

Application: Harriet Tubman Charter School

Michael Taylor - michael.taylor@htcsbronx.org
2022-2023 Annual Report

Summary

ID: 0000000115

Last submitted: Nov 21 2023 10:53 AM (EST)

Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed - Nov 2 2023

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 the [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 2022-2023 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, 2023**) 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 800000046300

a1. Popular School Name

(No response)

b. CHARTER AUTHORIZER (As of June 30th, 2023)

Please select the correct authorizer as of June 30, 2023 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. School Unionized

Is your charter school unionized?

No

d. DISTRICT / CSD OF LOCATION

CSD # 9 - BRONX

e. Date of Approved Initial Charter

Sep 1 2000

f. Date School First Opened for Instruction

Sep 12 2001

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

The Harriet Tubman Charter School is committed to helping each child develop to their full potential. We recognize that all human beings are endowed with a unique set of skills. We believe that the process of schooling should lead each student to the realization, development, and expression of their gifts and talents. We are a performance-based charter school created to serve the children of the Southeast Bronx while exploring the heritage of 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, no matter their race, gender identity, religious practices, national origin, ethnicity, sexual orientation, socio-economic status, or other distinguishing personal characteristics. 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 and/or career years, moving into adulthood as fully responsible contributors to their local community and our global society.

Key design elements identified in HTCS's charter include:

1. A Research-Proven Curriculum Aligned to the NYS Next Generation Standards
2. Differentiated Instruction supported by proven instructional methodologies for high-poverty and at-risk students.
3. An Array of Assessment Tools to Track Student Progress
4. A Strategic Framework Focused on Monitoring Progress Toward Benchmark Indicators as prescribed by NYSED and CSO
5. Essential Core Values That Support a Positive School Culture (Wisdom, Justice, Courage, Compassion, Hope, Respect, Responsibility, and Integrity)
6. Focused Professional Support for Teachers
7. Support Systems Aligned to HTCS's Mission and Vision
8. Shared Leadership Among Teachers, Administrators, and the Board
9. Effective Management of Fiscal Resources to Support Achievement
10. Processes for Meaningful Parental Engagement

h. School Website Address

www.htcsbronx.org

i. Total Approved Charter Enrollment for 2022-2023 School Year

675

j. Total Enrollment on June 30, 2023 - excluding Pre-K program enrollment

552

k. Grades Served

Grades served during the 2022-2023 school year (exclude Pre-K program students):

Use the CTRL button to select multiple grades to accurately capture every grade level served.

Responses Selected:

k
1
2
3
4
5
6
7
8

I. Charter Management Organization

Do you have a [Charter Management Organization](#)?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2023-2024?

	Yes, 2 sites
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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 previous year (K-5, 6-9, etc.)	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 Avenue Bronx, NY 10456	718-537-9912	NYC CSD 9	K-4	K-4	No

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Cleveland Person	Principal	718-537-9912		Cleveland.Person@htcsbronx.org
Operational Leader	Michael Taylor	Director of Operations	718-537-9912		Michael.Taylor@htcsbronx.org
Compliance Contact	Cleveland Person	Principal	718-537-9912		Cleveland.Person@htcsbronx.org
Complaint Contact	Cleveland Person	Principal	718-537-9912		Cleveland.Person@htcsbronx.org
DASA Coordinator	Elizabeth Malave	Social Worker	718-537-9912		Elizabeth.Malave@htcsbronx.org
Phone Contact for After Hours Emergencies	Cleveland Person	Principal	718-537-9912		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, 2023.

- **Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.**
- **If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2023.**

Site 1 Certificate of Occupancy (COO)

[C of O - 3565 Third Avenue.docx](#)

Filename: C of O - 3565 Third Avenue.docx **Size:** 1.3 MB

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

[3565 3 ave 23.pdf](#)

Filename: 3565 3 ave 23.pdf **Size:** 195.9 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 previous year (K-5, 6-9, etc.)	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 Avenue Bronx, NY 10456	718-991-4181	NYC CSD 9	5-8	5-8	No

m2a. Please provide the contact information for Site 2.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Cleveland Person	Principal	718-991-4181		Cleveland.Person@htcsbronx.org
Operational Leader	Michael Taylor	Director of Operations	718-991-4181		Michael.Taylor@htcsbronx.org
Compliance Contact	Cleveland Person	Principal	718-991-4181		Cleveland.Person@htcsbronx.org
Complaint Contact	Cleveland Person	Principal	718-991-4181		Cleveland.Person@htcsbronx.org
DASA Coordinator	Elizabeth Malave	Social Worker	718-991-4181		Elizabeth.Malave@htcsbronx.org
Phone Contact for After Hours Emergencies	Cleveland Person	Principal	718-991-4181		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

m1d. 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, 2023.

- Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.
- If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2023.

Site 1 Certificate of Occupancy (COO)

[JA LnO.pdf](#)

Filename: JA LnO.pdf Size: 80.5 kB

Site 2 Fire Inspection Report

This is required, marked optional for administrative purposes.

[1176 Franklin ave X 23.pdf](#)

Filename: 1176 Franklin ave X 23.pdf Size: 188.7 kB

n. List of owned, rented, leased facilities not used to educate students

Separate by semi-colon (;)

NA

CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

o. Were there any revisions to the school's charter during the 2022-2023 school year? (Please include approved or pending material and non-material charter revisions).

Please note, listing the revisions here does not constitute a request. Schools are advised to seek revision requests through their authorizer directly.

No

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).

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

q. 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. Click **YES to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

Responses Selected:

Yes

As outlined in ENTRY 10:

Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES** to agree.

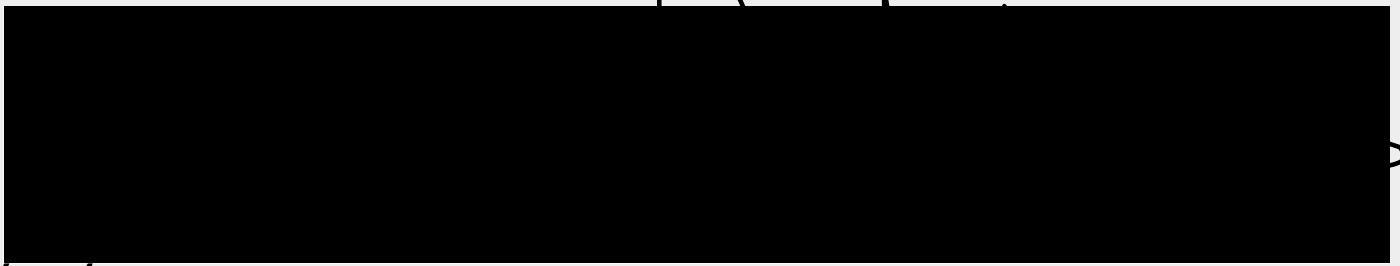
Responses Selected:

Yes

Signature, Head of Charter School

A large black rectangular redaction box covers the signature of the Head of Charter School. A small portion of a handwritten signature is visible on the right side of the box.

Signature, President of the Board of Trustees

A large black rectangular redaction box covers the signature of the President of the Board of Trustees. A small portion of a handwritten signature is visible on the right side of the box.

Date

Jul 31 2023



Thank you.

Entry 2 Links to Critical Documents on School Website

Completed - Nov 2 2023

Instructions

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

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. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#);
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

[\[1\]](#) Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Report when financials have been submitted in November.)

Form for Entry 2 Links to Critical Documents on School Website

School Name: Harriet Tubman Charter School

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item

4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

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:

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	https://htcsbronx.org/apps/pages/index.jsp?uREC_ID=264185&type=d&termREC_ID=&pREC_ID=860888
2. Board meeting notices, agendas and documents	https://htcsbronx.org/apps/pages/index.jsp?uREC_ID=264185&type=d
3. New York State School Report Card	https://htcsbronx.org/apps/pages/index.jsp?uREC_ID=264185&type=d&termREC_ID=&pREC_ID=860888
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.htcsbronx.org/HTCS%20DASA%20Policy.pdf
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	https://www.htcsbronx.org/HTCS%20Safety%20Plan-DISTRICT%202020.pdf
6. Authorizer-approved FOIL Policy	https://www.htcsbronx.org/HTCS%20FOIL%20Policy.pdf
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://www.htcsbronx.org/HTCS%20FOIL%20Records%20List%20docx.pdf

Thank you.



Entry 3 Progress Toward Goals

Completed - Nov 2 2023

Instructions

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Regents, NYCDOE, and Buffalo BOE-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 1, 2023.

1. ACADEMIC STUDENT PERFORMANCE GOALS

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

2022-2023 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	Academic Goal 1a (i): ESEA Accountability Designation	NYS Report Card or Site Visit Review by CSO	Unable to Assess	
Academic Goal 2	Academic Goal 1b (i): ELA Comparative Proficiency	NYSED data Aggregate Proficiency Averages of HTCS and NYS Similar Schools	Unable to Assess	
Academic Goal 3	Academic Goal 1b (i): Math Comparative Proficiency	NYSED data Aggregate Proficiency Averages of HTCS and NYS Similar Schools	Unable to Assess	
Academic Goal 4	Academic Goal 1b (i): Science Comparative Proficiency	NYSED data Aggregate Proficiency Averages of HTCS and NYS Similar Schools	Unable to Assess	
Academic Goal 5	Academic Goal 2a (i): ELA Aggregate Standards- Based Trends Toward Proficiency	NYSED Data Aggregate percentage of students who either maintain proficiency at Level 3 or 4 or who are improving their proficiency level from one year to the next in ELA.	Unable to Assess	

Academic Goal 6	Academic Goal 2a (i): Math Aggregate Standards- Based Trends Toward Proficiency	NYSED Data Aggregate percentage of students who either maintain proficiency at Level 3 or 4 or improve their proficiency level in Math from one year to the next.	Unable to Assess	
Academic Goal 7	Academic Goal 2a (ii): ELA Aggregate Standards- Based Trends Toward Proficiency	NYSED Data Aggregate percentage of students in subgroups who either maintain proficiency at Level 3 or 4 or improve their proficiency level in ELA from one year to the next.	Unable to Assess	
Academic Goal 8	Academic Goal 2a (ii): Math Aggregate Standards- Based Trends Toward Proficiency	NYSED Data Aggregate percentage of students in subgroups who either maintain proficiency at Level 3 or 4 or improve their proficiency level in Math from one year to the next.	Unable to Assess	
Academic Goal 9	Academic Goal 2b (i): ELA Aggregate School Level Proficiency	NYSED Data The percent of all students in Grade 3- 8 who score proficiently in ELA vs. the proficiency percentage of students in CSD #9.	Unable to Assess	
Academic Goal 10	Academic Goal 2b (i): Math Aggregate	NYSED Data The percent of all students in Grade 3-	Unable to Assess	

	School Level Proficiency	8 who score proficiently in Math vs. the proficiency percentage of students in CSD #9.		
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2. Do have more academic goals to add?

Yes

2022-2023 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	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11	Academic Goal 2b (i): Science Aggregate School Level	NYSED Data The percent of all students in Grades 5 and 8 who score proficiently in Science vs. the percent proficient of students in CSD #9.	Unable to Assess	
Academic Goal 12	Academic Goal 2b (ii): ELA Aggregate School Level Proficiency	NYSED Data The percent of all students in subgroups in Grade 3-8 who score proficiently in ELA vs. the proficiency percentage of subgroups in CSD #9.	Unable to Assess	
Academic Goal 13	Academic Goal 2b (ii): Math Aggregate School Level Proficiency	NYSED Data The percent of all students in Grade 3-8 who score proficiently in Math vs. the proficiency percentage of students in CSD #9.	Unable to Assess	
Academic Goal 14	Academic Goal 2b (ii): Science Aggregate School Level Proficiency	NYSED Data The percent of all students in Grades 5 and 8 who score proficiently in Science vs. the proficiency	Unable to Assess	

		percentage of students in CSD #9.		
Academic Goal 15	Academic Goal 2b (iii): ELA Aggregate Grade Level Proficiency for Grade 3	NYSED Data The aggregate percentage of students in Grade 3 who score proficiently in ELA compared to 3rd grade proficiency in CSD #9.	Unable to Assess	
Academic Goal 16	Academic Goal 2b (iii): ELA Aggregate Grade Level Proficiency for Grade 4	NYSED Data The aggregate percentage of students in Grade 4 who score proficiently in ELA compared to Grade 4 students in CSD #9.	Unable to Assess	
Academic Goal 17	Academic Goal 2b (iii): ELA Aggregate Grade Level Proficiency for Grade 5	NYSED Data The aggregate percentage of students in Grade 5 who score proficiently in ELA compared to Grade 5 students in CSD #9.	Unable to Assess	
Academic Goal 18	Academic Goal 2b (iii): ELA Aggregate Grade Level Proficiency for Grade 6	NYSED Data The aggregate percentage of students in Grade 6 who score proficiently in ELA compared to Grade 6 students in CSD #9.	Unable to Assess	
Academic Goal 19	Academic Goal 2b (iii): ELA	NYSED Data The aggregate percentage of	Unable to Assess	

	Aggregate Grade Level Proficiency for Grade 7	students in Grade 7 who score proficiently in ELA compared to Grade 7 students in CSD #9.		
Academic Goal 20	Academic Goal 2b (iii): ELA Aggregate Grade Level Proficiency for Grade 8	<p>NYSED Data</p> <p>The aggregate percentage of students in Grade 8 who score proficiently in ELA compared to Grade 8 students in CSD #9.</p>	Unable to Assess	

3. Do have more academic goals to add?

Yes

2022-2023 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 Meet	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 21	Academic Goal 2b (iii): Math Aggregate Grade Level Proficiency for Grade 3	NYSED Data The aggregate percentage of students in Grade 3 who score proficiently in Math compared to Grade 3 students in CSD #9.	Unable to Assess	
Academic Goal 22	Academic Goal 2b (iii): Math Aggregate Grade Level Proficiency for Grade 4	NYSED Data The aggregate percentage of students in Grade 4 who score proficiently in Math compared to Grade 4 students in CSD #9.	Unable to Assess	
Academic Goal 23	Academic Goal 2b (iii): Math Aggregate Grade Level Proficiency for Grade 5	NYSED Data The aggregate percentage of students in Grade 5 who score proficiently in Math compared to Grade 5 students in CSD #9.	Unable to Assess	
Academic Goal 24	Academic Goal 2b (iii): Math Aggregate Grade Level Proficiency for Grade 6	NYSED Data The aggregate percentage of students in Grade 6 who score proficiently in Math	Unable to Assess	

		compared to Grade 6 students in CSD #9.		
Academic Goal 25	Academic Goal 2b (iii): Math Aggregate Grade Level Proficiency for Grade 7	NYSED Data The aggregate percentage of students in Grade 7 who score proficiently in Math compared to Grade 7 students in CSD #9.	Unable to Assess	
Academic Goal 26	Academic Goal 2b (iii): Math Aggregate Grade Level Proficiency for Grade 8	NYSED Data The aggregate percentage of students in Grade 8 who score proficiently in Math compared to Grade 8 students in CSD #9	Unable to Assess	
Academic Goal 27	Academic Goal 2b (iii): Science Aggregate Grade Level Proficiency for Grade 5	NYSED Data The aggregate percentage of students in Grade 5 who score proficiently in Science compared to Grade 5 students in CSD #9.	Unable to Assess	
Academic Goal 28	Academic Goal 2b (iii): Science Aggregate Grade Level Proficiency for Grade 8	NYSED Data The aggregate percentage of students in Grade 8 who score proficiently in Science compared to Grade 8 students in CSD #9.	Unable to Assess	
Academic Goal 29	Academic Goal 2b (iv): ELA	NYSED Data The aggregate percentage of	Unable to Assess	

	Aggregate Grade Level Proficiency for Grade 3 Subgroups	SWDs, ELL/MLLs, and EDs in Grade 3 who score proficiently in ELA compared to subgroup students in CSD #9.		
Academic Goal 30	Academic Goal 2b (iv): ELA Aggregate Grade Level Proficiency for Grade 4 Subgroups	NYSED Data The aggregate percentage of SWDs, ELL/MLLs, and EDs in Grade 4 who score proficiently in ELA compared to subgroup students in CSD #9.	Unable to Assess	
Academic Goal 31	Academic Goal 2b (iv): ELA Aggregate Grade Level Proficiency for Grade 5 Subgroups	NYSED Data The aggregate percentage of SWDs, ELL/MLLs, and EDs in Grade 5 who score proficiently in ELA compared to subgroup students in CSD #9.	Unable to Assess	
Academic Goal 32	Academic Goal 2b (iv): ELA Aggregate Grade Level Proficiency for Grade 6 Subgroups	NYSED Data The aggregate percentage of SWDs, ELL/MLLs, and EDs in Grade 6 who score proficiently in ELA compared to subgroup students in CSD #9.	Unable to Assess	
Academic Goal 33	Academic Goal 2b (iv): ELA Aggregate Grade Level Proficiency for Grade 7 Subgroups	NYSED Data The aggregate percentage of SWDs, ELL/MLLs, and EDs in Grade 7 who score	Unable to Assess	

		proficiently in ELA compared to subgroup students in CSD #9.		
Academic Goal 34	Academic Goal 2b (iv): ELA Aggregate Grade Level Proficiency for Grade 8 Subgroups	NYSED Data The aggregate percentage of SWDs, ELL/MLLs, and EDs in Grade 8 who score proficiently in ELA compared to subgroup students in CSD #9.	Unable to Assess	
Academic Goal 35	Academic Goal 2b (iv): Math Aggregate Grade Level Proficiency for Grade 3 Subgroups	NYSED Data The aggregate percentage of SWDs, ELL/MLLs, and EDs in Grade 3 who score proficiently in Math compared to subgroup students in CSD #9	Unable to Assess	
Academic Goal 36	Academic Goal 2b (iv): Math Aggregate Grade Level Proficiency for Grade 4 Subgroups	NYSED Data The aggregate percentage of SWDs, ELL/MLLs, and EDs in Grade 4 who score proficiently in Math compared to subgroup students in CSD #9.	Unable to Assess	
Academic Goal 37	Academic Goal 2b (iv): Math Aggregate Grade Level Proficiency for Grade 5 Subgroups	NYSED Data The aggregate percentage of SWDs, ELL/MLLs, and EDs in Grade 5 who score proficiently in Math compared to	Unable to Assess	

		subgroup students in CSD #9.		
Academic Goal 38	Academic Goal 2b (iv): Math Aggregate Grade Level Proficiency for Grade 6 Subgroups	NYSED Data The aggregate percentage of SWDs, ELL/MLLs, and EDs in Grade 6 who score proficiently in Math compared to subgroup students in CSD #9.	Unable to Assess	
Academic Goal 39	Academic Goal 2b (iv): Math Aggregate Grade Level Proficiency for Grade 7 Subgroups	NYSED Data The aggregate percentage of SWDs, ELL/MLLs, and EDs in Grade 7 who score proficiently in Math compared to subgroup students in CSD #9.	Unable to Assess	
Academic Goal 40	Academic Goal 2b (iv): Math Aggregate Grade Level Proficiency for Grade 8 Subgroups	NYSED Data The aggregate percentage of SWDs, ELL/MLLs, and EDs in Grade 8 who score proficiently in Math compared to subgroup students in CSD #9.	Unable to Assess	
Academic Goal 41	Academic Goal 2b (iv): Science Aggregate Grade Level Proficiency for Grade 5 Subgroups	NYSED Data The aggregate percentage of SWDs, ELL/MLLs, and EDs in Grade 5 who score proficiently in Science compared to subgroup students in CSD #9.	Unable to Assess	

Academic Goal 42	Academic Goal 2b (iv): Science Aggregate Grade Level Proficiency for Grade 8 Subgroup	NYSED Data The aggregate percentage of SWDs, ELL/MLLs, and EDs in Grade 8 who score proficiently in Science compared to subgroup students in CSD #9.	Unable to Assess	
Academic Goal 43				
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Academic Goal 62				

4. ORGANIZATION GOALS

For the 2022-2023 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”.

2022-2023 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
Org Goal 1	HTCS will sponsor a minimum of four general 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.	School Calendar Board minutes Principal and AD Reports	Met	
Org Goal 2	HTCS will maintain a minimum of two partnerships with local community organizations.	Claremont Community Center, Beaconand STEAM	Met	
Org Goal 3	HTCS will maintain an annual participation rate of 95 percent on monthly internal	Star 360 or Mock Exams	Met	

	Benchmark assessments.			
Org Goal 4	HTCS will show that it is deemed a safe school by reporting concrete evidence from NYS measures (i.e. VADIR	2022-23 NYC DOE School Quality Guide and Data.NYSED.gov	Met	
Org Goal 5	The majority of students, and teachers combined who state that the school acts as a safe space for students, and classrooms are structured to enhance learning time by minimizing school and classroom disruptions	Combined percentages (58% and 88%) as noted in the School Quality Survey	Met	
Org Goal 6	Student attendance will continue to be 90 percent at minimum increasing to 93 percent over the life of the charter.	NYS Report Card	Unable to Assess	
Org Goal 7	HTCS will continue to report a retention rate above CSD 9 in all cohort areas.	Site Visit Review Report, NYSED data	Met	
Org Goal 8	HTCS will maintain a wait list equal to at least 10 percent of school's enrollment over	Schools internal waitlist	Not Met	Due to the enrollment shortfall, all students were enrolled as soon as applications were received.

	the life of the charter.			
Org Goal 9	Teachers will express an overall satisfaction rate between 60 and 70 percent each year.	2022-23 School Quality data (84%)	Met	
Org Goal 10	Parents/guardians will express an overall satisfaction rate between 60 and 70 percent	2022-23 School Quality data (99.8%)	Met	
Org Goal 11	Students will express an overall satisfaction rate between 60 and 70 percent	2022-23 School Quality data (59.3%)	Not Met	The categories that impacted the overall score were the lack of meal options, and the way students treat each other (bullying, harassment, etc).
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

2022-2023 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Harriet Tubman Charter School will meet its annual budget targets.	Annual Board approved Year End budget	Not Met	<ol style="list-style-type: none"> 1. Adjust enrollment expectations to current enrollment trends; 2. Adjust revenue to expenses; 3. Analyze fixed and variable costs for possible reduction in spending; 4. Monitor all ancillary spending to reduce expenses and costs; 5. Adjust staffing to reduce salary, compensation, and employee/employer contributions to TRS; 6. Reduce enrollment targets for more conservative budget targets; 7. Hold more fundraisers to offset program costs; 8. Reduce or postpone merit pay for staff 9. Make every effort to protect, at minimum, an enrollment target within 85% of original target of 675 (cannot go lower than 574 to stay in compliance.) 10. Continue to

realign the budget to enrollment realities each month through oversight of Finance Committee.

11. Report results at each Board meeting.

12. Adjust staffing-to-student ratios, wherever possible.

13. Consolidate classes wherever possible.

14. Keep vacancies unfilled to add revenue through lower salaries, compensation, and employee & employer

contributions to TRS.

15. Reach out to the head of the Archdiocese to seek relief for the lease and reimbursement for facility expenditures.

16. Contact local organizations (Yankee Fund, IBM, City Council, and Borough organizations) for supportive grant opportunities.

17. Upgrade marketing outreach to TV and social media spots (WPIX Channel 11 - NY Living)

18. Improve outreach through social media, presentations to

				Community Boards, etc., regarding HTCS's strong academic performance.
Financial Goal 2	HTCS will meet its renewal period targets (2021-2024)	Renewal budget targets	Not Met	Same as Financial Goal 1
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 Audit Report	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-compliance	Annual Audit Report	Met	
Financial Goal 5	HTCS will maintain a sound and stable financial condition.	Annual Audit Report and Composite Fiscal Score from Site Visit Report	Not Met	Same as Financial Goal 1

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- Complete Template and Upload to Epicenter

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the Annual Report Portal, **and** into the SUNY Epicenter document management system by September 15, 2023.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 4 - Audited Financial Statements

Completed - Nov 1 2023

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2023**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2023 but will be identified as a required task thereafter and due on November 1, 2023. This is a required task, and it is marked optional for administrative purposes only.

Financial Statements FY2022-23

Filename: Financial_Statements_FY2022-23.pdf Size: 460.4 kB

Entry 4a – Audited Financial Report Template (SUNY)

Incomplete - Hidden from applicant

Instructions - SUNY-Authorized Charter Schools ONLY

SUNY-authorized schools must download the Excel spreadsheet entitled “Audited Financial Statement Template” at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 4b – Audited Financial Report Template (BOR/NYC/BOE)

Completed - Nov 2 2023

Instructions - Regents-Authorized Charter Schools ONLY

Regents-authorized schools must download and complete the Excel spreadsheet entitled “Audited Financial Report Template” from the online portal or the [2022-2023 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2023**.

Please complete one spreadsheet at the Education Corporation level and submit the same spreadsheet for each of the schools.

EDUCATION CORPORATIONS WITH MORE THAN ONE SCHOOL SHOULD COMPLETE THE EXCEL SPREADSHEET FOR THE EDUCATION CORPORATION AS A WHOLE, NOT FOR THE INDIVIDUAL SCHOOLS. PLEASE SUBMIT THE SAME EXCEL SPREADSHEET FOR EACH OF THE SCHOOLS.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[HTCS FY23 Authorizer Audited Financial Report](#)

Filename: HTCS_FY23_Authorizer_Audited_Fina_jQOfPGM.xlsx Size: 73.7 kB

Entry 4c – Additional Financial Documents

Completed - Nov 2 2023

Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2023**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a "federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold."

1. Advisory and/or Management letter
2. Federal Single Audit
3. Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school[[1](#)]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

[[1](#)] Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[HTCS Management Representation Letter](#)

Filename: HTCS_Management_Representation_Letter.pdf Size: 614.7 kB

[MEMORANDUM for Chase Escrow Account](#)

Filename: MEMORANDUM_for_Chase_Escrow_Account.docx Size: 182.5 kB

[HTCS FORM 990 EXTENSION FORM 8868](#)

Filename: HTCS_FORM_990_EXTENSION_FORM_8868.pdf Size: 34.0 kB

[HTCS - AUDIT WRAP - FY 2023](#)

Filename: HTCS_-_AUDIT_WRAP_-_FY_2023.pdf Size: 1.2 MB

[Going Concern and Corrective Action Memo - Harriet Tubman CS](#)

Filename: Going_Concern_and_Corrective_Acti_3odB7vd.docx Size: 167.2 kB

Entry 4d - Financial Contact Information

Completed - Nov 2 2023

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2023**.

Form for "Financial Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Michael Taylor	Michael.Taylor@htcsbronx.org	718-537-9912

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Marc Taub	mtaub@csbm.com	212-576-1400	5

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm
	Charter School Business Management	Leslie Roper Thomas	425 East 79th Street, Suite 1F New York, NY 10075	lroperthomas@csbm.com	888-710-2726	7

Entry 5 – Fiscal Year 2023-2024 Budget

Completed - Nov 2 2023

SUNY-authorized charter schools should download the [2023-2024 Budget and Quarterly Report Template and the 2023-2024 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due November 1, 2023.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the [2023-2024 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due November 1, 2023.**

The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[HTCS Final 2023-2024 SED Budget](#)

Filename: HTCS_Final_2023-2024_SED_Budget.xlsx Size: 47.0 kB

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Nov 2 2023

Required of ALL Charter Schools

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 2022-2023 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) is due on August 1, 2023. Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for ensuring that each member who served on the board during the 2022-2023 school year completes the form.**

Charter schools **must** submit the latest version of the form. 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 Trustee Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

[2022-23 M](#)

Filename: 2022-23_M._Dunbar_Financial_Disclo_w44vhqc.pdf Size: 114.1 kB

[2022-23 J](#)

Filename: 2022-23_J._DeWese_Financial_Disclo_gZAjiQh.pdf Size: 118.7 kB

[2022-23 C](#)

Filename: 2022-23_C._Tilson_Financial_Disclo_kGsA4fq.pdf Size: 239.3 kB

[2022-23 B](#)

Filename: 2022-23_B._Nowell_Financial_Disclo_Z3XCgak.pdf Size: 250.9 kB

[2022-23-KW Murray Financial Disclosure Form](#)

Filename: 2022-23-KW_Murray_Financial_Disclo_ovUJ0gA.pdf Size: 111.0 kB

[Revised 2021-22 M](#)

Filename: Revised_2021-22_M._McGee_Financial_L4zdBBr.pdf Size: 161.2 kB

[2022-23 R](#)

Filename: 2022-23_R._Allen_Financial_Disclosure_Form.pdf Size: 241.7 kB

[2021-22-T](#)

Filename: 2021-22-T._Johnson_financial-disclo_lj8NVkz.pdf Size: 283.3 kB

Entry 7 BOT Membership Table

Completed - Nov 2 2023

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 7 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.

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

1. 2022-2023 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022- 2023
1	Jerima DeWese- Bowens	██████████ ██████████ ██████████	Chair	Ex officio Member of all Committees Including : Governance Executive Education Finance/ Audit Grievance Personnel Facilities Fundraising/ Marketing	Yes	7	11/16/2021	11/14/2023	10
2	Geraldine Hunter	██████████ ██████████	Vice Chair	Governance Executive Education Grievance Finance/ Audit	Yes	5	11/15/2022	11/12/2024	12

3	Barbara Gailliard Nowell	[REDACTED]	Secretary	Governance Executive Education Personnel Grievance	Yes	8	11/16/2021	11/14/2023	12
4	Rey Allen	[REDACTED]	Trustee/ Member	Executive Education Facilities Fundraising/ Marketing Grievance	Yes	5	11/15/2022	11/12/2024	9
5	Marlon J. Dunbar	[REDACTED]	Trustee/ Member	Finance/ Audit Fundraising/ Marketing	Yes	5	11/15/2022	11/12/2024	5 or less
6	Kinanda Williams Murray	[REDACTED]	Trustee/ Member	Finance/ Audit Personnel	Yes	1	11/15/2022	11/12/2024	11
7	Christa Tilson	[REDACTED]	Trustee/ Member	Education Grievance Finance/ Audit	Yes		04/01/2022	11/12/2024	11
8	Mildred McGee (Deceased Feb 2023)	[REDACTED]	Trustee/ Member	Education Personnel Facilities	Yes	8	11/16/2021	02/01/2023	8

9	Timothy Johnson (Resigned due to children graduating)	██████████ ██████████ ██████████ █	Parent Rep	Fundraising Marketing	No	2	11/15/2021	07/31/2022	5 or less
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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, 2023	7
b.Total Number of Members Added During 2022-2023	0
c. Total Number of Members who Departed during 2022-2023	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	9

3. Number of Board meetings held during 2022-2023

12

4. Number of Board meetings scheduled for 2023-2024

12

Total number of Voting Members on June 30, 2023:

7

Total number of Voting Members added during the 2022-2023 school year:

0

Total number of Voting Members who departed during the 2022-2023 school year:

1

Total Maximum Number of Voting members in 2022-2023, as set by the board in bylaws, resolution, or minutes:

9

Total number of Non-Voting Members on June 30, 2023:

0

Total number of Non-Voting Members added during the 2022-2023 school year:

0

Total number of Non-Voting Members who departed during the 2022-2023 school year:

1

Total Maximum Number of Non-Voting members in 2022-2023, as set by the board in bylaws, resolution or minutes:

1

Board members attending 8 or fewer meetings during 2022-2023

1

Thank you.

Entry 8 Board Meeting Minutes

Completed - Nov 2 2023

Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY

Schools must upload a complete set of monthly board meeting minutes (July 2022-June 2023), which should match the number of meetings held during the 2022-2023 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 1, 2023**.

