Cliff Frazier, HTCS Co-Founder and Chairperson Emeritus

Claudia Nisbett, Vice Chairperson

Barbara Gailliard-Nowell, Secretary

Rey Allen

HTCS Staff

Cleveland Person, Principal

Jonathan Maniotis, Elementary Academy Director

Felicia Yarber, Junior Academy Director

Charter School Business Management

Leslie Roper-Thomas, Senior Finance Manager (phone)

Dinner was provided.

The Chairperson opened the meeting at 6:10 P.M.

Consensus items

Moved, that the agenda be accepted

Made by: Trustee Nisbett

Seconded by: Trustee Allen

Action: Carried unanimously

Moved, that the minutes be accepted

Made by: Trustee Frazier

Seconded by: Trustee Allen

Action: Carried unanimously

Finance Committee – CSBM, Leslie Roper-Thomas

The Year End Summary was distributed and discussed. These were unaudited financials, audit is going to be conducted on August 20th and August 21st.

Cash flow was presented. In addition to the bank cash on hand at the end of the year, included were funds that will be carried over to the next school year. The difference in the two amounts is the money that we expect to receive in the next few months from the Title grants. It also takes into account expenses such as teachers' salaries that were accrued.

Enrollment at the end of the year was 649.3 students and after the receipt of the reconciliation invoice the enrollments was down 1 student to 648.3. Budget for the year was set at 650.

Revenue, Per pupil was higher once you combine General Education and Special Education. Title grants allocation received from the state were lower than expected. HTCS received the senate supplemental from the state that was higher than previously planned by \$78K.

Expenses, overall were lower due mainly to lower compensation and facility, offset by higher technology, staff development, marketing and professional service expense.

Over all for the year, the school is showing positive net income. The financials are still in draft form and some changes may occur after the audit is completed. Trustee Nisbett inquired about the per pupil supplement funding for the upcoming year and the Board was informed that there is no guarantee that the amount would stay the same year over year.

FY20 Budget was discussed. Ms. Roper-Thomas reviewed the latest changes that were made such as, the open CFO position, salary finalization and teacher head count.

Trustee Nowell requested that while professional development is needed, the line item amount not be aligned with any particular individual's name or vendor at this time.

Capital expenditures were discussed for the upcoming school year. It is anticipated to purchase 20 Smartboards and have improvements made to the school over the summer.

Ms. Roper requested that the school estimate the cost of the contracts for the budget. The budget will be adjusted and forwarded to the trustees

Governance Committee - Chairperson DeWese-Bowens

The Chair stated that HTCS has 3 Corrective Action Plans; one of which had to do with enrollment. The school wrote a CAP, but upon review by the Governance Committee, editing and clarifications had to be done. Our liaison at the CSO wanted additional information.

Chairperson DeWese-Bowens restated her position that no emails, reports or responses may be sent to any authorizer or compliance agency before it is reviewed and approved by the Board.

The names of three persons were submitted for consideration for nomination as a trustee on the HTCS Board of Trustees. Protocol in reviewing documentation will be followed.

Principal's End of the Year Report – Cleveland Person

See attached.

Principal Person distributed his End of the Year Report and orally elaborated on it.

The trustees asked for explanations and/or elaborations on:

Enrollment

Student achievement

Supervision

Seeking and developing new teachers

Academic plans for growth in 2019-2020

Meeting the goals set in the 3 CAPs

Vacancies and hiring procedures

Budget priorities

Technology at HTCS

STEAM at HTCS this past year and moving forward

Student supplies and instructional materials-new

summer professional development for staff

facility compliance, repairs, and upgrades

Moved, that the meeting be adjourned

Made by: Trustee Nowell

Seconded by: Trustee Allen

Action: Carried unanimously

The meeting ended at 8:30 P.M.

HARRIET TUBMAN CHARTER SCHOOL
Elementary Academy **Junior Academy**
3565 Third Avenue **1176 Franklin Avenue**
Bronx, NY 10456 **Bronx, NY 10456**
718.537.9912 **718.991.4181**

Board of Trustees Meeting
MINUTES

Location: 3565 Third Avenue Bronx, NY 10456
Date: Tuesday, October 8, 2019
Time: 6:00 P.M.

In Attendance:

Trustees

Jerima DeWese Bowens, Chairperson
Clifford Frazier, HTCS Co-Founder and Chairperson Emeritus
Claudia Nisbett, Vice Chairperson
Barbara Gailliard-Nowell, Secretary
Mildred McGee
Rey Allen
Trustee Hunter

HTCS Staff

Jonathan Maniotis, Elementary Academy Director
Michael Taylor, Director of Operations

Others

Kinandra Murray, Esq.

Consensus items

Moved, that the agenda be adopted

Made by: Trustee Nisbett

Seconded by: Trustee Frazier

Action: Carried unanimously

Dinner was provided.

Moved, that the minutes be accepted with the necessary with the necessary adjustments and review of he supplemental insert sent via email

Made by: Trustee Hunter

Seconded by: Trustee Allen

Action: Carried unanimously

Governance Committee - Chairperson DeWese-Bowens

The following events have occurred concurrently:

- ✓ The Annual Report review and revisions are being implemented and sent to our charter school NYSED liaison;
- ✓ We are in the midst of an audit.
- ✓ We have been asked to provide update on our 3 Corrective Action Plans(aka CAP): Fire Safety and building compliances for the Franklin Ave building; Enrollment of our Sped, and ELL?MLL students.

For budgetary purposes, we used the number six hundred and fifty for our student enrollment as a conservative spending and predicting approach. However, our Charter says that we are to strive to attain at least six hundred and seventy-five students.

We have received three resumes from Trustee Nisbett of individuals who are interested in serving on the Board of Trustees. As per our By-Laws and part of the process, Trustee Nisbett has invited those individuals to attend this meeting for us to speak with them and for them to speak with us. Next, a document will be sent with the mission of HTCS and an executive summary of the school's current status with three questions that candidates are to answer and resubmit to the Board. The Governance Committee will look over those documents and communicate with the full Board prior to nominations.

Trustee Nisbett introduced the first candidate. The prospective candidate shared her background, professional skills, and community service. The candidate expressed how she could be of help to HTCS. Trustees gave an overview of the various standing committees and non-standing committees and spoke of the beginning history of HTCS. The prospective candidate stated that she would be out for about six weeks.

The Board established the next Board Retreat date which is Saturday, November 16th from 10:00 A.M. to 4:00 P.M. Location TBD.

Finance Committee – Michael Taylor, DOO

Ms. Roper-Thomas was not present, but was on the phone earlier. The DOO summarized parts of the Finance Report which had been sent electronically to the trustees.

The amount of cash in the bank current enrollment of students with a IEP. Adjustment to revenue page: should read the fiscal year 2020. total enrollment is 668. Our revenue is will be higher compared to budget because it was eighteen more students. There are fewer SPED students, special education students. There are eighteen more general ed students at that time. September and November invoices are based on projection.

Education Committee Report – Trustee Nowell

The Education Committee met on September 17th. The theme was improving the instructional program at Harriet Tubman Charter School.

Certification: Areas addressed included certification of teaching staff and Performance and/or Professional Improvement Plans for pedagogues. With a checklist, we identified which teachers had a least one formal observation signed by the teacher and the supervisor in 2018-2019. Principal Person stated the school's staff formal supervisory observation policy for teaching staff is based on the number of successful teaching years at HTCS.

Professional Development/S.T.E.A.M.- Trustee Nowell reiterated that she would like to see more teacher training for our robotics program in EA and greater technological skills be taught in the JA. The Makers Space needs repair. The school is trying to salvage tech parts from worn equipment.

Academic Achievement - We examined student achievement by subgroup and by grade and we noticed that while Harriet Tubman overall improved, there was a decrease in grades five and six. The school fell overall by 5 points on the ELA assessment: 3rd grade, 5th grade, 6th grade, and 5/6 SPED showed a decline. However, in math, HTCS increased overall by 11 points on the math assessment.

Enrollment: # of ENL students =100; # of SPED students = 54 students

The Education Committee is in need of a secretary who will receive a stipend for services. The individual may or may not be a part of HTCS staff that will be determined after an interview by

Additional information regarding teacher contracts and certification was not available because HTCS is currently being audited and the files are not opened, as Mr. Taylor explained. for new hires.

Position Available: The Education Committee is in need of a secretary. The candidate has to be a person of integrity because some of the things that are discussed may be confidential.

Trustees requested a copy of the exit survey from Mr. Taylor and a summary of the data for all students who have not returned for 2019-2020 school year, but were enrolled in 2018-2019. Please bring a hard copy of the report to the Annual Business meeting in November Audit

Grievance Committee Report – Trustee Hunter

There were zero reports of suspensions, infractions or misbehavior on the part of our students in EA or JA. We are greatly pleased by this report!

Facilities Committee Report – Trustee Nisbett

The Facilities Committee will meet with Mr. Rodolfo Fuertes to discuss EA building repairs and an ongoing long term relationship between him and HTCS. All trustees are invited to come to this important forum.

Principal's Report – Cleveland Person

Our Principal did report to me that he could not make this meeting. He had an emergency and he's being treated and attended to in the ER. Also, Ms. Yarber, our Junior Academy Director, connected with me and said that she could not be here. She has a class that finishes this month and she will be back in regular attendance next month.

Director of Operations' Report - Michael Taylor

FACILITIES - There were two off-budget expenses for the Junior Academy: the repair of the floor in the nurse's office and the walls in the gym. Damages to the gym walls and tiles in the nurse's office are due to the steam from the radiators. There were no off-budget expenses in the Elementary Academy.

The window air conditioners in the Junior Academy are eight years old and beyond their usefulness now. Three A/Cs went bad this fall and haven't been repaired. This will become an issue in the spring of next year. we can shop around in December during sale time.

ENROLLMENT - HTCS continues to enroll students. Current enrollment is 632 students. There are about 30 no shows, so we can aggressively fill seats. The New York City Charter Center has started a new program that's free this year. They're doing social media marketing and things like that and directing people to the schools.

Trustee McGee is requesting that the new flyers and brochures reflect our recruitment needs. We will check on the status of the design. The website, the marquee and development of the new brochures should be evident in the community. We need to investigate the cost of doing the ads in social media now.

Facebook, Instagram and Snap Chat are options. Our middle school students can do Snap Chat.

Student vacancies are in Gr. K, 1, 6, 7, and 8.

Seventy-five to 89% of non-returning students are because they have moved out of the district. Put our flyers in hospital waiting areas, community rooms, NYCHA offices, etc.

The trustees want active recruitment from this neighborhood. Families moving out, means families moving in. New comers don't even know about HTCS, this represents an opportunity for recruitment.

Staff vacancy- middle school teacher of Spanish or world language.

CONTRACTS- A document was distributed with about 200 vendors, but the font is too tiny to read.

The Board wants information about all contracts renewed, signed and/or expiring.

Discussion continued on ways to recruit students to HTCS and the schools ability to provide instruction to match student needs.

New Business

- Mailboxes for the trustees are in the Main Office.
- Trustee Frazier is a NGO (non- government organization) to the United Nations. He would like to start a relationship/ program hereby are 7th and 8th graders are involved with United Nations activities.

Moved, that the meeting be adjourned

Made by: Trustee Nisbett

Action: Carried unanimously

The meeting was adjourned at 8:16 P.M.

HARRIET TUBMAN CHARTER SCHOOL

Elementary Academy
3565 Third Avenue
Bronx, NY 10456
718.537.9912

Junior Academy
1176 Franklin Avenue
Bronx, NY 10456
718.991.4181

Board of Trustees Meeting

Location: 3565 Third Avenue Bronx, NY 10456

Date: Tuesday, January 7, 2020

In Attendance:

Trustees

Jerima DeWese Bowens, Chairperson

Barbara Gailliard-Nowell, Secretary

Mildred McGee (Skype)

Geraldine Hunter

Rey Allen

Marlon Dunbar (trying to log in)

HTCS Staff

Felicia Yarber, Junior Academy Director

Jonathan Maniotis, Elementary Academy Director

Michael Taylor, Director of Operations

Others

Timothy Johnson, President, Parents' Association

Dinner was provided.

The Chair opened the meeting at 6:15 P.M.

Materials were distributed.

Consensus items

Moved, that the agenda be adopted

Made by: Trustee McGee

Seconded by: Trustee Allen

Action: Carried unanimously

Moved, that the minutes be accepted with the necessary adjustments as per CSBM.

Made by: Trustee Hunter

Seconded by: Trustee Allen

Action: Carried unanimously

Governance Committee Report - Chairperson Jerima DeWese-Bowens

Session II of our Board Retreat -February 29- 10 A.M. - 3:00 P.M. topics:

- 1) Preparation for the HTCS renewal and ad hoc committees;
 - 2) Data and its use in strategic planning;
 - 3) Financial planning for 2021
- Session III - Board Retreat to be held in n May. Topics: Facilities and Contracts
The retreats will be t the same location as in November, The Pine.

Moved, that the contract with Charter School Business Management be approved for this coming school year with the revisions recommended by Trustee Dunbar, Chair of the Finance Committee and explained by Madam Chair.

Made by: Trustee Nowell

Seconded by: Trustee Allen

Action: Carried unanimously

It was called to our attention that for business purpose, it s necessary to write the full year, 2020; do not abbreviate on checks, etc.

Finance Committee Report Summary - Michael Taylor

This report was emailed to the trustees and school leadership prior to this meeting. The Director of Operations clarified the difference between the per pupil and enrollment numbers. CSBM uses the enrollment numbers that are outlined on the per pupil invoice that's submitted and that's how they construct their analysis of our budget. Moving forward, the Board Chair requested **that CSBM use the enrollment numbers to drive our analysis and our actual fiscal behavior with regard o what our budget is and what we are actually doing.** The bank statement be based on actual dollars in the bank that have been received as opposed to what we are expecting or an approximation. This will give the Board a real time view of our fiscal status. Both the DOO and the Chair want to be conservative with budgeting and spending. Discussion included a request and cost of furniture, etc. needed in the school. This specificity could help in generating donations and grants. Trustee McGee pointed out that the Board would like an itemed list of things needed and the cost of each. Trustees concurred.

Education Committee Report – Trustee Nowell

The Education Committee and Personnel Committee met jointly in December.

- The purpose was to review the merit bonuses to be given to staff for 2018-2019 school year. A review of supervisors' evaluation and participation was used as part of the rubric. We compared that to last year's spending with regard to bonuses and merit. This year we had about six additional employees but we increased the budget pool about five thousand dollars, which is really not that much when you have to cover the additional six employees. We were able to get the bonuses out before the holiday.
- The Principal has been absent for several days. According to our guidelines, if a staff person s absent for more than 3 days a medical note is required. At this time, each Academy Director is in charge of their building and Mr. Taylor supports in terms o operations.
- Teacher vacancies include a position in foreign language and one in physical

education.

- Mr. Maniotis explained the use of computers for assessment and the resources. Mr. Taylor will forward an itemized report of inventory of our hardware to Trustee Nowell

Grievance Committee Report – Trustee Hunter

For December:

Suspensions for EA = zero.

Suspensions for JA - 17; one day per student

Discussion ensued about the JA events that resulted in suspension.

Facilities Committee Report

The Chair of the Facilities Committee, Trustee Nisbett, due to wellness issues, submitted a written report.

- The New York City Discretionary Funding and Capital Budget Funding are closely approaching and HTCS needs to be able to apply for some of these funds that come from the City Council Representative and Bronx Borough President capital budgets. In order to qualify for this or any future City money HTCS needs to enroll in the New York City Accelerated system.
 - Trustee Allen will support the selected school staff with entries and information for the Accelerator.
 - Trustee Nisbett has articulated with foundation representative to explore the opportunity to work with HTCS to build a top quality learning facility with us.
 - Trustee Nisbett will inquire as to the current status of a recommended person for the Board.

Academy Directors' Report

Mr. Maniotis

- The Annual February Black History performance will be on February 13 (EA) and February 14 (JA). It will begin between 1:00 PM and 1:30 P.M.
- For MLK Day, there will be videos, special lessons, bulletin boards and A Quote a Day. The theme is showing acts of kindness and each day will have a different focus.
 - Culture Day - Students and staff shared their cultural background with attire, flags, colors, music and dance. On a selected day, people will wear orange or orange accessories to reinforce this initiative.

Ms. Yarber

- HTCS will be moving toward test-taking mode, which Ms. Yarber explained. A traveling trophy goes to the winning class each week.
 - Our school events, parent flyers, and website are translated.
 - On Dec. 20, a Spelling Bee was held. Finalists had to know the meaning of the word. Gifts and trophies were awarded. An eighth grader won first place and 2 fifth-graders came in second and third place.
 - Town Hall meeting - Anti-Bullying Awareness Week.

Topic: Bullying - January 15th.

Organization and presenters include Advocates for Children; Jean Miller, attorney, from the School Justice Project. Additionally, we are expecting someone from the Charter

School Initiative who's also a staff attorney. These attorneys will discuss the different types of bullying and harassment that students face.

- These events can be seen on our website

Director of Operations' Report

Facilities - There's no off-budget expenses for the month of December.

The floors and general cleaning of the school were done over the December break.

Trustee Allen said that he would reach out to Dr. Reddy regarding authorization to paint the wall.

Operations - The preliminary request for E-rate was entered; this is a clearinghouse. This year we increased the bandwidth.

- The Violent and Destructive Incident Report (VADIR) was submitted for HTCS. We had nothing to report last year or this year.

- Mr. Taylor clarified that the contracts that are expiring in January 2020 are the EA and JA leases, maintenance and security.

- NYC Teachers' Retirement System (TRS) -

The DOO has read-only access; the HR Manager can make entries. It was suggested that a second person at the school level be trained and given access to be a back up for the HR person. At this meeting, the Finance Specialist was recommended.

Moved, that a second person at the school level, the Finance Specialist, be given access to TRS to make the needed adjustments

Made by: Trustee Hunter

Seconded by: Trustee Allen

Action: Carried unanimously

Personnel -

Job Fairs-HTCS has registered for the first of two teacher fairs on March 3rd sponsored by NYC Charter Center. The school will have its own Job Fair. While our last Fair did have a large turnout, more teachers were expected. A redesign of the process and advertising is expected. Our job fair will be done before May.

Vacancies: JA physical education and foreign language. We use school professionals and our building substitute for long-term positions. The budget reflects this. Further recruitment will be done in the Spring.

Short-term and long term teaching absences are fulfilled internally.

NYS Teacher Certification- an amendment has been made such that if a teacher is certified from another state, you no longer have to take the test. As long as a school is willing to write a letter saying that the applicant is in good standing and a school is willing to hire, the applicant qualifies for an Initial Certification. The applicant must still take all workshops and pay the fees. This benefits three of our teachers.

Parents' Association Report - Timothy Johnson

- The Parent Association, the Parent Coordinator and the administrative team will work together to schedule meetings to eliminate conflicts and to increase parental attendance at events with creative ideas.. There is a lot going on. There are so many new

charter schools in this community, but HTS is a major player and the aim is to keep the parents motivated.

- Mr. Johnson expressed that HTCS needs to do a better promotion of our success. Discussion ensued about a myriad of strategies, the cost, data, etc.. The Education Committee will work with the administrators to update our brochures.

- A Caring School Community:

HTCS distributes “brown bag” lunches on half days which provides nutrition to students who may not have a meal.

Many students, even graduates, see Harriet Tubman Charter School as a safe space in the community.

Special workshops and activities that are fun for parents are under discussion. Clothing donations can be brought to the PA during prior to Parent Teacher Conferences on January 13th. The trustees’ attention was directed to the fact that we have families in need at HTCS and the Board is committed to supporting all families.

Moved, that this meeting be adjourned

Made by: Trustee Hunter

Seconded by: Trustee Allen

Action: Carried unanimously

The meeting was adjourned at 8:30 P.M.

HARRIET TUBMAN CHARTER SCHOOL	
ELEMENTARY ACADEMY	JUNIOR ACADEMY
3565 THIRD AVENUE	1176 FRANKLIN AVENUE
BRONX, NY 10456	BRONX, NY 10456
718.537.9912	718.991.4181

Board of Trustees Meeting Minutes

Location: 3565 Third Avenue Bronx, NY 10456

Date: Wednesday, September 11, 2019

In Attendance:

Trustees

Jerima DeWese-Bowens, Chairperson; Cliff Frazier, HTCS Co-Founder, Chair Emeritus; Claudia Nisbett, Vice Chair; Barbara Gailliard-Nowell, Secretary; Rey Allen; Mildred McGee

HTCS Staff

Cleveland Person, Principal; Jonathan Maniotis, Elementary Academy Director; Felicia Yarber, Junior Academy Director; Michael Taylor, Director of Operations

Others

Leslie Roper-Thomas, Senior Finance Manager, Charter School Business Management; Timothy Johnson, President, Parents Association;

The Chair opened the meeting at 6:33 P.M.

Consensus items

Moved, that the agenda be adopted

Action: Carried unanimously

Moved, that the minutes be approved and amended with the date corrected

Made by: Trustee Nisbett

Seconded by: Trustee Allen

Action: Carried unanimously

Governance Committee - Chairperson DeWese-Bowens

- The Board's attorney has a draft letter to the EA owner expressing the Board that we are accepting his offer to enter into a long term agreement with him and to have him tour the school. Trustee Nisbett or Trustee Frazier will contact the owner by Friday.

- Our attorney will draft a letter disputing the fine for Public Assembly.

An August letter from the Commissioner indicated that HTCS was in compliance.

Our attorney is working with Ed Newman and the Archdiocese for a multi-term lease for the JA building. We're in the final stages of that. We have enough time to build the new school

- Trustee Frazier stated that the façade of the EA building is in need of

repair. The DOO reminded the Board that money for exterior painting was not included in the budget. Trustee Nisbett stated that the Washington Avenue side and the side in which we enter could be enhanced with art work. Trustee Allen will investigate getting funds for the art. Dr. Rheddy would probably be agreement with an artwork project. The lease for the EA is an envelope lease.

Regarding parking, the Principal explained that the parking lot s very full and even an additional car would impact the space used by students in the yard.

The school locks the gate, but people continue to break the lock.

- The Employee Handbook had revisions made in September 2018 that have not been done. When completed, the Board will vote to approve the Handbook. Moreover, there were policies changes in the Employees Handbook. The most notable was the accrual of time and banking of time. Our attorney is reviewing the legal terminology so this document will be forthcoming for a vote. All trustees will receive a copy.

- Safety, security and maintenance contracts are up for renewal in January.

Vice Chair Nisbett requests that when all RFPs are received at the school, they be given, unopened, directly to the Chair, either in person or by postal mail.

Moved, that RFPs that are received will be received by the Director of Operations and they will be scanned and sent to all Board Members with hard copies to be kept on file at the school

Made by: Trustee Nisbett

Seconded by: Trustee Allen

Action: Carried unanimously

Our budget is tight, but not as tight as last year. Line items were entered and if there were any names, it was just a placeholder, not a guarantee for a specific vendor.

Separate categories in the budget were included such a marketing and advertisement; professional development for staff; and Board development for trustees.

Moved, that the Board accepts the budget as discussed

Made by: Trustee Nisbett

Seconded by: Trustee Nowell

Action: Carried unanimously

The budget that Ms. Roper-Thomas forwarded to the full board for approval last month has been approved and accepted as the two thousand nineteen two thousand twenty-twenty HTCS budget.

Finance Committee – CSBM, Leslie Roper-Thomas

This month's report is only for July with one month of actual spending, so projections thus far are as on plan. Adjustments will be needed at the end of the month because of Title grants or the first per-pupil invoice. For the budget, a change must be made to an enrollment

of 650 from 675 students; this effects the variance. The title monies and FAMAS were much lower than anticipated.

A discussion of terms, "Title grants," FAMAS money, and tax levy funds was held. Mr. Taylor explained that the district saw a drop in "free and reduced lunch" enrollment and an increase in ENL students so incoming funds will be calibrated as such. Ms. Roper-Thomas stated that perhaps in January or February adjustments can be made.

Director of Operations' Comprehensive End-of-the-Year Report - 2018-2019

PERSONNEL

HTCS continues to work with NYC Teachers Retirement System to update accounts of staff that have relocated or were here when under EdisonLearning managed it.

OPERATIONS

HTCS now pays NYCTRS through a payroll platform;

The staff has completed compliance training: sexual harassment, workplace bullying and cyber security.

For school insurance, HTCS uses a vendor named Austin. Another company has recently acquired them and rates have increased by 3.8%. Mr. Taylor suggested that we look elsewhere for insurance. A request was made that each Board member receive a hard copy of the D&O insurance.

Family participation arose markedly due in large part to the Parents Association and the work of the Parent Coordinator. All 8th grade activities have been completed without an incident.

Student activities included 2 separate Scholastic Book Fairs -one in each Academy. This was a successful endeavor as it raised a sizable amount of money. Students use "Caught You Doing Something Good" Scholastic Script to purchase things from the school store. The New York Police Department made donations to the store. Trustee McGee strongly suggested that a letter of thanks should be sent along with the pictures of students at the store.

HTCS has "conceptually" completed the 5-year review under the New York State Nutrition Program. The school renewed our agreement with Preferred Meals. It is a 3 year agreement with an option to renew for 2 years. HTCS passed all inspections. Trustee Nowell requested that a copy of the inspections be sent to all trustees.

An extensive question and answer period followed in which the trustees focused on the nutritional health of the students. Below are Mr. Taylor's responses.

Mr. Taylor explained that students eat the food depending on what it is. The school rule is that a student must take it. Considering the situation with diabetes in our community, is there a reduced amount of sugar, the absence of high fructose corn syrup in the ingredients, and so forth? Well, no because there are federal standards that have to be met. You have to have three green days, an orange day and a brown day in terms of your vegetables. There are certain caloric things that they have to hit. If you're asking do they use trans fat and high fructose corn syrup, they do not. They've never used those types of things. But they're federally - for us to be part of the program, there are federal nutrition and caloric things they have to hit. Both school nurses are aware of students that are at risk of diabetes and obesity. They work with students during lunchtime in a few times a week and they will have a lunch and learn with the nurse and they'll go over different things and talk. Their doctor probably identifies at-risk children. How are religious considerations addressed? There are no pork products. The menu is online in advance showing the nutritional components such

the calories; whether things are kosher, have soy or dairy in it. For students who might have Asperger's or allergens to food, is there some kind of operational mechanism for them to report that? Yes, it's not the pyramid anymore.

A few years ago, HTCS received the gold award for its food program instead of platinum because the school served chocolate milk. Kids will drink the chocolate milk or they will go without Does New York State have it's own guidelines? No.

The aging SmartBoards and projectors continue to be a major challenge due the high cost of these items. HTCS needs to change and upgrade them.

In anticipation of computer-based testing (CBT), the school purchased Chrome books for the JA. We need to continue to purchase tech to be ready for CBT.

E-Rate is federal money that gives all educational entities from pre-k all the way through college, I believe, to basically get the school connected to the internet and to help offset some of the costs HTCS is spending the bulk of our hardware E-Rate for this year on adding more Wi-Fi capability to the Junior Academy because we found that with the addition of the Chrome Books it didn't we didn't have the capacity to have all 150 on at the same time. The school can no longer use E-Rate for wireless, for cell phones, or for paying for se. They reduced that this year. So they're really changing the way a school can use it and decreasing the awards.

FINANCE

The school did a good job in controlling the budget in regards to textbooks, library books, and software. Ms. Roper-Thomas reminded us that the onsite audit requires follow up with a conference call with the auditors and the board. This protocol for his call is that happens at the beginning and at the end of the audit. HTCS completed the audit with CSBM.

Federal money to HTCS includes Title I funds to support the economically (disadvantaged) urban-targeted students; Title II for Professional Development of teachers and staff to support those students; Title III for support of English language learners (ELLs); Title IV money varies. This money cannot supplant something that has been done. Last year, we used it for professional development and robotics; robotics, but was rejected. It did not meet the criteria.

FACILITIES

The DOO strongly emphasized that HTCS EA needs include a HVAC, the air conditioning and the heating system. The school spends a lot of money maintaining it and without these systems working you cannot get air. Trustee Nisbett asked for an estimate of how much HTCS has spent on the HVAC in the past 12 months. Mr. Taylor will provide that amount at a future time.

The south wall of the building is in need of repair. In heavy rain, water goes under the building and downstairs.

The lease for the JA will be renewed with a 3-year term lease with the option to renew for two additional years.

We have certified fire wardens in the JA. Public Assembly is limited to 75 people.

Trustee Nowell inquired about outstanding fines and the amount. There is a vacant area adjacent to the EA building that is causes a problem regarding sanitation for HTCS. Our lawyer will go to court to address any fines that are not warranted.

Director of Operations' Monthly Report - Michael Taylor

Mr. Taylor distributed the monthly report for September.