[HTCSBoardMinutes 2022-07-12](#)

Filename: HTCSBoardMinutes_2022-07-12.pdf Size: 132.4 kB

[HTCSBoardMinutes 2022-07-25 SpecialMeeting](#)

Filename: HTCSBoardMinutes_2022-07-25_SpecialMeeting.pdf Size: 57.5 kB

[HTCSBoardMinutes 2022-08-02](#)

Filename: HTCSBoardMinutes_2022-08-02.pdf Size: 134.8 kB

[HTCSBoardMinutes 2022-09-13](#)

Filename: HTCSBoardMinutes_2022-09-13.pdf Size: 109.8 kB

[HTCSBoardMinutes 2022-10-04](#)

Filename: HTCSBoardMinutes_2022-10-04.pdf Size: 126.8 kB

[HTCSBoardMinutes 2022-11-15 Ann Business Mtg](#)

Filename: HTCSBoardMinutes_2022-11-15_Ann_Bu_Alo6W5s.pdf Size: 168.3 kB

[HTCSBoardMinutes 2022-12-06](#)

Filename: HTCSBoardMinutes_2022-12-06.pdf Size: 247.7 kB

[HTCSBoardMinutes 2023-01-10](#)

Filename: HTCSBoardMinutes_2023-01-10.pdf Size: 275.8 kB

[HTCSBoardMinutes 2023-02-07](#)

Filename: HTCSBoardMinutes_2023-02-07.pdf Size: 119.4 kB

[HTCSBoardMinutes 2023-04-11](#)

Filename: HTCSBoardMinutes_2023-04-11.pdf Size: 177.0 kB

[HTCSBoardMinutes 2023-05-09](#)

Filename: HTCSBoardMinutes_2023-05-09.pdf Size: 194.7 kB

[HTCSBoardMinutes 2023-06-27 Special Meeting Budget Approval](#)

Filename: HTCSBoardMinutes_2023-06-27_Special_Mtg_Budget_Approval.pdf Size: 128.1 kB

[HTCSBoardMinutes 2023-03-07 BN](#)

Filename: HTCSBoardMinutes_2023-03-07_BN.pdf Size: 213.9 kB

[HTCS Board Minutes 2023-06-06 BN](#)

Filename: HTCS_Board_Minutes_2023-06-06_BN.pdf Size: 93.2 kB

Entry 9 Enrollment & Retention

Completed - Nov 2 2023

[Instructions for submitting Enrollment and Retention Efforts](#)

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2022-2023 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), 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 2023-2024.

***SUNY-authorized charter schools**

The education corporation must include a plan for the charter to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the FRPL program. See the [enrollment and retention target calculator](#) to find specific targets.

Entry 9 Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	<p>1) Worked with a marketing firm to develop a stronger marketing presence in the Bronx community, incorporating new data points in all recruitment tools such as print media, social media, and the HTCS website.</p> <p>2) Established connections to Community Boards and local community partners by attending meetings, presenting improved brochures and materials to improve the potential recruitment of HTCS students. Focused efforts in reaching out to Community Boards 3 and 4.</p> <p>3) Posted flyers in community spaces, as well as parent testimonials on our school website encouraging new parents to attend Town Hall meetings, Open Houses, Parent Association meetings, school events, etc.</p> <p>4) Highlighted the academic performance and retention data for ED students in marketing and parent communications, emphasizing that all subgroup students (ED, ELL, and SWD) not only perform at higher levels than CSD #9, but also are at higher levels among comparable NYS schools.</p> <p>5) Purchased new and improved marquee signs for both sites to highlight HTCS events, the enrollment period, and the lottery.</p> <p>6) Improved our software platform to improve the tracking and completion of applications and subsequent</p>	<p>Continue efforts enlisted in 2022-23 as well as focusing on the following:</p> <p>1) Make every effort to bring enrollment closer to the budget target for 23-24 of 590.</p> <p>2) Monitor success of marketing and recruitment efforts to improve cohort percentages to double digits to remove HTCS from corrective action.</p> <p>3) The Operations Team, spearheaded by the HTCS Student Activities Coordinator, Parent Coordinator, Marketing Consultant and HTCS Technology Manager, will continue to publicize HTCS's academic success and supportive learning environment, and parent satisfaction through marketing materials, social media, attendance at community events, school-sponsored events for parents, and a captivating school website.</p> <p>4) Marketing materials and the FASSTeam will continue to emphasize the impactful support services that are offered for ED students at HTCS which translate into student success (i.e., FASSTeam support, flexible grouping, frequent assessments, inclusion program, intervention strategies, social-emotional support, RtI, AIS, Extended Day, Summer School, After-School Enrichment, full-time Social Worker, School Counselor, Sped Coordinator, and Parent Coordinator)</p> <p>5) The Operations Team and Tech staff will continue to evaluate the HTCS software platforms to</p>

registrations.

7) Emphasized the level of support systems in parent interviews provided by our FASSTeam, Social Worker, Guidance Counselor, Parent and Sped Coordinator.

8) Highlighted positive feedback from parent/student satisfaction surveys and school safety data in meetings and interviews with parents.

9) Improved the playground as a focal point for the Elementary Academy.

10) Implemented a social-emotional program highlighting support for ED students as well as their right to a respectful school experience built on DASA elements.

11) Monitored enrollment and retention percentages at monthly Board meetings via the Principal's Report.

12) Analyzed data drawn from NYSED reports (i.e., NYC School Satisfaction Survey, NYS Report Card, data from datanyzed.gov, School Quality Review) that can be used for marketing, recruitment, and retention efforts once those numbers are made available to us.

13) The Director of Operations consistently connected with the Bronx Borough Enrollment Office to inform them of the availability of supportive programs for SWDs, ELLs, and EDs at HTCS. The Director of Operations checked in with them during the first week of October 2022 for any updated student information.

14) The HTCS Parent Coordinator continued to make scheduled visits to early intervention and Pre-K programs in the Bronx community to inform and educate parents and

determine if they are effective in their capacity to:

a. Manage all documents related to the recruitment, admission, and the enrollment cycle.

b. Attract students through a quality online and social media presence.

c. Consistently and communicate and follow-up with parents throughout their enrollment and registration process to ensure they stay committed to their choice of HTCS.

d. Advertise school events, on-site meetings, and positive messages on the new marquees.

e. Send out informational email blasts advertising school events, HTCS success stories, and important school news.

f. Analyze the effectiveness of our marketing efforts through enrollment data.

6) Continue to provide monthly data to the Board to enable the Trustees to effectively evaluate progress toward meeting the goals of the CAP, and evaluating budgetary expenditures toward improved enrollment.

7) Analyze and prepare reports that disaggregates data from HTCS, CSD #9 K-8 schools, and NYS similar charters with a focus of all school and subgroup student performance and enrollment variances to determine progress.

	<p>community advocates of the services that HTCS offers and how to apply to the school.</p> <p>15) Discretionary funds of \$60K were approved by the Board of Trustees for the Principal use fiscal resources to improve the HTCS brand. Funds were used to upgrade the marquees, hire a marketing consultant to advertise more effectively on social media to advertise our high academic achievement among all students and support services focused on ED, ELL, and SWD students.</p>	
English Language Learners	<p>Same as above, with the addition of specified efforts for ELL:</p> <p>1) Continued the weighted process of one extra ticket for SWD students in the lottery drawing. This process was clearly defined in an online seminar open to parents and conducted by key drivers of the enrollment initiative. This awards an extra ticket to increase the chances for the enrollment of SWD students in the lottery drawing.</p> <p>2) Worked closely 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 for ELL students.</p>	<p>Continue the ELL recruitment efforts initiated in 2022-23 as well as incorporating the strategies listed in the ED 2023-24 goals above with a focus on ELL students. Research immigration organizations in the Bronx to initiate relationships with newly established families in the neighboring community and HTCS. Display messages on the school marquees to reflect dominant immigrant language of HTCS families.</p>
Students with Disabilities	<p>Same as ED. In addition:</p> <p>1) Weekly FASST meetings provided data on the number of students identified for service, including PT/OT and/or speech services.</p> <p>2) SWD enrollment was monitored. The FASSTeam reported the number of newly identified students or students in the CSE pipeline at Leadership Team meetings.</p>	<p>Continue the SWD recruitment efforts initiated in 2022-23 as well as incorporating the strategies listed in the ED 2023-24 goals above with a focus on SWD students. Continue developing a positive relationship with the CSD #9 CSE Committee.</p>

<p>3) The HTCS Academy Directors, Principal, Nurses, and FASSTeam worked with teachers to identify students that needed evaluation for services such as speech, occupational therapy, physical therapy as well as other services to ensure that HTCS was capturing all students who qualify for SpEd services.</p> <p>4) The Sped Coordinator also connected with the Bronx Borough Enrollment Office to emphasize Sped services available to SWD students.</p> <p>4) Continued the weighted process of one extra ticket for SWD students in the lottery drawing. This process was clearly defined in an online seminar open to parents and conducted by key drivers of the enrollment initiative. This awards an extra ticket to increase the chances for the enrollment of SWD students in the lottery drawing.</p>	
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Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	<p>1) Prioritized the monitoring of enrollment data at monthly Board meetings, adjusting efforts/strategies as needed to ensure that HTCS retained its ED students during 2022-23.</p> <p>2) Used the application and lottery data in March 2023 to determine the number of openings in Grades 1-8 to assess the retention percentages for ED students.</p> <p>3) Engaged parents through consistent and positive publicity about the students' academic and social successes through Town Hall meetings, social media, the school website, and presentations at school-sponsored student and family activities and school-wide events.</p>	<p>Since the efforts made last year yielded a highly positive overall student retention rate of 93%, we will use the same strategies used in 2022-23. There were only 37 openings overall available for 2023-24 in Grades 1-8.</p>
English Language Learners	<p>1) Prioritized the monitoring of enrollment data at monthly Board meetings, adjusting efforts/strategies as needed to ensure that HTCS retained its ED students during 2022-23.</p> <p>2) Used the application and lottery data in March 2023 to determine the number of openings in Grades 1-8 to assess the retention percentages for ED students.</p> <p>3) Engaged parents through consistent and positive publicity about the students' academic and social successes through Town Hall meetings, social media, the school website, and presentations at school-sponsored student and</p>	<p>Since the efforts made last year yielded a highly positive retention rate for ELL students, we will use the same strategies used in 2022-23.</p>

	family activities and school-wide events.	
Students with Disabilities	<p>1) Prioritized the monitoring of enrollment data at monthly Board meetings, adjusting efforts/strategies as needed to ensure that HTCS retained its ED students during 2022-23.</p> <p>2) Used the application and lottery data in March 2023 to determine the number of openings in Grades 1-8 to assess the retention percentages for ED students.</p> <p>3) Engaged parents through consistent and positive publicity about the students' academic and social successes through Town Hall meetings, social media, the school website, and presentations at school-sponsored student and family activities and school-wide events.</p>	<p>Since the efforts made last year yielded a highly positive retention rate for SWD, we will use the same strategies used in 2022-23.</p>

Entry 10 – Teacher and Administrator Attrition

Completed - Nov 2 2023

Form for "Entry 10 – Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation

A. TEACH System – Employee Clearance

Required of ALL Charter Schools

Charter schools must ensure that all prospective employees^[1] receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel who are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

1. Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

^[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employeeefingerprintoct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

Attestation

Responses Selected:

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

Entry 11 Percent of Uncertified Teachers

Completed - Nov 2 2023

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.

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.

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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.

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, 2023)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
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. Mathematics	1
ii. Science	0
iii. Computer Science	0
iv. Technology	0
v. Career and Technical Education	0
Total Category B: not to exceed 5	1.0

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, 2023)	1
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	
Total Category C: not to exceed 5	1.0

TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)

(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	7

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	39

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 12 Organization Chart

Completed - Nov 2 2023

[Instructions](#)

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

Upload the 2022-2023 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

[HTCS Organizational Flow Chart 22-23](#)

Filename: HTCS_Organizational_Flow_Chart_22-23.pdf Size: 159.1 kB

Entry 13 School Calendar

Completed - Nov 2 2023

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2023 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2023**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools "... *unless the school's charter requires more instructional time than is required under the regulations.*"

Board of Regents-authorized charter schools also 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 (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format and ensure there is a monthly tally of instructional days.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[HTCS-SchoolCalendar-2023-24-Final Draft](#)

Filename: HTCS-SchoolCalendar-2023-24-Final_Draft.pdf Size: 251.4 kB

Entry 14 Staff Roster

Completed - Nov 2 2023

[INSTRUCTIONS](#)

Required of Regents and NYCDOE-authorized Charter Schools ONLY

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees (all faculty and staff employed by the school during the 2022-2023 school year).

Use of the 2022-2023 Annual Report Faculty/Staff Roster Template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required.

Reminders: Please use the Notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

Here is the complete list of data elements in the roster template and an explanation of what information is required to correctly complete this task.

Roster Data Elements	Explanations
Authorizer NOTE: MUST BE DONE FIRST	Select your school's authorizer from the drop-down list first, before completing the roster.
School Name and Institution ID	Select your school's name from the drop-down list .
Faculty/Staff First Name	Enter the first name of the Faculty/Staff person.
Faculty/Staff Last Name	Enter the last name of the Faculty/Staff person.

TEACH ID	Enter the 7 digit TEACH ID for the Faculty/Staff person.
Role in School	Select the best choice of role of the Faculty/Staff person from the drop-down list .
CPR/AED Certification Status	Select the appropriate choice from the drop-down list .
Hire Date	Enter the date that the Faculty/Staff person was hired.
Start Date	Enter the date that the Faculty/Staff person actually began employment in this school.
Total Years' Experience in this Role	Enter Total Years of Experience that the Faculty/Staff person has in their current role.
Total Years at this School	Enter the Total Years that the Faculty/Staff person has been employed in this school.
Out-of-Certification Justification	Select the appropriate choice from the drop-down list .
Subject Taught	Select the appropriate choice from the drop-down list .
Notes	Optional

[HTCS Staff](#)

Filename: HTCS_Staff.xlsx Size: 24.8 kB

Optional Additional Documents to Upload (BOR)

Incomplete

Harriet Tubman Charter School

Financial Statements

Years Ended June 30, 2023 and 2022

and Supplemental Schedule of Expenditures of Federal Awards

Year Ended June 30, 2023

Harriet Tubman Charter School

Financial Statements
Years Ended June 30, 2023 and 2022
and Supplemental Schedule of Expenditures of Federal Awards
Year Ended June 30, 2023

Harriet Tubman Charter School

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Independent Auditor's Report

The Board of Trustees
Harriet Tubman Charter School
Bronx, New York

Opinion

We have audited the accompanying financial statements of Harriet Tubman Charter School (the School), which comprise the statements of financial position as of June 30, 2023 and 2022, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the School as of June 30, 2023 and 2022, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Substantial Doubt About the School's Ability to Continue as a Going Concern

As of June 30, 2023, the accompanying financial statements have been prepared assuming that the School will continue as a going concern. As described in Note 2 to the financial statements, the School historically has suffered recurring losses from operations, has a net working capital deficiency, negative cash flows, and has depleting net assets that raises substantial doubt about the School's ability to continue as a going concern. Management's evaluation of the events and conditions and management's plans regarding these matters are also described in Note 2. The financial statements do not include any adjustments that might result from the outcome of this uncertainty. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the



preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern within one year after the date that the financial statements are issued or available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.



Other Matters

Supplementary Information

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

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 31, 2023, on our consideration of Harriet Tubman Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Harriet Tubman Charter School's internal control over financial reporting and compliance.

BDO USA, P.C.
October 31, 2023

Harriet Tubman Charter School

Statements of Financial Position

<i>June 30,</i>	2023	2022
Assets		
Cash and cash equivalents	\$ 279,117	\$ 399,521
Cash - restricted	1,001	75,000
Grants and other receivables	654,632	1,290,301
Prepaid expenses	11,836	26,401
Right of use asset, finance lease, net	70,495	-
Property and equipment, net	1,291,247	1,337,768
Security deposits	128,900	128,900
Total Assets	\$ 2,437,228	\$ 3,257,981
Liabilities and Net Assets		
Liabilities		
Accounts payable and accrued expenses	\$ 833,361	\$ 412,536
Accrued salaries and other payroll related expenses	832,848	515,131
Finance lease liability	70,605	-
Deferred revenue	229,579	184,837
Total Liabilities	\$ 1,966,393	1,112,504
Commitments and Contingencies (Notes 2, 3, 5, 6, 8 and 9)		
Net Assets		
Net assets - without donor restrictions	470,835	2,145,387
Total Liabilities and Net Assets	\$ 2,437,228	\$ 3,257,891

See accompanying notes to financial statements.

Harriet Tubman Charter School

Statements of Activities (Without Donor Restrictions)

<i>Year ended June 30, 2023</i>	2023	2022
Revenue and Support		
State and local per pupil operating revenue	\$ 10,009,504	\$ 10,376,621
Government grants and contracts	2,399,390	1,852,632
Contributions	305,246	627
Total Revenue and Support	12,714,140	12,229,880
Expenses		
Program services:		
General education	9,777,105	9,354,898
Special education	2,623,626	2,481,803
Total Program Services	12,400,731	11,836,701
Supporting services:		
Management and general	1,987,961	1,992,490
Total Expenses	14,388,692	13,829,191
Change in Net Assets	(1,674,552)	(1,599,311)
Net Assets, beginning of year	2,145,387	3,744,698
Net Assets, end of year	\$ 470,835	\$ 2,145,387

See accompanying notes to financial statements.

Harriet Tubman Charter School

Statement of Functional Expenses

Year ended June 30, 2023

	Number of Positions	Program Services		Subtotal	Management and General	Total
		General Education	Special Education			
Personnel Services Costs						
Administrative staff personnel	12	\$ 595,313	\$ 110,201	\$ 705,514	\$ 592,227	\$ 1,297,741
Instructional personnel	72	2,992,254	1,070,372	4,062,626	-	4,062,626
Non-instructional personnel	12	1,166,263	151,075	1,317,338	339,953	1,657,291
Total Salaries and Staff	96	4,753,831	1,331,648	6,085,479	932,180	7,017,659
Fringe benefits and payroll taxes		1,120,828	327,519	1,448,347	196,402	1,644,749
Retirement		297,626	86,970	384,596	52,153	436,749
Legal service		-	-	-	19,334	19,334
Accounting and auditing services		-	-	-	36,174	36,174
Other professional and consulting services		796,435	190,401	986,836	394,148	1,380,984
Building and land rent		510,988	149,317	660,305	89,540	749,845
Repairs and maintenance		650,018	189,943	839,961	113,902	953,863
Insurance		105,622	30,864	136,486	18,508	154,994
Supplies and materials		153,984	20,626	174,610	-	174,610
Staff development		183,902	24,918	208,820	8,116	216,936
Marketing and recruiting		6,636	1,939	8,575	1,163	9,738
Technology		148,715	43,456	192,171	26,059	218,230
Food service		481,109	64,443	545,552	-	545,552
Student service		27,869	3,922	31,791	209	32,000
Office expense		57,114	16,689	73,803	15,542	89,345
Depreciation and amortization		452,854	132,329	585,183	79,353	664,536
Other		29,574	8,642	38,216	5,178	43,394
Total Expenses		\$ 9,777,105	\$ 2,623,626	\$ 12,400,731	\$ 1,987,961	\$ 14,388,692

See accompanying notes to financial statements.

Harriet Tubman Charter School

Statement of Functional Expenses

Year ended June 30, 2022

	Number of Positions	Program Services		Subtotal	Management and General	Total
		General Education	Special Education			
Personnel Services Costs						
Administrative staff personnel	13	\$ 606,258	\$ 113,112	\$ 719,370	\$ 565,998	\$ 1,285,368
Instructional personnel	65	2,866,620	998,452	3,865,072	63,242	3,928,314
Non-instructional personnel	15	1,015,625	124,242	1,139,867	315,526	1,455,393
Total Salaries and Staff	93	4,488,503	1,235,806	5,724,309	944,766	6,669,075
Fringe benefits and payroll taxes		983,491	287,672	1,271,163	184,279	1,455,442
Retirement		214,541	62,753	277,294	40,199	317,493
Legal service		-	-	-	48,645	48,645
Accounting and auditing services		-	-	-	34,050	34,050
Other professional and consulting services		934,763	233,435	1,168,198	361,649	1,529,847
Building and land rent		545,510	159,562	705,072	102,214	807,286
Repairs and maintenance		483,760	141,500	625,260	90,643	715,903
Insurance		97,227	28,439	125,666	18,218	143,884
Utilities		157,319	46,016	203,335	29,477	232,812
Supplies and materials		271,463	32,607	304,070	-	304,070
Staff development		164,245	20,904	185,149	1,278	186,427
Marketing and recruiting		19,432	5,684	25,116	3,641	28,757
Technology		164,705	48,176	212,881	30,861	243,742
Food service		348,828	41,899	390,727	-	390,727
Student service		19,587	2,353	21,940	-	21,940
Office expense		41,584	12,163	53,747	23,883	77,630
Depreciation and amortization		383,090	112,054	495,144	71,780	566,924
Other		36,850	10,780	47,630	6,907	54,537
Total Expenses		\$ 9,354,898	\$ 2,481,803	\$ 11,836,701	\$ 1,992,490	\$ 13,829,191

See accompanying notes to financial statements.

Harriet Tubman Charter School

Statements of Cash Flows

<i>Year ended June 30,</i>	2023	2022
Cash Flows from Operating Activities		
Cash received from operating revenue and other income	\$ 13,089,305	\$ 11,864,510
Cash paid to employees and suppliers	(12,951,187)	(13,923,394)
Cash received from contributions	305,246	627
Net Cash Provided by (Used in) Operating Activities	443,364	(2,058,257)
Cash Flows from Investing Activities		
Purchase of property and equipment	(618,015)	(777,825)
Cash Flows from Financing Activities		
Payments on obligation under capital lease	(19,752)	-
Net Decrease in Cash	(194,403)	(2,836,082)
Cash and Restricted Cash, beginning of year	474,521	3,310,603
Cash and Restricted Cash, end of year	\$ 280,118	\$ 474,521
Reconciliation of Change in Net Assets to Net Cash Provided by (Used in) Operating Activities		
Change in net assets	\$ (1,674,552)	\$ (1,599,311)
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:		
Depreciation and amortization	664,536	566,924
Non-cash right of use assets acquired through finance lease	19,862	-
Changes in operating assets and liabilities:		
Grants and other receivables	635,669	(490,734)
Prepaid expenses	14,565	13,412
Accounts payable and accrued expenses	401,073	(657,122)
Accrued salaries and other payroll related expenses	317,717	(17,417)
Principal reduction in lease liability	19,752	-
Deferred revenue	44,742	125,991
Net Cash Provided by (Used in) Operating Activities	\$ 443,364	\$ (2,058,257)
Supplemental Disclosures of Cash Flow Information		
Cash and cash - restricted consist of:		
Cash	\$ 279,117	\$ 399,521
Restricted Cash	1,001	75,000
Cash and Restricted Cash, end of year	\$ 280,118	\$ 474,521
Cash Paid During the Period for Interest	\$ 732	\$ -
Investment in right of use asset	\$ 90,357	\$ -

See accompanying notes to financial statements.

Harriet Tubman Charter School

Notes to Financial Statements

1. Nature of the Organization

Harriet Tubman Charter School (the School) is an educational corporation that operates in the borough of the Bronx, New York. On January 13, 2000, the Board of Regents of the University of the State of New York granted the School a provisional charter valid for a term of five years and renewable upon expiration. The School is now on its seventh charter renewal, which will expire on June 30, 2024.

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

The School operates classes for students in kindergarten and grades one through eight. The School is split into two academies: K-4 Elementary Academy and 5-8 Junior Academy.

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

2. Financial Condition

At June 30, 2023, the School had a working capital deficiency of \$949,202 compared to a working capital surplus of \$678,719 at June 30, 2022. The deficiency experienced in the current year is attributable to increases in expenses and current liabilities as well as decreases in Grants and other receivables and cash on hand at year end.

The school is experiencing a recurring operating loss of \$1,674,552 and \$1,599,391 in financial years 2023 and 2022 respectively. The school has seen increases in expenditures proportionately larger than increases in revenue in the 2023 and 2022 financial years with the resultant effect of a decrease in total Net Assets.

The School has experienced a decrease in FTE (Full Time Education) students, down approximately 44 students from 2022 to 2023. The decrease in students has contributed to a lower local and state per pupil operating revenue in the current year.

The impact of the School's expenditures have resulted in a net decrease in cash flows of \$194,403 in FY 2023.

The School continues to be impacted by the realities of the pandemic which are still having a negative impact on Schools across the country, particularly in large cities where housing is expensive or inaccessible. Over the past few years, enrollment in public schools has been declining. Because funding is tied to attendance, it is a trend that has had a negative implication on the school. In the past, the School have always maintained the enrollment thresholds set by their authorizer, thereby maintaining budget targets with ample cash flow through fiscally prudent intervention to keep the budget on track.

Harriet Tubman Charter School

Notes to Financial Statements

The 2023 financial year was particularly challenging due to the enrollment shortfall but also due to the loss of recovery of costs the School incurred to bring the School Academy to code in 2021. The School paid more than \$875,000 in expenditures to meet building codes.

The Board of Trustees and School leaders have established a number of interventions for the 2023 and 2024 financial years including: adjusted enrollment expectations; conservative spending models to reduce expenses; adjusted staffing to reduce salary related costs and increased funding through fundraisers. The School has also reached out to the landlord to seek relief for the lease and reimbursements for facility expenditures.

The School has determined it is probable that the aforementioned plans can be effectively implemented and, once implemented, it is probable they will mitigate the relevant conditions that affect the Schools ability to continue in existence for one year and one day after the financial statements are issued.

See Note 4 for information on Liquidity and Availability of Resources.

3. Significant Accounting Policies

Financial Statement Presentation

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

The classification of the School's net assets and its support, revenues, and expenses is based on the existence or absence of donor-imposed restrictions. It requires that the amounts for each of the two classes of net assets—with donor restrictions or without donor restrictions—be displayed in a statement of financial position and that the amount of change in each of those classes of net assets be displayed in a statement of activities.

These classes are defined as follows:

Net Assets with Donor Restrictions - Contributions and other inflows of assets whose use is subject to donor-imposed restrictions that are more specific than broad limits reflecting the nature of the not-for-profit entity, the environment in which it operates and the purposes specified in its articles of incorporation or bylaws or comparable documents. Donor-imposed restrictions may be temporary in nature, such as stipulating that resources may be used only after a specified date or limited to specific programs or services. Certain donor-imposed restrictions are perpetual in nature.

Net Assets Without Donor Restrictions - Contributions and other inflows of assets whose use is not subject to donor-imposed restrictions. This net asset category includes both contributions not subject to donor restrictions and exchange transactions, and are, therefore, available for general operations.

The School had no net assets with donor restrictions at June 30, 2023 and 2022.

Harriet Tubman Charter School

Notes to Financial Statements

Cash and Cash Equivalents

The School considers highly liquid investments with original maturities of 90 days or less to be cash and cash equivalents. The School has not experienced any losses on these accounts. An escrow account to the amount of \$100,000 should be held aside under the provisions of the School's charter to pay for legal and audit expenses that would be associated with a dissolution should it occur, as required by the New York State Education Department for the year ended June 30, 2023. The school held amounts of \$1,001 and \$75,000 at June 30, 2023 and 2022, respectively. (See Section III. Federal Award Findings and Questioned Costs)

Grants and Other Receivables

Grants and other receivables represent unconditional promises by government agencies and donors. Grants and other receivables that are expected to be collected within one year and are recorded at net realizable value are \$654,632 and \$1,290,301 at June 30, 2023 and 2022, respectively. The School evaluates the collectivity of the receivables and employs the allowance method. The School has determined that no allowance for uncollectible accounts for grants and other receivables is necessary as of June 30, 2023 and 2022. Such estimate is based on the aged basis of its receivables, as well as current economic conditions.

Contributions

Transfers of cash or other assets or settlement of liabilities that are both voluntary and nonreciprocal are recognized as contributions.

Contributions may either be conditional or unconditional. A contribution is considered conditional when the donor imposes both a measurable barrier and a right of return. Conditional contributions are recognized as revenue on the date all donor-imposed barriers are overcome or explicitly waived by the donor. Barriers may include specific and measurable outcomes, limitations on the performance of an activity and other stipulations related to the contribution. A donor has a right of return of any assets transferred or a right of release of its obligation to transfer any assets in the event the School fails to overcome one or more barriers. Assets received before the barrier is overcome are accounted for as refundable advances.

Unconditional contributions may or may not be subject to donor-imposed restrictions. Donor-imposed restrictions limit the use of the donated assets as to time or purpose restrictions.

Contributions subject to donor restrictions are recognized in changes in net assets with donor restrictions. When a purpose restriction is satisfied or when a time restriction expires, the contribution is reported as net assets released from restrictions and is recognized in changes in net assets without donor restrictions in the statement of activities.

Revenue Recognition

Per-Pupil Revenue

The School recognizes revenues from per-pupil funding in the fiscal year in which the academic programs are provided. Per-pupil revenue is billed and received based on the total number of full-time equivalent (FTE) students and the basic charter school tuition rate for the school district of residence of the students attending the School in any given fiscal year for general education and

Harriet Tubman Charter School

Notes to Financial Statements

special education. The FTE is formula-driven and based on the number of days the student has been with the School as a proportion of the number of days in the entire school year (the calculation is done by using the New York State calculator online). The School's total student population includes general education and special education students. The School has determined that revenue from its students has the same performance obligations, types of contract, and services rendered. As a result, the student body is viewed as one customer base for revenue purposes. The School uses a portfolio approach to account for per-pupil contracts as a collective group rather than recognizing revenue on an individual-contract basis. The School believes that revenue recognized by utilizing the portfolio approach approximates the revenue that would have been recognized if an individual contract approach were used.

Per-pupil invoicing is managed on a bi-monthly basis to the funding source (local school district). Billing is a function of student enrollment for the upcoming fiscal year, which is the basis for the first two invoices per-pupil due June 1st and July 31st, which is a projection. Subsequent invoices are due bi-monthly. With the implementation of an automated-invoicing process through a dedicated website, the submission of each invoice is done online. After the year is complete, the School submits the FTE per-pupil reconciliation, listing every student who attended any part of the year, and the FTE each represents. Based on this final count, it calculates how much should have been paid to the School and included in the reconciliation will be any amounts due from the funding source included in grants and other receivables on the statement of financial position at year end, or any amounts payable to the funding source included as a liability on the statement of financial position at year end, as amounts are trued up to actual based on actual numbers submitted at year end.

Additional funding is also provided to support special education services. All students who are identified to need special education services or settings have an Individualized Education Program (IEP), formalized for his or her unique needs. Based on this IEP, the student is categorized into one of three levels of service: 0-20% service, 20-60% service, or 60% or more service required and provided by the School. For a student receiving less than 20% in services, no additional funding is received. For a student receiving services between 20% and 60% and 60% or more services of the school day, additional funding per FTE is received. Billing for this support is incorporated into the per-pupil invoices and is also settled in the same FTE per-pupil reconciliation process.

As the students receive the benefit of these services simultaneously as the School is providing them, the School recognizes per-pupil revenue from these services over time. The School believes that this method provides a reasonable depiction of the transfer of services over the term of the performance obligation based on the services needed to satisfy the obligation. Generally, performance obligations satisfied over time relate to students receiving academic or school services. The School measures the performance obligation from admission or enrollment into the School to the point when the student is discharged or the end of the school year where it is no longer required to provide services to the student, which is generally at the time of discharge or the completion of the school year. All of these services are bundled and considered a single-performance obligation, and as such, the School accounts for these bundled-performance obligations under state and local per pupil operating revenue in the statement of activities and recognizes the per-pupil revenue over time.

Harriet Tubman Charter School

Notes to Financial Statements

Revenue with customers is comprised of the following:

<i>June 30,</i>	2023	2022
State per-pupil operating revenue	\$ 10,009,504	\$ 10,376,621
Total Revenue Subject to ASC 606	10,009,504	10,376,621
Total Revenue Not Subject to ASC 606	2,704,636	1,853,259
Total Revenue and Support	\$ 12,714,140	\$ 12,229,880

Government Grants

Revenue from federal, state, and local government grants and contracts is recognized by the School when qualifying expenditures are incurred and billable to the government, or when required services have been provided. Government grants revenues are nonexchange transactions in which no commensurate value is exchanged. Accordingly, contribution accounting is applied under ASC Topic 958, *Not-for-Profit Entities*.

Deferred Revenue

Deferred revenue represents advances received from governmental agencies, where these agencies have not notified the School that the claims were approved, and advances will be recouped against those claims.

Contract Assets and Contract Liabilities

In accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 606, contract assets are to be recognized when an entity has the right to receive consideration in exchange for goods or services that have been transferred to a customer when that right is conditional on something other than the passage of time. The School does not recognize contract assets, as the right to receive consideration is unconditional in accordance with the passage of time criteria. Also, in accordance with ASC 606, contract liabilities are to be recognized when an entity is obligated to transfer goods or services for which consideration has already been received. The School does not receive consideration prior to the transfer of goods or services and, therefore, does not recognize contract liabilities.

Contributions of Nonfinancial Assets

The School may receive contributed services that are an integral part of its operations. Such services are only recorded as contributions of nonfinancial assets, at their fair value, provided the services received create or enhance nonfinancial assets, require specified skills provided by individuals possessing those skills, and typically need to be purchased, if not provided by donation. The School did not receive any contributed services for the years ended June 30, 2023 and 2022.

Property and Equipment

Property and equipment are stated at cost and are depreciated on the straight-line method over the estimated useful lives of the assets. Leasehold improvements are amortized over the lesser of the useful life of the asset or the lease term. The School has established a \$3,000 threshold above

Harriet Tubman Charter School

Notes to Financial Statements

which assets are evaluated to be capitalized. Durable curriculum materials in excess of \$10,000 which are recognized to have value beyond their year of purchase are amortized over a three-year period. Property and equipment acquired with certain government contract funds is recorded as an expense pursuant to the terms of the contract in which the government funding source retains ownership of the property. Maintenance and repairs are charged to expense as incurred; major renewals and betterments are capitalized, based on the established threshold.

Impairment

The School reviews long-lived assets to determine whether there has been any permanent impairment whenever events or circumstances indicate the carrying amount of an asset may not be recoverable. If the sum of the expected future undiscounted cash flows is less than the carrying amount of the assets, the School recognizes an impairment loss. No impairment losses were recognized for the years ended June 30, 2023 and 2022.

Advertising

The School expenses advertising costs as incurred. The School incurred \$9,738 and \$27,435 of advertising costs for the year ended June 30, 2023 and 2022, respectively, which is included in the accompanying statements of functional expenses under marketing and recruitment.

Functional Allocation of Expenses

The costs of providing programs and other activities have been summarized on a functional basis in the accompanying statement of activities. Accordingly, certain costs have been allocated among the respective programs and activities according to the functional categories, as follows:

Program Services - This category represents expenses related to general education and special education for certain students requiring additional attention and guidance. These costs are allocated based on the FTE allocation method.

Management and General - This category represents expenses related to the overall administration and operation of the School that are not specific to any program services or development. These costs are allocated based on the FTE allocation method.

Estimates

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

Income Taxes

The School is exempt from federal, state and local income taxes under Section 501(c)(3) of the Internal Revenue Code (the IRC) and, therefore, has made no provision for income taxes in the accompanying financial statements. In addition, the School has been determined by the Internal Revenue Service not to be a "private foundation" within the meaning of Section 509(a) of the IRC. There was no unrelated business income for the years ended June 30, 2023 and 2022.

Harriet Tubman Charter School

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Under U.S. GAAP, an organization must recognize the tax benefit associated with tax positions taken for tax-return purposes when it is more likely than not that the position will not be sustained upon examination by a taxing authority. The School does not believe it has taken any material uncertain tax positions and, accordingly, it has not recorded any liability for unrecognized tax benefits. The School is subject to routine audits by a taxing authority. As of June 30, 2023, the School was not subject to any examination by a taxing authority.

Recently Adopted Accounting Pronouncement

Lease Accounting

In February 2016, the FASB issued ASU 2016-02, *Accounting for Leases*, which applies a right-of-use (ROU) model that requires a lessee to record, for all leases with a lease term of more than 12 months, an asset representing its right to use the underlying asset and a liability to make lease payments. For leases with a term of 12 months or less, a practical expedient is available whereby a lessee may elect, by class of underlying asset, not to recognize an ROU asset or lease liability. At inception, lessees must classify all leases as either finance or operating based on five criteria. Balance sheet recognition of finance and operating leases is similar, but the pattern of expense recognition in the income statement, as well as the effect on the statement of cash flows, differs depending on the lease classification. In addition, lessees and lessors are required to provide certain qualitative and quantitative disclosures to enable users of financial statements to assess the amount, timing, and uncertainty of cash flows arising from leases. The FASB issued ASU 2020-05, which deferred the effective date for the Organization until annual periods beginning after December 15, 2021. Effective July 1, 2022, the Organization adopted this ASU following the modified retrospective method of application, see Note 10.

Recently Issued but not yet Adopted Accounting Pronouncements

Financial Instruments - Credit Losses

In June 2016, the FASB issued ASU 2016-13, *Financial Instruments - Credit Losses (Topic 326): Measurement of Credit Losses on Financial Instruments*. The new credit losses standard changes the impairment model for most financial assets and certain other instruments. For trade and other receivables, contract assets recognized as a result of applying ASC 606, loans and certain other instruments, entities will be required to use new forward looking “expected loss” model that generally will result in earlier recognition of credit losses than under today’s incurred loss model. ASU 2016-13 is effective for annual periods beginning after December 15, 2022. The School is currently evaluating the impact of this ASU on its financial statements.

Reclassification

Certain amounts in the 2022 financial statements were reclassified to conform with the 2023 presentation. These reclassifications had no effect on the School’s financial position and change in net assets.

Harriet Tubman Charter School

Notes to Financial Statements

4. Liquidity and Availability of Resources

The School maintains a policy of structuring its financial assets to be available as its general expenditures, liabilities and other obligations come due. The School's financial assets available within one year of the statement of financial position date for general expenditures are as follows:

<i>June 30,</i>	2023	2022
Cash and cash equivalents	\$ 279,117	\$ 399,521
Cash - restricted	1,001	75,000
Grants and other receivables	654,632	1,290,301
Total Financial Assets Available Within One Year	934,750	1,764,822
Less: amounts unavailable for general expenditures within one year due to:		
Restricted by contract	(1,001)	(75,000)
Total Financial Assets Available to Management for General Expenditures Within One Year	\$ 933,749	\$ 1,689,822

Liquidity Management

Management continually evaluates the timing of estimated collections of accounts receivable and manages cash disbursements to ensure the availability of cash to meet its operating needs. Management is working on financial condition plans in Note 2 with the goal to improve its liquidity.

5. Property and Equipment, Net

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

<i>June 30,</i>	2023	2022	Estimated Useful Life (Years)
Leasehold improvements	\$ 3,566,251	\$ 3,376,414	Lesser of the useful life of the asset or the lease term
Computer and equipment	1,327,469	913,800	3-5
Furniture and fixtures	359,172	344,663	7
Playground	166,000	166,000	8
	5,418,892	4,800,877	
Less: accumulated depreciation and amortization	(4,127,645)	(3,463,109)	
Property and Equipment, Net	\$ 1,291,247	\$ 1,337,768	

Depreciation and amortization expense for the years ended June 30, 2023 and 2022 was \$664,536 and \$566,924, respectively.

Harriet Tubman Charter School

Notes to Financial Statements

6. Commitments

On August 20, 2004, the School entered into a long-term lease agreement for its facilities which expired on December 31, 2019. The School is on a month-to-month lease and paying monthly rent of \$28,549.

In July 2012, the School entered into another lease agreement for a second building which expired in June 2016. The School is on a month-to-month lease and paying monthly rent of \$33,813.

Rent expense charged to operations amounted to \$749,845 and \$751,344 for the years ended June 30, 2023 and 2022, respectively, and is included in building and land rent costs on the statement of functional expenses.

As part of the School's lease agreements, the School was required to pay a security deposit of \$128,900.

7. Employee Benefit Plan

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

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

Accounting standards require employers participating in multiemployer plans to provide detailed quantitative and qualitative disclosures for these plans. TRS, which is sponsored by the City of New York, does not impose an expiration date on participating employers. The zone status is consistent with the Pension Protection Act and is for the Plan's year-end at June 30, 2020. The zone status is based on information provided in the TRS Comprehensive Annual Financial Report, which includes information from TRS' actuary and is certified by TRS' auditor. Among other factors, plans in the red zone are generally less than 65% funded, plans in the yellow zone are less than 80% funded and plans in the green zone are at least 80% funded. TRS did not report a rehabilitation plan. Information related to the Plan is comprised of the following:

June 30,

Pension Fund	Plan Month/Day End Date	Zone Status	Contributions	
			2023	2022
Teacher's Retirement System	June 30	Green - As of June 30, 2022	\$ 436,749	\$ 317,493

Harriet Tubman Charter School

Notes to Financial Statements

The audited financial statements of the Plan, as of the year ended June 30, 2022, reported total assets at a fair value of \$99,420,369. The funded status of the Plan as of June 30, 2020, the most recent actuarial valuation date, is as follows (in thousands):

Actuarial value of assets	\$ 60,693,821
Actuarial accrued liability	(75,452,987)
Unfunded Actuarial Accrued Liability	\$ (14,759,166)
Funded status (%)	80.4%

8. Risk Management

The School is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; injuries to employees; and natural disasters. The School maintains commercial insurance to help protect itself from such risks. The School also intends to defend its positions on these matters. As of June 30, 2023, there are no matters for which the School believes the ultimate outcome would have a material adverse effect on the School's financial position.

The School entered into contractual relationships with certain governmental funding sources. The governmental agencies may request return of funds as a result of noncompliance by the School, as well as additional funds for the use of facilities. The accompanying financial statements make no provision for the possible disallowance or refund. The School is of the opinion that such cost disallowances, if any, will not have a material effect in the School's financial statements and will record them in the year they become known.

9. Concentration Risks

Financial instruments that potentially subject the School to a concentration of credit risk include cash accounts at a major financial institution that, at times, exceeded the Federal Deposit Insurance Corporation insured limit of \$250,000. The School has not experienced any losses in such accounts and does not believe it is exposed to any significant credit risk on its cash accounts.

The School received approximately 79% and 85% of its revenue and support from per-pupil funding from the NYCDOE during each of the years ended June 30, 2023 and 2022, respectively.

The School's grants and other receivables consist of two and three major grantors at June 30, 2023 and 2022, respectively.

The School's payables consist of two and three major vendors at June 30, 2023 and 2022, respectively.

10. Leases

The Organization has adopted the provisions of ASC 842, Leases. For leases with initial terms of greater than one year (or initially, greater than one year remaining under the lease at the date of the adoption of ASC 842), the Organization records the related right-of-use assets and liabilities at the present value of the remaining lease payments to be paid over the life of the related lease. Lease payments related to periods subject to renewal options are excluded from the amounts used to determine the present value of the remaining lease payments unless the Organization is

Harriet Tubman Charter School

Notes to Financial Statements

reasonably certain to exercise the option to extend the lease. The lease require monthly payments of principal and interest at a rate of 2.87%. The present value of the lease payments is calculated by utilizing the discount rate stated in the lease, when readily determinable. For leases for which a discount rate is not readily available, the organization has elected to use the risk-free rate plus a reasonable premium comparative for entities of similar risk. The Organization has made an accounting policy election not to separate lease components from non-lease components in contracts when determining its lease payments for all of its asset classes, as permitted by ASC 842. As such, the Organization accounts for the applicable non-lease components together with the related lease components when determining the right-of-use assets and liabilities. The Organization has made an accounting policy election not to record leases with an initial term of less than one year as right-of-use assets and liabilities in the statements of financial position.

On July 1, 2022, the School entered into a lease agreement with De Lage Landen Financial Services, Inc, from July 1, 2022 to October 30, 2026 for 3 Toshiba Copiers.

The future minimum lease payment schedule includes amounts the School is liable to De Lage Landed Financial Services, Inc.

The Lease is deemed to be a Finance lease based on the underlying terms of the agreements and the criteria included in ASC 842.

The following tables summarize information related to the lease assets and liabilities:

Year ended June 30, 2023

Lease Costs

Finance lease cost:

Amortization of right-of-use assets	\$	19,862
Interest on lease liabilities		2,292

Total Lease Cost	\$	22,154
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Year ended June 30, 2023

Right-of-use assets and liabilities:

Finance lease right-of-use assets, net of amortization	\$	70,495
Finance lease liabilities	\$	(70,605)

Weighted-average remaining lease term - Finance leases (years)	4
Weighted-average discount rate - Finance leases (%)	2.87

For Finance leases, right-of-use assets are recorded in Finance lease right-of-use assets, net and lease liabilities are recorded in Finance lease liabilities in the accompanying statements of financial position. Amortization expense is recorded as a component of amortization expense within the statement of functional expense. Interest expense is recorded as a component of interest expense within the statement of functional expense.

Harriet Tubman Charter School

Notes to Financial Statements

The following is a schedule of future minimum lease payments, including interest, under the term of the leases, together with the present value of the net minimum lease payments, as of June 30, 2023:

Year ended June 30, 2023,

2024	\$	22,187
2025		22,187
2026		22,187
2027		7,396
Total Minimum Lease Payments		73,957
Less: imputed interest		(3,352)
Present Value of Net Minimum Lease Payments		\$ 70,605

11. Subsequent Events

The School has evaluated events through October 31, 2023, which is the date the financial statements were available to be issued.

Supplementary Information

Harriet Tubman Charter School

Schedule of Expenditures of Federal Awards

Year ended June 30, 2023

Federal Grantor/Pass-Through Grantor/Cluster or Program Title	Federal Assistance Listing Number	Pass-through Entity Identifying Number	Provided to Subrecipients	Total Federal Expenditures
United States Department of Education				
Pass-through from the New York State Education Department:				
Title I - Grants to Local Educational Agencies (Title I Part A of the ESEA)	84.010	N/A	\$ -	\$ 406,400
Title II - Supporting Effective Instruction State Grants	84.367	N/A	-	46,796
Title IV - Student Support and Academic Enrichment Program	84.424	N/A	-	30,143
Elementary and Secondary School Emergency Relief (ESSER) Fund	84.425D	N/A	-	1,356,969
Special Education Cluster (IDEA): Education - Grants to States (IDEA, Part B)	84.027	N/A	-	61,413
Total United States Department of Education				1,901,721
United States Department of Agriculture				
Pass-through from the New York State Education Department				
School Breakfast Program	10.553	N/A	-	52,412
National School Lunch Program (NSLP) (Lunch) (Cluster)	10.555	N/A	-	245,983
Federal Communications Commission				
Emergency Connectivity Fund Program	32.009	N/A		139,995
Total Expenditures of Federal Awards			\$ -	\$ 2,340,111

See accompanying notes to the schedule.

Harriet Tubman Charter School

Notes to the Schedule of Expenditures of Federal Awards Year Ended June 30, 2023

1. Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Harriet Tubman Charter School (the School) under programs of the federal government for the year ended June 30, 2023. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the School, it is not intended to and does not present the financial position, changes in net assets or cash flows of the School.

2. Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or limited as to reimbursement.

3. Indirect Cost Rate

The School has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.



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

The Board of Trustees
Harriet Tubman Charter School
Bronx, New York

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, the financial statements of Harriet Tubman Charter School (the School), which comprise the statements of financial position as of June 30, 2023 and 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 31, 2023.

Report on Internal Control Over Financial Reporting

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

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

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



Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance that is required to be reported under *Government Auditing Standards* and is described in the accompanying schedule of findings and responses as Finding: 2023-01.

School's Response to Finding

Government Auditing Standards requires the auditor to perform limited procedures on the School's response to the finding identified in our audit and described in the accompanying schedule of findings and questioned costs. The School's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

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

BDO USA, P.C.
October 31, 2023



Independent Auditor's Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance

The Board of Trustees
Harriet Tubman Charter School
Bronx, New York

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Harriet Tubman Charter School's (the School) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the School's major federal programs for the year ended June 30, 2023. The School's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the School complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the School's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the School's federal programs.



Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the School's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the School's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the School's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

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



internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

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

BDO USA, P.C.
October 31, 2023

Harriet Tubman Charter School

Schedule of Findings and Questioned Costs Year Ended June 30, 2023

Section I. Summary of Auditor's Results

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP:

Unmodified

Internal control over financial reporting:

• Material weakness(es) identified?

☐ Yes

☒ No

• Significant deficiency(ies) identified?

☐ Yes

☒ None reported

Noncompliance material to financial statements noted?

☒ Yes

☐ No

Federal Awards

Internal control over major federal programs:

• Material weakness(es) identified?

☐ Yes

☒ No

• Significant deficiency(ies) identified?

☐ Yes

☒ None reported

Type of auditor's report issued on compliance for major federal programs:

Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?

☐ Yes

☒ No

Identification of major federal programs:

Federal Assistance Listing Number	Name of Federal Program or Cluster
84.425D	Elementary and Secondary School Emergency Relief (ESSER) Fund

Dollar threshold used to distinguish between Type A and Type B programs:

\$750,000

Auditee qualified as low-risk auditee?

☒ Yes

☐ No

Harriet Tubman Charter School

Schedule of Findings and Questioned Costs Year Ended June 30, 2023

Section II. Financial Statement Finding

Finding: 2023-01

Criteria and Condition:

Pursuant to the Charter Agreement, the NYCDOE requires each New York City Chancellor Authorized Charter School to set up an escrow of at least \$25,000. NYCDOE requires that the amount required in escrow increase from \$25,000 to at least \$100,000.

Context:

During the audit, it was noted that Harriet Tubman Charter School, did not maintain an Escrow Account of \$100,000 as at June 30, 2023.

Cause:

An Escrow Account with a balance of at least \$100,000, as required by the NYCDOE, was not maintained by the School.

Effect:

In the case where a Charter school fails to set up an escrow account or meet the annual reserve requirements, it may result in issuance of a notice of deficiency and may further lead to issuance of probation. Upon the issuance of notice of deficiency, the school has 45 days from April 1st of that year to take corrective action and notify the NYCDOE. Each school must have a document on file detailing the status of their escrow account for school visits or upon the request of the NYCDOE.

Recommendation:

We recommend that Harriet Tubman Charter School maintain a cash balance in their Escrow Account at year end of at least \$100,000 to comply with NYCDOE requirements.

Views of Responsible Official and Planned Corrective Action

The school acknowledges the finding regarding noncompliance with Escrow Account requirements during fiscal year 2023. The School's response to the finding is described in the accompanying managements correction action plan.

Section III. Federal Award Findings and Questioned Costs

There were no findings and questioned costs for federal awards (as defined in 2 CFR 200.516(a)) that are required to be reported.



HARRIET TUBMAN CHARTER SCHOOL

ELEMENTARY ACADEMY CAMPUS

3565 THIRD AVENUE
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JUNIOR ACADEMY CAMPUS

1176 FRANKLIN AVENUE
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WWW.HTCSBRONX.ORG



Cleveland Person, *Principal*

Jerima DeWese, *Chair, Board of Trustees*

Management's Corrective Action Plan Year Ended June 30, 2023

Regarding the HTCS Escrow Account, the Trustees voted to move the escrow account from Apple Bank to a new account at Chase Bank.

On June 30, 2023, the transfer process and the establishment of a new account was initiated and completed by 3 signatories (Chairperson DeWese, Vice Chair Hunter, and Secretary Nowell). By July 14, 2023, the required escrow amount of \$100K, as mandated by NYSED and the Board of Regents, was fully established.

Respectfully submitted,

Chairperson - Board of Trustees
Harriet Tubman Charter School



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Cleveland Person, *Principal*

Jerima DeWese, *Chair, Board of Trustees*

October 31, 2023

BDO USA, P.C.
600 Third Avenue, 3rd Floor
New York, NY 10016

Ladies and gentlemen:

We are providing this letter in connection with your audit of Harriet Tubman Charter School ("the School"), which comprise the statements of financial position as of June 30, 2023 and 2022 and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements for the purpose of expressing an opinion as to whether the financial statements present fairly, in all material respects, the financial position, changes in net assets, and cash flows of the School in conformity with accounting principles generally accepted in the United States of America. We confirm that we are responsible for the preparation and fair presentation in the financial statements of financial position, changes in net assets, and cash flows in conformity with accounting principles generally accepted in the United States of America.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, as of the date of this representation letter, as entered on the first page, the following representations made to you during your audit:

- (1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated June 7, 2023, for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
- (2) We have fulfilled our responsibility, as set out in the terms of the aforementioned audit engagement letter, for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- (3) The financial statements include all assets and liabilities under the entity's control.
- (4) We have made available to you:
 - (a) All financial records, and related data and federal awards (including amendments, if any, and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities), including the names of all related parties and all relationships and transactions with related parties, as agreed upon in the terms of the aforementioned audit engagement letter.
 - (b) All additional information that you have requested from us for the purpose of the audit.

- (c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - (d) Minutes of the meetings of directors and committees of directors that were held from July 1, 2021 to the date of this letter, or summaries of actions of recent meetings for which minutes have not yet been prepared.
- (5) There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in financial reporting practices.
- (6) There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements or schedule of expenditures of federal awards (SEFA).
- (7) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud or noncompliance. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud or noncompliance. We have no knowledge of any:
- (a) Fraud or suspected fraud involving management or involving employees who have significant roles in internal control, whether or not perceived to have a material effect on the financial statements.
 - (b) Fraud or suspected fraud involving others where the fraud could have a material effect on the financial statements.
 - (c) Allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, regulatory agencies, grantors, law firms, predecessor accounting firms, or others.
 - (d) Instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse, whose effects, both quantitatively and qualitatively, should be considered when preparing the financial statements.
- (8) We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or net asset balances.
- (9) The following, where applicable and material, have been properly recorded or disclosed in the financial statements:
- (a) The identity of all related parties and all related party relationships and transactions of which we are aware (e.g., transactions with unconsolidated subsidiaries; affiliates under common control with the entity or that are directly or indirectly controlled by the entity; directors, management, and members of their immediate families), including sales, purchases, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.
 - (b) Arrangements with financial institutions involving compensating balances or other arrangements involving restrictions on cash balances and line-of-credit or similar arrangements.
 - (c) All derivative instruments and any embedded derivative instruments that require bifurcation, in accordance with FASB ASC 815, *Derivatives and Hedging*.
 - (d) Guarantees, whether written or oral, under which the School is contingently liable.

- (e) Significant estimates and material concentrations known to management that are required to be disclosed in accordance with FASB ASC 275-10, *Risk and Uncertainties - Overall*. In that regard, all accounting estimates that could be material to the financial statements, including key factors and significant assumptions underlying those estimates, have been identified, and we believe the estimates are reasonable in the circumstances. The methods, significant assumptions, and the data used in making the accounting estimates and the related disclosures are appropriate to achieve recognition, measurement, and disclosure that is in accordance with accounting principles generally accepted in the United States of America. Significant estimates are estimates at the statement of financial position date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which events could occur that would significantly disrupt normal finances within the next year.
- (f) The effects of all known actual or possible litigation, claims, and other liabilities or gain or loss contingencies that are required to be accrued or disclosed by FASB ASC 450, *Contingencies*, including:
- Pending or anticipated tax assessments or refunds, other potential or pending claims, lawsuits by or against any branch of government or others;
 - Written or oral guarantees, endorsements, or unused letters of credit;
 - Unusual warranties or guarantees; or
 - Labor claims or negotiations.

FASB ASC 450-20, *Loss Contingencies*, requires loss contingencies to be accrued if it is probable an asset has been impaired or a liability incurred at the statement of financial position date and the amount of loss can be reasonably estimated. Such contingencies must be disclosed, but may not be accrued, if the loss is reasonably possible (but not probable) or the loss is probable but the amount of loss cannot be reasonably estimated.

- (g) Commitments, such as:
- Major fixed asset purchase agreements;
 - More-than-one-year employment arrangements or contracts with suppliers or customers, or one-year-or-longer term leases;
 - Deferred compensation, bonuses, pension and profit-sharing plans, or severance pay; or
 - Pending sale or merger of all or a portion of the business or of an interest therein or acquisition of all or a portion of the business, assets or securities of another entity.
- (h) Joint ventures or other participations, the detailed transactions of which are not carried on our books.
- (i) Foreign currency transaction gains or losses, as well as translation of foreign currency financial statements.

(10) There are no:

- (a) Violations or possible violations of laws or regulations and provisions of contracts and grant agreements (including the failure to file reports required by regulatory bodies (e.g., EPA, OCC, FDIC, DOL, Medicare, U.S. Customs Service, HIPAA, IRS, Dept. of Commerce, state and municipal authorities) when the effects of failing to file could be material to the financial statements) whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency.
- (b) Unasserted claims or assessments that our lawyer has advised us are probable of assertion and must be disclosed in accordance with FASB ASC 450.
- (c) Side agreements or other arrangements (either written or oral) that have not been disclosed to you.
- (d) Designation of net assets disclosed to you that were not properly authorized and approved, or reclassifications of net assets that have not been properly reflected in the financial statements.

(11) Receivables recorded in the financial statements represent valid claims against debtors or grantors for sales, contributions, pledges, or other charges arising on or before the statement of financial position date and have been appropriately reduced to their estimated net realizable value.

(12) With regard to items reported at fair value: (a) the underlying assumptions are reasonable and they appropriately reflect management's intent and ability to carry out its stated courses of action, (b) the measurement methods and related assumptions used in determining fair value are appropriate in the circumstances and have been consistently applied, (c) the disclosures related to fair values are complete, adequate, and in conformity with U.S. GAAP and (d) there are no subsequent events that require adjustments to the fair value measurements and disclosures included in the financial statements.

(13) The School has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.

(14) We have complied with all aspects of grant agreements and other contractual agreements, including debt covenants, that would have a material effect on the financial statements in the event of noncompliance.

(15) No discussions have taken place with your firm's personnel regarding employment with the School.

(16) The School is an exempt organization under Section 501(c)(3) of the Internal Revenue Code as evidenced by determination letter dated September 17, 2001. Any activities of which we are aware that would jeopardize our tax-exempt status, all activities subject to tax on unrelated business income or excise or other tax, have been disclosed to you. All required filings with tax authorities are up-to-date.

(17) We have complied with all restrictions on resources, including donor restrictions, and all aspects of contractual and grant agreements that would have a material effect on the financial statements in the event of noncompliance. This includes complying with donor requirements to maintain a specific asset composition necessary to satisfy their restrictions.

(18) The School had no net assets with donor restrictions at June 30, 2023 and 2022.

- (19) The basis used for the allocation of functional expenses is reasonable, and is in compliance with the provisions of ASU 2016-14.
- (20) We have developed plans, as discussed in Note 2 to the financial statements, that we believe can be effectively implemented and will enable the School to continue as a going concern for a reasonable period of time, defined as not to exceed one year beyond the date the financial statements are available to be issued. The financial statements disclose all the matters of which we are aware that are relevant to the School's ability to continue as a going concern, including principal conditions or events and our plans.
- (21) As part of your audit, you assisted with the preparation of the financial statements and related notes and the schedule of expenditures of federal awards. We acknowledge our responsibility as it relates to those nonattest/nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for the financial statements and related notes and schedule of expenditures of federal awards.
- (22) We are responsible for compliance with laws, regulations, and provisions of contracts and grant agreements applicable to us and we have identified and disclosed to you all laws, regulations, and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
- (23) We have provided views on your reported findings, conclusions, and recommendations. We are responsible for taking corrective action on audit findings and we are responsible for preparing and implementing a corrective action plan for each audit finding.
- (24) We have identified and disclosed to you the findings received for previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- (25) With respect to federal award programs:
- (a) We are responsible for understanding and complying with, and have complied with, the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), as applicable.
 - (b) We have, in accordance with the Uniform Guidance, identified and disclosed to you, in the schedule of expenditures of federal awards (SEFA), expenditures made during the audit period for all government programs and related activities provided by federal agencies in the form of federal awards, grants, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance.
 - (c) We acknowledge our responsibility for the preparation of the SEFA and related notes in accordance with the requirements of the Uniform Guidance, and we believe the SEFA, including its form and content, is fairly presented in accordance with the Uniform Guidance. The methods of measurement or presentation of the SEFA have not changed from those used in the prior period, and we have outlined any significant assumptions and interpretations underlying the measurement or presentation of the SEFA below.

- (d) We have notified you of federal awards and funding increments that were received for awards received before December 26, 2014, and differentiated those awards from awards received on or after December 26, 2014, and subject to the audit requirements of the Uniform Guidance.
- (e) We will include the auditor's report on the SEFA in any document that contains the SEFA and that indicates you have reported on such information.
- (f) We are responsible for understanding and complying with the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal programs and have identified and disclosed to you the requirements of federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major program.
- (g) We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that we are managing our federal awards in compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended. Also, subsequent to the date of the auditor's report as of which compliance was audited, no changes have occurred in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies and material weaknesses in internal control over compliance as reported in the schedule of findings and questioned costs.
- (h) We have made available to you all federal awards (including amendments, if any) and any other correspondence relevant to federal programs and related activities that have taken place with federal agencies or pass-through entities.
- (i) We have received no requests from a federal agency to audit one or more specific programs as a major program.
- (j) We have complied, in all material respects, with the direct and material compliance requirements (except for noncompliance disclosed to you), including, when applicable, those set forth in the *OMB Compliance Supplement*, relating to federal awards and have identified and disclosed to you all amounts questioned and all known noncompliance with the direct and material compliance requirements of federal awards, or confirmed that there were no amounts questioned and no known noncompliance with the direct and material compliance requirements of federal awards. We also know of no instances of noncompliance occurring subsequent to the end of the period audited.
- (k) We have disclosed to you any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.
- (l) Amounts claimed or used for matching were determined in accordance with relevant guidelines in Uniform Guidance.
- (m) We have disclosed to you our interpretations of compliance requirements that are subject to varying interpretations, if any.

- (n) We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
 - (o) We have disclosed to you the nature of any subsequent events that provide additional evidence with respect to conditions that existed at the end of the reporting period that affect noncompliance during the reporting period.
 - (p) Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the basic financial statements have been prepared, and are prepared on a basis consistent with the schedule of expenditures of federal awards.
 - (q) The copies of federal program financial reports provided to you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
 - (r) We have charged costs to federal awards in accordance with applicable cost principles.
 - (s) We are responsible for, and have accurately completed, the appropriate sections of the Data Collection Form as required by the Uniform Guidance. The final version of the applicable audit reporting package, which includes your signed auditor's reports, that we will submit to the Federal Audit Clearinghouse (FAC) will be identical to the final version of such documents that you provided to us.
 - (t) We have identified and disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, internal or external monitoring, and other studies directly related to the audit objectives of the compliance audit, including findings received and corrective actions taken from the end of the audit period covered by the compliance audit report to the date of the auditor's report.
 - (u) We have disclosed to you all contracts or other agreements with service organizations, and we have disclosed to you all communications from the service organizations relating to noncompliance at the service organizations.
 - (v) We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.
 - (w) As part of your audit, you assisted with the preparation of the financial statements and related notes and schedule of expenditures of federal awards. We acknowledge our responsibility as it relates to those nonattest/nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably with senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes and schedule of expenditures of federal awards.
- (26) There have been no known or suspected breaches of sensitive information (e.g., personnel files) caused by cyber-attack or other means, or other cybersecurity incidents, where the breach or other incidents could have a material effect on the financial statements.
- (27) In connection with any electronic presentation of the financial statements and your audit report thereon on our web site, we acknowledge that:

- We are responsible for the preparation, presentation, and content of the financial statements in the electronic format.
 - If your audit report is presented on our web site, the full financial statements upon which you reported and to which you appended your signed report will be presented.
 - We will clearly indicate in the electronic presentation on our web site the financial information that is subject to your audit report. We will clearly differentiate any information that may also be presented by us on or in connection with our web site that was contained in the published version of the financial statements and other supplementary information, but which is not part of the audited financial statements or other financial information covered by your audit report.
 - We have assessed the security over financial statement information and the audit report presented on our web site, and are satisfied that procedures in place are adequate to ensure the integrity of the information provided. We understand the risk of potential misrepresentation inherent in publishing financial information on our web site through internal failure or external manipulation.
 - If the electronic financial statements are generally made available to the public on our web site, we will include a notification to the reader that such financial statements are presented for convenience and information purposes only, and while reasonable efforts have been made to ensure the integrity of such information, they should not be relied on. A copy of the printed financial statements will be provided on request.
- (28) We have considered climate-related events and conditions when preparing the financial statements and necessary disclosures, and have communicated to you such matters, if any, and their impact on our financial reporting.
- (29) By executing this document, you represent that Harriet Tubman Charter School is not owned or controlled, directly or indirectly, by one or more Russian Citizen(s), Russian national(s), persons physically located in Russia or entity(s) organized under the laws of Russia. You agree that if at any time while BDO USA, P.C. ("BDO") is providing services to the School the foregoing representation is longer true, you will immediately notify BDO.
- (30) We are aware of that as of June 30, 2023, the financial statements have been prepared assuming that the School will continue as a going concern. As described in Note 2 to the financial statements, the School historically has suffered recurring losses from operations, has a net working capital deficiency, negative cash flows, and has depleting net assets that raises substantial doubt about the School's ability to continue as a going concern. Management's evaluation of the events and conditions and management's plans regarding these matters are also described in Note 2 to the financial statements. The financial statements do not include any adjustments that might result from the outcome of this uncertainty. Audit opinion is not modified with respect to this matter.
- (31) We are aware that an escrow account with a balance of at least \$100,000, as required by the NYCDOE, was not maintained by the School.
- (32) We are aware that Ritesh Lall is the engagement Principal and is responsible for supervising the engagement and signing the report as he took over once Marc Taub retired.