OPERATIONS

for medical benefits is scheduled for September thirteenth to the twentieth of this month. Renewal for property and liability insurance completed

FINANCE

DOE invoice for reconciliation completed and submitted. Ms. Roper-Thomas referenced this earlier.

FACILITIES

There were no unplanned expenses for the month of August in either academy. The building owner of the Junior Academy has been preparing the heating system for its inspection by Department of Buildings. That is an envelope and cellar lease, meaning that they take care of the roof and the boiler, the Catholic Father has been having his people come in to prepare the boiler for inspection so that they can renew the certification for that heating system at the JA.

The graffiti on the EA wall has been cleared.

Yesterday in the EA and today in the JA, not in August, HTCS had an annual fire inspection in both buildings. We passed in both buildings. I will have documentation of that in about two weeks. The Corrective Action Plan, therefore, needs to be updated and forwarded to Ms. Hill.

PERSONNEL

There are teacher vacancies in foreign language in JA and for a SPED teacher for EA. The building substitute teachers are covering the classes.

Facilities Committee - Vice Chair Nisbett

- Vice Chair Nisbett requested that a company that made a request to build a school, submit its proposal to the Board and be given an opportunity to make an in-person presentation this year. Since we have a proposal from the EA landlord, we should make plans to build.
- Trustee Nisbett forwarded three names and resumes of individuals to consider as prospective trustees. The skill sets needed for new trustees as told to NYSED CSO during a site visit were: fundraiser-experienced, HR/Personnel- experienced, and financial expertise with experience such as a CPA and/or person with MBA. The State recognized our need in these areas.

Moved, that the Board meet all three candidates at the next Board meeting

Made by: Trustee McGee

Seconded by: Trustee Frazier

Action: Carried unanimously

Trustee Nisbett will facilitate the invitation for next month.

Moved, that the Board accept the presented school calendar

Made by: Trustee Nowell

Seconded by: Trustee Allen

Action: Carried unanimously

- The Trustees agreed to have a governance conference call on Monday, September 16th at 6:00 PM. Madam Chair will forward the call-in information. All Board self-assessment surveys should have been submitted

Principal's Report - Cleveland Person

- The lottery will be in April 2020
- There will be Family Night event combined with a Parents Association meeting on Sept. 9th at 5:30 P.M. at the JA.
- Professional Development

Errol Bedford no longer comes. A vendor named, Synergy who provides "Team Building" for staff presented by Crystal Rodwell & Harold Wilkerson, replaces his services.

Trustee Nowell recommended more rigorous PD for teachers in academic areas such as STEM topics.

Generation Ready provides PD in ELA and Math.

- Staff - There are 2 vacancies: ICT SPED grade 4 and World Language Claremont begins on September 16th.

- Extended Day program begins Oct. 7 for grades 2 -8 from Monday - Thursday. Curriculum alternates daily between ELA and math from 4 P.M. - 5 P.M. Prior to instruction, the students receive a snack. it is mandatory that grade 5 students attend. Signed parental permission slips are kept on-hand. HTCS teachers provide the instruction.

- Afterschool Program - The Claremont program includes HTCS teachers to provide academic instruction in ELA and math along with Claremont staff. From 5:00 - 6:30 Claremont staff alone, provides extracurricular activities which Claremont pays the staff. Claremont Family Night, an orientation, is Sept. 26.

- All other student programs begin next month.
- Enrollment - We are expected to have 675 students; currently, there are 651 students. an exit survey has begun. However, it is difficult. Mr. Branch and Ms. Stringfellow reach out to families for the survey. There were no figures provided for SPED students or for ENL/MLL students enrolled at this meeting.

- For the staff exit survey, Madam Chair would like the survey results from the end of June. The Board was told that Paylocity has a survey.

Student Achievement in the Spring 2019 NYS Assessment

Summary - The New York State Assessment Scores have posted. Harriet Tubman Charter School dipped from sixty percent to fifty-five percent proficiency rated in ELA for the 2018-2019 years. So we dropped by five percent. New York State recorded a forty-five percent proficiency rating in ELA for the twenty eighteen nineteen. So Harriet Tubman Charter School has outperformed the State by ten percent. New York City recorded a forty-seven percent proficiency rating in ELA, which is up point seven; not even a point. So, with that

being said, we've determined that the writing was scored differently. Retired teachers did scoring.

In mathematics, HTCS jumped from fifty-five percent to a sixty-six-proficiency rate in Math that was up eleven percent. New York State recorded a forty-seven percent proficiency rate in Math which is up two percent. HTCS outperformed the State by nine percent. New York City recorded a forty-six percent proficiency rate. They were up three percent. HTCS outperformed the City by twenty percent. And as a district, because a charter school is a standalone district, last year Harriet Tubman was ranked 266 out of the 810 districts. This year we're ranked 209 of the 810 districts. That is a movement from sixty-seven percent to seventy-four percent and the middle school is performing at seventy-one percent. The elementary school is performing at seventy-eight percent. We are waiting for the overall increase in the State gain to be posted. But when you look at the bar graph, we outperformed ourselves as a school from last year to this year.

The Trustees congratulated the staff. They are aware of their hard work and are very appreciative of that. The Board can see that our students are learning.

Mr. Johnson, PA President, stated that, "I'm really amazed with the accomplishment that both schools are doing." He continued to express his sentiments. Under the leadership of the administration, I'm proud to have three of my kids are here. And that's an investment. The main focus is the students of Harriet Tubman. You're really molding the minds and it's hard to do that nowadays with all the stuff building around you. There are so many different schools coming against Harriet Tubman and right now, we doing our thing. We have every reason to be happy. When we walk through these gates, we're very happy. I'm glad you guys are here to represent Harriet Tubman to the fullest. Don't ever get discouraged doing your job because this is what it's all about. Doing your job. And you've been doing a heck of a job. Outstanding.

Mr. Johnson expressed his concern over what seems to be a lack of communication. He has not heard from NYSED CSO regarding his approval of his application as a parent rep on the HTCS Board of Trustees and he has not received answers about the Board's evaluations of staff. He stated that we are a solid circle and are open to suggestions for improvement. As parents who have met Ms. Hill, she was invited to come to HTCS and sit among us.

Chairperson Bowens explained that when the Board voted for Mr. Johnson, in June, as the parent rep non-voting member, that was the first step. The NYSED CSO must receive all of paperwork. Three items were missing according to the Annual Report. A former trustee mentioned that her application took 6 months.

Mr. Johnson inquired as to the status of the Principal. The Board explained that we do not discuss paid staff at public meetings, nor do discuss any details about personnel contracts. Madam Chair explained that she is not hiding anything and only trying to operate in compliance to what we need to comply by our authorizer and by our by-laws. Mr. Johnson apologized for bringing this issue in public, but stands on how he feels regarding communication. A mutual understanding was reached.

Old Business

- Mr. Johnson invited the Board to the September parent event.
- The Trustees will set a date for their retreat.

Moved, that this meeting be adjourned.

Made by: Trustee McGee

Seconded by: Trustee Allen

Action: Carried unanimously

The meeting was adjourned at 8:58 P.M.

HARRIET TUBMAN CHARTER SCHOOL

Elementary Academy
3565 Third Avenue
Bronx, NY 10456
718.537.9912

Junior Academy
1176 Franklin Avenue
Bronx, NY 10456
718.991.4181

Board of Trustees Meeting Information

Location: 3565 Third Avenue Bronx, NY 10456

Date: Tuesday, November 12, 2019

In Attendance:

Trustees

Jerima DeWese Bowens, Chairperson

Barbara Gailliard-Nowell, Secretary

Mildred McGee (by Skype)

Rey Allen

Trustee Dunbar tried to login

HTCS Staff

Cleveland Person, Principal

Felicia Yarber, Junior Academy Director

Jonathan Maniotis, Elementary Academy Director

Michael Taylor, Director of Operations

Others

Timothy Johnson, President, Parents' Association

The Chairperson opened the meeting at 6:15 P.M.

There was no quorum. There were no motions.

Governance Committee - Chairperson DeWese-Bowens

- The Board of Trustees' Retreat will be held on November 16 from 10:00 A.M. to 4:00 P.M. in the Bronx. Agenda items include compliance training, our corrective action plans, and development of our strategic action plan. Additional information will be forwarded via email.
- A consultant has been selected and has agreed to help draft our charter renewal application.
- A joint Personnel and Education Committee meeting will be held on Tuesday, December 10 at 5:30 P.M. at the EA building. At this meeting, staff bonuses will be discussed.
- To finalize the lease negotiations, our attorney would like the DOO to forward the total cost of expenses that we paid out to get the JA ready last summer and whatever we paid, including Loci - Architecture. Thus, a total number for the expenses as part of recoupment in the lease is needed.

Finance Committee – Michael Taylor, DOO

Balance-The cash flow on the emailed document was correct for October. The enrollment of 661 students was based on what we had the last time. Sped enrollment is an estimate. More exact figures will be given at the December Board meeting. By that time, we will have of Title funds based on enrollment.

Contracts are expiring on January 31, working with CSBM, we factored in an increase, but the lease amount is an unknown figure.

Education Committee Report – Trustee Nowell

The Education Committee met on October. 17th.

We are in need of a secretary.

- The calendar was discussed and the revised beginning time is now 5:30 P.M. This will allow for additional travel time for trustee committee members. Mr. Person explained a personal situation.

- We discussed professional development for staff who are involved in the robotics program and other school wide training options. The Maker Space is in need of repair. The landlord stated that he would handle the floor repair and the building entrance repair.

- Currently, there are no students or parents with disabilities that need access.

- The Committee reviewed student achievement data on ELA and math assessments, the difference between the mock assessments and the Star 360 interim assessments. We identified that students who transition from the Elementary Academy grades to the Junior Academy often go through a period of socio-emotional adjustment which may cause their grades to decrease. Strategies have been put in place to address this such as students don't travel to classes alone and they travel to the same class. Transition problems were identified when students move from elementary to middle school and middle school or from an intermediate setting to high school.

- Trustee Hunter inquired about the Response to Intervention I, 2, and 3 (RTI) program at HTCS as well as the AIS program. There are a few children who are pulled out of selected classes to meet individual instructional needs.

- Trustee Nowell had an opportunity to tour each class in the EA and stated that the tone of the school was good and students were on task. A variety of teaching styles were seen.

- HTCS has 100 ENL students and 54 SPED students

- We will update student progress in STEAM-based activities on our website. Hopefully, there will be a video at each meeting.

Facilities Committee Report – Trustee Allen

The Facilities Committee will meet with Mr. Rodolfo Fuertes to discuss EA building and he is interested in partnering with us for a long-term lease. He promised to make identified repairs. The Facility Committee members toured the building with Mr. Fuertes and Mr. Maniotis. Mr. Fuertes was proud of the school. Trustee Allen shared a wonderful vision of a space in our new school and is interested in obtaining a grant for such.

- Following the meeting with Mr. Fuertes, Trustees Allen and Nowell toured a brand new charter school in the Bronx and he shared their experiences.

Principal's Report – Cleveland Person

The Principal distributed the October and discussed the November Report.

Enrollment- 634

Student Attendance for October was 95%

Suspensions: EA = 5 students; JA = 5 students

Staff Vacancies are in the Junior academy: foreign language and physical education

Student Activities included a Masquerade Ball and a Masquerade Parade in the EA.

The Extended Day programs are intact; the after school programs are intact. We have two vacancies, Foreign Language and Physical Education in JA.

Trustee Allen requests that the Principal's Report include events since the last board meeting and upcoming dates, locations, and times of HTCS' team events such as sports, mock trials and competitions of any kind with other schools or organizations. Also include the school's scores or standing in the written report.

Professional Development requires greater detail. What was the PD on Election Day?

The Board asked for details in the Principal's Report. Election Day half day was a clerical half day for teachers to enter report card grades.

Claremont Afterschool Program - The students are making robots.

Student attendance data is needed in the report. This is important in monitoring our budget.

Discussion ensued

Board members discussed the need for more intensive retention and recruitment efforts on the part of school staff to increase the number of MLLs/ELLs and SPED students to HTCS as well as to increase the general population. Our enrollment needs to be 675 as per the charter. The revised brochure has not been developed for board approval. The bus ads seem to be no longer effective. Community outreach is negligible, despite opportunities that trustees have explained.

Visual communication in foreign language is necessary.

The December Cultural program needs to be highlighted. Politian's and businesses need to be made aware of HTCS. Our social media presence must be enhanced.

Director of Operations' Report - Michael Taylor

Facilities - There were two off-budget expenses for the Elementary or Junior Academy. The owner of the EA repaired the wall on Washington Ave. and the flashing piece by the entry door.

There was an inspection of the cafeteria and kitchen in the Elementary Academy of the New York City Department of Health. The facility passed the inspection with 2 points. HTCS installed a mercury kit for the water in the sink.

Operations

1. The Human Resources Management Financial Specialist and the Director of Operations attended a professional development hosted by Teachers Retirement System of the City of New York on October 8th. To that end, it was agreed upon that we get a sec - currently only the Human Resources Manager has access and can do anything in their system. So they're asking for the Finance Specialist to be trained as well, so that they can handle the workload. Of the twelve schools that are in TRS New York City, we have the

most people. There is confidentiality to this position. It requires documentation of Board approval.

2. Austin and Company facilitated a meeting on October 23, with staff to better understand their benefits and explain the difference between the 2 plans. They discussed stress management.

3. The EA lease expires December 31, 2019.

4. Compliance Training- Paylocity expanded the library of their compliance trainings.

Madam Chair requested her login again.

The trainings we've done so far this year is Sexual Harassment and Awareness and Prevention for employees in New York; Anti-Bullying and Anti-Violence for employees; Workplace Ethics and Anti-Discrimination for employees are currently active now. They have a due date of December thirteenth.

5. The profit that we make from the book fair is what we use to fund the book nook downstairs. It's like a little sitting area. There are books that have been leveled. So, if a child needs a time out from the room or can't go up for recess for whatever reason, there's books there that they can take. They can borrow.

Old Business

Parent Association

October Meeting: Attendance was 41 parents.

Success is due to one to one communication.

New Business

Parents Association - BINGO on Nov. 22nd 4:30-6:30 in the JA.

Everyone gets the pizza and drink. But you have other prizes to win. This is family fun. Chairperson DeWese-Bowens expressed that it gets dark earlier around holiday time and we need to be mindful of this not only for students, but for parents and partners.

A lot of people can't afford things. They get depressed. Mental health and mental wealth plays a big part this time of the year. So as many opportunities that the school could possibly bring people together, interact with one another, let's do it.. It's beneficial to the community. It engages and reinforces that we're all partners in this.