To the best of our knowledge and belief, no events, including instances of noncompliance, have occurred subsequent to the statement of financial position date and through the date of this representation letter, as entered on the first page, that would require adjustment to or disclosure in the aforementioned financial statements or in the schedule of findings and questioned costs.

Very truly yours,

A black rectangular redaction box covering the signature of Jerima DeWese.

F855B358CA1B44E
Jerima DeWese, Chair, Board of Trustees

Certificate Of Completion

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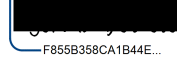
Jerima DeWese

j_dewese@hotmail.com

HTCS BOT, Chair

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Kara Bowe

kbowe@bdo.com

BDO USA, P.C.

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Signing Complete	Security Checked	10/31/2023 2:40:29 PM
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Payment Events	Status	Timestamps
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System Requirements The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify BDO USA, P.C. as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by BDO USA, P.C. during the course of my relationship with you, including for example engagement documentation and/or tax return e-file authorizations.

Application for Automatic Extension of Time To File an Exempt Organization Return

► **File a separate application for each return.**
► **Go to www.irs.gov/Form8868 for the latest information.**

OMB No. 1545-0047

Electronic filing (e-file). You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits.

Automatic 6-Month Extension of Time. Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

Type or print File by the due date for filing your return. See instructions.	Name of exempt organization or other filer, see instructions.	Taxpayer identification number (TIN)
	HARRIET TUBMAN CHARTER SCHOOL	
	Number, street, and room or suite no. If a P.O. box, see instructions.	
	3565 THIRD AVENUE	
	City, town or post office, state, and ZIP code. For a foreign address, see instructions.	
	BRONX, NY 10456	

Enter the Return Code for the return that this application is for (file a separate application for each return) **01**

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12
Form 990-T (corporation)	07		

- The books are in the care of ► ROSALYN ADDO,
3565 THIRD AVENUE BRONX NY 10456

Telephone No. ► Fax No. ►

- If the organization does not have an office or place of business in the United States, check this box ☐
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) If this is for the whole group, check this box ☐ . If it is for part of the group, check this box ☐ and attach a list with the names and TINs of all members the extension is for.

1 I request an automatic 6-month extension of time until 05/15, 2024, to file the exempt organization return for the organization named above. The extension is for the organization's return for:

- ☐ calendar year 20____ or
 ► ☒ tax year beginning 07/01, 2022, and ending 06/30, 2023.

2 If the tax year entered in line 1 is for less than 12 months, check reason: ☐ Initial return ☐ Final return
☐ Change in accounting period

3a If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	3a	\$	NONE
b If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	3b	\$	NONE
c Balance due. Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	3c	\$	NONE

Caution: If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-TE and Form 8879-TE for payment instructions.

For Privacy Act and Paperwork Reduction Act Notice, see instructions.

Form **8868** (Rev. 1-2022)

REPORT TO THE BOARD OF TRUSTEES

HARRIET TUBMAN CHARTER SCHOOL

AUDIT WRAP UP:
YEAR ENDED JUNE 30, 2023



Contents

QUICK ACCESS TO THE
FULL REPORT

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The following communication was prepared as part of our audit, has consequential limitations, and is intended solely for the information and use of those charged with governance (e.g., Board of Directors and Audit Committee) and, if appropriate, management of the School, and is not intended and should not be used by anyone other than these specified parties.

Welcome

October 31, 2023

Those Charged with Governance

Harriet Tubman Charter School

Professional standards require us to communicate with you regarding matters related to the audit, that are, in our professional judgment, significant and relevant to your responsibilities in overseeing the financial reporting process. On September 5, 2023, we presented an overview of our plan for the audit of the financial statements including the schedule of expenditures of federal awards of Harriet Tubman Charter School, (the “School”) as of and for the year ended June 30, 2023, including a summary of our overall objectives for the audit, and the nature, scope, and timing of the planned audit work.

This communication is intended to elaborate on the significant findings from our audit, including our views on the qualitative aspects of the School’s accounting practices and policies, management’s judgments and estimates, financial statement disclosures, and other required matters.

We are pleased to be of service to the School and look forward to meeting with you on October 31, 2023 to discuss our audit findings, as well as other matters that may be of interest to you, and to answer any questions you might have.

Respectfully,

BDO USA, P.C.

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Executive Summary

Status of Our Audit

We have substantially completed our audit of the financial statements as of and for the year ended June 30, 2023. Our audit was conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. This audit of the financial statements does not relieve management or those charged with governance of their responsibilities.

- ▶ The objective of our audit was to obtain reasonable - not absolute - assurance about whether the financial statements are free from material misstatements.
- ▶ The scope of the work performed was substantially the same as that described to you in our earlier Audit Planning communications.
- ▶ We expect to issue an unmodified opinion with a going concern on the financial statements and release our report in October 2023.
- ▶ We expect to issue an unmodified opinion on the School's Single Audit report, including the Schedule of Expenditures of Federal Awards (SEFA).
- ▶ In planning and performing our audit of the SEFA, we considered the *School's internal* control over compliance with requirements that could have a direct and material effect on its major federal program(s) to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with GAS and Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance.
- ▶ Our responsibility for other information in documents containing the School's audited financial statements does not extend beyond the financial information identified in the audit report, and we are not required to perform procedures to corroborate such other information. However, in accordance with professional standards, we will read the information included by the School and consider whether such information, or the manner of its presentation, is materially inconsistent with its presentation in the financial statements. Our responsibility also includes calling to management's attention any information that we believe is a material misstatement of fact. We have not identified any material inconsistencies or concluded there are any material misstatements of facts in the other information that management has chosen not to correct
- ▶ All records and information requested by BDO were freely available for our inspection.
- ▶ Management's cooperation was excellent. We received full access to all information that we requested while performing our audit, and we acknowledge the full cooperation extended to us by all levels of Schools personnel throughout the course of our work.

Results of the Audit

ACCOUNTING PRACTICES, POLICIES, ESTIMATES

The following summarizes the more significant required communications related to our audit concerning the School’s accounting practices, policies, and estimates:

The School’s significant accounting practices and policies are those included in Note 2 to the financial statements. These accounting practices and policies are appropriate, comply with generally accepted accounting principles and industry practice, were consistently applied, and are adequately described within Note 2 to the financial statements.

- ▶ A summary of recently issued accounting pronouncements is included in Note 2 to the School’s financial statements.
- ▶ The School adopted Accounting Standard Update(ASU) 2016-02, *Accounting for Leases* (Topic842) which did not have a material impact on the financial statements.
- ▶ There were no changes in significant accounting policies and practices during FY23

Significant estimates are those that require management’s most difficult, subjective, or complex judgments, often as a result of the need to make estimates about the effects of matters that are inherently uncertain. The School’s significant accounting estimates, including a description of management’s processes and significant assumptions used in development of the estimates, are disclosed in Note 2 of the financial statements.

Significant Accounting Estimates

Allowances on grants and other receivables

Useful lives of fixed assets

Fair value measurements

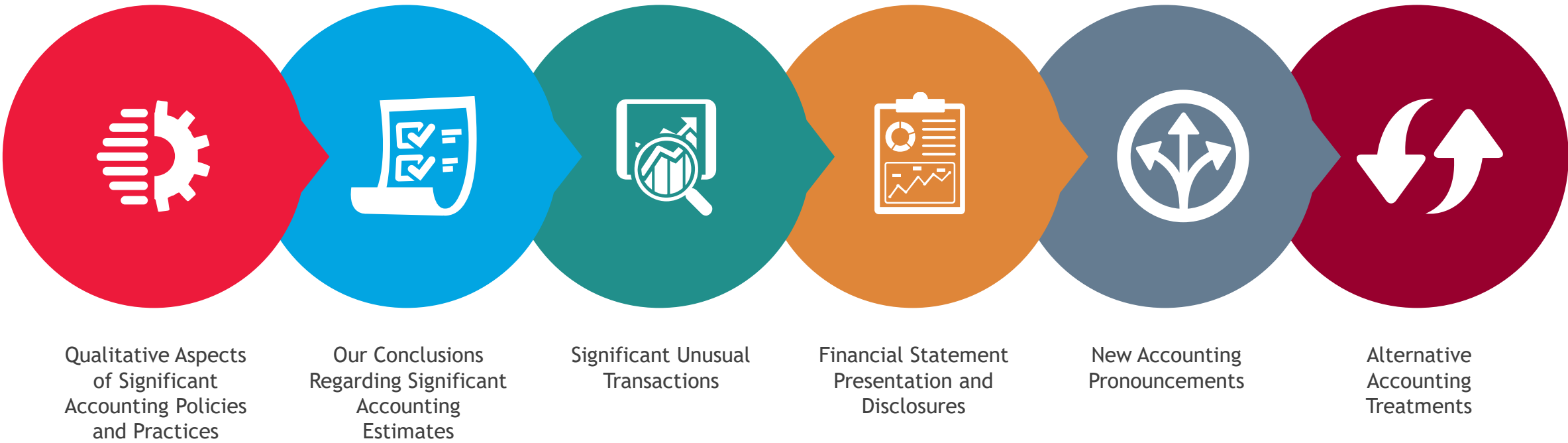
Allocation of functional expenses

- ▶ Management did not make any significant changes to the processes or significant assumptions used to develop the significant accounting estimates during the year ended June 30, 2023.

Results of the Audit

QUALITATIVE ASPECTS OF THE SCHOOL’S FINANCIAL REPORTING

A discussion will be held regarding the quality of the Company’s financial reporting, which will include:



Results of the Audit

CORRECTED AND UNCORRECTED MISSTATEMENTS

There were no corrected misstatements, other than those that were clearly trivial, related to accounts and/or disclosures that we brought to the attention of management.

There were no uncorrected misstatements, other than those that were clearly trivial, related to accounts and/or disclosures that we presented to management.



Highlights: Results of the Audit - Assets

ASSETS				
	2023	2022	Change	
Cash	\$ 279,117	\$ 399,521	\$ (120,404)	
Cash - restricted	1,001	75,000	(73,999)	
Grants and other receivables	654,632	1,290,301	(635,669)	
Prepaid expenses and other assets	11,836	26,401	(14,565)	
Right of Use Asset, Finance Lease, net	70,495	-	70,495	
Property and equipment, net	1,291,247	1,337,768	(46,521)	
Security Deposit	128,900	128,900	-	
	<u>\$ 2,437,228</u>	<u>\$ 3,257,891</u>	<u>\$ (820,663)</u>	

- ▶ The decrease in Grants and other receivables is due to a decrease in ESSER funding received in 2023 due to decreased student enrollment as well as debtors repaying amounts due at a faster rate than in 2022.
- ▶ The decrease in Property and equipment, net is due to annual depreciation on the Schools Fixed Assets.
- ▶ The School has recognized a Right of Use Asset, Finance Lease, for the lease over the Toshiba printers held by the school in 2023.

Highlights: Results of the Audit - Liabilities and Net Asset

LIABILITIES AND NET ASSET				
	2023		2022	
				Change
Accounts payable and accrued expenses	\$	833,361	\$	412,536
Accrued salaries and other payroll related expenses		832,848		515,131
Finance Lease Liability		70,605		-
Deferred Revenue		229,579		184,837
Total Liabilities	\$	1,966,393	\$	1,112,504
Net Assets - without donor restrictions		470,835		2,145,387
Total Liabilities and Net Asset	\$	2,437,228	\$	3,257,891

- ▶ The variance in the Finance lease is due to the addition of a new finance lease in FY2023 as well as the annual reduction in the lease liability due to the monthly lease repayments.
- ▶ The increase in accounts payable and accrued expenses is in relation to the School paying off its vendors and invoices at a slower pace in the current year.

Highlights: Results of the Audit - Net Asset

NET ASSET				
	2023		2022	Change
Net Asset - without donor restrictions	\$ 470,835	\$	2,145,387	\$ (1,674,552)
Reconciliation of the Change in Net Asset	2023		2022	
Change in Net Asset	(1,674,552)		(1,599,311)	
Net change	(75,241)			
The following represents significant fluctuations in the change in net assets between the current and prior year:				
Increase in revenue and support	\$ 484,260			
Increase in expenses	(559,501)			
	\$ (75,241)			

Highlights: Results of the Audit - Revenues

REVENUE AND OTHER SUPPORT					
	<i>Without Donor Restrictions</i>	<i>With Donor Restrictions</i>	2023	2022	Change
State and local per pupil operating revenue	\$ 10,009,504	\$ -	\$ 10,009,504	\$ 10,376,621	\$ (367,117)
Government grants and contracts	2,399,390	-	2,399,390	1,852,632	546,758
Other income	305,246	-	305,246	627	304,619
	<u>\$ 12,714,140</u>	<u>\$ -</u>	<u>\$ 12,714,140</u>	<u>\$ 12,229,880</u>	<u>\$ 484,260</u>

- ▶ The decrease in State and local per-pupil operating revenue is mainly due to the decrease in scholar count in general education FTEs in the School (see below).
- ▶ The increase in Grants and other receivables is due to an increase in ESSER and Title Grant claims in 2023

FTE BREAKDOWN			
	2023	2022	Change
Total General Education FTE	537	581	(44)
Special Education FTE Breakdown			
Less than 20%	18	18	-
Between 20% and 60%	36	31	5
More than 60%	9	13	(4)
	63	62	1

Highlights: Results of the Audit - Expenses

EXPENSES					
	2023		2022		Change
Program services:					
General education	\$	9,777,105	\$	9,354,898	\$ 422,207
Special education		2,623,626		2,481,803	141,823
Total Program services	\$	12,400,731	\$	11,836,701	\$ 564,030
Supporting services:					
Management and general	\$	1,987,961	\$	1,992,490	\$ (4,529)
Total Expenses	\$	14,388,692	\$	13,829,191	\$ 559,501

- ▶ The increase in program services expenses is mainly due to the increase in personnel service costs in FY 2023.

Highlights: Results of the Audit - Expenses (cont.)

	2023	2022	Change
Program services expense	\$ 12,400,731	\$ 11,836,701	\$ 564,030
Management and general	1,987,961	1,992,490	(4,529)
Total FTE of Gen Ed Scholars	537	581	(44)
Program services expense per Scholar	23,093	20,373	2,720
General and administrative per Scholar	3,702	3,429	273
	\$ 26,795	\$ 23,802	\$ 2,992

- ▶ Program services expense consist mostly of payroll and payroll related expenses.

	2023	2022	Change
Significant Expense Fluctuations			
Salaries and staff	\$ 7,017,659	\$ 6,669,076	\$ 348,583

- ▶ Increase in salaries is due to the increase in average number of employees in the current year, in conjunction with annual raises given to employees.

Highlights: Results of the Audit - Expenses (cont.)

FUNCTIONAL CLASS ANALYSIS (\$)					
	Program Services			Supporting Services	Total Expenses
	General Education	Special Education	Total	Management and General	
June 30, 2023	\$ 9,777,105	\$ 2,623,626	\$ 12,400,731	\$ 1,987,961	\$ 14,388,692
June 30, 2022	9,354,898	2,481,803	11,836,701	1,992,490	13,829,191
Increase / (Decrease) (\$)	\$ 422,207	\$ 141,823	\$ 564,030	\$ (4,529)	\$ 559,501

FUNCTIONAL CLASS ANALYSIS (%)					
	Program Services			Supporting Services	Total Expenses
	General Education	Special Education	Total	Management and General	
June 30, 2023	67.95%	18.23%	86.18%	13.82%	100%
June 30, 2022	68.00%	18.00%	85.59%	14.41%	100%
Increase / (Decrease) (%)	-0.05%	0.23%	0.59%	-0.59%	

► Refer to Historical trends section for the School's functional expenses categories relationship for FY 2021 through FY 2023.

Highlights: Results of the Single Audit

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS				
FEDERAL GRANTOR/PASS-THROUGH GRANTOR/PROGRAM OR CLUSTER TITLE	FEDERAL ASSISTANCE LISTING NUMBER	PASS-THROUGH ENTITY IDENTIFYING NUMBER	PROVIDED TO SUBRECIPIENTS	FEDERAL EXPENDITURES
<u>U.S. Department of Education:</u>				
Passed through the New York State Education Department:				
Title I - Grants to Local Educational Agencies (Title I Part A of the ESEA)	84.010	Not Applicable	\$ -	\$ 406,400
Title II - Supporting Effective Instruction State Grants	84.367	Not Applicable	-	46,796
Title IV - Student Support and Academic Enrichment Program	84.424	Not Applicable	-	30,143
Elementary and Secondary School Emergency Relief (ESSER) Fund	84.425D	Not Applicable	-	1,356,969
Special Education Cluster (IDEA): Education - Grants to States (IDEA, Part B)	84.027	Not Applicable	-	61,413
Total U.S. Department of Education				1,901,721
<u>U.S. Department of Agriculture:</u>				
Passed through the New York State Education Department:				
School Breakfast Program	10.553	Not Applicable	-	52,412
National School Lunch Program (NSLP) (Lunch) (Cluster)	10.555	Not Applicable	-	245,983
<u>Federal Communications Commission:</u>				
Emergency Connectivity Fund Program	32.009	Not Applicable	-	139,995
Total Expenditures of Federal Awards			\$ -	\$ 2,340,111

Highlights: Results of the Single Audit (cont.)

IDENTIFICATION OF MAJOR FEDERAL PROGRAMS	
CFDA Number	Name of Federal Program or Cluster
84.425D	Elementary and Secondary School Emergency Relief (ESSER) Fund

- ▶ Based on our evaluations of federal programs included in the Schedule of Expenditures of Federal Awards (SEFA), the major program audited in FY 2023 is the Elementary and Secondary School Emergency Relief (ESSER) Fund.

SUMMARY OF AUDITORS RESULTS ON FEDERAL AWARDS			
Internal control over major programs:			
Material weakness(es) identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Significant deficiency(ies) identified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> None reported	
Type of auditor's report issued on compliance for major federal programs:			
	<input type="checkbox"/> Unmodified		
Any audit findings disclosed that are required to be reporting in accordance with 2 CFR 20.516(a)?			
	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Highlights: Results of the Single Audit (cont.)

Financial Statement Finding:

Criteria

Pursuant to the Charter Agreement, the NYCDOE requires each New York City Chancellor Authorized Charter School to set up an escrow of at least \$25,000. NYCDOE requires that the amount required in escrow increase from \$25,000 to at least \$100,000.

Condition

During the audit, it was noted that Harriet Tubman Charter School, did not maintain an Escrow Account of \$100,000 at June 30, 2023.

Cause

An Escrow Account with a balance of at least \$100,000, as required by the NYCDOE, was not maintained by the school.

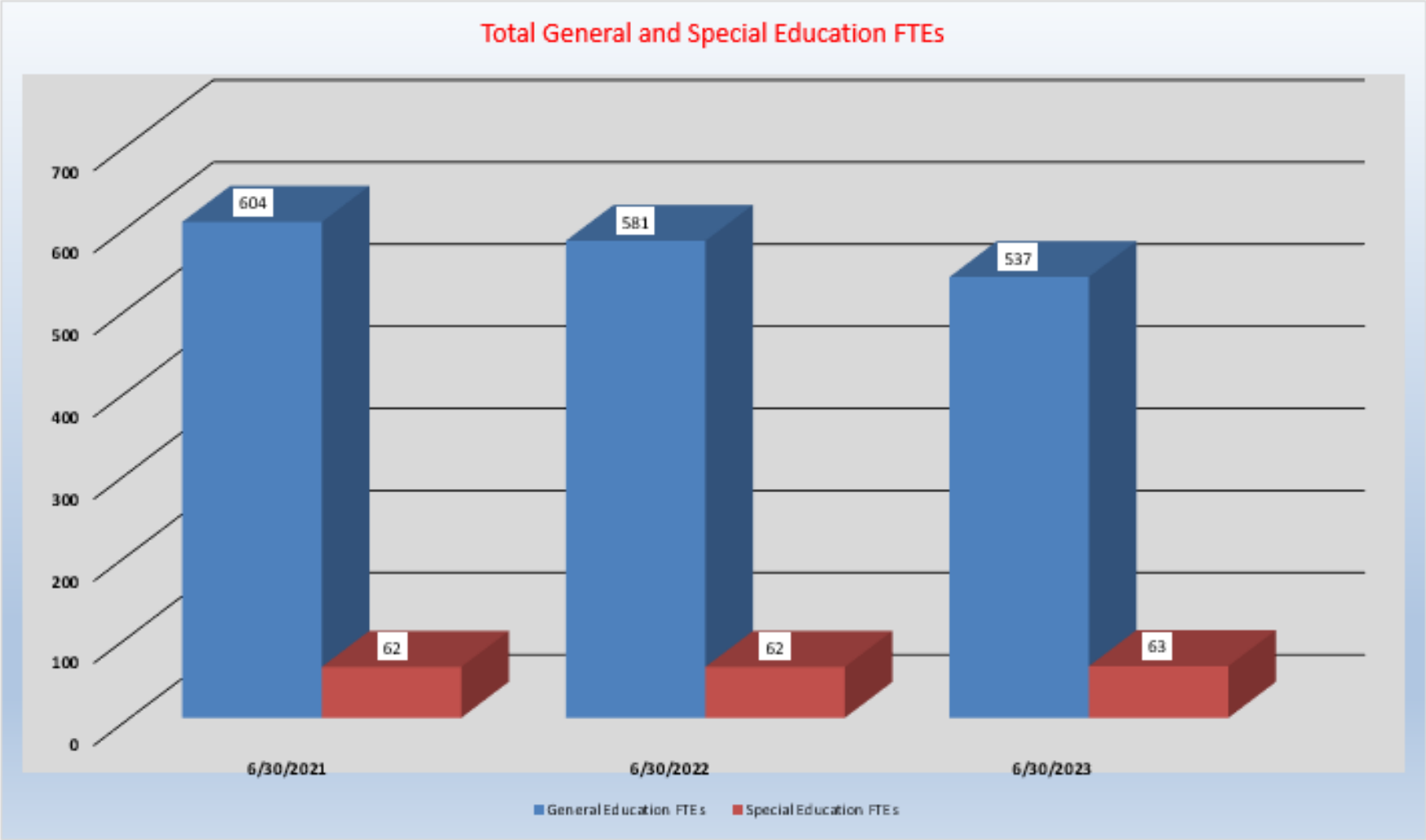
Effect

In the case where a Charter School fails to set up an escrow account or meet the annual reserve requirements, it may result in issuance of a notice of deficiency and may further lead to issuance of probation. Upon the issuance of notice of deficiency, the school has 45 days from April 1st of that year to take corrective action and notify the NYCDOE. Each school must have a document on file detailing the status of their escrow account for school visits or upon the request of the NYCDOE.

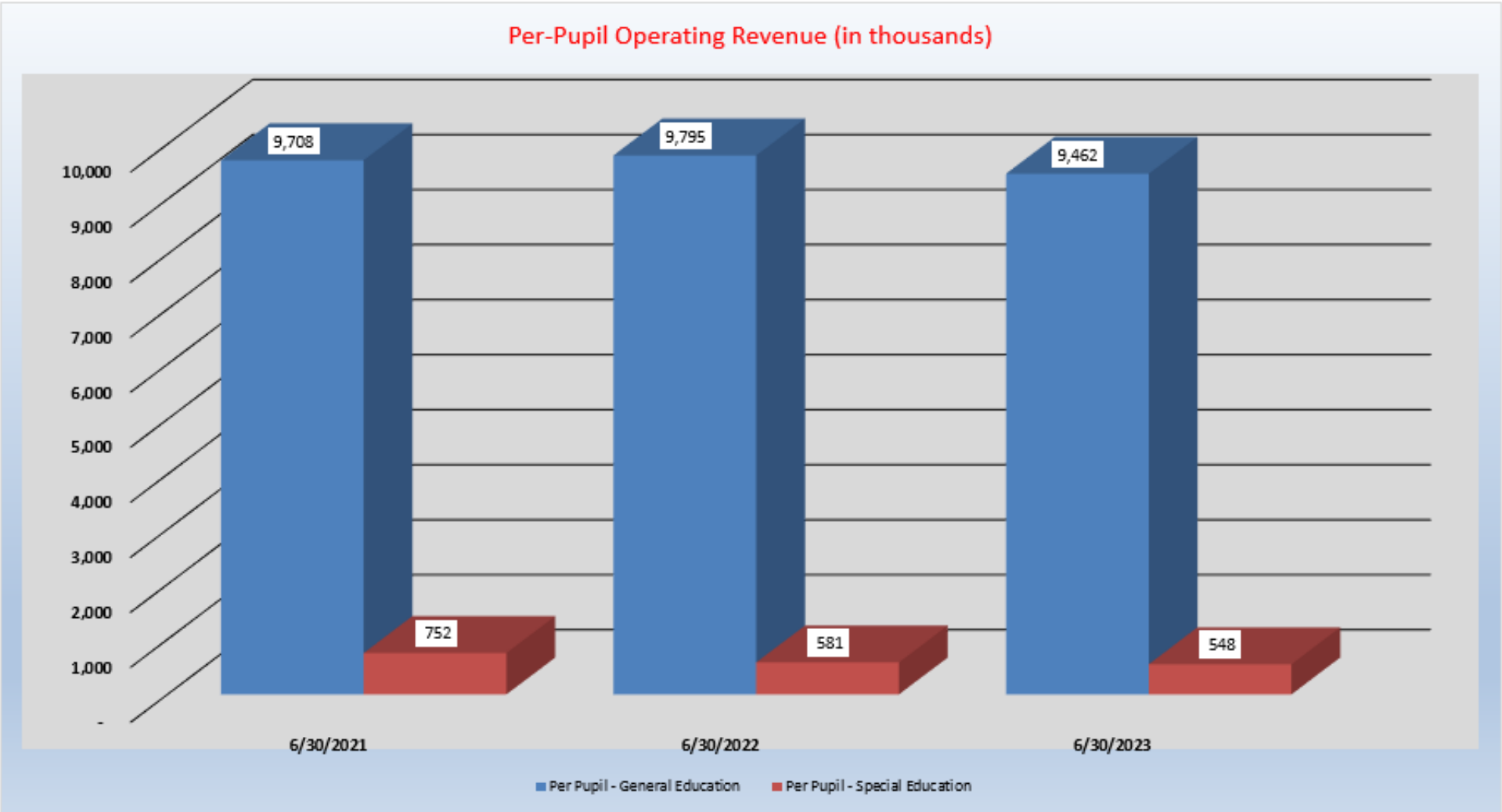
Recommendation

We recommend that Harriet Tubman Charter School maintain a cash balance in their Escrow Account at year end of at least \$100,000 to comply with NYCDOE requirements.

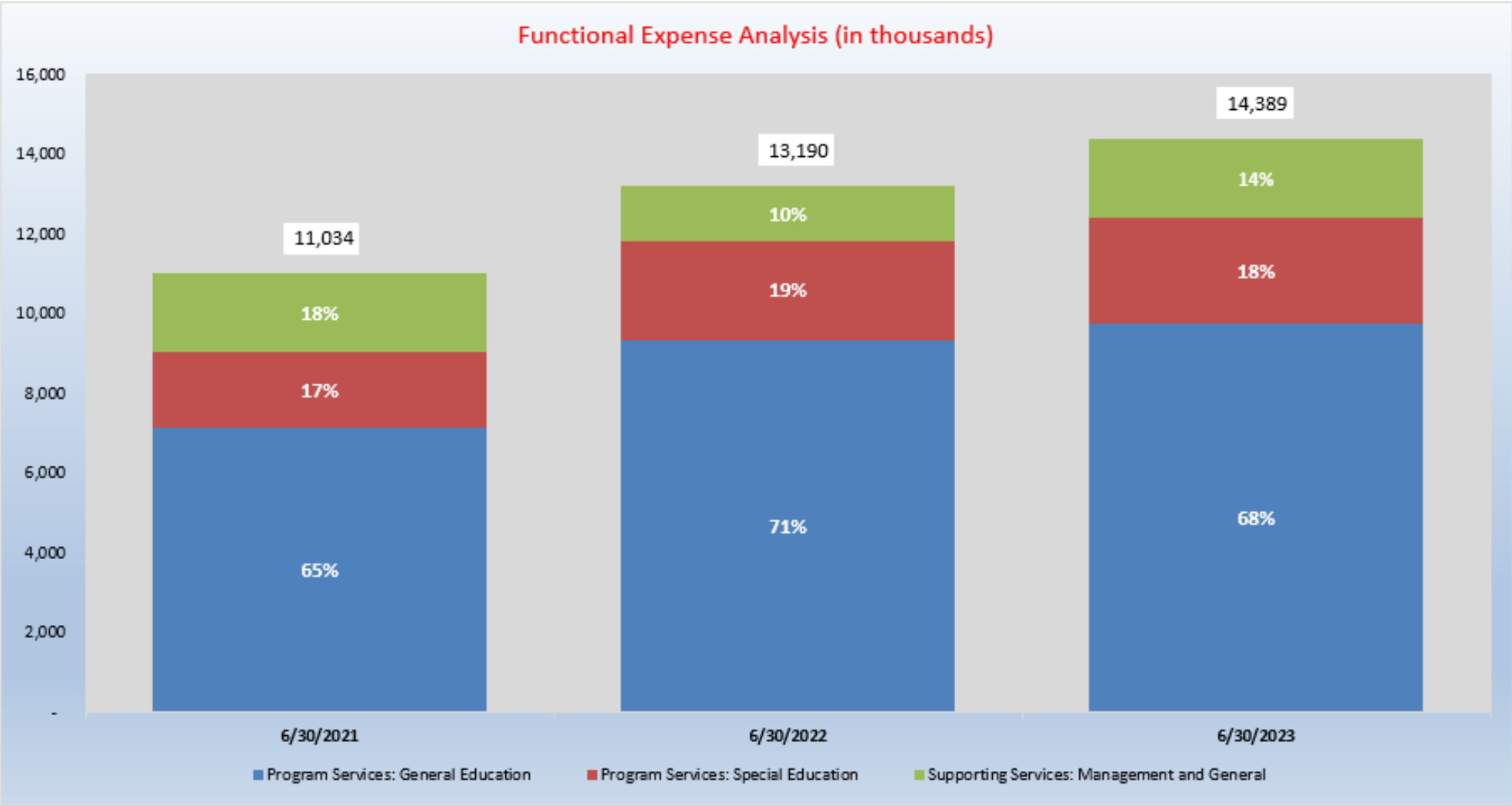
Harriet Tubman Charter School - Historical Trends



Harriet Tubman Charter School - Historical Trends



Harriet Tubman Charter School - Historical Trends





Internal Control Over Financial Reporting

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the School’s internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School’s internal control. Accordingly, we do not express an opinion on the effectiveness of the School’s internal control.

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

We are required to communicate, in writing, to those charged with governance all material weaknesses and significant deficiencies that have been identified in the School’s internal control over financial reporting. The definitions of control deficiency, significant deficiency and material weakness follow:

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

In conjunction with our audit of the financial statements, we noted no material weaknesses.