Town Hall Meeting

Agenda for Nov. 20th 5:00 P.M - 7:00 P.M. in the JA

Big Brother, Big sister: Becoming a Mentor

Catholic Charities - How to Become a Foster Parent

Bronx Cares - Distribution of turkeys for Thanksgiving

NYPD

Trustee Nowell recommended translated flyers and translators.

Students - On half days, Mr. Taylor sees that children get a snack bag to take home.

Mr. Johnson recommended contacting Channel Twelve and let them come to see the school, STEAM activities, Book Nook, etc.

The meeting ended at 8:30 P.M.

HARRIET TUBMAN CHARTER SCHOOL

Elementary Academy
3565 Third Avenue
Bronx, NY 10456
718.537.9912

Junior Academy
1176 Franklin Avenue
Bronx, NY 10456
718.991.4181

Board of Trustees Meeting Information

Location: 3565 Third Avenue Bronx, NY 10456

Date: Tuesday, December 17, 2019

In Attendance:

Trustees

Jerima DeWese Bowens, Chairperson

Barbara Gailliard-Nowell, Secretary

Mildred McGee

Geraldine Hunter

Rey Allen

Marlon Dunbar (Skype)

HTCS Staff

Cleveland Person, Principal

Felicia Yarber, Junior Academy Director

Jonathan Maniotis, Elementary Academy Director

Others

Timothy Johnson, President, Parents' Association

Dinner was provided.

The Secretary opened the meeting.

Materials were distributed.

Consensus items

Moved, that the agenda be adopted

Made by: Trustee McGee

Seconded by: Trustee Hunter

Action: Carried unanimously

Upon review of the November minutes, Trustee McGee made follow-up inquiries with corresponding replies.

a. Elementary Academy- The landlord made repairs to the entrance. The repairs to the floor of the Maker Space has not been done as yet.

b. Re: summer repair expenses for JA.

The Board requests that the DOO forward a complete itemized list of expenses to get the JA ready for September. The list should be forwarded to Madam Chair and to our attorney. This is part of lease negotiations.

c. Establish a tab on our website for S.T.E.A.M. based Activities.

Progress can be viewed on EA and JA activities.

Ms. Yarber was asked to send the JA video to the Education Committee. Students in the robotics JA competition won the Core Value Award.

d. The Board has requested parts of website and brochures to be translated for the community in the CAP identified languages. The school is investigating a translation app service to translate documents. Information about Town Hall meetings and Parent association meetings must be translated. The principal will discuss this with the President of the Parents Association. Our Parent Coordinator has translated these flyers into Spanish and perhaps a parent can translate into Twi.

e. The Board would like a written report on the cost of obtaining a new marquee.

Moved, that the minutes be accepted with the necessary with the necessary adjustments

Made by: Trustee Hunter

Seconded by: Trustee McGee

Action: Carried unanimously

Governance Committee - Chairperson DeWese-Bowens

The Chair reviewed the events at the Nov.16th Board Retreat.

- Motions were made to approve Trustees McGee and Nowell for an additional term on the HTCS Bad of Trustees.
- Motions were made and approved for the corrected September 2019 and October 2019 minutes.
- Completion of Mandated Title IX training provided by Chairperson DeWese, a certified NYS Compliance Trainer.
- Updates on the Corrective Action Plans were provided.
- The Board viewed a video on ELL/MLL Retention and Recruitment suggestions.
- Strategic Plan development covers 3 areas:
 - Sustainability Plans and Solvency Needs
 - Governance and Legacy
 - Facilities
 - Academics
 - Fiscal Planning
- Compliance training certificates were signed and distributed to HTCS Trustees who completed the Title X training.

Finance Committee Report

This report was emailed to the trustees and school leadership prior to this meeting.

- HTCS is in the process of negotiating the contract with Charter School Business Management.

- CSMB fiscal analysis reflects the enrollment numbers on the submitted per pupil invoice. Moving forward, the Board would like a fiscal analysis of our current fiscal position as compared to our proposed budget based on the actual enrollment numbers.
- Trustee Nowell asked for clarification on information from the 990 form.

Education Committee Report – Trustee Nowell

The Education Committee needs a secretary. This is a position in which the individual receives a stipend.

The focus of the meeting was on the enrollment, recruitment and retention Corrective Action Plans. The Committee viewed and discussed the video developed by New York City Charter School Center. It provided much information that HTCS could use. It also provided a calendar of monthly activities that the school could do to increase enrollment as well as diverse strategies. The emphasis is definitely on getting the community involved in the school. Especially those families who speak languages other than English. There was a suggested timeline of implementation of strategies and there is a need to reexamine our social media platforms to make HTCS much more visible.

Strategic planning to align the budget with the school's STEM initiatives and recruitment and retention efforts is to have top priority is immediately warranted stated Trustee Nowell.

Grievance Committee Report – Trustee Hunter

Suspensions for EA = 5

Suspensions for JA = 1

In consideration of the term, “insubordination,” Madam Chair said that our Family Handbook Code of Conduct should be reviewed. The term “insubordination” is an employment term, not an educational term aligned with education, behavioral conflict.

Trustee Nowell added that language used in the VADAR report was a special issue in NYSED in Albany several years ago.; language then sounded like a police report.

Trustee Bowens stated that we need to think about what our philosophy is with regard to conflict and behavior management. So are we zero tolerant or are we developmental consequences? Madam Chair prefers developmental consequence. Trustees Allen, Hunter, and Nowell, as part of a grievance session, implemented a developmental consequence plan for a student.

Facilities Committee Report – Trustee Allen

The Facilities Committee discussed the NYC accelerated grant opportunity last week. Trustee Nisbett is seeking someone to handle this for HTCS.

Principal's Report – Cleveland Person

The Principal distributed the October and discussed the November Report.

Enrollment - 641 students

Student Attendance for November was 93%.

Corrective Action Plan:

- In alignment with the NYC Charter School video, HTCS implemented the strategies for November. We addressed the December strategies based on what we saw in the video. Thus orientation, survey, research, translation, open house are in the

documentation folder. We need one hundred ENLs to meet our target. The surveys will be handled by the FASST team and that means just monitoring and looking at the number of students and how we maintain them. The research showed us that - and I looked at the CEP for One Thirty-Two -a neighboring school says that Spanish, French and Twi are the languages. Our parent coordinator will coordinate this effort. Translation - the website translates the information in sixteen languages. So, Twi happened to be one of them, along with Spanish and French. Hence, our we are covering the top three foreign languages at the school.

- Our school secretary will handle the documentation folder.

Mr. Person will ask the PA President if he wants to be on the canvassing team with the Parent coordinator. The Parent Coordinator will handle partnering with CEOs and elected officials. HTCS has developed an elevator pitch.

- Enrollment for Economically Disadvantaged is 609/641 or 94%.

- There was a discussion in terms who is do handle the content and images on the brochure for HTCS. The consensus was that the school would develop the brochure for Board review and approval, format and print. The previous brochure had new photos and printing done by a Board member. That previous brochure, Madam Chair recommended would be a springboard for ideas. Think about HTCS 2020 in doing the brochure. The Education Committee can give ideas.

- Student activities were given. The Board wants this report to include the date the event was held, grade and number of participants. we need this information to cover the time after the last board meeting and before the next Board meeting.

Our Annual Cultural Day was explained with anticipated events.

Ms. Yarber added that our fifth and sixth graders created care packages to send to their loved one who are in the military for the holidays. You don't find this in other schools.

Trustee McGee added that a Grandparents Day would bring a lot of family enthusiasm and participation. All this is connected to HT Freedom Fighter, Kwanzaa, and our Core Values.

Director of Operations' Report

Mr. Maniotis presented the DOO Report written by Mr. Taylor.

Facilities - There was no off-budget expenses.

However, it was reported there is a need for 100 desks and chairs to replace damaged furniture. In grades 3 & 4, there is a need to replace cubbies and lockers. The board was unaware of the extent of new furniture needed.

Madam Chair requested prices for air conditioners earlier for purchase in the winter when prices are low.

Again, Smartboards are needed and the Board has been informed about this.

Personnel - There are 2 teacher vacancies in JA: Spanish and physical education.

New Business

IMPORTANT - Trustee Allen explained that NYC Accelerated is a website that HTS view in order to be registered for grants in 2020. This is for city, state, and federal grants. One grant is through the NY City Council. A person needs to be identified to do this for HTCS.

Moved, that this meeting be adjourned

Made by: Trustee McGee

Action: Carried unanimously

The meeting was adjourned at 8:36 P.M.

HARRIET TUBMAN CHARTER SCHOOL

Elementary Academy
3565 Third Avenue
Bronx, NY 10456
718.537.9912

Junior Academy
1176 Franklin Avenue
Bronx, NY 10456
718.991.4181

Board of Trustees Meeting

Location: 3565 Third Avenue Bronx, NY 10456

Date: Tuesday, March 3, 2020

In Attendance:

Trustees

Jerima DeWese Bowens, Chairperson

Claudia Nisbett, Vice Chair

Mildred McGee (Skype)

Geraldine Hunter

Rey Allen

HTCS Staff

Jonathan Maniotis, Elementary Academy Director

Felicia Yarber, Junior Academy Director

Michael Taylor, Director of Operations

Others

Leslie Roper-Thomas, Charter School Business Management, Senior

Dinner was provided.

The Chair opened the meeting at 6:58 P.M.

Consensus items

Moved, that this meeting's itinerary follows the Chairperson's recommendation

Action: Carried unanimously

The February minutes were not complete due to the secretary's illness. Those minutes will be emailed when available.

Finance Committee – Leslie Roper-Thomas

This report is a summary of the Finance Committee report as of January 2020 that was previously emailed to the whole Board.

Finances –The full year cash balance available for carry over into the 2020-2021 school year was given.

Budget – Our budget is 650 students with an enrollment of 644. Also, using a combined balance of the Sped students, there is a negative balance as compared to the projection. Received funds are for Sped students are based on the number of minutes of service the student receives. The State and City funds are lower because of enrollment and the final Title grants are lower than anticipated. For the federal food program, there is a closer balance to what was submitted. Those areas in which HTCS was over or under budget was highlighted by Ms. Roper–Thomas. Expenses on a whole are running under budget by sixty–three thousand eight hundred and seventy–five dollars, but it's not enough to offset what we're not getting in revenue.

Fundraising – In consideration for this year and next year, the school will reconsider what is done for fundraising.

Governance Committee – Chairperson DeWese–Bowens

- Next retreat date is March 28, 2020.
- Our NYSED CSO representative, Lara Hill, will visit HTCS on Tuesday, April 28th. Ms. Hill would like as many Board members to meet with her as possible. If this is not possible, perhaps a conference call can be arranged. Madam Chair requests that the Education Committee discuss preparation for this site visit at their next meeting.
- The Board Chairperson received a second medical notification from the Principal. It indicated that the Principal will need to be out until the middle of April and at that time, he will have another medical assessment. The Board will discuss next steps for the stability of the school.

Facilities Committee Report – Trustee Nisbett

- This Thursday, Trustee Allen will be at the school working with Mr. Taylor to answer the questions in Accelerator. Other trustees are asked to be a part of this process via conference call.
- Trustee Nisbett also pressed that we must move forward with our purchases and letters of interest.
- In terms of design for our new building, we have two offers and representatives from these companies want to present their plans for development to us. They use bond funds, but they don't put everything together.
- Madam Chair explained that at the retreat, the Board will write the Request for Proposals for architectural design and construction. Other items concerning this process will be discussed at the Board retreat.
- Fundraising– Trustee Allen will investigate solutions for an October affair.

Grievance Committee Report

Information will be incorporated in the report presented by the Academy Directors.

Elementary Academy Director's Report – Mr. Maniotis

Professional Development

Generation Ready for have an ELA and Math focus. February: Getting Ready for testing; what to do after testing; and enhancing student engagement in the balanced literacy for the primary grades.

Synergy Alliance – Having identified that teachers are under much stress in the month of March, the PD addressed coping strategies for them such as better planning and communication.

Staff

One person is on long-term leave

Students

- Attendance for February is almost 92.75%.
- School wide enrollment is 651 students
- ELL enrollment is stable.
- SWD enrollment – There are a number of CSE conference scheduled for March which may change the number of students in this category.
- Economically Disadvantaged students (FRL) –Approximately 93%
- Harriet Tubman Day

The Students Activities Coordinator is planning an “Escape Room” for both buildings where the challenge is the Underground Railroad.

Students were taken on a field trip to see the Harriet Tubman movie.

There is a video on the school's website with students standing in front of the screen saying our student credo: *We are Harriet Tubman. Four hundred years....*

A staff person may dress up like Harriet Tubman.

Assessments

- As of March 4, all final ELA and math interim assessments will be complete.
- NYS ELA– Administered on March 25th and March 2th
- Gr. K-2 will be on field trips during those days.
-

Website

New STEAM video will be posted.

Curriculum initiatives

- Continuous review of materials aligned with the Next Generation Standards.
- FAMAS amounts have been received and teachers are submitting requests for curriculum materials.

Parents

Additional Town Hall meetings for this school year will be based on the poll taken by the Parent Coordinator. Thus far, parents are interested in academic workshops and a follow-up on the bullying Town Hall meeting.

Resources needed:

Playground, smart boards, cubbies, and lockers

Suspensions

EA – 6; one was double; involved 3 students

Mr. Maniotis explained the complexity of a situation.

Junior Academy Director's Report – Ms. Yarber

Professional Development

- Generation Ready – “Productive Struggle”. Teachers should allow students more time to give a response answers struggle a little bit before giving them the answer. . Let students struggle. Letting them work more independently and not just for quizzes and assessments.

- Special Education Coordinator – Facilitated a PD with Spec. Ed. teachers to review mock scores, examine data binders, RTI's. Other things done include report card and Star 360 information, parent communication for Sped students and ELLs. Discussion was held regarding next steps for academic improvement and differentiation for students when planning. Teachers discussed and shared additional resources that could be used for their students.

- Off-site Professional Development was turnkeyed by a third grade teacher. Topics include Manifestation Determination Review (MDR) and Functional Behavior Assessment (FBA).

- The Junior Academy Director– Topics: review of quizzes and assessments, formats, rigor, lexile as well a scoring. Participants included teachers of Gr. 5–8, math teachers and all core teachers

Staff

- Vacancies; physical education teacher, foreign language teacher

Students

- Enrollment– Sped students = 33; ELL=14

- Suspensions – JA – 10; This involved bullying

Ms. Yarber briefed the Board on what happened that led to these suspensions. An extended discussion ensued about the term “Zero Toleration” for bullying and what it means at HTCS.

- Assessments– Interim assessments are complete for February: math mock and ELA #3 and Star 360.

- NYSED ELA will be March 25 and 26

- The Underground Railroad Escape Challenge was held. Students dressed in purple and gold.

- Honor Roll celebration to be held in March 13th at 9:15 A.M.

for students who earned an eighty percent or above in all subject areas on their second marking period report card.

- Behavior Management Celebration will be held on March eighteenth at one o'clock for students who did not violate any behavioral infractions for the month of February.
- The 20/20 Math celebration will be on March 19th at one o'clock for our students who earned eighty percent or above on the Math mock number three, the final mock.
- The Extended Day program (Monday–Thursday 3:30–5:00 o'clock). Resources used are Ready New York Interactive, Achieve 3000, Cahoot, Jeopardy and Study Island.
- HTCS' Saturday Program was held at Bronx Community College on February 8th. This is the Seventh Annual Amadou Diallo Youth Commemoration. The workshops included programming, drone supply, video game design, three-D printing technology, the music industry and computers.
- Albany – On March 28, students will go to Albany. Three of our students will be going to Alban, by bus, to compete in a STEP, Science, Technology and Engineering Program, competition. The whole group is working on the presentation but only three of our scholars will go up to Albany to compete because it's all expense paid. The topic thy selected is *Ways to Prevent People from Harming Themselves While Taking Selfies*. Much research and collaboration was done by or students in preparation for this event. Students from all over the city are going. Our math and our science teacher will also attend.

Claremont –Extended Day

Activities include a variety of sports and arts. They have team battle chef, imagineers, photography, video gaming and leadership which is “boys to men” for the boys and “gyms to jewels” for the girls.

- Thurgood Marshall Mock Trial

Most recently there is a video getting ready to be produced and it involves some of our students.

- 42nd Police Precinct, Neighborhood Community Office, NCO HTCS students participated on a virtual reality initiative. Recently, there is a video to be produced and it involves some of our students. They would wear the headgear and they would see all these different scenarios and discuss how they would respond to it. From this program, our students were interviewed along with other students throughout the City. There are only two students in the video and they are from HTCS. Our scholars are responding and speaking intelligently. Ms. Yarber will inform the Board when this video/Vimeo will it will be available for review.

- Manifestation Determination Review (MDR)

Trustee Hunter explained this protocol in working with students and parents.

Director of Operations' Report – Michael Taylor

The DOO's Report was distributed.

Facility

There were no off-budget expenses in the EA (that means, that means that we didn't have to fix anything. There was, Without a lease on our buildings, the budget may have to be adjusted. In JA, exterminating service, was called twice.

The telephone system needs to be replaced. Thus, the Technology Manager and the DOO will interview represents from different telephone companies to determine options. The Board Chairperson reminded that HTCS must get at least 3 RFPs before making a decision.

NYSTL stands for New York State Textbook Law

Operations

- The DOO will check on the 1099 for our attorney.
- DOO and team are in the process of reviewing the Mobile Emergency. Response Plan (MERP). All persons must review the app.
- After discussion about a circulating copy of a proposed ad, the Board decided to proceed with the distribution thereof.
- Last week, the board discussed the Accelerator
- The DOO presented an addendum to the online training for bullying to the staff. Paylocity released the survey.
- HTCS Lottery date is April 25th.

Personnel

- Vacancies – Middle School physical education; Middle School Spanish
- A Bronx charter school will close and have another Open House on March 11th. HTCS representatives will attend.
 - DOO will resend a copy of the Intent-to Return Form to the Board Chair. They will be distributed to staff in mid March with an expected return date of April 1st.

Qs/As/Comments

1. Trustee McGee: Any pictures taken of all the good things happening at HTCS? Yes, on the website, Facebook, and Instagram.
2. Trustee Hunter: Please elaborate on the bedbugs situation. They are brought in on clothing. The nurse, exterminator and maintenance staff are involved to clear up any situations.
3. Trustee Nisbett: What info do you have about the coronavirus and the school?

We are awaiting advice from the Dep't of Health, the Mayor DiBlasio and/or Governor Cuomo. Things may be done in stages. HTCS is expecting guidelines from the DOE and NYSED as well.

HTCS has a disinfectant that we use throughout the day on door handles, and the railings. However, we haven't been able to step it up to bleach. The nurse has gotten guidance on that today.

HTCS has always had signs about washing of hands and the flu. A new kid-friendly sign is expected

DOO: We need start thinking about what our school situation is if we would have to close for two weeks

Ms. R-Thomas: We should start to think about is the budget for next year. Important items are professional development and the biggest is salaries.

Mr. Maniotis: The draft of the new HTCS school calendar 2020-2012. is available. Many factors were considered in its development. Madam Chair requested a copy be sent to her.

Madam Chair: What happened to Mr. Johnson? No one knew.

Moved, that the meeting be adjourned

Made by: Trustee Hunter

Seconded by: Trustee Allen

Action: Carried unanimously

The meeting ended at 8:20 P.M.

HARRIET TUBMAN CHARTER SCHOOL

Elementary Academy
3565 Third Avenue
Bronx, NY 10456
718.537.9912

Junior Academy
1176 Franklin Avenue
Bronx, NY 10456
718.991.4181

Board of Trustees Meeting

Location: 3565 Third Avenue Bronx, NY 10456

Date: Tuesday, February 4, 2020

In Attendance:

Trustees

Jerima DeWese Bowens, Chairperson
Barbara Gailliard-Nowell, Secretary
Claudia Nisbett, Vice Chairperson
Cliff Frazier, CO- Founder, Chair Emeritus
Mildred McGee (Skype)
Geraldine Hunter
Rey Allen
Marlon Dunbar (Skype)

HTCS Staff

Jonathan Maniotis, Elementary Academy Director
Michael Taylor, Director of Operations

Others

Leslie Roper-Thomas, Charter School Business Management, Senior Financial Manager

Dinner was provided.

The Chair opened the meeting at 6:24 P.M.

Materials were distributed.

Consensus items

Moved, that the agenda be approved

Made by: Trustee Frazier

Seconded by: Trustee Allen

Action: Carried unanimously

Moved, that the minutes be accepted with the necessary adjustments as per CSBM and the DOO.

Made by: Trustee Frazier

Seconded by: Trustee Hunter

Action: Carried unanimously

Governance Committee - Chairperson DeWese-Bowens

- As you know, Principal Person is on a medical leave until mid-February. Hence, in February, we'll have a understanding or estimation if his leave will be longer or his expected return date. In lieu of his leave, I have been meeting via phone conference with each of the cabinet members, both individually and collectively. Every Tuesday morning, we have a conference call to determine if there are any issues in either academy, operations or any upcoming things that need to be addressed. I also explained that the school leadership cabinet should contact the Board Chair should anything come up or anything that they would normally ask for advice, assistance or direction from Mr. Person, members should reaching directly out to me. They have been doing that. At this point, I think everything is under control and moving along with regard to calendar and normal activities that are happening in the school.
- The DOO has a NYSED report due on February 14. Mr. Taylor said that it was done.
- Legal - Our attorney will support us with a template for contract renewals. Additionally, the attorney is awaiting a response from Mr. Newman in reference to the JA lease renewal.
- The next Board Retreat is February 29 from 10:00 A.M. until 3:00 P.M. It will be held at the same location in the November Retreat. Our third Board Retreat will be in May. Charter renewal will on the agenda.

Finance Committee – Leslie Roper-Thomas

The Board received an electronic copy of the December 2019 financial report and referenced the hard copy of the same during this meeting.

Financials

Balance - Current cash in the bank is high because of the recent deposit of per pupil funds. A projection of cash on hand was given which included obligations, receivables, etc.

Assumption: Fundraising and donations will be on budget.

The projection was given based on the enrollment on the latest DOE bill. Our current enrollment is lower, next month, the projection information will be adapted to the actual current enrollment. Enrollment of SPED students and General Ed students was given. Per pupil billing reconciliation will be done in the summer.

The lower Title grant amounts received have impacted our anticipated projection for the remainder of the year. The DOO will seek a DOE video for the Board that explains the per pupil billing process.

Ms. Thomas explained the information on the 990 tax form as per a trustee inquiry.

Personnel - We are currently running under budget, mainly in the instructional personnel area, but slightly over in non-instructional staff due to the summer support staff. Employee benefits and medical benefit costs were given.

Additional budget areas were mentioned such as technology non-assets, professional development, OTPS, and membership expenses in professional

organizations. Higher security costs were incurred because of the Saturday School and more evening events.

Facility -There were increased costs due to Facility Operations and Maintenance expense.

Summary -We are on a tight budget, but still expect a surplus.

Education Committee Report – Trustee Nowell

- The Education Committee met on Tuesday, January twenty-eighth. It was quite an extensive meeting. Again, we focused on our Corrective Action Plan as it pertains to students. We revisited the video from the New York City Charter School Center in which a suggested calendar of activities was shown of things to do to recruit and retain students.

- The committee wants to customize our brochure for recruitment of new students and for the retention of students. Sample brochures can be seen online. They are colorful and had some interesting school information. School staff and the Education Committee will work together to update our brochure. It was decided that we would keep the trifold design. The brochure should answer the question: Why would I want to send my child to Harriet Tubman Charter School? A number of responses were immediately delivered. The brochure will have its message in diverse languages.

- The bus ads need to be redesigned.

- Newer social media strategies necessitates incorporation in our outreach plan. Consideration will be given to college students to support our initiatives. The Board will check with NYSED CSO to determine if it would be legal for the school to have a “donate” tab on the website.

- A consideration for new professional development and new instructional materials was discussed.

Grievance Committee Report – Trustee Hunter

Suspensions - in the EA, there were 2 formal suspensions.

In the JA, there were 7 formal suspensions. We are concerned about these numbers. Moving forward, this school year, we will examine our history to determine how we can operate more efficiently for the school and for the students

Facilities Committee Report – Trustee Nisbett

- We have two developers or sponsors who want to come and build our school. They would like to discuss their approach and their terms and conditions. One vendor builds affordable housing in the Bronx; the other has a foundation that builds schools. Trustee Nisbett would like to invite the members of the Site Committee to reconvene on the third Tuesday of each month starting this month in order to conference with these developers and make a recommendation to the Board. Interested parties will attend a Board meeting in an orderly scheduled fashion. Information will be given to the trustees with key points about which trustees may want to inquire.

- Trustee Allen and Vice Chair Nisbett attended an information session

sponsored by Councilwoman Gibson to discuss discretionary funds. Her office assistant, Justin Cortez, conducted the meeting. He outlined different areas for which we can apply. A discretionary fund application is due February 18. Discretionary funds can be used for programming such as an EA Saturday STEAM program, and may have to be open to the community. Madam Chair will check to see if she has programs for STEAM already written that we could submit. The capital budget is due March 24. Trustee Allen strongly recommends that the Board focus on capital funding that is due March 24th.

There are about five other streams of revenue that we can consider that can be accessed through the portal for the Accelerator. The capital grant can be seen as a visionary opportunity.

- A potential board member whom the Board interviewed last year will be available to serve in March.

Director of Operations' Report - Michael Taylor

- **Facilities** - Cafeteria lighting in the Junior Academy was replaced with brighter more energy efficient LED lights.

The church has been upgrading as per their responsibility. They spent a lot of time sending their tech people out to work on the boiler and the chimney because the City has to come in and do an inspection. It needs to be done. We haven't had any issues so far this winter, There were no off-budget items in the EA. Spotless handled the nonworking parking lights in the EA. The lease issue remains.

- **Operations** - The DOO has been working on the Accelerator portal. However, additional Board input is needed. The due date is March 24th. The Board will schedule a conference call with Committee Chairs for additional input. Updating the marketing and recruitment bus ad was discussed and with consensus the new ads will be in place, including foreign language. The level zero snapshot of teachers was completed by the DOO and done electronically.

Money from fundraising and grants are needed to cover the cost of lockers, smartboards, etc. it is not possible to come from our Operations budget.

- **Personnel** - There are two vacancies: middle school physical education and middle school Spanish.

HTCS professional staff attended a mini job fair in the Bronx held by a closing charter school to interview potential new teachers for HTCS.

Elementary Academy Director's Report - Mr. Maniotis

- **Professional Development** - In January, Generation Ready and Synergy Alliance provided PD. Mr. Maniotis referenced 15 pages of information.

- Data and FASST team met.

- Staff - There are no vacancies.

Attendance for January - 90.84%. The EA Director said that after the holidays, there is a drop in attendance.

- The enrollment of ELL/MLL students, SPED, ED or (FRL), and General Education students was given.

Assessments - Two mock exams in both EA and Math are completed.

The third and final ELA mock exam will be given on Wednesday and Thursday. In March, students will take the third math interim assessment. NYS ELA assessments will be administered on March 26 and March 27.

Special events

- Annual Black History Month show will be held next week over a two day period.
- On February 14, the school will celebrate the hundredth day of school which is a fun day. Staff members may dress up like an old man or woman. Students display a “hundred” in a myriad of ways. Mr. Maniotis shared creative new ways for the hundredth day of school celebration
- Extended Day and the STEAM activities continue. A video highlight of a STEAM activity will be posted on our website every 4-6 weeks.

The Education Committee will review our current math curriculum materials for alignment with the new curriculum initiatives in NYS and HTCS. The EA Director suggested a wait-and-see position before purchase, just in case there are more changes.

Trustee Nowell stated that the Board wants to encourage all of our administrators to seek professional development to update their skills and knowledge base.

- **Parents** -The Parent Coordinator will work with the Parent Association to survey the parents to determine topics for upcoming Town Hall meetings. Trustee Nisbett asked to be notified of any outstanding repairs in the EA.

Old Business

Trustee Nisbett inquired as to the status of the artwork that HTCS wanted on a wall adjacent to our building. The school will try to get a Yankee grant for an identified artist to do the work.

New Business

- Trustee Nowell shared an email from Charter School Capital that she received. This organization may be able to help finance our new facility. Their support may include one hundred percent facility financing; bridge and gap financing; enrollment strategies; ideas for charter school energy efficiency and health buildings. The organization states it is focused solely on charter schools and committed to ensuring stability. This email will be forwarded to Trustee Nisbett, Facility Committee Chair, upon which she said would be shared with her committee.
- Mr. Maniotis stated that that community businesses often partner with schools. This would be something that HTCS should investigate. Examples, include sharing a percentage of proceeds, sponsoring teams and cheerleaders.
- NYSED has a new initiative that is called Extended Math Access Program.