Additional Required Communications

Other Required Communications

Following is a summary of other required items, along with specific discussion points as they pertain to the School:

Requirement	Discussion Point
Significant changes to planned audit strategy or significant risks initially identified	There were no significant changes to the planned audit strategy or significant risks initially identified and previously communicated to those charged with governance as part of our Audit Planning communications.
Obtain information from those charged with governance relevant to the audit	There were no matters noted relevant to the audit, including, but not limited to: violations or possible violations of laws or regulations; risk of material misstatements, including fraud risks; or tips or complaints regarding the School's financial reporting that we were made aware of as a result of our inquiry of those charged with governance.
Nature and extent of specialized skills or knowledge needed related to significant risks	There were no specialized skills or knowledge needed, outside of the core engagement team, to perform the planned audit procedures or evaluate audit results related to significant risks.
Consultations with other accountants	We are not aware of any consultations about accounting or auditing matters between management and other independent public accountants. Nor are we aware of opinions obtained by management from other independent public accountants on the application of generally accepted accounting principles.
Significant findings and issues arising during the audit in connection with the School's related parties	We have evaluated whether the identified related party relationships and transactions have been appropriately identified, accounted for, and disclosed and whether the effects of the related party relationships and transactions, based on the audit evidence obtained, prevent the financial statements from achieving fair presentation.
Significant findings or issues arising during the audit that were discussed, or were the subject of correspondence, with management	There were no significant findings or issues arising during the audit that were discussed, or were the subject of correspondence, with management.
Disagreements with management	There were no disagreements with management about matters, whether or not satisfactorily resolved, that individually or in aggregate could be significant to the School's financial statements or to our auditor's report.

Other Required Communications

Following is a summary of other required items, along with specific discussion points as they pertain to the School:

Requirement	Discussion Point
Significant difficulties encountered during the audit.	There were no significant difficulties encountered during the audit.
Matters that are difficult or contentious for which the auditor consulted outside the engagement team.	There were no difficult or contentious matters that we consulted with others outside the engagement team that we reasonably determined to be relevant to those charged with governance regarding their oversight of the financial reporting process.
If applicable, other matters significant to the oversight of the School's financial reporting process, including complaints or concerns regarding accounting or auditing matters.	There are no other matters that we consider significant to the oversight of the School's financial reporting process that have not been previously communicated.
Representations requested from management.	Please refer to the management representation letter.
If applicable, our evaluation of the school's ability to continue as a going concern.	<p>The School historically has suffered recurring losses from operations, has a net working capital deficiency, negative cash flows, and has depleting net assets that raises substantial doubt about the School's ability to continue as a going concern within one year of the date the financial statements are issued.</p> <p>The Board of Trustees and school leaders have established a number of interventions for the 2023 and 2024 financial years. The School has determined it is probable that the interventions outlined in Note 2 to the financial statements can be effectively implemented and, once implemented, it is probable they will mitigate the relevant conditions that affect the Schools ability to continue in existence for one year and one day after the financial statements are issued.</p> <p>The financial statements do not include any adjustments that might result from the outcome of this uncertainty. BDO opinion is not modified with respect to this matter.</p>

Independence

Our engagement letter to you dated June 7, 2023 describes our responsibilities in accordance with professional standards and certain regulatory authorities with regard to independence and the performance of our services. This letter also stipulates the responsibilities of the School with respect to independence as agreed to by the School. Please refer to that letter for further information.



Audit Firm System of Quality Management

An audit firm's system of quality control (aka system of quality management) is essential to how the firm conducts audits and is in place to protect donors, stakeholders and other users of financial statements.

QUALITY MANAGEMENT STANDARDS

In June 2022, the AICPA Auditing Standards Board (ASB) issued the following interrelated standards on audit quality management (collectively, the QM standards), which are designed to improve a CPA firm's risk assessment and audit quality. The effective date of the QM standards is December 15, 2025.

Statement on Quality Management Standards (SQMS) No. 1	Statement on Quality Management Standards (SQMS) No. 2	Statement on Auditing Standards (SAS) No. 146
<i>A Firm's System of Quality Management</i>	<i>Engagement Quality Reviews</i>	<i>Quality Management for an Engagement Conducted in Accordance With Generally Accepted Auditing Standards</i>

BDO has assessed the requirements of the QM standards and has analyzed our firm's current system of quality management to identify changes and improvements necessary for compliance. This includes the identification of quality objectives, quality risks and the assessment of those quality risks, and responses to address those risks. We are further working with BDO Global to appropriately integrate processes deployed at a global level into our firm's system of quality management.

2020 BDO AUDIT QUALITY REPORT

CONTINUING TO BUILD TRUST



We will continue to provide you with updates on our progress. Currently, you may find discussion of BDO's system of quality control within our annual [Audit Quality Reports](#), the most recent of which is accessible [here](#).

Peer Review Report


PEER REVIEWS

As a member of the AICPA, we are subject to triennial external peer reviews of the portion of our auditing practice applicable to non-SEC issuers.

Our 2021 peer review concluded that the system of quality for the firm's accounting and auditing practice applicable to non-SEC issuers was suitably designed, and the firm had complied with its own quality guidelines.

The peer review also concluded the system provided the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies), or fail.

Our firm received a rating of pass.



Report on the Firm's System of Quality Control

November 22, 2021

To the Partners of BDO USA, LLP and the National Peer Review Committee:

We have reviewed the system of quality control for the accounting and auditing practice of BDO USA, LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (the Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/summary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations


Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans; an audit performed under FDICIA, an audit of a broker-dealer, and examinations of service organizations (SOC 1 and SOC 2 engagements).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of BDO USA, LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2021, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. BDO USA, LLP has received a peer review rating of *pass*.

Baker Tilly US, LLP, trading as Baker Tilly, is a member of the global network of Baker Tilly International Ltd., the members of which are separate and independent legal entities.



National Peer Review Committee

December 09, 2021

Wayne Berson
BDO USA, LLP
12505 Park Potomac Ave Ste 700
Potomac, MD 20854-6801

Dear Wayne Berson:

It is my pleasure to notify you that on December 09, 2021, the National Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is September 30, 2024. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,


Michael Wagner
Chair, National PRC

+1.919.402.4502

cc: Jeffrey Gendreau, Michael Fawley

Firm Number: 900010063586 Review Number: 584260

220 Leigh Farm Road, Durham, NC 27707-8110
T: +1.919.402.4502 F: +1.919.419.4713
aicpaglobal.com | cimaglobal.com | aicpa.org | cima.org



At BDO, our purpose is helping people thrive, every day. Together, we are focused on delivering exceptional and sustainable outcomes – for our people, our clients and our communities. Across the U.S., and in over 160 countries through our global organization, BDO professionals provide assurance, tax and advisory services for a diverse range of clients.

BDO is the brand name for the BDO network and for each of the BDO Member Firms. BDO USA, P.C., a Virginia professional corporation, is the U.S. member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms. www.bdo.com

Material discussed in this publication is meant to provide general information and should not be acted on without professional advice tailored to your needs. © 2023 BDO USA, P.C.. All rights reserved.



Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:

Marlon Dunbar

Name of Charter School Education Corporation:

Harriet Tubman Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.)

Board Trustee

Member - Finance and Audit Committee

Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

2. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

3. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

4. 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.

5. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **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

6. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **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

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. The personal contact information provided below will be redacted.

Business Telephone

[REDACTED]

Business Address:

[REDACTED]

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

[REDACTED]

July 18, 2023

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:

Jerima DeWese

Name of Charter School Education Corporation:

Harriet Tubman Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board Chairperson

Officer

Chair - Personnel Committee

Ex officio Member of:

Governance

Executive

Education

Finance/Audit

Grievance

Facilities

Fundraising/Marketing

Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

2. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

3. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

4. 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.

5. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **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

6. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **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

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. The personal contact information provided below will be redacted.

Business Telephone

[REDACTED]

Business Address:

[REDACTED]
[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]
[REDACTED]

[REDACTED]

July 21, 2023

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:

Christa Tilson

Name of Charter School Education Corporation:

Harriet Tubman Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board Trustee

Member – Education Committee

Member – Grievance Committee

Member – Finance and Audit

Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

2. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

3. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

4. 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.

5. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **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

6. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **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

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. The personal contact information provided below will be redacted.

Business Telephone:

NA - Retired

Business Address:

NA- Retired

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

Signature

July 21, 2023

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:

Barbara Gailliard Nowell

Name of Charter School Education Corporation:

Harriet Tubman Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Secretary of the Board

Chair of the Education Committee

Member of:

Governance

Executive

Personnel

Grievance

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐

Yes

☒

No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐

Yes

☒

No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **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

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **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

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Business Telephone:

NA - Retired

Business Address:

NA- Retired

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

July 20, 2023

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:

Kinanda Williams Murray

Name of Charter School Education Corporation:

Harriet Tubman Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Member – Finance and Audit Committee

Member - Personnel Committee

Member - Governance

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **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

7. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **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

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Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

July 24, 2023

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee
--

Please note that Trustee McGee passed away in February 2023. This form still applies since she did sign this form in July of 2022 at the beginning of FY22-23.

Trustee Name:

Mildred McGee

Name of Charter School Education Corporation:

Harriet Tubman Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board Trustee
Member – Education Committee
Member – Facilities Committee
Member – Personnel Committee

Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

2. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

3. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

4. 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.

5. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **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

6. 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.



None

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Business Telephone:

NA - Retired

Business Address:

NA- Retired

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]
[REDACTED]

[REDACTED]

28, 2022

July

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
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last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:

Rey Allen

Name of Charter School Education Corporation:

Harriet Tubman Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.)

Board Trustee
Chair of Facilities Committee
Chair of Fundraising/Marketing
Member - Executive Committee
Member - Education Committee
Member - Grievance Committee

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

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

2. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

3. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

4. 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.

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☒ **None**

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None

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[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

July 24, 2023

Signature

Date

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last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:

Timothy Johnson

Name of Charter School Education Corporation:

Harriet Tubman Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).
Parent Representative

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☒ Yes ☐ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

I have a cousin in Grade 3 in the Elementary Academy. My 2 daughters just graduated from 8th grade. The benefit is the exceptional education and the positive relationships with staff that are in place to support my family. I also have a voice in the governance of the school.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

5. 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.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with 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 months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **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

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☒ **None**

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Business Telephone:

NA

Business Address:

NA

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

Signature

July 30, 2022

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

last revised 04/2022

Disclosure of Financial Interest by a Current or Former Trustee
--

Trustee Name:

Geraldine Hunter

Name of Charter School Education Corporation:

Harriet Tubman Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board Vice Chairperson

Compliance Officer

Grievance Committee - Chairperson

Member of:

Governance

Executive

Finance and Audit

Education

Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐

Yes

☒

No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

2. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐

Yes

☒

No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

3. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

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☐ Yes ☒ No

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[REDACTED]

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[REDACTED]

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

[REDACTED]

July 24, 2023

Signature

Date

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last revised 04/2022

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

HTCS Board of Trustee Zoom Meeting July 12, 2022

Board of Trustees

Vice Chair Geraldine Hunter
Trustee Barbara Nowell
Trustee Mildred McGee
Trustee Kinanda Williams Murray
Trustee Marlon Dunbar
Trustee Christa Tilson
Trustee Rey Allen

HTCS Staff

Jonathan Maniotis Elementary Academy Director
Felicia Yarber, Junior Academy Director

Others

Leslie Roper Thomas, CSBM
Allosene George, CSBM
Dr. Marlaina Palmeri, Accountability and Compliance Consultant

Vice Chair Hunter opened the meeting at 6:08 PM

Consensus items

Motion: To approve the July meeting agenda

Made by: Trustee McGee

Seconded by: Trustee Allen

Action: Motion carried unanimously.

Motion: To approve June minutes

Made by: Trustee Allen

Seconded by: Trustee Tilson

Action: Motion carried unanimously

Governance Report – Vice Chairperson Hunter

CSO Mid-Term Site Visit Review

On Tuesday, June 14th, Laura Hill and Aaron Campbell conducted the Mid-Term Site Review. Six Trustees (DeWese, Hunter, Nowell, Allen, McGee, Tilson) were on site for the review, and Trustees Dunbar and Williams Murray were approved to join by Zoom.

The CSO team was pleased with what was observed in our instructional program, and the materials were distributed. There was healthy discourse regarding the current state of Harriet Tubman's Charter School, where everyone participated.

Status of the JA – Final Actions

- We received a corrected letter from Walter T. Gorman that revised the statement that the fire alarm system was brand new rather than an updated system.
- Once all changes and finally certified by the FDNY in writing, the number of mandated security offices at the JA will be reduced and the corresponding budget will be revised.
- This will have a positive effect on the funds that we're spending right now for the additional security officers which is a major concern to the Board of Trustees, because of the hit we are taking financially.

Board Calendar

- The calendar of our monthly Board of Trustees' regularly scheduled meetings for the 2022-2023 year will be emailed to each Trustee for approval at the August board meeting. Please review the dates. Next Board will be on Tuesday, August the 2nd. We all need to be in attendance for that meeting as we conclude the business for the summer before school opens in September.

The Family Handbook

- Trustee Nowell gave an update on the Family Handbook.
- This is an initiative that we've been working on for about a year with a team of Trustees, parents, teachers, faculty, and administrators.
- The draft handbook you received is the draft that Dr. Palmeri will format properly. We're asking you to approve the draft and then it will be sent to the CSO for finalization.
- There were 2 points of clarification before the motion – the level of infractions being confirmed as 3 rather than 5, and in the lottery section, that only SWD and ELL students, and not ED, get two tickets in the lottery drawing.

Motion made to approve this draft to be sent to Dr. Palmeri for final formatting.

Motion made by Trustee Allen.

Seconded by Trustee McGee

Reduction in Security Officers

- At the Site Review, Laura Hill stated that she would confer with the CSO's legal team as to when HTCS can reduce the number of security officers. We're waiting for a response, which we expect by June 30.
- Trustee Williams Murray questioned why the school needed approval from the CSO. Dr. Palmeri explained that because HTCS is on a CAP for the JA. The final certification by the FDNY is the last step to finally certify the building, at which point we submit our evidence to the CSO. As the agent for the BoR and the NYSED, they will dismiss any deficiency as per the Corrective Plan to remove us from the plan.
- Trustee Nowell also emphasized that is the NYSED/Commissioner that ultimately authorizes a charter school's existence. If they find that there is something about the charter school that endangers the safety of the students or the faculty, they have the right and authority to shut the school down if the building is not up to code. The CSO is within their authority to review the safety of not only Harriet Tubman, but all schools as the agent of the NYSED. This was a safety issue that could have kept us from opening or shut us down if we did not comply. We successfully met the conditions that were imposed by the state so we could open.
- Vice Chair Hunter also stressed the importance of demonstrating accountability and to having a collaborative relationship with the authorizer.
- Trustee Williams Murray's request for clarity was a point well taken. Trustee Hunter encouraged further discussion on her concerns.

Finance Committee – Allosene George – CSBM

The Trustees received a printed report before this meeting date to review. Ms. George shared the same on a screen

Revenue

- Projected revenue for \$12 million. This was higher than the amount budgeted by \$60,316.
- Federal and state food program was lower than budget by \$66,717.
- ESSER Care Grants I and II added \$1,161,228 to the budget.

Expenses

- Expenses were higher than budget by \$1,453,653.
- Instructional personnel expenses were lower due to decreased salary, compensation benefits, retirement benefits and payroll taxes.
- Professional services were higher, mainly due to the cost of the security contract.
- Substitute services were higher. Bonuses, which helped to retain staff, were higher by \$424,304.
- Facility operations were higher by \$84,324 due to painting the EA and JA buildings as well as extermination.
- Student recruitment and marketing was lower than the amount budgeted.
- **Net Income and Cash Flow:** Cash on hand as of May 31st was presented which excludes the escrow balance. Cash represents 47 days of firm spending. Cash Rollover to 2022-23 was presented.
- Discussion ensued regarding the number of security guards needed for safety at the JA once the number of security guards is reduced. The Board seeks input from the school administration. This also impacts our budget. As this will be considerable savings once the high number of fire wardens are no longer needed, Trustee Dunbar said that the Finance Committee will certainly review the security personnel for the 2022-23 budget to reflect school needs.
- The Finance Report concluded with a discussion as to how budget information should be presented at the Finance Committee versus the Board meeting. The Finance/Audit Committee looks at all the detail behind the numbers whereas the Board reviews a high-level summary.

Education Report – Trustee Nowell

- Trustee Nowell and the Ed Committee confirmed that its meetings would continue to start at 7:00 PM for the 2022-23 school year.

Learning Standards – Mr. Maniotis

- NYSED moved to the Next Generation Learning Standards in 2017 with the intent for full implementation in September of 2020. COVID changed that, and now the standards will be fully implemented this September with all of the state assessments reflecting the NGLS standards in the Spring.
- Tests taken by computer will be implemented this Spring. This will most likely be a baseline year.
- We expect to receive scores in August.

Summer School – Ms. Yarber

- HTCS is using the Summer Rise curriculum, which is the same curriculum that the NTCDOE is using.
- Any child can be in the citywide Summer Rise which runs from 8:00 AM to 6:00 PM. Academics are conducted in the first part of the day from 8 AM to 1 PM. Extracurricular runs from 1 to 6 PM. They partner with community agencies in the neighborhood to provide coverage.
- HTCS will provide the Summer Boost program, using the Summer Rise curriculum.
- Students will have 90 minutes of ELA and 90 minutes of math. They then receive lunch, then take a break. Enrichment and social-emotional learning are being implemented during enrichment time. Teachers rotate and meet with classes during this time. However, the curriculum being used during this part of the day is from HTCS.
- Teachers attend virtual PDs to prepare for lessons. There are two PD sessions – one is from 12 to 12:45, and then another one runs from 1 to 1:45.
- Students are given a pre-assessment test and a post-assessment. In between, they have weekly assessments.
- We have 210 students enrolled as of today and 188 students showed up. We call parents of students who are absent to let them know that they need to be in summer school.

- Teachers like the curriculum, and the admin team might look at it in September once the effect or impact it has on students is analyzed.
- Vice Chair Hunter asked if this program has any budget impact. Ms. Yarber explained that Mayor Bloomberg and philanthropists fully fund the program. While originally it was meant to serve a portion of the students at each school, HTCS reapplied for more funding and received it. The program checks in frequently to see if the school needs more funding.
- Trustee Nowell asked if students have print materials that they can take home. Ms. Yarber confirmed they did.

Grievance Report – Vice Chair Hunter

- Mr. Maniotis reported 0 suspensions.
- Ms. Yarber reported for the month of June for the JA by grade. There was only one for the eighth grade which was a vast improvement.
- Ms. Yarber summarized the suspensions for the whole by grade and noted that grade 5 had the least number of suspensions for the year.
- Vice Chair Hunter asked for any updates on the student being monitored by the Grievance Committee. Ms. Yarber stated that he was able to graduate, and he does not have to attend summer school. His parents thanked her. He actually won the Thurgood Marshall Award for being in the debate finals. Vice Chair Hunter thanked Ms. Yarber and her staff for making a difference in getting this student on track.

Graduation

- Graduation was held for Kindergarten, 4th and 8th grade at Greater Holy Tabernacle Church on 3780 Third Avenue.

Thurgood Marshall Mock Trial

- As finalists, our students got the Yankee Stadium tickets and tablets. One of our students won best advocate and earned Bluetooth Beats
- This was our sixth year doing a Thurgood Marshall mock trial, and we actually made it to the finals this time out of 25 schools. We were in the finals!

HS Acceptances

- There was an extended discussion about our Valedictorian not getting accepted into any of her 3 choices. It appears that the process places all “first choices.” If students don’t get their first choice, it would normally default to their second choice. But because everyone is trying to accept those who chose a school as their first choice, most likely, their second choice is filling up with students that picked them as their first choice.
- It’s very disheartening because we have a student with a 97.8 average going to a “Zone” school.
- It’s not the schools themselves matching choices; it is the DOE. When Ms. Yarber called the school, they said the DOE handles the admissions process and they receive who the DOE places there.
- Trustee Williams Murray suggested that in these cases, applications should be accompanied by letters of recommendation from Trustees or other community advocates. In the case of this student, because she was in the Mock Trials, we could have solicited a letter of recommendation from one of the panel judges on her behalf.
- Vice Chair Hunter summarized that Ms. Yarber would send the Trustees the student’s information and the Trustees can rally together and see the best approach to actually supporting this student and have her to go to a school that matches her abilities.

Principal’s Report – Mr. Maniotis for Mr. Person

- The June enrollment was 581 in total.
- The attendance was 83%.

- Current vacancies include:
 - Two 4th grade Gen Ed teachers
 - One Math 5th grade teacher
 - One ELA 6th grade teacher
 - One ELA 7th grade teacher
 - One Math 7th grade teacher
 - One Parent Coordinator

EA Report – Mr. Maniotis

- Most of June was obviously just getting ready for the end of the year.
- We held the Step Up ceremonies for Gr. K and Gr. 4.
- Summer School program has begun and now we are concentrating on getting ready for September.
- Trustee Allen asked about the lottery and how the school is looking for enrollment. Mr. Maniotis reported that they did the lottery, registered students, had parents come in, and completed the intakes. Enrollment is around 630. The significant bump is in Kindergarten and Grade One. We're definitely hitting on all cylinders to try and get every student in as possible with all kinds of incentives.
 - We're doing an intro to Kindergarten class this summer where the incoming kindergartners come in and do activities with one of the Kindergarten teachers for a week as an intro.
 - We're helping out with supplies and uniforms.
- Vice Chair Hunter asked about the 83% attendance. Mr. Maniotis explained that a few classes and grade levels went remote for COVID-related reasons.
- In the EA it was usually per class and in the JA, it was seventh grade.
- There are always attendance issues tacked on to the front and the back of CoVID issues.
- Attendance is something where every school has to get back into a mindset that it's okay to come to school when it is heard that there's a positive COVID case,; even though the majority of COVID cases now are minimal and symptoms are mild.
- Also, when the NYC DOE ends their year, which is before HTCS does, it also impacts attendance.

JA Report – Ms. Yarber

- Ms. Yarber wanted to point out that one of the June 14 reviewers stated they don't see the depth of instruction and academics in other charter schools as was evident at HTCS.
- Ms. Yarber requested that at least one board member attend or speak at school functions that highlight our students, even on a rotational basis.
- Ms. Yarber was commended for being a very good PR person. She spoke to the congregation where graduation was held to promote our school and encourage them to send their children to Harriet Tubman.
- Graduation was also live streamed so Trustees could have seen it through that venue. She will speak to Mr. Laguda to see if it can be posted on the website.

Director of Operations – Mr. Maniotis for Mr. Taylor

Facilities

- There are two window portable air conditioners in the JA that need to be replaced.
- There were bed bugs exterminated twice in the month of June.
- Rooftop air conditioners in the EA need to be serviced.
- For the summer, there will be deep cleaning done in both buildings.
- The awning and the purple signs at the EA need replacement.
- The quote for the smart boards to be purchased through the ESSER ARP grant have been received. We'd like to order these so they can be installed over the summer break,

Operations

- There have been 121 students registered for the 2022/2023 school year. Those are new registrants in

addition to what we already have and replacing those that might be leaving.

- A new food vendor, Red Rabbit, has been secured for food service during the summer and for the 2022-23 school year. A formal RFP will need to happen for 2023-24 and four years following.
- Mr. Taylor has been working with CSBM on the annual audit, supplying the auditors with all necessary documentation
- He is working with CSBM on the budget for 2022-23 school year.
- July invoices for funding were completed.
- All educational materials for the Summer Boost Learning Program were ordered and received.
- New equipment is going to be about \$500K which will need final Board approval. Once the invoice is put into our electronic bill payment system, it will have to be approved by Trustee Nowell and the Chair. It is already in the budget, so this is not a new expense.
- Mr. Taylor has already gotten quotes for the installation.
- Trustee Dunbar reiterated that this follows the regular accounts payable process which is done for regular bills. Obviously, this is a much larger purchase, so this is just Mr. Taylor giving the Board a heads up. This was already approved in the budget, and just like any other bill that we pay, it goes through that same process. Whoever is signing the checks or approving the invoices goes through the same process.

Human Resources

- All Intent to Retire letters were delivered and signed by staff.
- Vacancies as reported earlier are two grade four teachers, a grade five math, grade six ELA, grade seven math, grade seven ELA, and Parent Coordinator.
- We have hired a fifth and sixth grade social studies teacher, a third grade teacher, a Junior Academy Phys Ed teacher, an elementary academy Phys Ed teacher, a JA music teacher, a grade five ELA teacher, (which is a staff reassignment)
- Mr. Taylor is working with Austin and Company to see if there are any more cost effective alternatives to the current healthcare benefits offered by HTCS.

Old/New Business

- (Old) Dr. Palmeri asked what enrollment number is driving the 2022-23 budget. Ms. Roper Thomas explained that the budget is built on 620 students.
- (New) Dr. Palmeri reported that she will be starting the Phase I Annual Report submission due on August 1, 2022. The remainder is due on November 1. She asked the Board to watch for requests such as the Financial Disclosure Forms.
- Vice Chair Hunter asked for any additional comments. Seeing none and hearing none, she asked for a motion to adjourn.

Motion: to adjourn the meeting

Motion made by: Trustee McGee

Seconded by: Trustee Allen

Action: Motion passed unanimously

The meeting was adjourned at 9:04 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
Minutes of Special Meeting
July 25, 2022 6:00 P.M.
Contracts and Vendors

In Attendance

Trustee DeWese-Bowens
Trustee Hunter
Trustee Nowell
Trustee McGee
Trustee Allen
Trustee Williams-Murray
Trustee Tilson
Richard Zayas
Trustee Johnson -by phone to Chairperson Bowens

- The meeting began with a discussion of the delay in the lead removal process which was to be done by the vendor selected by the Archdiocese.
- Emails between the lawyer representing the Archdiocese and the lawyer representing HTCS were exchanged for several months in which the Board and the Archdiocese agreed with the process.
- HTCS expected this to be done when students and staff were not in the JA building. By July 1, the lead removal by the Archdioceses' contractor had not begun.

Motion #1

Moved that, Chair DeWese will email the Principal and the Director of Operations to authorize them to contact the vendor that submitted a RFP to HTCS for work to determine when work can begin.

Made by: Vice Chair Hunter

Seconded by: Trustee Allen

Action: The motion passed unanimously

Motion #2

Moved that, the Board's attorney will communicate with Fr. Stewart that work needs to be commenced by August 1st; otherwise, HTCS will explore other options

Made by: Trustee Tilson

Seconded by: Trustee Allen

Action: The motion passed unanimously

Motion #3

Moved that, this special meeting be adjourned at 7:04 P.M.

Made by: Trustee Nowell

Seconded by: Trustee Allen

Action: The motion passed unanimously

The meeting was adjourned at 7:04 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

HTCS Board of Trustee Zoom Meeting August 2, 2022

Board of Trustees

Chair Jerima DeWese
Vice Chair Geraldine Hunter
Trustee Barbara Nowell
Trustee Mildred McGee
Trustee Kinanda Williams Murray
Trustee Marlon Dunbar
Trustee Christa Tilson
Trustee Rey Allen

HTCS Staff

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

Others

Allosene George, CSBM
Dr. Marlaina Palmeri, Accountability and Compliance Consultant

Chair DeWese opened the meeting at 6:09 PM.

Consensus items

Motion: To approve the August meeting agenda

Made by: Trustee Allen

Seconded by: Trustee Hunter

Action: Motion carried unanimously.

Principal's Report – Cleveland Person

- **Total enrollment:** Expected to be 675 students when we begin school in September.
- **Projected enrollment:** Current enrollment is at 633 students and counting
- **Attendance:** The Summer Boost Program averages 160 out of 196 students daily.
- **Teacher vacancies:** We are down to 7 vacancies from 16 when we ended the school year.
 - One Grade 4
 - One Grade 5-6 Special Ed
 - One ELA Grade 6
 - One ELA Grade 7
 - One Math Grade 7
 - One JA Physical Education Teacher
 - One Parent Coordinator

- **Summer Boost Program**
 - The celebration is on August 5.
 - We have completed three of the four weeks of the program.
 - Our staff members have been recognized weekly for doing something outstanding in Summer Boost. They are chosen from all schools participating in Summer Boost, and they look at individual schools to see which staff members have done something that would be considered a standout.
 - At least two staff members are recognized weekly for their work with the program.
- **Administration**
 - They are working diligently to enroll as many students as possible throughout the summer.
 - They are currently hiring staff.
 - The team is planning August PD which will begin on August 15. The admin team will submit the PD schedule to the Board next week.
 - Mr. Person asked if any Board Members would like to present to the staff, and If so, contact him so that he can coordinate the schedule.
- **Lead Abatement**
 - Work will begin on August 6, with the building open from 7:00 to 7:00 Monday through Sunday until September 11.
 - The project will take approximately three weeks if no other issues arise.
 - If they stay on schedule, the JA should be ready for cleanup around August 28.
 - If the building is ready for cleanup around the 28th, the Maintenance Team will go in and clean the building. They've already taken care of the garbage, etc.,
 - We anticipate that around August 5, staff should be able to enter the building and begin classroom preparation for our students.
 - Discussion around changing the HTCS start date from 9/7 to 9/12 reflected a great concern about the lead removal and clean up before staff and students arrive.
- **Contingency Plan for School Opening on 09/07:** After the Trustees and school leaders raised questions, discussed issues, and shared ideas for the next hour, a plan was developed for the opening of school.

Motion: *On September 7, the EA opens as regularly scheduled with in-person teaching and learning. Simultaneously, the JA students will open asynchronously online on September 7, 8, and 9th. All students will be on-site at both academies starting Monday, September 12.*

Yes = 6 No = 1 Abstention = 1

Motion carries.

- Madame Chair asked Mr. Person if he was clear on moving forward with the contingency plan. Mr. Person agreed that he was clear.
- Chair DeWese stated that the Board would wait until the middle or the end of next week to notify the JA parents when we have more information.
- Trustee Nowell asked if any Trustees would be willing to go to the JA when the Archdiocese is supposed to start work. Trustee Allen stated he would join her on Saturday.
- Mr. Person thanked the Board for the direction. He stated:
 - Trustee Hunter made an excellent point about what to do if the vendors do not show up on August 6 to start the work.
 - Trustee Williams Murray made a great point in saying that the Board must assess what's happening to make the right decision.
 - Trustee Nowell made a great point in saying that if our enrollment is heavy in the EA, it really would not be in our best interest to delay the opening in EA.
 - Madame Chair made the most sense in guiding us through the discussion of the contingency plan so that we don't lose enrollment.

- He thanked the Board for giving the admin team clear direction and what will be put in place if things change.
- **Abatement Contract:** Madame Chair recommended that the Board attorney contact Father Stewart and Ed Newman to clarify issues.
 - Trustee Williams Murray reminded the Board that if we go with another company, we will be hard-pressed to meet the timeline because there will be a delay. The Board should include a time of the essence clause and the additional cost we will incur for overtime to get the work done for us to open the school in September.

Motion: Chair DeWese called for a vote to assess if the Board agrees with the alternative plan regarding an alternative contractor, penalties, timelines, and clauses.

Yes votes = 8

Motion carried unanimously.

Governance Report – Chair DeWese

Part I of the Annual Report: By August 1, we were required to submit Financial Disclosure Statements for each Trustee. Madame Chair asked Dr. Palmeri if the forms were submitted for everyone.

Dr. Palmeri reported that every Trustee forwarded the newly revised form to me. They were uploaded on time to the portal. Mr. Taylor and I completed all sections that were due by August 1. The next submission for the Annual Report will be on November 1.

- **The ESSR Assurance Statement:** Mr. Taylor submitted the required grant form assuring HTCS is monitoring funds spent through the ESSR grants.
- **The Family Handbook:** We are winding down with the Family Handbook. The final draft is in the hands of
- Trustee Nowell to review with Vice Chair Hunter and Trustee Tilson.
- **Employee Handbook and the Fiscal Policies and Procedures.** Dr. Palmeri and Madame Chair will review the Employee Handbook to ensure it is up to date with all applicable laws. Dr. Palmeri will also send the approved Fiscal Policies and Procedures Manual to the Finance Committee. Upon approval by the full Board, both policies will be submitted to the CSO.
 - The Employee Handbook will require responses to Mr. Zayas's questions he raised after his review (e.g., Does the Board still want to have a rollover of sick days?)
 - Chair DeWese stated that the Board Governance Committee will review the questions and provide responses. Both documents will go to the full Board for recommendations and voting.
- **Approval of Board Minutes:**
 - **Motion** made by Trustee Nowell that each Trustee should respond by email to her informing her whether they approve the July meeting and Special Meeting minutes.
 - **Seconded by** Trustee Allen
 - **Motion passed unanimously.**

Finance Committee – Allosene George – CSBM

Revenue:

- As of June 2022, the projected revenue is lower than budget. Line items that impacted the revenue:
 - Lower PPE reduced revenue
 - IDEA brought in \$30K more which increased revenue
 - Federal and state food program reimbursement was lower which reduced revenue
 - The ESSR grant added \$850K to the budget – increased revenue
 - Revenue did not meet the anticipated budget target.

Expenses

- Projected expenses are higher than the amount budgeted, Expenses that impacted the budget were:
 - Lower Instructional personnel costs –lower than budget
 - Increased admin and non-instructional staff costs –
 - Summer School excess costs (covered by the SL2 program) – no impact since expenses were covered
 - Increase in bonuses and stipends Lower teacher retirement costs –Increase in professional service due to security, fire wardens
 - Substitute services –
 - Legal fees –
 - Increase in curriculum/textbook cost –
 - Consumables – exceeded budget
 - Field trip costs – lower than budget
 - Higher internet fees and laptop charges –
 - Increase in staff development costs – no impact since expenses were funded by the ARP/ESSR grants
 - Facility and operation costs (painting, ongoing repair work, masks, sanitizer) – exceeded budget
 - Student recruitment and marketing – lower than budget
 - Total expense overage compared to the budget is a positive amount.
- Net change in budget to actual was given
- Cash flow with and without escrow amount was shown as of June 2022
- The cash rollover into 2022-2023 was presented and the cash on hand takes us 13 days.
- Tuition for July and August was also received from the NYS, which enhanced the cash flow significantly. There was a cash rollover to 2022-23.
- Grants received and budget allocation was given. There was a loss with a loss due to a reduction in enrollment. Grants: ESSR I and ESSR II
- Personnel: - Spent lower than budget
- Enrollment shortfall caused a financial loss

Fundraising Report – Trustee Tilson

- Trustee Tilson forwarded an email to the Board with a suggestion for a fundraiser.
- No cost to the school.
- A link out is sent out to HTCS family and friends. Whatever anybody orders, HTCS gets 50% of the profits.
- Items ordered would ship directly to any client who places an order.
- We could do this at least three times during the year (October, February, and May)
- There is a four-day turnaround for quickly collecting our 50% profit through a check or direct deposit.

EA and JA Report – Mr. Maniotis and Ms. Yarber

- Mr. Maniotis' report was included in the Principal's Report
- Ms. Yarber updated the Board on the HTCS Valedictorian. She was accepted to Bronx Community Charter School, a new charter school. She will reapply to her top 3 choices for 10th grade.
- Trustee Hunter suggested writing a letter to Hunter, and Manhattan and University Prep on behalf of the student and to Elizabeth Scibarra, who handles placement at the NYCDOE. Mr. Taylor will send the information to the Trustees.

Director of Operations Report – Mr. Taylor

- **Facilities**
 - Plumbing work was done in both the JA and the EA.
 - EA had bathroom leaks and the JA had blockages in the toilets.
 - EA septic needed repair.

- AC units in the EA continue to be an issue. As the Board negotiates with Mr. Fuentes for the Third Avenue lease, this might be a point of negotiation with him because the ACs will cost a great deal over time. July's cost was \$22K when it normally costs \$8K to \$10K.
- Trustee Williams Murray asked Mr. Taylor to convey the AC information to Mr. Zayas, the Board attorney. Mr. Fuentes contacted Ms. Addo for the Board's contact info since he is eager to begin negotiations.
- **Operations**
 - HTCS has enrolled 122 students for an opening enrollment of 633.
 - 133 students come from Kindergarten. We have 3 KDG classes and will enroll 20 per class.
 - We enrolled seven students for Grade 1, twelve for Grade 2, eleven for Grade 3, six for Grade 4, three for Grade 5, fourteen for Grade 6, six for Grade 7, and four for Grade 8. We have lost some 6th graders and will be swapping out those seats.
- **DOE invoice for September:** Submitted as a projection for the school year
- **Reconciliation for last year:** HTCS was overpaid by a small amount.
- **Total Technology Inventory:** More challenging this summer because of more Chromebooks.
- **Curriculum ordering:** Ordering has been completed for the Fall.
- **Vacancies:** Mr. Person reviewed the current vacancies in his report. Many applications are coming in, particularly this week. We hope to have a full staff when we start on August 15.
- **Insurance:** We are speaking with Austin about alternatives to HTCS' insurance. Mr. Taylor will send quotes to Madam Chair by August 15. Open enrollment is October 1.
- **PD Training:** We are recording any PD that the Operations Team does, whether it is technology or student activities so that all training will be on demand in Paylocity. The PD accessibility will help when people are hired. We can assign those trainings and have a letter of record in each employee's file that they completed the training. If any Trustee would like to record a greeting for new employees, we can arrange that as part of the onboarding package. Madame Chair stated that she would like to do a recording and participate in PD training. She also encouraged all other board members who have in the past or would like to participate in professional development to reach out to Mr. Taylor, Ms. Yarber, Mr. Maniotis, or Mr. Person if they would like to participate.
- **Smartboards:** They should be installed by September, starting in both buildings. All will be delivered to the EA. However, we don't know when we can get them installed. The installation process takes four days, but they should be here on the week of August 22.
- **Fire Alarm:** The alarm has been approved and the Fire Wardens were released at the end of June.
- **CAP for the Facility:** Madame Chair stated that Laura Hill from CSO has released HTCS from the CAP.

Old/New Business

- The Family Handbook will be presented at the next Board meeting for approval.
- Trustee Nowell reviewed the Board calendar for 2022-23. The Board will continue to meet on the first Tuesday of the month with these exceptions:
 - The first Tuesday is September 6 and school is not open yet; so we will meet on 9/13 instead
 - November 8 is Election Day, so the annual business meeting will be the following Tuesday 11/15.
 - From April 3 to 7, HTCS is closed because of Spring Recess. The meeting will be on 4/11.
 - May 2 is the first day of the NYS assessments, so we will meet on 5/9.

Motion: to accept the 2022-23 Board Calendar

Made by: Trustee Nowell

Seconded by: Trustee Allen

Action: Motion passed unanimously.

- Trustee Nowell reported that the Education Committee's first meeting will be on September 20.

- Dr. Palmeri asked Madame Chair if the CSBM contract had been approved. Madame Chair said the Finance Committee would review it at their September 13 meeting.

Motion: to adjourn the meeting at 8:26 PM.

Made by: Trustee Hunter

Seconded by: Trustee Allen.

Action: Motion passed unanimously.

The meeting is adjourned,

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

HTCS Board of Trustee Zoom Meeting
 September 13, 2022

Present

Board of Trustees

Chair Jerima DeWese

Vice Chair Geraldine Hunter

Trustee Barbara Nowell

Trustee Mildred McGee

Trustee Kinanda Williams Murray

Trustee Christa Tilson

Trustee Allen

HTCS Staff

Cleveland Person, Principal

Jonathan Maniotis Elementary Academy Director

Felicia Yarber, Junior Academy Director

Michael Taylor, Director of Operations

Others

Allosene George, CSBM

Leslie Roper Thomas, CSBM

Dr. Marlaina Palmeri, Accountability and Compliance Consultant

Chair DeWese opened the meeting at 6:13 PM.

Consensus items

Motion: To approve the September meeting agenda

Made by: Trustee Hunter

Seconded by: Trustee Tilson

Action: Motion carried unanimously.

Motion: To approve the August meeting minutes

Made by: Trustee Tilson

Seconded by: Trustee Hunter

Action: Motion carried unanimously.

Governance Report – Chairperson DeWese

Lead Remediation: All work was concluded in the Junior Academy before the opening of school.

HTCS Bank Accounts: Madame Chair, Vice Chair Hunter, and Trustee Nowell went to Apple Bank to complete all of the necessary authorizations to update signatories for access.

Fall Strategic Planning Retreat: The retreat will be held on October 22. It will be an in-person meeting to review our progress on our strategic goals.

Facility Compliance: The NYC Fire Department and the NYC DOB have forwarded the necessary paperwork and documentation regarding safety compliance and registering the new fire alarm system in the Junior Academy building. We no longer need to employ fire wardens.

Corrective Action Plan Status: We still are under a CAP for enrollment of SWD and ELL students. We are awaiting the final compliance review of the CAP regarding the TRS system. We will review the documentation during the Strategic Planning Retreat to ensure we are compliant. Laura Hill and the CSO reviewers will conduct another site review in the Fall to check our progress.

Family Handbook: The FH is ready for submission to the Charter School Office.

Motion: To adopt the Family Handbook for approval/submission to the CSO

Made by: Trustee Nowell

Seconded by: Trustee McGee

Action: Motion carried unanimously.

Financial Report – Allosene George - CSBM

- Financial Report as of July 2022: Unaudited revenue projected is higher than the budget.
- General Ed at 645 compared to a budget of 620, which increased funding by \$440,650
Sped enrollment at 84 and budgeted for 68, which is an increase of 15 students
- Expenses are projected are higher by \$357.
- July monthly income will change as we move through 2022-23.
- The cash flow amount does not include \$75,000 in required escrow. This represents 40 days of cash on hand.
The projected cash carryover to 2023-24 was given.
- Discussion: Rent - Trustee Williams Murray raised the question regarding the range budgeted for the rent increase, which she recalls was projected with a 5% increase with an upper range. The ability to accommodate a rent increase is contingent upon what happens with enrollment. If the enrollment hits 620 and stays there, then we are on budget, but if that fluctuates below 620, there will be a negative impact. In an ideal situation, if enrollment were to hit 645, we would have \$700,000 above projection which would help with the negotiations. It is too soon to tell what the maximum amount will be.
- Madame Chair requested that CSBM do a risk analysis of ideal, current, and projected enrollment so that the Board can determine what the numbers are suggesting.
Ms. George offered to present a “best vs. worst case” budget scenario for the Board.

Education Committee – Trustees Nowell and McGee

- 2022-23 Calendar: The Education Committee was very busy this summer. We developed the meeting schedule for 2022-23.

- Vacancies: There was ongoing articulation between the Education Committee Chair, the Personnel Committee Chair, the Principal, and the DOO regarding the hiring of teaching staff to fill vacancies.
- Family Handbook: The committee members reviewed the Sped section of the HTCS Family Handbook. There was ongoing communication with Dr. Palmeri as we prepared the FH for submission to the CSO.
- We communicated with the Principal regarding the status of lead removal at the JA.
- Summer School: We reviewed the Summer Rise application and its subsequent implementation during Summer School at the Elementary Academy from July 7 through August 5. Breakfast and lunches were included during the five-plus hour day.

Basic Curriculum: The school day for 2022-23 Summer School for K-8 will be 8:00 AM through 1:00 PM, Monday through Friday. Our teachers will use the curriculum supplied by Summer Boost Rise to include ELA instruction, math instruction, ELA and math intervention groups, enrichment electives, lessons for SEL (social and emotional learning), and instructional periods or enrichment. Social Emotional Learning: SEL lessons will be led by counselors and teachers.

Electives: A series of additional elective activities were offered on a rotational cycle (art, dance, music, book clubs, intramural sports groups, etc.). This allowed staff to provide instruction in areas where they had expertise or licensing outside their New York State certification.

Summer School Class Size: The maximum student-to-teacher ratio for Summer Boost New York City is 25 to one.

- Impact of Lead Remediation: The committee participated in a full Board emergency meeting held on July 25, 2022, regarding the lead remediation to be completed by the Archdiocese in our JA facility.
- Summer Professional Development: The Administration review of teachers' needs and addressed them to plan for the August two-week program. This was shared with the Education Committee.
- Fundraising: The committee participated in the Fundraising Committee meeting on August 20, 2022.
Discussion was held about the Snow Days as per Mayor Adams' comments around changes to the calendar and the non-issuance of snow days. The Board chair stated that although HTCS is not unionized, the Board should still have protocols in place regarding safety, not coming to the building, and instead going remote for instruction.
- 2022 Spring NYS Test Scores: Mr. Person will address this in his report.

Grievance Report – Trustee Hunter

The summer program went very smoothly with no suspensions. EA and JA were housed in the same building. Mr. Person constantly reminded the students that Summer Boost was a privilege, and we weren't tolerating any misbehavior. Ms. Yarber stated that the admin team was very proactive. Students knew they had to behave in order to complete Summer School. Since there was a pre-test and a post-test, the expectation was that they would do better on the post-test than the

pre-test, which meant they had to stay in summer school without getting into trouble. So, they were able to do that.

If there were any issues, the administrators called the parents immediately and forewarned them that misconduct would not be tolerated.

Facility Report – Trustee Allen

The contractors were finally able to get the painting job completed on Saturday, September 10.

Mr. Person followed up on Sunday, the 11th, to ensure that everything was ready for Monday.

Trustee Allen also checked the progress periodically. On Saturday, September 3, the painters assured Trustee Allen that they would have everything completed by Saturday, September 10, which they did.

Trustee Allen thanked Mr. Person for staying on top of everything and communicating with him at every step. Madame Chair also commended Trustee Allen and Mr. Person for supervising the project, ensuring everything would be done by the opening of school.

Fundraising Report – Trustee Tilson

Trustee Tilson met with Mr. Person and Miss Yarber about the fundraising for early October. Discussion included how to best present this to staff so that they're not feeling pressured or feeling like it's something they have to do.

Trustee Tilson inquired about the payment of funds to the HTCS bank account.

Mr. Taylor raised the issue that the school uses the same company for a student/family fundraiser, which provides funds for year-end activities. Trustee Tilson assured Mr. Taylor that the Board's fundraiser is for Board members and staff, not students and families. Dr. Palmeri recommended that the Board reach out to Friends of HTCS or alums. Trustee Allen will contact Mr. Taylor for a contact list. Madame Chair recommended to include vendors/contractors as well.

Dr. Palmeri also suggested creating a "group" on Facebook.

Trustee Tilson also conferred with Mr. Person on a focus for the fundraiser. It was suggested to buy musical instruments, which the Board supported. The Board would like to do three (3) fundraisers during this school year.

Principal's Report – Cleveland Person

Enrollment: Current enrollment is at 601 students and counting. We are working very hard to enroll students and get them ready for class

Attendance: The Summer Boost Program averaged 160 out of 196 students daily. Attendance was at 74.7%. Attendance had to be above 70% to receive funding, and we met that goal.

Teacher vacancies: We have 10 vacancies. Mr. Taylor, his team, and the Academy Directors have done a tremendous job interviewing and hiring great people. Four vacancies are for TAs, so we are down to 6 teacher vacancies.

Parent Involvement: Our team calls the no-show students' parents to find out where they are and why they haven't reported to school.

Professional Development: The team met yesterday to discuss academia and pedagogy for the 2022-23 academic school year. Professional development has

started, and we had a phenomenal August PD. It ranks among the best ones we've had in my tenure as Principal. The PD covered a broad range of subjects:

Fundations

Data analysis

Design of the mock exam

Responding to data

Individual goal setting for teachers

Summer Boost: Concluded on August 5

Extended Day Program: Will begin on October 17

Generation Steam: We met with Claremont today, and they will begin their

Generation STEAM program. They call it SONYC, which stands for Schools Out in New York City. The SONYC Program will start on September 19.

Lead removal and Cleanup. The contractor has completed all tasks. Mr. Person also acknowledged the support and diligence of Trustee Allen in the restoration of JA. He was instrumental in bringing everyone together and staying on top of the situation. Trustee Allen was instrumental in getting all parties together, getting the Archdiocese on the same page, and working with the contractors to ensure the work got done.

2022 Test Scores: NYSED released test scores but mandated the scores only be shared with the school community. These are not official scores. Mr. Person directed Mr. Brown to do a grade level analysis which Mr. Taylor has forwarded to the Trustees in an email. He asked that the Board peruse the data.

COVID Protocols: Temperature checks are no longer required.

HTCS no longer checks for slips that say whether or not students or staff have been in an environment where someone may have had COVID. The person who tested positive is the one that stays home. We no longer have to quarantine other people. Activities are completely open. Students can participate in PE in the gym and sit next to each other in the cafeteria.

While the infection rate is rising again, we will follow the DOH guidelines.

Madame Chair suggested the school send out a mailer outlining the protocols.

If someone chooses to wear a mask, we encourage that. We list recommended behavior in terms of protocols.

We list FAQs on the links section of our website.

Q and A: If someone tests positive in your child's class, are we notifying individuals if someone tests positive? What do we require if people are exposed?

Mr. Taylor stated that information posted on the HTCS website refers to the DOH regulations with an appendix that references specific topics.

HTCS still offers testing as an option for those who consent to it.

If someone tests positive, they're required to stay out for five days. They can return on Day 6. If they have not had a fever or symptoms for 24 hours before Day 6, they must wear a mask for 5 days when they return. They do not need a negative test.

The state leaves it up to the school whether to notify families about a positive test.

In the case of HTCS, Mr. Person explained that the families are informed in the Academy and the respective grade where the positive test occurred.

Madame Chair said that while HTCS follows DOH guidance, HTCS should explain what process we follow if someone tests positive in the classroom.

Mr. Person furthered that parents are encouraged to test their children over the next few days to see if they test positive. If the student is positive, they must follow

the same process as the person who tested positive. The child who tested positive must go home for five days with home test kits. We sanitize the area or areas at night.

Madame Chair suggested that we still maintain the FAQs on the HTCS website so that the info is readily available for parents.

Because of the constant changes that COVID presents, Dr. Palmeri suggested Handbook language refer families to the school's website for any information on COVID.

Madame Chair recommended an overall generalized response policy regarding pandemics and outbreaks, which reflects a more generalized process.

Mr. Person reiterated that whatever we convey, it follows DOH protocols.

EA Director Report – Jonathan Maniotis

Mr. Maniotis reported that the return to normalcy has been extremely helpful. Everything has fallen back into place pretty smoothly. The team is getting everyone back on track with uniforms, timeliness, and normal procedures.

JA Director Report – Ms. Yarber

Ms. Yarber expressed concern regarding uniforms. The administrators and teachers have been adamant that students must be in complete uniform at Harriet Tubman Charter School. But the problem is differentiating between shoes and sneakers, which consumes time calling parents.

Madame Chair suggested that the Board may want to consider changing “shoes” to “footwear.” This issue came up in a compliance meeting since some students can file a disability waiver if they have a podiatry issue. Our school leaders and teachers should not spend an inordinate amount of time trying to discern if something is a sneaker or a shoe.

The Board agreed to the following: When students are in physical education, you want to say that they need to have rubber-soled shoes for safety reasons. For uniform purposes, as long as the students have black, brown, or navy “footwear,” they are compliant.

The term will be changed in the Family Handbook.

Director of Operations Report – Mr. Taylor

Facilities

The New York City DOH Nursing Supervisor was on site last week and mandated that the nursing room in EA be moved from the current location to the prior room we used six years ago. We don't need running water, but we need to purchase a potable water sink for that room. The DOH will provide a dividing screen for it.

The JA abatement and cleanup are complete.

Off Budget Expenses: There were no additional issues or off-budget expenses for August.

Operations

We have enrolled a total of 167 new students. Combined with the discharges, there are a total of 601 students enrolled.

We are now enrolling students in person vs. Zoom. Families are coming to school to enroll.

We have added 122 students for an opening enrollment of 633.

133 students come from Kindergarten. We have 3 KDG classes and will enroll 20 per class.

7 students for Grade 1; 12 for Grade 2; 11 for Grade 3; 6 for Grade 4; 3 for Grade 5; 14 for Grade 6; 6 for Grade 7
4 for Grade 8.

Annual Report: Dr. Palmeri, with help from Mr. Taylor, completed the first part of the Annual Report.

Title Applications: The consolidated application for Title I, II, and IV was submitted. Thank you to those people at Charter School Business Management who assisted.

Procurement: Supplies for the current school year are 99% received. Nothing is missing as far as curriculum needs.

Student activities: Family Night is Thursday evening.

Food Service: We started with a new food service company Red Rabbit which has been seamless. The response to the new menu and the food quality, as expressed by the students, has been quite remarkable.

Vacancies: 4th grade General Ed; 4/5 SpEd; 5th and 6th grade Science (vetting a candidate right now)

7th grade Math; 7th grade ELA; 7/8 SpEd; PE for K-4

Operations: We received the renewal quote for employee benefits for this coming school year. Mr. Taylor will review the rates tomorrow with Austin and inquire why there is such a high increase in cost.

Compliance Training: The staff started compliance training through Paylocity. The first session was "Equity in the Workplace."

Old Business

There was a lengthy discussion regarding the mandate to move the Nurse's Office. The school leaders and the Board questioned why the move needed to occur since the School Nurse has been in the room for 10 years. She expressed to Mr. Person and Mr. Taylor that she doesn't want to move. The new space would not have warm running water so a potable sink would have to be purchased and would impact location of some instructional space. Our veteran Nurse, Ms. Simon, says she'd rather stay in the current room where there is running water and more privacy. Madame Chair suggested they wait until Nurse Simon reaches out to her supervisor. Next steps: If she doesn't get the response that she can stay where she is, then Mr. Person should come back to the Board. We will then speak to the supervisor at the NYC DOH since it was at their direction several years ago that we moved the room to its current location.

New Business

- Town Hall Meeting: The September 29 Town Hall will be designated as "Meet the Board Night."
- Madame Chair suggested they do advertising and marketing to generate a high attendance rate. Mr. Johnson can also reach out to parents to kickstart the year and set the tone. Doing the meeting collaboratively with the Parent Association is important because it presents a united front as to who we are and the services and resources available to our families.
- Board Strategic Planning Retreat The date for the retreat is confirmed for October 22, from 10:00 to 3:00.

- In-Person Meetings: Boards can no longer meet online anymore. Trustee Nowell explained that the Board has to set a policy. We will discuss this matter at our retreat.
- Madame Chair suggested using the Friday governance call to address the items that need to be finalized. Dr. Palmeri will forward the list of the questions that Mr. Zayas generated. We will need Mr. Taylor and Mr. Person's input on the policies that may require revision.

Madame Chair asked for public questions or comments.
Seeing none and hearing none, she asked for a motion to adjourn.

A motion was made to adjourn the meeting at 7:56 PM.

Motion made by: Trustee Hunter.

Seconded by: Trustee Allen.

Action: Motion passed unanimously.

Elementary Academy
3565 Third Avenue
Bronx, NY 10456
718.537.9912

Junior Academy
1176 Franklin Avenue
Bronx, NY 10456
718.991.4181

**HTCS Board of Trustee Zoom Meeting
October 4, 2022**

Board of Trustees

Chair Jerima DeWese
Vice Chair Geraldine Hunter
Trustee Barbara Nowell
Trustee Mildred McGee
Trustee Kinanda Williams Murray
Trustee Christa Tilson
Trustee Rey Allen

HTCS Staff

Cleveland Person, Principal (excused)
Jonathan Maniotis Elementary Academy Director
Felicia Yarber, Junior Academy Director

Others

Allosene George, CSBM
Leslie Roper Thomas, CSBM
Dr. Marlaina Palmeri, Accountability and Compliance Consultant

Vice Chair Hunter opened the meeting at 6:08 PM.

Consensus items

Motion: To approve the October meeting agenda

Made by: Trustee Tilson

Seconded by: Trustee Allen

Action: Motion carried unanimously.

Motion: To approve the September meeting minutes

Made by: Trustee Allen

Seconded by: Trustee Tilson

Action: Motion carried unanimously.

Finance Report – Allosene George - CSBM

- Full-year revenue is expected to be higher than the amount \$879,752.
- Incoming revenue is based on 645 students. The budget is based on 620.
- Special Ed was budgeted at 64. Currently, we are at 84 students.
- Expense:
 - Smartboards.
 - Security expenses exceeded revenue.
 - Full-year expenses are tracking such that it will require budget adjustments.
 - An Instructional Coach was hired.
- The cash on hand representing days of spending was given., excluding the escrow..

- Trustee Tilson reported that when the Finance Committee met, the discussion centered on enrollment being lower than budget. Mr. Person will report current enrollment in his report.
- Dr. Palmeri stated that there will be a budget reconciliation once the BEDS report is uploaded. Subsequently, the revenue amount will be adjusted once the BEDS enrollment is confirmed.
- Ms. Roper-Thomas from CSBM commented that further that the first two invoices for July and August received from the state are based on an estimate, which at that time was 645 students. When HTCS receives the third invoice in November, it will be based on the actual number of students. This adjustment may alter the financials going forward.
- Summary of Board discussion: Careful spending is necessary so as not to assume revenue above enrollment expectations.

Education Report – Trustee Nowell

- The Education Committee met on September 20 with a focus on the NYS Spring assessments.
- Mr. Person presented a summary of student achievement, which reflected a significant decline in math. There was also a one percentage point decline in ELA school-wide.
- Subgroup results were unavailable at the time.
- Ms. Yarber gave an overview of factors that may have impacted the results that include the number of certified classroom teachers and vacancies across the grades, especially in the JA.
- The EA students also declined in proficiency. In particular, 3rd grade reported a significant decline. It must be noted that these students have not been in school since Grade 1, which made the test very challenging, especially in terms of stamina.
- The Board is very appreciative of the teachers and TAs who remained on staff and worked hard to meet student academic needs.
- HTCS did not have an Instructional Specialist who typically supports new or struggling teachers.
- The grades that had teacher stability and certified teachers, their students achieved at higher levels.
- Trustee Nowell also reported that as per the NYSED.gov website, the state may use 2020-2021 as a baseline. Schools are cautioned against comparing the 2021-22 results with previous years since circumstances over the past two years have had a profound impact on our schools.
- Mr. Person reported that as stability returns, scores will improve.
- Ms. Yarber provided more detail on the JA performance. While scores may have declined, we to wait until the scores are confirmed. Ms. Yarber stated that they are confident teachers and students will bridge the current achievement gap.
- Supplement programs and materials are Wilson Reading Program that supports ELA; iReady to improve ELA and math. iReady is a supplement to Envision Math, Students take a diagnostic test, and then there are lessons geared toward small group instruction based on individual student needs.
- Mr. Maniotis added that practice and time on task are also important supports. Last year, unfortunately, students lost these practices because classrooms or grade levels were forced to close down. There will be ore time-on-task, designed to improve student performance.
- Trustee Nowell suggested that as teachers institute weekly quizzes, there should be a focus on numeracy and basic skills (addition, subtraction, multiplication, division) and then move to fractions.
- Mr. Maniotis added that the spiraling of concepts is in place, which gets students back on track through consistency and frequency. Students lost time on task between 2020 and 2022, and now we can return to group work and instruction.
- Trustee Williams Murray asked if the school leaders have considered finding other resources or approaches, not just doing what they did before, but accelerating beyond that point. Mr. Maniotis explained that adding another curriculum or program can have a negative effect. Rather, the following changes have been implemented:
 - Restructured the instructional day and the after-school program.
 - Expanded the after-school program to Kindergarten, meaning more students get extra support daily.

- The program will go longer this year.
- The program is not designed for test prep but focuses on learning loss.
- Each grade level is gaining an extra hour of instruction four days a week as an extension of the daily instruction.
- Intervention periods have been implemented to allow teachers to teach to the needs of the students individually or in small groups where they might be struggling in certain areas.
- Data analyses of monthly benchmarks and weekly assessments help teachers recognize the issues and then teach to the student's needs.
- The leadership would like to add more Academic Intervention teachers since more students qualify for academic intervention services this year.

DISCUSSION

- Trustee Nowell asked if there is anything leadership could present to the Education Committee to demonstrate progress. The Star 360 Assessment Program revealed earlier in the school year that certain grades are not doing well. She presented the interim documentation at the Site Review, and this tool was reflective of Spring results. We would like to see the Star 360 results.
- Additionally, Ms. Yarber shared that the school is using Action Diagnostic Assessment portion of iReady differently to identify areas of concern.
- Trustee Williams Murray thanked the school leaders for their responses. She asked if the administrators have availed themselves of current research outside of the programs being used for other resources available for the school or parents. What other supportive services or methods have the school examined?
- Mr. Maniotis explained that they have researched what other schools, charter schools, the DOE, or districts outside of NYC are using to combat the learning loss. As was mentioned earlier, everyone's scores have dropped. Even if we didn't outpace certain other places, it's not like those other places were hitting the same strides they hit two or three years ago.
- As for parents, at Town Halls, we've talked about outside resources, tutoring services, and other strategies parents can utilize. We have assessed what programs and methodologies have shown to be most viable and then focus on the areas in need.
- Ms. Yarber assured the Board that the approaches used in the past have proven to be effective. It is getting back to what we do, focusing on the basic skills depending on the grade level. The school team feels that with the progress being made, students will master proficiency.
- Vice Chair Hunter commended the work that HTCS teachers and administrators are doing. So many moving parts caused inconsistency in children's learning, and HTCS took a hit. But overall, it did not fall as far as many other schools did. The staff maintained a mindset for what needed to be done with a concerted effort. Harriet Tubman always comes through with shining colors. She again thanked the teachers and administrators.
- Madame Chair asked for further clarification on the scores. Ms. Yarber stated that the students are performing at approximately 32% proficiency in math and around 54 to 56 percent proficient in ELA.
- Madame Chair summarized the discussion and commended the teachers, the administrators, and everyone who stayed true to the course.
- Dr. Palmeri will do an analysis as soon as the test scores are made available on the NYSED data website.

Principal's Report – Ms. Yarber for Mr. Person

- **Enrollment** is currently 575 students.
- **Attendance** for September was 95%.
- **Vacancies:** There are seven staff vacancies: a Grade 4 teacher, 1 PE teacher at the EA, 1 TA for Grade 4, 1 Science teacher for Grade 5/6, 1 TA for Grade 5, 1 TA for Grade 8, and 1 Parent Coordinator.
- **Parental involvement:** The Enrollment Team has continued calling parents of the no-shows and new applicants.

- **Supervision and Administration:** The administrative team is working diligently to ensure that all students are enrolled and ready to attend class. School leaders are currently interviewing prospective candidates. The admin team met for a status update on September 28, 2022.
- **Professional Development:** The EA staff received PD on unpacking the NYSNG Standards and Building Professional Learning Communities. JA received PD in Preparing the i-Ready Diagnostic Assessments, designing the first ELA and math mock exam, and Collecting and Responding to Data, which includes lesson planning, how to pose questions, and Establishing Rigor.
- **Student Programs:** Claremont program began on September 19. College Wednesday began on September 28. JA basketball tryouts have started, and Extended Day will begin on October 17.
- **Board Activities:** Trustee Tilson visited HTCS to discuss the popcorn fundraiser. We look forward to her visit to the EA on Thursday, October 6. It was great to meet her in person.
- **Town Halls:** We had one in October. The next one is on November 17 at 5:30 PM.
- **Enrollment:** Trustee Nowell asked for further clarification on the enrollment numbers. Mr. Taylor highlighted the status as follows:
 - All no-shows have to be cleared out.
 - There was an extremely diligent effort on everyone's part that was involved in the registration process between the end of last school year and over the summer.
 - Enrollment is down everywhere across the entire state. Every charter school is struggling to keep students.
 - New schools have opened up.
 - Parents apply to multiple schools, so even though HTCS has an application form on file, the student doesn't officially become an HTCS student until school opens. If a school opens before HTCS, they go to that school.
 - HTCS also lost students due to transience and relocation.
 - HTCS is still enrolling and has located all the no-shows.
- There was a lengthy discussion among the attendees about how to approach budgetary adjustments once enrollment is confirmed. These revisions will be discussed with the Finance Committee, school leaders, and CSBM and then presented to the Board.