Opportunity for applicants to apply for a grant to use online technology to improve math skills, especially in Gr. K - 8 across New York State is open at this time. One applicant would like HTCS to sample a program which he developed and has submitted a request to the Board Chairperson for review. The Board would like to move forward with this proposal. The Board Chairperson will forward the letter to the DOO and to the EA and JA Directors.

Moved, that the meeting for this evening be adjourned

Made by: Trustee Hunter

Seconded by: Trustee Nowell

Action: Carried unanimously

The meeting ended at 8:20 P.M.

HARRIET TUBMAN CHARTER SCHOOL

Elementary Academy
3565 Third Avenue
Bronx, NY 10456
718.537.9912

Junior Academy
1176 Franklin Avenue
Bronx, NY 10456
718.991.4181

Board of Trustees Meeting via Zoom

Date: Tuesday, April 7, 2020

In Attendance:

Trustees

Jerima DeWese Bowens, Chairperson
Barbara Nowell
Mildred McGee (Skype)
Geraldine Hunter
Rey Allen

HTCS Staff

Jonathan Maniotis, Elementary Academy Director
Felicia Yarber, Junior Academy Director
Michael Taylor, Director of Operations

Others

Leslie Roper-Thomas, Charter School Business Management, Senior

The Chair opened the meeting at 6:22 P.M.

Consensus items

Moved, that the agenda be accepted

Made by: Trustee McGee

Seconded by: Trustee Hunter

Action: Carried unanimously

Moved, that the minutes of February and March be accepted with any necessary corrections

Made by: Trustee Hunter

Action: Carried unanimously

Finance Committee - Leslie Roper-Thomas

Financial Summary was presented with projections for next year. Some adjustments may have to be made for remote learning such as on-line programming, professional development, or field trips. projections

based on last invoice of 665 students. There is a variance in General Education.

Balance Sheet– We are below in revenue. The discontinue of the current bus signage will be a savings for other social media outreach.

Bill.com was recommended to expedite for HTCS' payables.

Elementary Academy Director's Report – Mr. Maniotis

Student Instruction

The transition to remote learning is being implemented whereby teachers are posting assignments on the school's website, checking assignments daily, reflecting on students' work daily, communicating with parents daily regarding student work/concerns, and using student logins to online learning platforms for attendance.

Professional Development

Teachers received PD this past week on delivering remote instruction through video and how to set up *Google Classroom*, to utilize it and to develop plans.

Curriculum

Discussion was held around the to begin to deliver new content starting the week of 4/20.

Junior Academy Director's Report – Ms. Yarber

A Day in the Life of Social Distancing at JA

All teachers assign work from Achieve 3000 and Study Island. We are currently reviewing and strengthening skills that have already been taught. Homeroom Teachers take attendance by 1pm of the students from their HR class who have logged in for the day and submit to the School Aides. The School Aides then generate a list of all JA students who are absent and they send this list out to the entire school by 3:00 pm. This list is sent to everyone as a form of checks and balances. There are times when a child may log on to do work from some classes but not all classes. If a teacher sees a name on the absentee list of students who logged on to their class, they will reply and alert everyone that those students are present and the School Aides will remove them from the absentee list. HR teachers will then change their attendance. This list will constantly change throughout the day and evening as students log on to complete assignments at their discretion, which has been as late as 10:55 pm. HR teachers have until 8:30 am the following morning to make changes to the prior day's attendance.

Throughout the day teachers and TAs call the parents of the students who are not completing the work and School Aides call the parents of students who were absent, which means they didn't log in at all.

The FFAST team meets with Grade Teams to discuss student concerns such as the students who live in shelters and have no technology or WiFi; students who have siblings and only 1 computer, students who have to wait until a parent gets home from work with technology before they can start their work, Families who have sick family members in the home, etc... The FFAST Team reaches out to the parents of the students who were discussed to offer more support and guidance. The Parent Coordinator and the School counselor have been very instrumental in ascertaining email addresses for our parents to aide with communication.

The work day is actually much longer for teachers because students log on at their own discretion and teachers still have to monitor and assess their work. I meet with two different Teams daily to ascertain their struggles, challenges, successes with the job and personally. I find that they push through although some of them have been sick, have immediate family members who are sick, have family members who are in the hospital and have had loved ones die.

We are getting ready to go on Spring Break. When we return, we will begin training on the Google Classroom platform so our teachers can teach new content/skills.

Director of Operations' Report – Michael Taylor

Operations

The schools were closed by the Department of Education for Distance Learning because of a health crisis. The Director of Operations (DOO) along with the Instructional Coach (IC) began to prep the teaching staff during the weeks of March 2nd to the 6th and 9th and 13th regarding the possibility of schools closing due to COVID-19. The conversations asked the teachers to begin to think about what distance learning would look like, using the existing e-learning platforms that the school currently uses.

Schools were ordered closed on Sunday, Mach 15th and all calls we sent out after conferencing with the board chair. Staff were to report Tuesday and Wednesday to prepare for distance learning and close the buildings down, with an initial return date of April 20th.

There was a round of questioning from the board with regards to how the administration could confirm that teachers were indeed working, and students were completing assignments. The Admin team met with technology team, the instructional coach on other options to enhance the distance learning programs that include Google classroom and Infinite Campus online programs.

Financial

The DOO recommended Bill.com to the Board, which would allow the school to make bill payments (write checks) online. The same check signing process will be in effect, just online. The request to cancel the transit ads, and divert the funds to online (social networking sites) campaigns for students and for staff was reinforced. The DOO resent the proposed campaign brochure, created by the Student Activities Coordinator, to the Board Chair for approval.

Personnel

There was 1 resignation and 1 termination (pending board approval of separation letter). There are two Teaching Assistant vacancies in grade five.

The Intent to Return applications from the staff are due April 15. The lottery will be held on April 24.

Funding

An online meeting with trustees and the DOO will be held to complete the Accelerator application.

SmartBoards will be included in the Capital Grant requests

Moved, that the meeting be adjourned

Made by: Trustee Nowell

Seconded by: Trustee Hunter

Action: Carried unanimously

The meeting was adjourned at 8:32 P.M.

HARRIET TUBMAN CHARTER SCHOOL

Elementary Academy
3565 Third Avenue
Bronx, NY 10456
718.537.9912

Junior Academy
1176 Franklin Avenue
Bronx, NY 10456
718.991.4181

Board of Trustees Meeting on Zoom

Date: Tuesday, May 5, 2020

In Attendance:

Trustees

Jerima DeWese Bowens, Chairperson

Barbara Gailliard-Nowell, Secretary

Mildred McGee (Skype)

Rey Allen

Marlon Dunbar (Skype)

HTCS Staff

Jonathan Maniotis, Elementary Academy Director

Felicia Yarber, Junior Academy Director

Michael Taylor, Director of Operations

Others

Leslie Roper-Thomas, Charter School Business Management, Senior

The Chair opened the meeting at 6:05 P.M.

Consensus items

Moved, that the agenda be approved

Made by: Trustee Allen

Seconded by: Trustee McGee

Action: Carried unanimously

The Secretary noted that she has not received a recording or transcription of the April Board meeting that was held via Zoom.

Finance Committee – Leslie Roper-Thomas

The Board received an electronic copy of the Financial Report. It was posted and reviewed.

Extended Education Committee Report – Trustee Nowell

Trustee Nowell commended the professional work that Mr. Maniotis and Ms. Yarber are doing during this challenging time in which NYC is gripped by a pandemic, especially this community. These Academy Directors exhibited strong leadership as they ensure that teaching and learning at HTCS is continuous on a high level. Our Directors have shown compassion and commitment for our students and families.

To address the enrollment of new students, the Parent Coordinator has visited kindergarten and pre-K centers to meet with staff and distribute literature about HTCS. However, this type of outreach has been suspended due to the coronavirus lockdown. Our website is translated in multiple languages as well as our lottery ads which encourage families to enroll their children.

INSTRUCTION

Instruction since school closed has been a review of past school work. However, as of midApril new content is being added. There will be no state assessments in ELA and math this school year. There has not been much guidance from the State as to how to handle virtual instruction. The challenges include that there are some students or teachers who are very tech savvy and others are not. In some families there is no computer, only a cell phone. Siblings of different grades must take turns doing their homework/classwork online as there is only one device in the home. Teachers are working 10-12 hours a day. Strategies to hold students accountable must vary by age and resources. Parents are stressed with at home schoolwork and plus their own family chores. Google classroom is the instructional platform being used.. Some people know how to record their own video. The use of Zoom has some privacy issues. Some of HTCS' older devices had to be used.

The school continues to use Achieve 3000, Focus Five, and Powerful Practices as part of its instructional program. Teacher feedback is posted on video.

Teachers are compiling student work and after Spring break, they are providing new instructional material. We are still focusing on closing the achievement gap.

The Board is monitoring the budget so that new instructional matters are available in September.

PROFESSIONAL DEVELOPMENT

Generation Ready gave Professional Development on the use of Google Classroom. This team illustrated advanced use of this platform to staff.

Teachers were appreciative of the special videos, the strategies to provide structured time, suggestions on how to structure and gain more control. One on one guidance was also provided as a service. There is ongoing teacher sharing, partnering and peer tutoring at HTCS. Budget-wise, HTCS has already used most of the funds allotted for PD.

TECHNOLOGY

The school took a survey of families to determine the amount or need available to families. Through case workers children in shelter could receive tech hardware, but they may not have had wifi connection service. It was not clear if all Sped students in need of PT or OT were able to receive it virtually.

Teachers post feedback on video. There is no general administrative view: they enter the platform as student or teacher.

New hardware is needed because older iPads cannot run Google.

For equity among all students, sufficient hardware and connection services for all families are greatly warranted. The Board is trying to reach out to funders to help in this area.

ATTENDANCE

Teachers and Teaching Assistants check-in online for attendance.

Staff attendance since shutdown...all are working!

Students login rate: 70% - 80% weekly since the shutdown

JA homeroom teachers check with a question by noon.

JA - weekly 15-20 students are absent. Students have until 9 to do their schoolwork.

SUPERVISION (in the absence of the Principal)

All observations were done before closure.

Supervisors can view Google Classroom and get logon as a teacher to get student work. There is a mode like homeschool.

On Fridays, Zoom is done as a visual by departments

PARENTS

Parents are struggling with the issue of time: personal chores, helping child/children with school work, at times assisting ailing family members and some are working in essential care jobs.

At times, parents may expect an immediate response from a supervisor. However, this isn't always possible because communication is done with multiple families and it may be evening time. Nevertheless, supervisors are constantly reaching out to families, especially when there is a drop in the level of work. Moreover, home and school adults are often good listeners for each other during this challenging time.

Elementary Academy Director's Report – Mr. Maniotis

April 2020 EA Board Meeting Report: (May 5, 2020)

Google Classroom is up and running for all EA classrooms

We have utilized all of our Generation Ready PD sessions for the current academic year. We may have to add additional PD for staff to continue to utilize Google Classroom effectively. This expenditure may need Board approval.

Teachers have generated lists of students that have struggled to adapt to distance learning and the student support team is attempting to work with those families.

Mr. Maniotis raised the question of whether it is possible to redirect unused funds due to closure to purchase hardware to better conduct and receive distance learning for both students and staff.

Closure plan was submitted to NYSED on March 27, 2020, but we may have to update with reopening plans.

Junior Academy Director's Report – Ms. Yarber

Report on the activities for April

When we returned from Spring Break, the staff received training on Google Classroom from Harriette Grosvenor from Generation Ready. This enables teachers to adequately teach new skills and take accurate attendance all in one place. We began using the GC platform on April 27, 2020. However, the JA will gradually get to recording ourselves live and eventually teaching live on Google Meets, which is the equivalent to Zoom. Some teachers were teaching live on Zoom, but DOE abstained from using Zoom due to security reasons, so we followed their lead and stopped using it as well.

Right now, HTCS is posting instructional videos and tasks, but most of the students are logging on. Some classes even have perfect attendance. Most students have devices to log on, but the challenge comes when there are siblings sharing 1 device, or when the parent has to take the only device in the house to work. They return late so the students have to do their assignments late. In many cases, we notice that when there is only one device in the home, the older student completes their task, whereas the younger sibling does not. We do however, ask students to log on to their attendance page by 12 noon and complete their assignments by 9 pm, but if they log on at 11:59 pm, we still mark them present and give them credit for the work.

As a result, teachers are working 8–12 hour days. Students work when they can and teachers give timely feedback. Parents call, email and text and want quick turnaround responses, when they don't get an answer quick enough from teachers, they call me.

All support staff are involved in calling and emailing families every day to make sure students are logging on.

We are in the process of gathering sample work from teachers to submit to the state for Check in visit on Thursday, May 7, 2020.

Director of Operations' Report – Michael Taylor

Facilities

There is no lease for the Franklin ave. building and the lease for the 3rd Ave. building has expired on December 31, 2019.

There have been no off budget expenses for either building.

Mindshift Technologies did a walk through of the JA building to map out the installation of additional routers for internet in the building.

For a possible return to school planning needs to be made for

1. School resuming as normal
2. School staying in as virtual instruction
3. A combination of both

Both buildings are open to staff to access items Tuesday, Wednesday and Thursday from 10–1

Operations

Apple Bank does not offer the PPP loans.

Call with NYSED for school administration regarding the renewal

I tasked the teachers and FASST team to compile a list of all students with issues logging into virtual lessons

1. Students with no hardware
2. Students with only a mobile phone to complete work
3. Students with not enough hardware (students with siblings sharing devices to complete assignments)

Intent to return for students to be done virtually via the HTCS website: we built an online form with a link for families to complete deadline for completion May 18.

Intent to return for staff: done through online survey on Paylocity.

Waiting for response on advertising information that was forwarded in April regarding social media marketing for student and staff.

Waiting for approval on additional language forwarded in April regarding student responsibilities in virtual learning.

Working with CSBM regarding budget for SY 2021.

Still need Board approval for the use of Bill.com for accounts payable instead of live checks

Attending weekly conference calls with NYSED, SUNY, NYDOE and NY Charter Center regarding COVID 19

Human Resources

Waiting on approval of termination letter for JA teacher

1 resignation 7 grade ELA

3 staff members due to leave on maternity in the next 3 months

Need guidance on recruiting strategies for next year .

Conducted an on line training through Paylocity of "Video Conferencing etiquette.

Assigned support staff to classroom teachers to assist in out reach to students and families regarding completion of assignments.

Conduct weekly operations "zoom" meetings

Working on registration of students for SY21 since we wont have access to the building for the completion of paperwork.

Charter school to interview potential new teachers for HTCS.

New Business

All trustees who are available are invited to attend the weekly online webinars jointly developed by NYS Charter School Association, NYSED Office of Charter Schools and SUNY. Trustee Nowell sends the link to your email.

Moved, that the meeting for this evening be adjourned

Made by: Trustee McGee

Seconded by: Trustee Allen

Action: Carried unanimously

The meeting ended at 8:17 P.M.

HARRIET TUBMAN CHARTER SCHOOL

Elementary Academy
3565 Third Avenue
Bronx, NY 10456
718.537.9912

Junior Academy
1176 Franklin Avenue
Bronx, NY 10456
718.991.4181

Board of Trustees Meeting on Zoom

Date: July 7, 2020

In Attendance:

Trustees

Jerima DeWese Bowens, Chairperson
Barbara Gailliard-Nowell, Secretary
Mildred McGee
Rey Allen
Marlon Dunbar
Geraldine Hunter

HTCS Staff

Cleveland Person, Principal
Jonathan Maniotis, Elementary Academy Director
Felicia Yarber, Junior Academy Director
Michael Taylor, Director of Operations

Others

Leslie Roper-Thomas, Charter School Business Management, Senior Financial Manager

The Chair opened the meeting at 6:13 P.M.

Consensus items

Moved, that the agenda be approved

Made by: Trustee McGee

Seconded by: Trustee Allen

Action: Carried unanimously

Governance – Board Chair, Jerima DeWese-Bowen

The pandemic caused a severe impact on HTCS and on our school community. We had to quickly create brand new digital models for teaching and learning. Students were without their peers that brought about anxiety and in some cases loneliness among our students. Disruption in family routines was a concern expressed by our parents. Moreover, the nurturing, safe, and welcoming atmosphere that our students need and were accustomed to, was almost gone.

Also, the long term illness of our school leader, illness among our board members and my terrible car accident occurred during this unprecedented. HTCS is in the center of Morrisania community. This neighborhood is a designated hotspot for COVID-19 illnesses. HTCS lost an important member of our school family: the Vice President of our Parents' Association. Members of our PA, the students and most importantly his family are grieving over his passing. Even with these odds, HTCS stood strong as we provided continuity of instruction across all grades K-8 with a focus on our goals.

- A series of meetings and conferences among Executive Board members were held to review our budget in order to submit it on time.
- Differing models of reopening plans are under review and discussion.
- Contracts with some vendors are under review for renewal.
- It has been determined that given the current situation the Board has determined that all salaries will be frozen for the 2020-2021 academic year. A letter regarding this matter will be included with the letters of employment.
- Our attorney will meet with the Facility Committee to discuss building leases and school development plans.
- The Summer School plan is under review for revising and approval for implementation.
- Board members on the charter renewal committee may have to be rotated in working with our consultant and will be called upon to provide assistance.

Finance Committee - Leslie Roper-Thomas

The Board received an electronic copy of the Financial Report prior to the date meeting for review.

Ms. Roper-Thomas shared her screen of the Financial Summary and Budget vs. Actuals ending May31, 2020. The Financial Summary listed the cash on hand. Our attention was directed to the fact that it included our last per pupil allotment.

The net operating revenue compared to our budget for 2019-2020 was explained with review of selected line items. Fundraising and contributions will be addressed with end-of-year matters.

Budget matters warranting additional review include E-rate, contracted vendors, PPE equipment, technology hardware, and staff salaries for 2020-2021.

Additional review and discussion by the trustees about the school's finances will be held as we address reopening plans.

For purposes of the budget, the trustees will be conservative about the enrollment numbers given the COVID-19 impact on schools. The enrollment number for 2020-2021 that will be used is 640 students.

Education Committee Report – Trustee Nowell

- The month of June has been very busy.
Our objective is to reopen the school and provide safety for all with quality instruction. Reopening models under consideration were full year distance-learning; half year distance-learning in the Fall with on-site instruction in the Spring; full year on-site instruction; or a yearlong hybrid format. Flexibility would be maintained given any NYSED or DOH recommendations
- Committee members viewed the webinars sponsored by The New York Charter School Association for updated information given this COVID-19 health crisis that has affected us all.
- Articulation among the Chairs of Board Committees was held with the Finance Committee to determine our needs and priorities in order to approve a budget for 2020-2021.
- This Committee reviewed and shared thoughts with the administration on the submitted plans for Summer School: enrollment criteria, materials, staff and budget.
- Other conferences were held with the Principal and the DOO regarding the critical importance of purchasing updated tech hardware that is needed for virtual teaching and learning as well as assessment. Discussion including recycling the hardware that we have on hand. to selected staff or families. The Education Committee recognizes the need for expanded professional development on the use of the instructional digital platform. We were please to learn of the collaboration of teachers in this regard.

Facility Committee Report– Trustee Allen

- The Facility Committee met on June 18.
- It was established that members of the committee would tour selected charter schools and report back to the committee information regarding design, materials, cost, etc.
- A new list different of funders has been developed and will be expanded.

Fundraising Report- Trustee Allen

HTCS has submitted an accelerated proposal for a grant from the City Council. We are awaiting the response.

Principal's Report - Cleveland Person

I. Enrollment: We are expected to enroll 675 students for the September 2020 academic school year. The student attendance for June 2020 was 650.

II. Attendance: The student attendance for June 2020 was 95%.

III. Staff:

- There are (4) staff members who represent non HQ status.
- Vacancies: We are attempting to fill 2 TA positions in Grade 5;
- We will need an additional TA for Grade 8 to assist with remote/distance learning.

IV. Parental Involvement And Outreach:

- On June 1, 2020, Mr. Taylor, Ms. Yarber, Mr. Rhem, Mr. Laguda and Mr. Marrero met to discuss a better way to increase parental involvement in using the Chromebooks.
- Several staff members accompanied Ms. Yarber, on June 22, 2020, to JA to distribute cap and gowns for 2 days.
- There was considerable parent outreach done in June to get students hardware, get them logged onto live instruction, following up live instruction issues, and getting parents on board with summer instruction.

V. Supervision and Administration

- There were 2 FASST meetings held one June 4, 2020 and June 18, 2020, to discuss students who did not meet promotional criteria prior to COVID-19.
- The Elementary Academy Director met with EA staff for the first two weeks of June to review live instruction expectations and review/address concerns.
- On June 11, 2020, the Elementary Academy Director and the Junior Academy Director held meetings with 4th and 5th grade teachers to discuss class placement. That discussion included how to address students with behavioral or academic concerns.
- Throughout the month of June 2020, the Junior Academy Director held conferences with teachers of grades 5 and 6, grades 6 and 7, and grade 7 to discuss class placement and students with behavioral or academic concerns

- The Director of Operations met with the operations team every Thursday to discuss on-going operations concerns and forward planning.

Special Preparation For Fourth Grade Step Up and Eighth Grade Virtual Graduations

- On June 4, 2020, Mr. Maniotis met with kindergarten and fourth grade to discuss and review step up videos and viewing parties.
- Ms. Yarber met with the 8th Grade Graduation Committee about 6 times to plan the graduation. This included preparing the program, deciding on the order of the program, assigning program participants, recording the program participants, selecting students to be featured, selecting which students would get which awards, recording the students singing, requesting pre-recorded footage from Mr. Laguda and submitting everything to Ms. D'Abreu.

VI. Eighth Grade Graduation

On June 24, 2020, preceding the senior graduation, grade 8 staff had a 15-minute Zoom "Meet and Greet" so students could see one another, virtually, in their Cap and Gowns.

At 8pm, the same evening as Graduation, HTCS had a prom, where students dressed up and decorated a door in their room. The students and staff ended up playing games half the night.

The Board Chairperson recommended a stipend to be given to the Student Activities Coordinator for the excellent work done in creating and implementing virtual Step Up celebrations for our kindergarten and fourth grade students and for the virtual celebration activities provided for our eighth grade graduating students.

Brief discussion ensued.

Moved, that the Student Activities Coordinator receive a \$200.00 stipend for her efforts to provide virtual end of the year celebrations for the HTCS students

Made by: Trustee Allen

Seconded by: Trustee Nowell

Action: Carried unanimously

Elementary Academy Director's Report - Mr. Maniotis

- Both the kindergarten and fourth grade step-up videos were well done and the "Zoom viewing parties" went well for those grades.

- The Summer Academy Program has been staffed and will begin Monday, 7/13.
- The HTCS Annual Calendar for 2020-2021 was emailed. The number of student calendar days of instruction were aligned with with the virtual learning instruction days.

Junior Academy Director's Report - Ms. Yarber

End of the Year Activities

- Students were able to pick up their Cap and Gowns to have for the day of Graduation, which was Wednesday, June 24, 2020 @1pm. It was a pre-recorded commencement, posted on our web site with the hope that everyone would watch together at the same time.
- Eighth grade staff watched together and teachers who were teaching virtually also watched with their classes.
- Preceding the Graduation, we had a 15 minute Zoom Meet and Greet so students could login and see one another in their Cap and Gowns. The same evening as Graduation, at 8pm, the HTCS prom was held. Students dressed up and decorated a door in their room. We ended up playing games half the night.

Summer Academy

We re ready for the Summer Academy to begin on Monday, July 13, 2020. The hours for the four week program are 9: 00 A.M. - !2 :00 P.M. for students and 8:30 A.M. - 12:30 P.M. for staff. We will use the Powerful Practices format and the Focus Five format whereby the focus is on one standard per week. Pre-assessment is implemented each Monday and post assessment is done each Thursday to measure progress.

Director of Operations' Report - Michael Taylor

The DOO sent the electronic documents to the Board: Monthly DOO Report: 4 quotes for Apple Chromebooks; HTCS School Safety Plan 2020: Financial Disclosure 2020; HTCS FOIL Records List;

Facilities

No off-budget expenses in the Elementary or Junior Academy. Requested from FDNY end of school year fire inspection reports. Both schools passed their inspections. Preparing PPE orders, including but not limited to: face masks, cleaning supplies, anti-virial spray, dividers, hand sanitizer, gloves, face shields, "point and take" thermometers. No orders placed yet, waiting for guidance from the state and the department of health. There are repairs to be made at both locations, however not completing any of these until a return to school date is

announced. EA building lease expired December 31, 2019 and JA is still without a lease.

Operations

- Information from the weekly statewide charter school calls is limited at times because of a lack of clear state direction. There should be some sort of school guidance coming in mid-July however many schools have published fall program changes already.
- The in-person instruction waiver has expired, waiting on guidance from the state.
- Virtually registering students through online forms and zoom teleconferencing. HTCS registered 87 students is still enrolling students currently.
- We continue registering students when the Summer Academy begins week of July 13th.
- Date for FY 2020 per pupil reconciliation invoice postponed waiting until new date is announced. Date for the receipt of payment number 1 for FY 2021 per pupil invoice delayed by NYC DOE.
- NYC DOE has not yet released a FY 2021 school calendar; therefore there still is no clarity of transportation (metro cards, yellow bus) availability and start date.
- The portal for the School Year 2019-2020 school year annual report, log in information for the Chair has been sent, this is a new portal. Please advise as to how this should be completed this year. Find as an attachment the board forms to be filled out by each board member.
- There are documents that need to be on the website (they are normally found in the Family Handbook). These are a requirement for the Annual Report (please see attachments of my drafts), but can be added to the website independently.
- The order has been placed for teacher computers; please find as an attachment with the competitive bids.
Bids for Chromebooks attached to this email.
- In process of refunding 8th grade senior trip payments, teachers in EA still need to return trip funds.
- Working with technology manager, parent coordinator and others to make sure information about the Summer Academy has reached parents, and the we have the programs software licenses, and technology needed.
- Awaiting the upcoming school year cost estimate for employee benefits, expecting a marked increase in pricing due to COVID-19.

- Transitioning to electronic payments for all TRS payments through Bill.com.
- virtual Step Up celebrations for our kindergarten and fourth grade students and for the virtual celebrations activities provided for our eighth grade graduating students.
- Awaiting next steps in changing switching banks

Human Resources

- Current vacancies: JA Physical Education, Grade 7 ELA, (2) grade 5 Teachers Assistants. Interviewing has begun via teleconference and zoom.
- NYSED has begun to issue teacher certification under the COVID-19 waiver.
- Guidance needed on employment letters; are we using the salaries from the approved budget that indicate no increase, what about staff that are scheduled to be recognized for longevity, if salaries are frozen across the board, is there a letter that is attached to the employment letters.
- If school remains closed in the fall, what are we doing with the physical plant employees?

Moved, that the meeting for this evening be adjourned

Made by: Trustee McGee

Seconded by: Trustee Nowell

Action: Carried unanimously

The meeting ended at 8:25 P.M.

Elementary Academy
3565 Third Avenue
Bronx, NY 10456
718.537.9912

Junior Academy
1176 Franklin Avenue
Bronx, NY 10456
718.991.4181

Board of Trustees Meeting on Zoom

Date: June 2, 2020

In Attendance:

Trustees

Jerima DeWese Bowens, Chairperson
Barbara Gailliard-Nowell, Secretary
Mildred McGee
Rey Allen
Marlon Dunbar
Geraldine Hunter

HTCS Staff

Cleveland Person, Principal
Jonathan Maniotis, Elementary Academy Director
Felicia Yarber, Junior Academy Director
Michael Taylor, Director of Operations

Others

Leslie Roper-Thomas, Charter School Business Management, Senior Financial Manager

The Chair opened the meeting at 6:00 P.M.

Consensus items

Moved, that the agenda be approved

Made by: Trustee Hunter

Seconded by: Trustee Allen

Action: Carried unanimously

Moved, that the minutes be approved

Made by: Trustee Allen

Seconded by: Trustee Hunter

Action: Carried unanimously

Governance – Board Chair, Jerima DeWese-Bowens

- The Board Chair welcomed Principal Person upon his return to HTCS. The Board was glad that he is well and has returned.

- In light of the impact on school operations and because of the school closure due to COVID-19, the Board will use Bill.com to pay for all bills to ensure that operations would continue more smoothly.
- Trustee Nowell and Trustee Frazier were able to intervene in the payment of fraudulent checks that had been debited from the school's account. The funds have been replaced in our account. The bank's Branch Manager is now on special alert about HTCS' accounts.
- The Board of Trustees is in the process of establishing a financial relationship with another institution.
- The Annual Report and the Charter Renewal Application are due in August.