Governance Report – Chairperson DeWese

- It was confirmed that the Board Retreat is scheduled for October 29 from 10:00 to 3:00. The Board will meet in person, and Trustees Williams Murray and Dunbar and Dr. Palmeri will join virtually.
- The Board needs to reach out to the Parent Association to ask them to nominate a parent rep to serve as the parent rep on the Board since Mr. Johnson has resigned (his daughters have graduated from HTCS). We need to keep in line with the terms of Board membership by having a parent rep on the Board.

Fundraising – Trustee Tilson

- Trustee Tilson met with the administration and the JA. One item that came up was that usually, the staff does not participate in fundraising because it is the Board's event. Trustee Tilson invited staff to participate in the fundraiser since the profit would benefit the school.
- Mr. Person suggested the funds raised go to purchase musical instruments for the music department. Mr. Person will send out a letter to the staff, inviting them to join us in the fundraiser. Everybody will be invited to create a "popup store" on the DG website to invite friends and family.
- Mr. Person will also advertise the fundraiser on Facebook, Instagram, and the HTCS website.
- The popcorn fundraiser will kick off on October 21 and end on October 24.
- Letters will go out to the staff by Friday.
- Trustee Tilson will meet the staff at the EA on Thursday to encourage them to participate.

- At the next Board meeting, we should have an idea of the funds raised. The goal for Harriet Tubman is \$5,000. Each participant will set their own goal.

Grievance Report – Vice Chair Hunter

- In September, the EA had no suspensions. The JA had five suspensions: 3 were in the 8th grade; 1 was in the 5th grade; and 1 was in the 7th grade.
- Infractions were noted as defiance toward the Principal and the Academy Director and using profanity toward a teacher. Another involved an inappropriate remark about a teacher. At the parent conference, the parent informed Ms. Yarber that the student had started therapy for anger management issues.

Operations Report – Mr. Maniotis for Mr. Taylor

- There were no off-budget facility expenses.
- The HVAC in the Kindergarten wing and the EA building needs to be serviced.
- The new phone system was installed in the Junior Academy.
- The new Smartboards have been installed in all classrooms in both buildings.
- We are continuing to recruit and enroll students in all grade levels.
- The New York City DOE's third invoice for student enrollment was completed.
- Family night was on September 15.
- The first Town Hall for this school year was held.
- A Fall Festival for both buildings is scheduled, and a potential Petting Zoo for the EA building is in the early planning stages.
- The Scholastic Book Fair has been scheduled.
- HTCS has a new food service company called Red Rabbit. The food has been well received by students.
- Human resource vacancies are Grade 4 Gen Ed, EA Phys Ed, Grade 5/6 teacher, and 4th Grade TA.
- Health benefits Open Enrollment for this current school year was completed.
- Mr. Taylor met with Paylocity representatives regarding streamlining their banking processes.
- Smartboards were installed Thursday evening for the EA and Friday evening for the JA.

Old Business

- Trustee Nowell reminded the Board that they have to set a Zoom policy regarding the Open Meetings law. Dr. Marlaina Palmeri will research some exemplars.
- Vision screening will occur on October 17 and 18. If students need glasses, they are given a free pair. Through the DOH, an optometrist does the exam and the fitting. It's typically for just the Kindergarten and first graders. Sometimes they will meet with one of the FASSTeam members to possibly schedule some appointments for the older students.
- Trustee Nowell asked why all students weren't tested. Mr. Taylor explained that this would come at a cost to the Department of Health. Once students go beyond first grade, it usually has to go through the family's insurance. HTCS can't afford to foot the bill for exams for all.
- They usually do Kindergarten and Grade 1 first. They will then talk to the counselors to schedule a time for older children. They typically get to JA in the Spring. They can't do exams for any student within the same year because that becomes an insurance issue.
- Teachers observe students to determine who is straining to read the blackboard or Smartboard. Any issue will be raised at the FASSTeam meetings.
- Ms. Irby, one of the HTCS teachers at the meeting, stated that a survey is sent home in September. Questions regarding vision are, "Do you think your child needs glasses? Do they currently have glasses?" If they do have them, where are they?" While JA students are triaged at the beginning of the year, they are only tested in the Spring.
- Dr. Palmeri sent the Board-approved Family Handbook to Laura Hill at the CSO for review.

- The Employee Handbook needs to be reviewed. Attorney Zayas reviewed it and has compiled a list of questions that need to be addressed. A Friday Check-in Call needs to be scheduled.
- The second phase of the Annual Report is due on November 1. Mr. Taylor and Dr. Palmeri will import the required documents to the Board and the NYSED portal.

Vice Chair Hunter asked if there were any new business or public comments. Seeing or hearing none, she asked for a motion to adjourn.

A motion was made to adjourn the meeting at 8:06 PM.

Motion made by Trustee Nowell.

Seconded by Trustee Allen.

The motion passed unanimously.

Elementary Academy
3565 Third Avenue
Bronx, NY 10456
718.537.9912

Junior Academy
1176 Franklin Avenue
Bronx, NY 10456
718.991.4181

**HTCS Board of Trustees' Zoom Meeting
November Annual Business Meeting
November 15, 2022**

Board of Trustees

Chair Jerima DeWese
Vice Chair Geraldine Hunter
Trustee Barbara Nowell
Trustee Mildred McGee
Trustee Kinanda Williams Murray
Trustee Christa Tilson
Trustee Dunbar

HTCS Staff

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

Others

Melony Reed, CSBM
Leslie Roper Thomas, CSBM
Dr. Marlaina Palmeri, Accountability and Compliance Consultant

Vice Chair Hunter opened the meeting at 6:14 PM.

Consensus items

Motion: To approve the November agenda

Made by: Trustee Williams Murray

Seconded by: Trustee Tilson

Action: Motion carried unanimously.

Motion: To approve the October meeting minutes amending the Education Committee discussion as follows:

The school team feels that with the progress being made, students will master proficiency.

- **Made by:** Vice Chair Hunter
Seconded by: Trustee Tilson
Action: Motion carried unanimously.

Governance Report – Chair Jerima DeWese

- **Board Retreat**
 - Held on Saturday October 29 from 10 AM to 4 PM
 - Reviewed and updated the Strategic Plan and Action Plan Goals

Budget

- The Trustees took a deep dive into the enrollment situation, the impact on the budget, and the course corrections needed in terms of the continuity and fiscal stability of Harriet Tubman Charter School how this is trending across the board in NYC.
- All levels are being affected, not only K-12. Madame Chair reported it's also happening in the higher education as well.
- Cash flow reports were requested from CSBM that specifically addressed budget related areas where we could move into more conservative spending, as well as operational areas where no unnecessary spending would be authorized.
- A forensic accounting and assessment of our current fiscal standing will be addressed at a subsequent Special Budget meeting including the Board, school leadership, and CSBM that would include charter school business management and our leadership team. It was agreed that this meeting would be held on December 1 from 4:00 to 7:00 PM. The process will include an account by account analysis, line item by line, in order to make decisions with regard to spending and the budget.

Update on the JA Lease

- Madame Chair, the Facility Committee, Attorney Zayas and Dr. Palmeri developed a reasonable and fair counteroffer to the Archdiocese for the JA lease negotiation. Dr. Palmeri developed a month and year spreadsheet, and Madame Chair composed a contextual description of what the terms would be.
- We have yet to hear back from the Archdiocese.
- Madame Chair will resend the email with the text and spreadsheet that describes our counteroffer and terms over a five-year period.

Financial Report – Leslie Roper Thomas and Melony Reed - CSBM

- Ms. Roper Thomas welcomed Melony Reed who will be working with her on the HTCS account for a time. As time goes on, Ms. Roper Thomas will transition the account to Melony. There will be a seamless transition and HTCS will get the same level of service as received with Ms. Roper Thomas.
- Ms. Reed reviewed her background. She is happy to be part of the team and work with Harriet Tubman to get the school where it needs to be and thrive.
- Ms. Roper Thomas explained that over time, there may be some reshuffling at CSBM where her position with Harriet Tubman may change. While interaction might be more with Melony, she would still be around to lend assistance. This is not happening anytime soon.
- Revenue: First quarter report shows full year revenue which is lower than budget.
- GenED enrollment was budgeted at 620 students. As of the last invoice, which came in as of November, there is a total of 549 students.
- We were able to pick up about \$139,000 because of the Emergency Connectivity Fund, which is paid through e-rate.
- Expenses were reduced by \$1.2 million through lower compensation and benefits. The Finance Committee was able to review staff and costs
- As we move from October to June, there may be fluctuation
- At the end of June, without any budget corrections, we going to be at a net loss.

Education Report – Trustee Nowell

- The Education Committee met on October 25th.
- Percent proficient levels are lower than typical. In terms of our EA, we project that our students will improve. The subgroups of the ELL and SWD seem to be moving as normal, with progress up and down until students adjust. We expect to see more stable progress as the year unfolds.
- Academic Support: Kindergarten, first, second, and third grade have implemented the Foundations Program for reading instruction, and it seems to be going well so far. The teachers are seeing more

progress this year compared to last year. We are hoping that our ELLs and SWDs will continue to stabilize with fewer peaks and valleys in their assessment scores.

- Last year was a baseline year, and we're actively looking toward making continued improvements, meeting proficiency as we transition back to a typical school setting. With math, we are well aware of the drop, not only at HCTS, but across the state. We've noted the dip in progress and teachers are implementing various intervention strategies, which are reflective of the data teachers get from STAR 360 and the mock assessments.
- There have been only two JA mock assessments so far, and that is in Grade 5 and 8. In both reading and math, we understand the importance of spiraling (*which involves being introduced to simple concepts and then gradually building on them in complexity. A spiral curriculum encourages reinforcement of previously learned concepts, which promotes the retention of skills in later grades.*) This is being done in the EA and in the JA.
- JA Mock Results: The mock exam is an exam reflects what will be on the NYS exam in the spring. The mock exam does not reflect what has been taught, but rather is a measure of how students are moving toward proficiency. Trustee Nowell reported proficiency scores. In ELA, Grade 8 is 35% proficient, Grade 7 is 35% proficient, Grade 6 is 22% proficient, and Grade 5 is 67% proficient. While 22% and 35% are very low numbers, this is not a measure of what has been taught so far. More clarity will come with more data from Star 360.
 - JA Academy Director Input: Ms Yarber reported ELA mock scores for Grades 5-8. She concurred with Trustee Nowell that there are no trend lines at this point but added that the mock scores for ELA do follow the same pattern as the state scores. The lowest scores were from Grade 6, but Ms. Yarber reminded the Board that these were our fifth graders last year who were hard hit by not having certified teachers.
 - In some cases, JA teachers are going to start visiting one another's classes, assisting and co-teaching a concept one teacher might have struggled with.
 - EA Academy Director Input: Mr. Maniotis explained that intervention, AIS, and extended day focus on skill building. Again, as teachers and students come out of the COVID haze, when it comes to student success, retention & learning, and math/reading fluency, the EA team has had to focus on foundational instruction. For example, a third grader teacher is not used to teaching a 3rd grader how to read. Many children are now falling into the category of non-readers. This is the purpose of using Foundations.
 - Teachers, especially in Grades 3 and 4, are analyzing what they're seeing on the mock tests, weekly assessments, and monthly benchmarks with Star 360, trying to find comparisons and trends.
 - The main trend requires a focus on foundational skills; with math in particular, it's fluency. Teachers spiral for certain concepts and practice more often.
 - In intervention, the AIS teachers are working on building foundational skills. With Extended Day, teachers are working with the same students they see throughout the day. They still use Achieve3000 as an anchor piece. Teachers feel extended time is working as they're able to work with their own students, giving them more practice on concepts they have struggled with.
 - Trustee Nowell asked how many children are in the extended day classes? Mr. Person responded It should be no more than 15.
 - Professional Development: Team building is a PD that Synergy Alliance is delivering. Team building strategies already completed are team vision, purpose, goals, accountability, decision making, and interpersonal communications. They will conduct an additional workshop in March 2023 called Team Building Theory.

Governance (cont.) – Renewing Trustees' Terms

The two-year terms of Vice Chair Hunter, Trustee Allen, Trustee Williams Murray, and Trustee Dunbar require renewal.

- **Vice Chair Hunter** expressed her interest in continuing service serving as Vice Chair/Trustee on the Harriet Tubman Charter School Board of Trustees.
Motion to renew for a 2 year term made by Trustee Nowell.
Motion seconded by Chair DeWese.
Motion passed unanimously.
- **Trustee Dunbar** expressed his interest in continuing service as a Trustee on the Harriet Tubman Charter School Board of Trustees.
Motion to renew for a 2 year term made by Trustee Nowell.
Motion seconded by Vice Chair Hunter.
Motion passed unanimously.
- **Trustee Williams Murray** expressed her interest in continuing service as a Trustee on the Harriet Tubman Charter School Board of Trustees.
Motion to renew for a 2 year term made by Chairperson DeWese.
Motion seconded by Vice Chair Hunter.
Motion passed unanimously.

Governance (cont.) – Strategic and Action Plan Review

- Dr. Palmeri reviewed the progress on the Board’s goals from the Strategic Plan and Action Plan.
- Benchmark 1 and 2: Academic Goals
 - As far as doing an analysis of student performance, the NYSED is using 2021 and 2022 as benchmark years. They are cautioning against using this data to do any analyses because student performance is so different from where it was back in 2018/19 and 2019/20. Doing an analysis of our academic goals will be done when the data is finally released and may simply be treated as benchmark data.
- Benchmark 3: Culture, Climate, Student and Family Engagement
 - Family Handbook was revised and developed by a committee of Trustees, school leaders, and teachers. The Trustees approved it, and it was sent to the CSO for review.
 - DASA Policy was revised and approved by the CSO.
 - Parent Dashboard has yet to be finalized by the NYSED.
 - In their effort to re-establish and enhance engagement opportunities between the Board, the School, and the parents, the Trustees held a Meet the Board Night in September, have attended multiple Town Meetings, visited the schools and met with teachers and school leaders, made; presentations at teacher PD sessions, and presented and provided input at Town Hall meetings.
- Benchmark 4: Financial Condition
 - Benchmark 4 requires that the Board meet all financial performance indicators as set by the Performance Benchmarks.
 - HTCS has maintained a sound financial condition. The Trustees are intensely focused on managing the challenges of the 2022-23 budget to maintain accountability and stability.
 - The Midterm Site Review will determine the school’s Financial Composite Score. This will depend on budget management of the fiscal challenges.
- Benchmark 5: Financial Management
 - The 2021-22 Audit was clean with no material findings/weaknesses. Internal controls are fully established in partnership with CSBM.
 - All budget targets have been met for 2020-21 and 2021-22. The Board and CSBM are making every effort to meet the targets for 2022-23. The following interventions have been established for this fiscal year:
 - Adjust enrollment expectations to current enrollment trends;
 - Adjust revenue to expenses;
 - Analyze fixed and variable costs for possible reduction in spending;

- Enact conservative spending models to reduce expenses and costs
- The Board continues to adhere to the policies and procedures in the Fiscal Policies and Procedures Manual
- Benchmark 6: Board Oversight and Governance
 - The Board will continue to recruit and seat a Treasurer.
 - The Board will continue to recruit and seat a Parent Rep no longer has children at HTCS.
 - All JA facility goals have been met and we are awaiting the final COO for the JA.
 - The Strategic Framework was approved by the CSO.
 - The Board will continue to look for a lender to finance expansion.
 - The Board has completed the annual Self-Evaluation in 2020, 2021, and 2022.
 - The Board has provided details on the annual budget.
 - The Board has conducted the annual Principal Evaluation in 2021 and 2022. They will do a Mid-Term Check-In in January 2023.
- Benchmark 7: Organizational Capacity and Benchmark 8: Mission and Key Design Elements
 - The Board has used weekly check-in calls when issues arise to identify obstacles, develop actions, and determine interventions that lead to resolution.
 - The Board has been very diligent in addressing issues and meeting compliance deadlines. All reports to the CSO have been submitted on time. The Board is awaiting the Mid-Term Site Visit Report to ensure they have met expectations on the performance indicators for these 2 benchmarks.
- Benchmark 9: Enrollment, Recruitment and Retention
 - The Board committed funds to improve the appearance of the school
 - Purchased New Marquees
 - Painted EA and JA
 - Renovated playground
 - Installed new gates
 - Installed new air filtration Units and HVAC
 - Installed new lighting
 - Enrollment targets for subgroups continue to be a major focus. We are waiting for the state to publish the BEDS data to compare percentages with CSD #9.
- Benchmark 10: Legal Compliance
 - The Board has met the goal of release from the Finance and Facility CAPs.
 - The Board has been responsive and timely in their responses to the CSO.
 - The Board has remediated all legal issues.
 - The lease negotiations are in process and nearing agreement.

Parent Representative for the Board: Mr. Taylor reported that they have started, through student activities, asking for parent volunteers.

Contingency Funds: Ms. Roper Thomas reminded the Board that by the end of December, we have to transfer another \$25,000 into our escrow account, so that we're meeting the Board of Regents' threshold of \$100,000.

Motion to move \$25K to the Harriet Tubman Charter School Escrow Account to be in compliance with the Board of Regents requirement to have \$100,000 in the budget for contingency purposes.

Motion made by: Chairperson DeWese

Seconded by: Trustee Nowell

Action: Motion passed unanimously

This may require that 2 signatories actually go in person to the bank to complete this transaction.

Fundraising – Trustee Tilson

- Trustee Tilson reported that the goal was to make \$5,000 and the school raised over \$8,000's. The profit for HTCS profit was \$4,092. Mr. Rhem did an amazing job and really hit the ground running.
- Trustee Tilson said the 4 day window is a stipulation of the company.
- In collaboration with the Principal, it was decided that funds from this activity would be used to purchase musical instruments for the students.
- In January, the Board can talk about when to do the next fundraiser.
- Everyone has received their popcorn and has shared many positive comments about the process and the product.

Grievance Report – Vice Chair Hunter

- Mr. Maniotis reported that there were 0 suspensions.
- Ms. Yarber reported that there were a significant number of infractions and subsequent suspensions in which there was a spectrum of violations. Four students were suspended twice.
- We're trying to focus on SEL. Even yesterday for World Kindness Day where we focused on being kind to one another,, We have some lot of mean spirited students, and sometimes it leads to fighting, because someone says the wrong thing and they can't handle it.
- Vice Chair Hunter asked if the concentration was in 5th, 6th, 7th, or 8th grade and if it is across the gamut?
- Vice Chair Hunter agreed that it is the fifth and sixth graders are the ones who didn't have that chance to acclimate, transitioning out of EA. They're still immature and have yet to mature to the age of a functioning junior high school student.
- Trustee Nowell asked about students on the autistic spectrum. She suggested that Trustee Tilson and Vice Chair Hunter, with their expertise, weigh in to see if we are handling them appropriately.

Principal's Report – Mr. Person

- Current enrollment is 566 students.
- We have 27 SPED in the EA and 32 at JA for a total of 59 which represents 10.4%.
- Our ENLs total 39 in EA and 23 in JA for a total of 62 which represents 11%.
- The Economically Disadvantaged percentage is at 93%.
- Dr. Palmeri reminded the Board and school leadership that the CSO is not looking at a number, rather they want to see a double digit percentage. While CSO wants the school to be commensurate CSD 9 percentage, they would be accepting of a double digit percentage.
- Vacancies: Total of 6: One in Grade 4, one Phys Ed, one TA in Grade 4, one TA in Grade 5, one TA in Grade 8, and the Parent Coordinator.
- Parent involvement and outreach: We are calling parents of new applicants and trying to diligently ensure that all students are enrolled and ready to attend class. We have a large number of students who live in shelters.
- Professional development: The EA staff has been focused on Effective Professional Learning Communities. There was a workshop on Just Words for Grades 3 and 4 from the Foundations curriculum. JA received PD in Developing Meaningful Questions in Math, Co-Teaching Strategies in ELA and Math, and Cloze Reading Strategies in ELA. EA and JA received PD in Analyzing Data Using a Data Protocol which was created by Higher Learning.
- School Activities: There was the Fall Festival and the Bake Sale. We recognized National Cancer Awareness Day and had a Scholastic Book Fair which was phenomenal. Parent Teacher Conference were on November 10th and Miss Yarber shared about World Kindness Day. The popcorn fundraiser sold over \$8,000 worth of popcorn. Thank you Trustee Tilson and it was great. We had a Penny Picker Drive

through the Department of Health. The school nurse raised \$700, and the funds were donated to St. Jude's Children's Research Hospital.

- In the EA, the Student Activities Coordinator did an excellent job organizing different activities during the Fall Festival. There was a mobile petting zoo and activities where kids and parent volunteers made s'mores and did arts and crafts. People on the street that were stopping by, taking pictures of the miniature ponies, goats, pigs and chickens.
- In the JA, Grades 4-8 had stations: a bake sale, s'mores, hot chocolate, and a mural station where the students painted their names and took a picture with their mural as a class. Trustee Nowell asked the team to work together to have pictures posted for the Fall Festival and the Book Fair showing the excitement on the HTCS website.
- Suspensions were revisited, with the team stating it is important to understanding that students are just coming back to school, and everyone is approximately two years behind. Trustee Hunter made a good point about younger students transitioning to JA and being a little immature. With that being said, we want to assure the Board that students aren't suspended immediately. Generally, they are warned. We talk things out. They get several opportunities to correct their behavior before suspension. Fighting is a non-negotiable, and students are suspended immediately. The school leaders wanted the Board to understand that there is a process before students are suspended
- Trustee Williams Murray asked about the psychological, mental and emotional effect that the pandemic has had on students, and what supports does the school have in place for the students? Not just student body in general, but also for these students that continue to have issues.
- Mr. Person explained that they involve the Guidance Counselor or the Social Worker who will have a meeting with the parent, where they are given information on available community resources.
- Parents are given information on various supports at different clinics throughout the community. The teachers also receive professional development in SEL so that we can better understand the various behaviors that we're presented with. In that way, we are able to support students who are demonstrating difficulty in acclimating to school.
- Nurse's Office: The nurse is still in the same place. Trustee Tilson expressed a concern about the location of the nurse and that the room is not conducive for service to students or ill persons.. The nurse has stated she doesn't want to be in a room where there's no separation and no running water, although this is contrary to what she has told the school leaders. If she were to move, she would need a potable sink filled with water from elsewhere and then would need to empty it out each day.
- Discussion ensued.
 - Mr. Person explained that the Health Dept. chose the current site since they did not approve of the original location. The Department of Health wanted the nurse out of the first location because you had to step over this piece of cement that's part of the structure, so they wanted her to move. They looked around the building, and they picked that room under the stairs. Trustee Tilson explained that from the point of view of having worked with students who have different medical conditions and the possibility of other unforeseen conditions coming up, the school needs to be able to accommodate that. The current location just doesn't work. This is not a reflection on the nurse or the school, but she hopes that we can do something that works for everyone
 - Also Ms. Simon has not expressed to him that she wanted to move.
 - Mr. Person committed to examining this further.

Operations Report – Mr. Taylor

- Mr. Taylor reported that the sink and the ceiling tiles in the Nurse's office were replaced in the EA.
- Water fountains were serviced.
- The filters were cleaned in both academies.
- We had the five extinguishers serviced and tagged in the EA. Their tagging is in November, and the JA is in February, so we'll take care of those in February.

- The Health Department was in the EA to inspect the kitchen. The kitchen passed. We got 18 out of 20 possible points.
- The stage and the stage office floor were repaired in the JA.
- Verizon no longer does normal phone lines and when they did some work, they took the phone lines out. We haven't had regular phone lines in the EA, which is fine because we have web based phone system. But it's impacting the hard lines that we need for the fire alarm and the burglar alarm. He is working with Verizon to get one FiOS line in so that that will be operating correctly.
- His team has been doing the reporting to Eastern Suffolk BOCES, which the state refers to as Level Zero for all of the information from the school.
- The calendar was inputted for the school year, as well as the teacher roster showing who's teaching, their certification area, their license number, their salary, and how many years they've been with the school.
- The new food vendors are working out well. Students are enjoying the switch and there've been little to no hiccups in transitioning away from Preferred Meals to Red Rabbit.
- Teacher vacancies are GenED fourth grade, seventh and eighth grade SPED, and an EA Phys Ed.
- There are three staff members that are currently out on short term disability or maternity leave. One teacher split her leave and she's going back out for another three weeks. We have two teachers in the EA who are due the same week. They won't be coming back from Christmas break, so there will be two teachers out in the EA on maternity
- Compliance training has begun. We've been through the first and second modules on harassment and we're going to move on to workplace safety. And I forget what the third one is. And that is my report.

Old Business

- Dr. Palmeri reminded the Board the Board Self-Evaluations is due on November 30.
- Trustee Nowell put forth the resolution on Open Meeting Laws. The resolution reads as follows:
 - *Whereas by passing Chapter 56 of the laws of 2022, the New York State Legislature amended section 103 of the Open Meetings Law.*
 - *Whereas Section 103-a, Part 2-c requires that members be physically present at any such meeting unless such member is unable to be physically present at such meeting location due to extraordinary circumstances, which may include illness, unsafe weather conditions, job scheduling conflicts, complicated personal challenges, quarantines, school facility, access or emergencies, safety lockdown mandates, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting.*
 - *And whereas Section 103-a, 2 allows for hybrid meetings, by requiring that, a minimum number of members are present to fulfill the public body's quorum requirement in the same physical location or locations where the public can attend.*
 - *And whereas in accordance with Section 103-a, 2-d, any members attending by video conference must, except during executive sessions, be heard, seen and identified while the meeting is being conducted, including but not limited to any motions, proposals, resolutions and any other matter formally discussed or voted upon.*
 - *And whereas section 103-a, 2-h requires that members of the public be permitted to attend and participate if authorized in any meeting by video conference, when a member attends by video conference. Be it resolved that Harriet Tubman Charter School authorized its members who experience an extraordinary circumstance as described above and further defined by any rules or written procedures later adopted to attend meetings by video conference, one, as long as a quorum of the members attend in person at any one or more locations open to the public. Three, as long as the member can be seen, heard, and identified while the open portion of the meeting is being conducted. And three, as otherwise permitted under Chapter 56 of the laws of 2022.*

- *Be it further resolved that Harriet Tubman Charter School shall create written procedures further governing its use of video conferencing by its members in compliance with Chapter 56 of the laws of 2022. Any Trustee who may not be able to attend in person, the procedure would be to alert the Chair or the Secretary as to the reason for the extenuating circumstances.*

Motion: to adopt this read version of the Open Meeting Law

Motion: made by Trustee Nowell

Motion seconded by: Chair DeWese

ACTION: Motion carried unanimously.

- Chair DeWese noted that the December 2022 meeting is expected to be in person, unless there are members who have extraordinary circumstances. In such cases, the Trustee would need to alert her, the Vice Chair, or the Secretary of that extraordinary circumstance.
- Family Handbook: Ms. Yarber asked when they could distribute the entire Code of Conduct and Discipline Policy. Since the Board as adopted and approved the Family Handbook, the policy can be distributed now.

Motion: made to adjourn the meeting by Trustee Nowell

Seconded by: Chair DeWese

Action: The motion passed unanimously

The meeting was adjourned at 8:23 pm.

**HTCS Board of Trustees - Zoom Meeting
Minutes of December 6, 2022**

Board of Trustees

Chair Jerima DeWese
Vice Chair Geraldine Hunter
Trustee Barbara Nowell
Trustee Mildred McGee
Trustee Kinanda Williams Murray
Trustee Christa Tilson
Trustee Rey Allen

HTCS Leadership

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

Others in Attendance

Melody Reed, CSBM
Leslie Roper Thomas, CSBM
Dr. Marlaina Palmeri, Accountability and Compliance Consultant
Jehovan Kelly
Ashlee Robateau
Tara Butts
Terrian Wynter
Yvette Betances
White
Sharon Gual
Renee Irby
Reggie Menard
Shirley Mondeser

Chair DeWese opened the meeting at 6:10 PM.

Consensus items

Motion: To approve the December meeting agenda

Made by: Trustee McGee

Seconded by: Trustee Tilson

Action: Motion carried unanimously.

Motion: To approve the November meeting minutes

Made by: Vice Chair Hunter

Seconded by: Trustee McGee

Action: Motion carried unanimously.

Governance – Chairperson DeWese-Bowens

Budget Status

- The Board of Trustees held a special meeting to review our fiscal status and to plan operational strategies needed to realign the budget due to low enrollment
- We reviewed current revenue and then discussed matters regarding expense cuts whereby we effectively sustain Harriet Tubman over the long haul.
- The proposed strategies that were recommended by CSBM and HTCS school leadership have been accepted, adopted and approved by the Board for execution.
- We concluded that within two weeks or so from today, we need to have a secondary meeting to focus on budget planning for the fiscal 2023-24 academic year. The Board agreed to meet on December 19 from 4:00 to 6:00 PM.

Board Self-Evaluation

- Dr. Palmeri sent out the Board Self-Evaluation Form. Any outstanding evaluations should be sent to Dr. Palmeri.

Staff Bonuses

- The Personnel Committee will meet to review the bonuses for staff. The amounts need to be submitted for the final December payroll so that staff members can get their bonuses before the Christmas holiday, which is our common practice.
- The Board chose that we would continue to give bonuses this fiscal year to hold true to our common practice.

Renewal of Trustee Allen's Term

- Trustee Rey Allen is also up for renewal as a Board member.
- Trustee Allen stated that he would accept renomination.

Motion: To approve Trustee Allen for another 2 year term.

Made by: Vice Chair Hunter

Seconded by: Trustee McGee

Action: Motion carried unanimously.

Finance Committee – Leslie Roper Thomas – CSBM

Revenue

- Full year revenue is prediction may be lower than projected budget by due to lower enrollment.
- We're anticipating that with the fourth invoice at the end of December or beginning of January, we should see some closure on the numbers.
- There will still be a deficit, but if we have any additional students on the Gen Ed side and the reallocation of Sped students on the SPED side, we may close that gap by a little bit.
- We also have the Emergency Connectivity Fund that was used for the purchase of Chromebooks.

Expenses

- Full year expenses are roughly close to the amount of revenue that we're expected to bring in.
- Expenses are actually lower since we found some room in compensation and benefits due to the reduction in teachers.
- We collapsed some classrooms and will not fill open positions until necessary.
- Security matters: Based on our discussion, with the elimination of overtime and scaling back on the hours for the After School program for the remaining school year, we may still be over budget.
- Consumable supplies and materials - Examining the year to date basis and flowing through the end of the year, we should remain on budget for the rest of the year.
- Technology and supply spending is higher due to laptop charges and two-way radios. These will be offset by the ESSER II Grant.
- Janitorial supplies - The Finance Team has agreed that we can scale back on spending.
- We are taking a conservative approach right now, watching how much we spend on professional and contracts services, which includes things like substitute teachers.
- Outside of that, all the other categories remain on budget.

Net Income

- Full year net income is on the positive side. Budget was expected to put us at \$273K under budget.
- Good news is that we are not operating at a net loss.
- Cash flow is reflective of the third per pupil invoice that was received.
- Next invoice will come at the end of December less the escrow balance which will need to be increased by \$25K to be in compliance with the BoR requirement by December 31.
- We should really be at the 90 day cash on hand mark with the lower enrollment.
- We are projected to carryover cash into 2024 after satisfying all of our full year 2023 expenditures.
- Factoring in the amount that the teachers are paid over the summer and what they've worked during this current school year, we are projected to be at a negative.
- With the adjustments we have made to the budget, we were able to roughly find about \$50,000 on a cash flow basis. As we go through the rest of the year, and we scale back more of expenses, we can hopefully close the deficit further.

Grievance Report – Vice Chair Hunter

- Elementary Academy suspensions (Mr. Maniotis) – One suspension for one day out of school.
- Junior Academy suspensions - Suspensions were given.