Chairperson Bowens read into record email correspondences with and regarding the NYSED Charter School Office. Chair DeWese-Bowens stated that she had initially received an email from our counsel Mr. Richard Zayas which indicated that he had been contacted via email and by phone by Karonne Jarrett, a lawyer from NYSED Charter School Office that expressed that they (NYSED) has not been able to contact or communicate with the HTCS, the Board of Trustees and specifically the Chair regarding HTCS matters. The Chair expressed that she was highly upset and insulted by the insinuation that HTCS has not been communicating with NYSED. Furthermore, the Chair further indicated that there were several inaccuracies in the correspondence received by NYSED.

The Trustees were vociferous in their response to what was written to and about the Chair because of the substantive inaccuracies about HTCS and the trustees, the tone of the email and their knowledge and witnessing of what has occurred in our past relations with NYSED. Members felt that HTCS has been continuously and unfairly targeted and singled out. Our efforts and work have seldom been recognized in a positive fashion. Other comments were that the Charter School Office has done little to help or support us. Board members referenced how NYSED had so easily recommended HTCS to simply close the JA and reroute our students to other neighborhood schools when the school was seeking to obtain the updated Letter of No Objection for our Franklin Avenue site. Trustees also referenced how NYSED CSO representatives had recommended, at a board meeting which they attended, that we adjust/revise our enrollment policy and process to accommodate/enroll students with physical and occupational disabilities to increase enrollment numbers. When Trustees and Chair described how HTCS didn't have the resources and facilities to accommodate that population of students and inquired if there was assistance the NYSED Charter School office could provide the response from NYSED (Mr. Frank) was "yes that's why I said it would be hard and there isn't much we (NYSED) could do but it is an option to increase enrollment."

The trustees expressed concern about how these interactions, correspondences would/could impact and influence our renewal.

- The Chair then discussed the renewal process, our consultant and the need for all trustees to work in their respective committees and to be prepared for all hands on deck time period until the renewal application is submitted. The Chair also expressed the same sentiment to school leadership as well.

- The Chair stated that as we continue to examine the impact of COVID-19 and try to figure out our reopening plans we are considering several scenarios as far as our proposed budget that needs to be approved and submitted to the state by month's end. The Chair stated that consideration is being given to salaries being frozen, staff positions, PPE equipment etc. for next year's budget.

Finance Committee Report - Leslie Roper-Thomas, CSBM

- The Financial Summary ending April 30, 2020 was presented.

Our cash on hand amount was shown. HTCS was under by 6 students for funds, but this was balanced with the general education pupil funds. We examined Title funds, noting that the amount had been reduced. A variance was coming from direct lunch. Fundraising and donations were addressed. Student transportation was not included. Seventeen thousand dollars in student expenses were eliminated due to school closure.

- A tentative budget for School Year 2020-2021 was also presented.

Extensive discussion ensued which included questions and answers and clarity on school programs moving forward. Hence, a final budget could not be approved at this time. Further meetings will be held to review a final budget to present to the Board, so that the approved budget will be submitted on time. Ms. Roper-Thomas was very willing to work with our Executive Committee.

- We are preparing for our interim audit.

Education Committee Report – Trustee Nowell

- Board members viewed the results of an online survey given to the staff about the school's reopening. The graph showed the most staff had safety concerns about the school's reopening in September.

- The Trustee Nowell and Principal Person discussed the promotion and retention of students given that the school went into remote learning since March.

- Instructional services such as summer school were discussed as a way to provide continuous learning for our students, especially those in need of academic support. A budget for this needs to be developed. Information was shared with Education Committee members.

Facilities Report- Trustee Allen

- On May 13, at 11:00 AM, the Facilities Committee met with the EA landlord, his daughter, and other community representatives. There was total agreement that the new HTCS building would be built on the present site to include the

EA and the JA using space above the present structure. Construction will include the addition of a smaller space adjacent to the present site.

- On June 18, our committee convened and drafted a list of additional funders. Committee members will tour selected charter schools to view school design, materials, and have discussions with their school leader.

Fundraising/Marketing Committee Report- Trustee Allen

HTCS has submitted a proposal to the City Council for a technology grant for our facility based on the school's special needs. We are waiting for a response.

Principal's Report - Cleveland Person

Principal Person greeted everyone upon his return.

Enrollment: The enrollment for June 2020 was 650 students.

Attendance: The student attendance for June 2020 was 95%.

Staff: There are (4) staff members who represent non HQ status.

We are attempting to fill 2 TA positions in Grade 5

We will need an additional TA for Grade 8 to assist with remote/distance learning.

Professional Developers

Mr. Maniotis

Ms. Yarber

Ms. Raysor

Ms. Kirlew

Elementary Academy Director's Report - Mr. Maniotis

Live instruction schedule has been implemented starting Monday, 6/1

- Teachers may utilize either Google Meet or Zoom to deliver their live instruction depending on their preference
- Working on K and 4 step up videos
- Continuing to participate in weekly state info virtual meetings

Junior Academy Director's Report - Ms. Yarber

- Distance Learning – Totally revamped Distance Learning as of Monday, June 1, 2020 to prepare for the possibilities of what instruction may look like in the fall. All classes are now Live in Google Meets. Students follow a structured program/schedule of 3 (45 min) core classes and 1 Specials class per day.

- Teachers were trained by a Generation Ready consultant on Google Meets, which included exploration of Breakout Rooms, whiteboards and Collaboration Tools, such as Kami and Jamboard

Senior Activities - Graduation is scheduled for June 24, 2020 @ 1pm as per the Academic Calendar. A pre-recorded condensed commencement will be posted on our website and shared as a Watch Party for family and friends to view

Senior Activities Coordinator and the 8th Grade Staff Members are discussing the possibility of having a virtual prom.

Director of Operations' Report - Michael Taylor

Facilities

- No new expenses.
- EA building needs an air conditioner. The school will wait on that.

Additional furniture items needed include cubbies, lunchroom tables, and playground equipment.

Operations

Planned to purchase Smartboards to work with the new computers. Purchases from Apple will be about \$60K.

Director's and Operator's insurance will be renewed effective July 1 and it will covers COVID-19.

New leases on both buildings have to be reviewed by the Board's lawyer.

- Continuous learning will be done using the hardware on hand.

New technology is being ordered.

The budget will be completed using a hybrid model of instruction. A conservative enrollment number of 640 students will be used.

- Social media brochures will be resent.

Human Resources

- Teacher tested temperatures may be a legal issue.

June 22 - Grade K - Step Up Program

June 23 - Grade 4 - Step Up Ceremony

June 24 - Grade 8 - Graduation

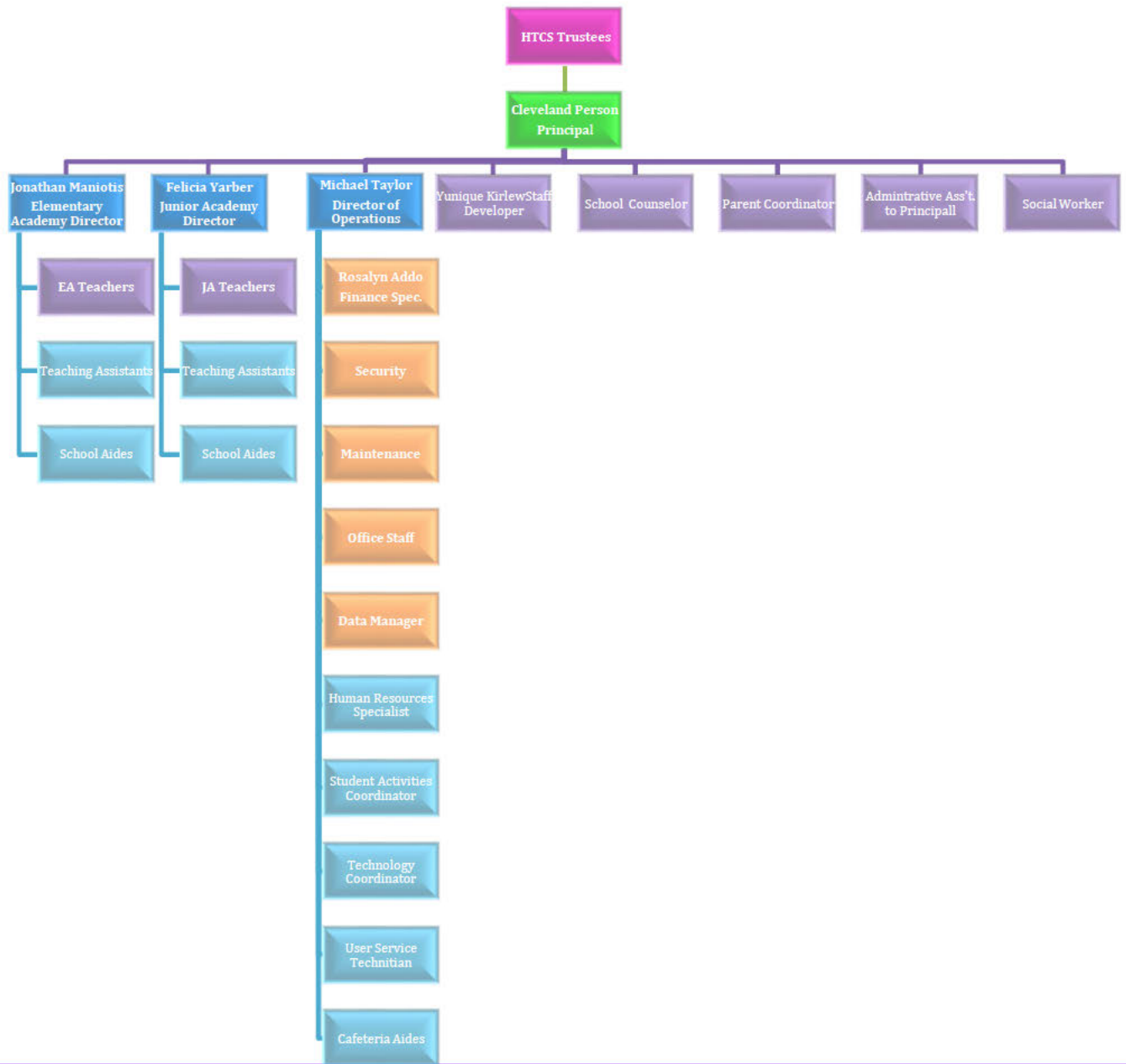
Moved, that the meeting for this evening be adjourned

Made by: Trustee McGee

Seconded by: Trustee Nowell

Action: Carried unanimously

The meeting ended at 9:51 P.M.



August

2020

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

Days in session: Staff 10/Students 0

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

2020

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

Days in session: Staff 24/Students 14

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

September

November

2020

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

Days in session: Staff 45/Students 35

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

October
S M T W T F S

December
S M T W T F S

2020

October							December								
							1	2	3						
4	5	6	7	8	9	10	6	7	8	9	10	11	12		
11	12	13	14	15	16	17	13	14	15	16	17	18	19		
18	19	20	21	22	23	24	20	21	22	23	24	25	26		
Days in Session: Staff 25, Students 27							27	28	29	30	31				

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

November

January

2021

December							February						
20	21	22	23	24	25	26	21	22	23	24	25	26	27
Days in session: Staff 98/Students 87													

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

February

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

2021

January	February	March
24 In session: Staff 1	25 In session: Staff 1	28
26 In session: Staff 1	26 In session: Staff 1	29
27 In session: Staff 1	27 In session: Staff 1	30
28 In session: Staff 1	28 In session: Staff 1	31
29 In session: Staff 1	29 In session: Staff 1	
30 In session: Staff 1	30 In session: Staff 1	
31 In session: Staff 1	31 In session: Staff 1	

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

March

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

2021

February

April

Day&#n session: Staff 132/Students 121 25 26 27 28 29 30

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

April

2021

March

May

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

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

Days in session: Staff 151/Students 140

8

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

May

2021

Days in session: Staff 171/Students 160

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

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	30	1

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

June

2021

Days in session: Staff 195/Students 180

May

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

July

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

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

10

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

July

2021

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

Days in session: Staff 0/Students 0

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	1	2	3

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



FIRE DEPARTMENT

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

BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 07.15.2020.

PREMISES

Harriet Tubman Charter School
1176 Franklin Avenue
Bronx NY 10456

Harriet Tubman Charter School
1176 Franklin Avenue
Bronx NY 10456

To Whom It May Concern:

The New York City Fire Department ("FDNY"), Bureau of Fire Prevention, Public Buildings Unit conducted an inspection of the above-referenced premises on **09.11.2019**.

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

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

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

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

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

Tomasz Korbas

Examined by: _____
Tomasz Korbas, Supervising Inspector, PBU



FIRE DEPARTMENT

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

BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 07.15.2020.

PREMISES

Harriet Tubman Charter School
3565 3rd Avenue
Bronx NY 10456

Harriet Tubman Charter School
3565 3rd Avenue
Bronx NY 10456

To Whom It May Concern:

The New York City Fire Department ("FDNY"), Bureau of Fire Prevention, Public Buildings Unit conducted an inspection of the above-referenced premises on **09.10.2019**.

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

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

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

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

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Tomasz Korbas

Examined by: _____
Tomasz Korbas, Supervising Inspector, PBU



August 06, 2018

Rick D. Chandler, PE
Commissioner

Raymond Plumey, FAIA
Deputy Borough
Commissioner

1932 Arthur Avenue
Bronx NY 10457
www.nyc.gov/buildings

718 579 6929 tel
718 579 6767 fax

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

Agency: New York State Education Department
Albany, NY

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

Dear Mr. Briggs:

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

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

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

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



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

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

I trust this information has been of assistance to you.

Sincerely,

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

Raymond Plumey, FAIA
Deputy Borough Commissioner



Certificate of Occupancy

CO Number: [REDACTED]

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

A. Borough: Bronx	Address: 3565 3 AVENUE	Building Identification Number (BIN): [REDACTED]
Block Number: [REDACTED]	Lot Number(s): [REDACTED]	Effective Date: 01/30/2007
Building Type: Altered	Building Type: Altered	Certificate Type: Final

For zoning lot metes & bounds, please see BISWeb.		
B. Construction classification:	Building Occupancy Group classification: [REDACTED]	Multiple Dwelling Law Classification: None
C. Fire Protection Equipment:	None associated with this filing.	
D. Type and number of open spaces:	Parking spaces (17), Parking (14500 square feet)	
E. This Certificate is issued with the following legal limitations:	None	
Borough Comments: None		

Borough Commissioner

[Red Signature]

Commissioner

[Black Signature]

DOCUMENT CONTINUES ON NEXT PAGE