- Chair DeWese asked about the re-entry process after suspension. Ms. Yarber explained post suspension process which includes the parent to try to ensure that it doesn't reoccur.
- Ms. Yarber stated that consequences depend on the nature or the severity of the situation, whether intentional or accidental.
- Chair DeWese asked for clarification on the sexual content over the internet and if students are educated to the severity of this offense. *(Due to the context of this infraction, the details of the offense, actions taken with students and subsequent discussions with parents will be addressed under the auspices and privacy of the Grievance Committee.)*
- Dr. Palmeri also emphasized that this is a violation of the technology policy, and there are consequences if this went through the school's system. Privileges could be lost if there was any violation.
- Trustee Nowell reminded everyone that the infractions, consequences, and policies are all in the Family Handbook and families should be reminded to review the FH over the holidays.
- Discussion ensued regarding the discipline protocol for students who are on the autistic spectrum or other disabilities. Ms. Yarber emphasized that the manifestation of disability is included and indicated in our Code of Conduct. Conditions are addressed and all protocols are followed. Trustee Tilson assured that whether it's a manifestation of the disability or not, HTCS has specific guidelines that the school and Board follow which are clearly outlined in the Code of Conduct.
- Chair DeWese stated that there is infrastructure and policy language in place in our Code of Conduct that guides how the school is to respond when someone who has a disability or documented IEP is handled in disciplinary situations.

Principal's Report – Cleveland Person

- **Total enrollment:** Expected enrollment was set at 675.
- **Current enrollment:** Current enrollment is at 549 students.
- **Attendance:** Attendance as of November was 94%.
- **Teacher vacancies:** We are down to 7 vacancies from 16 when we ended the school year.
 - One Grade 4
 - One Grade 5-6 Special Ed
 - One ELA Grade 6
 - One ELA Grade 7
 - One Math Grade 7
 - One JA Physical Education Teacher
 - One Parent Coordinator
- **Professional Development:** EA and JA received PD on Effective Lesson Planning and Implementing Differentiation Practices. JA received PD in Developing Meaningful Questions in Math, Co-Teaching Strategies in ELA/Math and Cloze

Reading Strategies. EA and JA received PD and How to Analyze and Use Data Protocols. The newest part of our professional development is Unpacking the Next Gen Learning Standards in ELA and Math.

- **Student Activities:** We held our Annual Spelling Bee. Students were very excited about getting their trophies and their cash awards.
 - Mr. Maniotis added that the bee was paired down to allow more availability to the students. Teachers started off doing a round robin in the class which produced a set of finalists for each grade levels. At the EA, we did three different sections, one Kdg, one Grade 1 and 2, and one Grade 3 and 4.
 - Ms. Yarber reported that each class held a Spelling Bee, and each class forwarded the top speller to represent their class. We invited all classes to observe the Spelling Bee. We added rigor by making this a Spelling and Vocabulary Bee, so students have to spell and define the word. The last three contestants at the final Spelling Bee were graders.
 - One 8th grader placed first, second place went to an 8th grader, and third place was a 7th grader.

Student Report Cards

- We completed the first marking period report card and parent teacher conferences were held. The second marking period ends the last Friday in January.

Academic Performance

- Test scores have yet to be posted as official on the NYSED website for charters. Our numbers come from the NY Charter Center.

Director of Operations Report – Mr. Taylor

Facilities

- There were no off- budget expenses.

Operations

- The Operations Team completed the school's portion of the BEDS data reporting for the NYSED. The report notes how many teachers and paras are on staff and whether or not we offer ESL, etc. In January, the State will populate the report with the enrollment data, percentages of Sped, ENL, Economically Disadvantaged students and so forth.

Student Activities

- In addition to the Spelling Bee, we also had Picture Day. This was the first round of pictures, and in February, the photographer will come back and do the Step-Up pictures for Kdg and Grade 4, the graduation pictures for Grade 8, and the staff pictures.

- We also had vision screening. Glasses are provided at no cost or low-cost to students who need them. Families have given consent for children to be tested and/or to receive glasses.

Human Resources

- Due to restructuring in the Elementary Academy, we reduced the vacancies by one position.
- We have put together a recruitment strategy for 2023.
- There are three teachers that are currently on leave and one support person who returned from leave on December 1st. We do have two teachers going out in January on parental leave. This will not impact the EA because of what we're doing in terms of restructuring.
- Compliance training continues.
- We are going paperless this year for observations and evaluations. The DOO has been working with the Academy Directors, staff, and the Principal on this. Evaluations will be emailed to the staff through the system. The staff will sign their acknowledgement and input any comments electronically. The evaluations will be stored in the teacher's profile on Paylocity so it can be accessed whenever needed.
- Trustee Nowell asked about the frequency of observations. Mr. Taylor stated it would depend on the experience of the teacher and also how they did in that first observation. Mr. Person added that the majority, if not all, of the teaching staff will have had one observation by the Christmas break.
- Trustee Nowell asked for the most current staff roster for the EA and JA.

Old Business

Enrollment CAP

- Dr. Palmeri did the calculation for the SPED and ELL subgroup. The percentage is definitely above 10% because of the lower enrollment. Plan with regard to enrollment is for cohort populations.
- Chairperson: We also need to examine overall enrollment as it relates to the budget. We're going to have to right-size the budget. *Note: Dr. Palmeri checked the language of the Site Visit Review and the CAP*

Motion: HTCS Board meeting to adjourn at 8:26 PM.

Made by: Trustee Nowell

Seconded by: Trustee Allen

Action: Motion passed unanimously.

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

HTCS Board of Trustee Zoom Meeting January 10, 2023

Board of Trustees in Attendance

Jerima DeWese-Bowens, Chair
Geraldine Hunter, Vice Chair
Barbara Nowell, Chair
Mildred McGee
Kinanda Williams Murray
Christa Tilson
Excused Absence
Trustee Allen (in Kenya)

HTCS Staff

Cleveland Person, Principal
Jonathan Maniotis Elementary
Academy Director
Michael Taylor, Director of
Operations
Excused Absence
Felicia Yarber (Death in the family)

Others Present

Melody Reed, CSBM
Leslie Roper Thomas, CSBM
Dr. Marlaina Palmeri, Accountability and Compliance Consultant

Vice Chair Hunter opened the meeting at 6:15 PM.

Consensus items

Motion: To approve the January meeting agenda

Made by: Trustee McGee

Seconded by: Trustee Tilson

Action: Motion carried unanimously.

Motion: To approve the December meeting minutes

Made by: Trustee Tilson

Seconded by: Trustee McGee

Action: Motion carried unanimously.

Finance Committee – Leslie Roper Thomas and Melany Reed – CSBM

Revenue

- Full-year revenue was presented. Change is due to lower enrollment.
- Per pupil expenses were compared to the budgeted amount.
- SpED enrollment is lower compared to the budgeted amount.
- Another revenue stream is the Emergency Connectivity Fund.

Expenses

- Expenses are projected to be lower than budget due to lower compensation and benefits costs for staff due to open or terminated positions.
- Contract and professional services are higher due to higher costs in Safe Haven Security. The cost should decrease since we have already seen a decrease for January.
- Consumable supplies and materials are over for the first five months, which will flow through for the remainder of this year.
- Textbook and workbook costs increased due to ELA, Math, and i-Ready curriculum expenses.
- Technology supplies are over budget due to spending on laptop chargers, two-way radios, and external hard drives.
- Janitorial supplies are over year-to-date.,
- Legal services increased as the invoice was presented at the end of December.
- We are watching professional and contracted services.

Net Income

- The full-year revenue, expenses, and net loss were presented compared to budget.
- Vice Chair Hunter asked for clarification on areas of overspending. Ms. Reed indicated that janitorial supplies and security were the largest overruns, but the budget adjustments implemented show these expenses decreasing.
- Dr. Palmeri asked about the textbook costs. Ms. Roper Thomas explained that when textbooks and workbooks were ordered, the school also purchased online versions. If the school had to go remote, students would still have access to online textbooks. The overage was also attributed to purchasing the Foundations program, its manipulatives, and classroom libraries.

Cash flow

- Cash on hand as of 11/30/2022, excluding the escrow balance, was given.
- Chair DeWese asked if we had the most current YTD cash flow numbers. Trustee Dunbar had requested a weekly report to know and predict cash flow in more real-time.
- Ms. Reed stated that Natalie received the weekly cash flow numbers, but because she was out of the office, she could not provide a report.

Escrow

- The final \$25K to bring the escrow to \$100K had to be transferred by Dec. 30.
- Ms. Roper Thomas also added that HTCS is trying to receive funds for a COVID-19 grant for about \$48K, and she needs very short bios for each Trustee.
- Dr. Palmeri would take the lead on getting the bios out to the Trustees and then send them back to Ms. Roper Thomas in time for the grant submission.

Employee Retention Credit

- The last item on the Financial Report was the Employee Retention Credit. CSBM had a meeting with an audit firm about this initiative. The Employee Retention Credit is a credit that the IRS gives to businesses that, during COVID, were able to retain their employees at the same level as before COVID. The amount per employee could be anywhere between \$5,000 to \$26,000.

- If HTCS agrees to participate, they must send the audit firm payroll information. They will move forward with trying to get the credit which could be an extensive amount of money.
- It could be an extensive amount of money based on the number of employees Harriet Tubman retained. The school can now receive more money because HTCS did not participate in PPP loans or subsidies. Those who did take PPP loans would have the amount of those loans backed out of the Employee Retention Credit without having to file forgiveness on this money.
- Madame Chair thought the Board had determined that it wasn't a good thing to do since the audit firm would charge \$500,000 or \$750,000, and HTCS wouldn't be recouping a large enough amount of money.
- Ms. Roper Thomas responded that based on the meeting with the audit firm, they would not charge 10% or 20% or anything of that magnitude. If the Board approves, the auditor would look at the HTCS information and give the Board an idea of how much money they could anticipate or if the school was eligible for any funding.
- Ms. Reed explained that they check the payroll registers. The auditor would calculate the HTCS payroll for the time they carried FTEs during COVID. The auditor would then determine what he would charge the school for the audit. If the Board decides that the auditor's fee is too large, there's no charge. But it is free money. There's no charge if they don't win the case for HTCS, and the school does not get the ERC credits.
- Madame Chair asked if there was a flat fee for doing the audit. Ms. Roper Thomas said that this was not discussed. But any funds that can go toward the cash flow issue would be helpful.
- Trustee Williams Murray asked about the process and how they will calculate the rate. The Board would like it in writing to review it.
- Ms. Roper Thomas said it's a matter of looking at our registers and calculating the reimbursement based on the number of employees. They will let us know. BDO is the Board's audit firm, and in some cases, they have earned over \$1M for the school.
- Madame Chair agreed that the school should not lose this opportunity. Still, we also don't want to put ourselves in a precarious position where we can be charged an enormous amount for providing the service. We want to assure the Board that we understand the process and we are also doing our due diligence.

Education Report – Trustee Nowell

- Trustee Nowell reported that the Chairs of the Education and Personnel Committee met in December to review the evaluations of our staff members. They used the HTCS rubric to determine bonuses for qualified staff members. The calculations were done promptly so the staff would have their bonuses before Christmas.
- Test scores have yet to be posted on the NYSED website for Spring 2022. We have information from the New York City Charter School Center but not from the state.
- There will be computer-based testing and paper testing in the Spring of 2023. April and May are Math and ELA testing. Some schools may be closed on Friday, April 21st, which is one of the testing days because there is a recognized Muslim holiday,
- Schools closed on Friday, April 21, may use Monday, April 24, as an administration date for these exams. There will no longer be a Grade 4 Science test as NYS transitions to the new Grade 5 Elementary Level Science test. The new test will measure knowledge of the new NYS K through 12 Science Learning Standards and will commence in Spring 2024.

- There is an opportunity to field-test certain exams. Trustee Nowell asked the school leaders if they think it would benefit HTCS to field test state exams.
- Dr. Palmeri asked what the advantage would be. Trustee Nowell explained that when they give a field test, they analyze the test questions to see error patterns and challenges. They will modify the upcoming test based on the analysis of the field test.
- The NYSLAT for English-speaking or limited-English students will be administered in the Spring.
- Mr. Person asked to look at that information to see what they are testing. He explained that the schools don't get any results or feedback, so it's not beneficial.

Grievance Report – Vice Chair Hunter

Elementary Academy

- Mr. Maniotis reported a total of five separate formal suspensions among four students. Behavior centered on fourth graders

Junior Academy

- Ms. Yarber reported a decrease in the number of suspensions.
- Trustee Tilson wanted to address how the HTCS special education population was being addressed in terms of suspensions and understanding how suspensions for Sped students sometimes differ from GenEd students. She and Vice Chair Hunter met with Mr. Person and conveyed that they wanted to sit in on a couple of the training sessions conducted by the Sped Coordinator.
- The training will focus on how special needs student behavior should be addressed and help teachers understand what behaviors are subject to suspension and which are not. After the training, the Sped Coordinator, Trustee Tilson, and Vice Chair Hunter will determine what additional training is needed to ensure decisions around SWD suspensions are consistent and applied according to regulations and HTCS's Discipline Policy, DASA, and our Code of Ethics.

Facility and Fundraising Report – Trustee Nowell for Trustee Allen

- With Trustee Allen in Kenya, Trustee Nowell gave the report. She informed the Board that she participated in the webinar sponsored by the New York City Charter School Center dealing with facility funds. It was very informative. The Center acknowledged that schools that opened before 2014 do not qualify for rent relief. New schools that opened after 2014 receive facility funding if they're not new charters but are going through expansion. The problem is that this is extremely inequitable. There are going to be borough-wide rallies in Albany to address this inequity.
- Commissioner Rosa talked about the inequity of services to children in charter schools. If we were to go to Albany, the strategy would be to meet with local politicians since they are the ones that will promote what charter schools need.
- The focus has to be that we are not getting the money which diminishes the services we put in place for children.
- Governor Hochul is amenable to listening to charter school leaders. The event will happen on January 31. The focus is not just on rent inequity but also on the services the children lack due to the cost of the rent.
- Trustee Nowell has emailed Ms. Johnson from the Charter School Center to let her know Harriet Tubman is very interested in this. She asked if they could provide some transportation for us.

She asked the Trustees, school leaders, and teachers to put January 31 on their calendars.

- The STEM program and other initiatives must be addressed because of the lack of available funds. We spend an extremely high amount on rent, at the JA particularly, so we must put together a joint strategy.
- One of the participants at the webinar drafted a plan that she would share, but we haven't received it yet. The legislative session ends in the middle of March, and if we don't act on this, the monies are gone.
- Madame Chair concurred that we should put together a team of HTCS representatives (Trustees, staff, and parents) who could go to Albany to lobby for funds.
- Trustee Nowell also suggested that since there is a new Bronx Borough president, we should reach out to have a face-to-face meeting. We could work with the school to galvanize and mobilize HTCS community partners.
- Trustee Williams Murray suggested that attending community board meetings would be worthwhile. Seeing local leaders face-to-face in a community environment can hold our elected officials accountable by asking tough questions.
- Trustee Nowell asked if Trustee Williams Murray could send the Board a calendar of the meeting dates for Community Board 4. She will also ask Trustee Allen to send a calendar of the meeting dates for Community Board #3. Let the Community Boards know there are openings now at HTCS and that we will soon start taking applications before the lottery in the Spring.
- Dr. Palmeri stated that it might be important to note the schools under each Community Board opened before 2014. This information is available online.

Principal's Report – Cleveland Person

Total enrollment: Expected enrollment was set at 675.

Current enrollment: Current enrollment is at 550, up by 5 students.

Attendance: Attendance as of December was 89%.

Teacher vacancies: We are down to 4 vacancies from 16 in July.

- One Grade 5 TA
- One Grade 5-6 Special Ed
- One Grade 7/8 Special Ed
- One Parent Coordinator (will hold on hiring due to budget constraints)

Enrollment and Recruitment Efforts:

- The Enrollment Team is still calling parents of new applicants. Whenever we get a new application, they call the parents and invite them to meet. We're still working to ensure all families who have applied are quickly called.

Professional Development

- The ENL teachers, the Instructional Coach, and the SPED Coordinator "turn-key" trained the K-3 teachers on *Foundations*.
- EA teachers were also retrained on Guided Reading and the Workshop Model.
- EA and JA teachers receive ongoing PD in unpacking the Next Generation Learning Standards in ELA and math.
- Training for JA teachers focused on *Just Words*, Team Building, Building Trust, and Working with Anxiety.

Student Activities

- Dental screenings continued in December.
- Holiday celebrations occurred by class in the EA.
- We finalized the Spelling Bee Competition, which was awesome. The students loved it. Mr. Person's favorite moment was the Kindergartners carrying trophies twice their size.
- We had a 2022 Celebration.
- We began volleyball and basketball intramurals in the JA.
- The highlight of December was when Detective Washington, who used to be our Community-Based Officer, came to Harriet Tubman with 300 toys that he then donated to the school. We will get a letter to Detective Washington and the New York City Police Department thanking them for their generosity.

Student Safety

- In light of the story from Virginia, where a 6-year-old student intentionally shot his teacher, Mr. Person asked how the Board felt about implementing some form of metal detector, scanning, or wand in the Elementary Academy, which is already being done in the JA.
- Extensive discussion ensued. Polling of parents and staff and research as to how other charter schools deal with this issue will be done. Checking security companies' protocols was recommended. Dr. Palmeri pointed out that many State Ed departments are reviewing discipline policies and Codes of Conduct in light of Virginia and Uvalde.
- No decision was made at this time.

Director of Operations Report – Michael Taylor

Facilities

- Repairs had to be done in the EA and the JA student bathrooms. Some of it is wear and tear, and some is student related, but the urinals, sinks, and toilet had to be replaced or fixed in both buildings.
- Repairs were done in the EA to the rooftop air conditioning units to get them ready for the cold weather.
- The marble stairs in the JA were cracked and needed to be fixed
- The emergency lights in the gym were broken, so we had to replace those and replace the cages that encase them.
- We had some issues in the JA that needed to be taken care of by the exterminator.

Operations

- The new building hours are in effect as of January 3. The EA closes Monday through Thursday at 5:30 and 4:00 on Friday. The JA closes Monday through Friday at 6:30.
- We completed the New York City DOE invoice for per pupil funding. Funding was received at the end of December.
- We completed the ESSA Financial Transparency Report with CSBM. They were very instrumental in getting this completed. This is the Accountability Report for ESSER funding and the COVID money we received that goes to the federal government and that New York State requested from us.
- We completed the Course Instruction assignment and the Daily Attendance reporting to the NYSED Level-Zero interface. The report informs New York State about who our instructors are, their respective licenses, and what they teach.

- The daily attendance reporting takes attendance information from Infinite Campus, our attendance software, and converts the data into text files that upload into Level-Zero so that NYS has a record of attendance from HTCS.
- They use the data for any funding that goes directly to families, such as when during COVID, families received a Visa gift card of \$400 per student to help get food. The data help NYS determine if this child is in school.

Student Activities

- The Student Activities Team has begun planning the end-of-year programs for the 8th grade. We're returning to normal, pre-COVID activities such as the class trip, the 8th grade dance, and Spirit Day.
- The dental screenings were done in the EA right before the winter recess.

Human Resources

- The number and grade of teacher vacancies, those on family leave, and those returning from maternity leave were cited.
- Regarding compliance training, the staff completed the Diversity and Inclusion workshop via Paylocity in December and during the break.

Old Business

- The 990 Report was submitted and must be signed and notarized by the Board Chair.
- Outstanding Board evaluations should be sent to Dr. Palmeri.

New Business

Visitation of Board Members

- Mr. Person publicly thanked Trustee Hunter and Trustee Tilson for their visits to the school. On behalf of the entire school, he extended a "Thank you." Trustee Tilson expressed how warm the staff was and the kids were great. She and Trustee Hunter gave Mr. Rhem a gift card because he was the first-place winner for raising the most money in the fundraiser. They also turned over the fundraising check to Mr. Person as well.
- Trustee Telson also praised the students. The students love being there, and that's why the Trustees love visiting the school. They were also there when the students received the toys for Xmas. Trustee Tilson said that when the students learn who we are, they're excited to see us.
- Madame Chair said more Trustees should visit to reaffirm our commitment and why we serve on the Board.

Motion: To adjourn the meeting at 7:51 PM.

Motion made by: Trustee Nowell

Seconded by: Trustee Tilson

Action: Motion passed unanimously.

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

HTCS Board of Trustee Zoom Meeting February 7, 2023

Board of Trustees

Chair Jerima DeWese
Vice Chair Geraldine Hunter
Trustee Barbara Nowell
Trustee Mildred McGee
Trustee Kinanda Williams Murray
Trustee Rey Allen
Trustee Marlon Dunbar

HTCS Staff

Jonathan Maniotis Elementary Academy Director
Michael Taylor, Director of Operations
Felicia Yarber, Junior Academy Director
Multiple additional staff members were in attendance.

Others

Melony Reed, CSBM
Dr. Marlaina Palmeri, Accountability and Compliance Consultant

Chairperson DeWese opened the meeting at 6:12 PM.

Consensus items

Motion: To approve the February meeting agenda

Made by: Trustee McGee

Seconded by: Trustee Allen

Action: Motion carried unanimously.

Motion: To approve the January meeting minutes

Made by: Trustee Allen

Seconded by: Trustee McGee

Action: Motion carried unanimously.

Governance Report – Chair Jerima DeWese

Mid-Term Site Visit Review

- The Board and school leadership received CSO's the draft Midterm Site Review Report. We have had forward and upward movement in terms of our ratings.
- The Board and school leaders were given the draft version and have submitted any factual corrections we feel are appropriate back to the CSO based on data, Board minutes, and Board feedback. CSO will review the request for revisions, and will then publish the final report.

- According to the Site Review, we have moved off Corrective Action Plans for facility and finance with the documentation submitted. We are working towards being off the final one for enrollment for our subgroup populations.

Certificate of Occupancy for the JA

We still need to have the documentation for the COO (Certificate of Occupancy) for the Franklin Avenue building. While we're in compliance with having met all of the LNO requirements by investing large sums of money, time, and effort, we really need to get that finalized. She is awaiting response and anticipates that she will be contacted very soon for our in time for the Site

CSO Liaison

HTCS has not yet been assigned a liaison from the CSO/Board of Regents. Laura Hill has been reassigned working with indigenous people. While we have not been assigned a direct liaison at this point, Laura has advised us that if we have questions or concerns, we can email the charter school office. She has asked that we copy her so that she's still in the loop until we're assigned a direct liaison.

JA Lease

Attorney Richard Zayas has been emailing us about lease negotiations as it relates to the JA building. He has indicated that we're at a standstill. Madame Chair will reach out to Father Stewart this week what the issue is and see if there's a need for a comprehensive meeting to iron out the issues in our counter offer that may be holding up progress to get the lease finalized.

Spring Site Visit

- **CAP on Enrollment:** We have to address our response to the final Corrective Action Plan as it relates to enrollment. Enrollment impacts many different things, especially our budget. We need to be diligent in ensuring that we're staying true and focused.
- **Employee Handbook:** Attorney Zayas reviewed it. Dr. Palmeri has pulled out all of Mr. Zayas's questions. She suggests we have a representative group meet and hammer each question out. Madame Chair suggested we use our Friday Check-in Group, but Dr. Palmeri felt we need to have the HR Consultant and Mr. Taylor involved since they are familiar with the benefits and contracts HTCS currently issues. She can coordinate with committees..
- **Evaluation of Vendors:**
Each vendor expecting payment must report the tasks that have been completed and how much time has been spent on each task. The invoice is then reviewed and signed off by the Board Chair and the Secretary before it is sent to bill.com for payment. Mr. Taylor also requires that contractors list out the time spent, or they have to be very detailed in the description of what they're doing in terms of the construction work, because some of it can be capitalized and some of it can't. So, we need those details on it to make that determination.
- **Board Treasurer:** The Treasurer issue is still outstanding. While the reviewers recognize that the Board has a very collaborative financial accountability process and they are fiscally accountable through the coordination between the Finance Committee, Charter School Business Management, and the Director of Operations, the bylaws still require a Treasurer. We would need to find out if a Treasurer is a requirement on a charter board.

Finance Committee Report – Melony Reed – CSBM

- The full year revenue was projected.
- The variance includes the per pupil revenue lower.
- GenED enrollment is lower by 74 students.
- SPED enrollment is at 58.5 versus a budget of 68 students.
- The full year expenses are projected to be at \$13,553,195, lower than budget by \$293,921 due to
 - 1) Compensation and benefits which have come in lower due to open positions and terminated positions.

- 2) We also had three pay periods in the month of December plus bonuses which is why it's higher.
 - 3) We also had three new hires in January.
 - 4) We also included a Workers Comp invoice from '21 to '22.
 - 5) Professional services contracts are running higher due to the Safe Haven bill, substitute services, and legal services of \$8,000.
 - 6) Consumable supplies and materials are over for the first five months.
 - 7) Textbooks and workbooks are higher.
 - 8) Janitorial services and supplies are higher.
 - 9) Supplies are annualized at \$106,000
- Mr. Taylor further explained that we are mandated to have SPED teachers. The Parent Coordinator is part of our Key Design Elements, and that person is crucial in terms of recruitment. Lastly, the counselor is a position that was written into the ARP grant, so that's a use it or lose it position. We wouldn't realize any savings by not hiring that person.
 - Mr. Taylor concurred with Dr. Palmeri in that when reading the summaries of the Board or Regents and NYSED meetings, schools are amending their charters by lowering their enrollment.
 - Trustee Dunbar added that we must make some hard choices if we want the school to continue.
 - The Board checked their calendars, and it was decided that February 25th would be the day of the budget session. It would be important for Mr. Taylor and the school leadership, CSBM, and Dr. Palmeri to be at the table. She also asked Mr. Person and his team to pre-plan for the meeting, thinking about what right sizing the organization would look like operationally and academically so that the Board can make a better informed decision.
 - Mr. Maniotis expressed a concern about the school leaders making suggestions that might not fit in with what the Board had in mind.
 - Madame Chair stated that right-sizing is defined as "The process of restructuring a company, so it can make a profit more efficiently and meet updated business objectives. Organizations will usually right-size their business by reducing their workforce, reorganizing upper management, cutting costs and changing some job roles. She requested that the team do a "deep dive," really thinking about programmatically, what that would look like in terms of scheduling, classroom structure, and size.
 - Dr. Palmeri stated that in times like these, no idea is off the table. No one goes in with any preconceived notions and every idea is valued. It is so important that the leadership team weighs in since you are closest to the students and teachers. As far as right-sizing, all ideas are considered and then a collaborative decision can be made.
 - Madame Chair agreed that she would not be comfortable with the Board coming in heavy-handed and put in a process that would not feasibly fit or work with our curriculum, academic operations, or design. The Board does not see the day to day, so we need the school's ideas in order for the Board to make an informed, collaborative decision.
 - Melony Reed asked to be included on the Feb. 25 link so that she can account for her time with CSBM.

Facility and Fund Raising Report – Trustee Allen

- Trustee Allen attended The Bronx Charter School Advocacy Day, which was in Albany, on the 31st of January from 10:00 until 2:00 PM. He attended the event with one of the parents from Harriet Tubman. They met with the South Bronx Charter School which is a high school on Washington Avenue. It was very interesting because he was not aware that a number of our students who graduated from eighth grade at HTCS last year are now at South Bronx Charter School Academy. Trustee Allen actually got to know the principal since they moved into Concourse Village West. The principal was one of the speakers at Advocacy Day.
- Trustee Allen and the HTCS parent met with a number of the assembly people, particularly HTCS's own Assemblyperson, Ms. Chantel Jackson who wanted to hear from the students. There were a number of students at the event, particularly high school and junior high school students. There were a few

elementary school students who came with their parents. She wanted to know from the students where their schools needed to improve.

- He also met with Jose Serrano and his chief of staff. We sent a clear message to him regarding the financial help we need in charter schools. Trustee Allen informed the senator that early approved charters like HTCS do not get any kind of help with rent, yet we are paying enormous rent costs. We get no subsidies at all. Whereas new charter schools approved after 2014 get subsidies in their rent, while the charters with the longest history have been penalized
- If we were not doing a good job, we would not get renewed. So they plan to look into that and Trustee Allen will be following up.
- There were a couple of other charter schools that echoed our sentiments. They are in the same boat
- Jose Serrano also heads the Committee for Arts and Culture, both for Bronx as well as Harlem. Trustee Allen spoke with them about the need for instruments for our schools, yet we do not have the money to supply them. This is where our fundraiser will help.
- Trustee Allen recommended that the DOE schools that have these instruments should donated them to charter schools.
- Several teachers and administrators of charter schools took part in Advocacy Day from the Bronx. The coalition was able to bring attention to many things charters need, i.e on shoestring budget, trying to survive. DOE schools have so much more than we have.
- The schools also shared the sentiment that while we are training and preparing young teachers for the first five years, after that they go on to the DOE schools, because they get considerably more money. Not that our teachers want to leave, because they enjoy working in the charter school system, but the fact is that we cannot pay the kind of money that the DOE does.
- In the long run, we need the state to up the funds for charter schools. Trustee Allen told Assemblywoman Chantel Jackson that he will send her an email outlining things we need. Trustee Allen spoke to Trustee Nowell, and they are working together to send emails to the school leaders on things they need, to Mr. Person and Mr. Maniotis and Ms. Yarber and Mr. Taylor about needs in which we have.
- Trustee Allen also met a graduate of HTCS who is now 24 years old. She and her mother are with Dream School, and he told her about us wanting to start an Alumni Association of Harriet Tubman. She is very willing to take part. She praised Harriet Tubman for giving her a great start.
- Trustee Allen has materials to share with our school leaders so that we can start early in terms of getting students and parents together to have great representation at the Bronx Charter School Advocacy Day 2024. We could even have students which would be really great.
- Trustee Allen met with Councilmember Althea Stevens pertaining to capital funding for Harriet Tubman. I let her know that we have not gotten any grant funds for the last two years. She asked if he would send her an email of what we need to be funded. This year we have found other sources for Smart Boards, air filters, etc. Trustee Allen will meet with Mr. Taylor to see what else we need. He will then get an email out to Councilwoman Stevens before filling out the application.
- Dr. Palmeri asked if this is the same organization that granted us funds, which never materialized. Trustee Allen said that COVID interfered with the final funding, but this time he is approaching the grant with more personal contact with the grantor.
- Lastly, regarding fundraising, Trustee Allen intends to schedule a fundraiser in early October 2023. Rather than the usual Awards Dinner at a hall, he is looking into an awards show at the Hostess Center for the Performing Arts
- Trustee Nowell emphasized that with the quest for funds, we need to assemble a small group to push these politicians. By the middle of March, everything is over when it comes to grants. While the Governor is in favor of giving monies to charter school. we have to emphasize how the inequity in the funding law affects Harriet Tubman, such that we cannot fully supply our students with the materials and instructional supports they need. It's a handicap to our science program, our robotics, and we don't

have enough microscopes. There are number of things in the arts, like the instruments that are being sacrificed because we are paying so much for facility.

- The Facility/Fundraising Committee continues to look for money to buy a building. One issue we are facing is that a group of Columbia University researchers have identified maybe 40 spots in the Bronx that they call brownfields which are toxic sites. Brilla Charter School is on one such site, which should be a concern for parents.
- Trustee Allen reiterated that it is important that HTCS has good representation at these community forums. We have to speak at these events to put Harriet Tubman “in their face.” That's the only way to do it.

Education Committee Report – Trustee Nowell

- Trustee Nowell reported that the committee had to postpone the meeting last week due to scheduling conflicts for many of the members. She would like to meet with the team and reschedule the meeting. The school leaders did send in the documentation for the performance data.

Grievance Report – Vice Chair Hunter

- **EA Academy:** There were 2 students from Grade 3 suspended for fighting. Parents were informed and the students had at-home suspension.
- **JA Academy:** There were 6 suspensions for lying, defiance, conduct, vandalism, and failing to report for detention. There were 2 students from Grade 8, one student from Grade 5, and 3 students from Grade 6. The numbers have decreased immensely.

Principal's Report – Mr. Taylor for Mr. Person

- **Enrollment** was expected to be at 675 students, and we grew to 550 students.
- **Subgroups:** We have 66 students in SPED for a percentage of 12%, and 62 ENL students for a percentage of 11%. The ED percentage is at 93%.
- **Attendance** was at 90%.
- **Vacancies:** Openings include a 5th grade TA, 7th Grade ELA teacher, Grade 5/6 SPED, and the JA AIS position.
- **Parent involvement and Outreach:** The Enrollment Team is calling the parents of new applicants and we are constantly registering students. It's an ongoing process.
- **Supervision and Administration:** The administrative team is working diligently to ensure that all students are enrolled and ready to attend class. We are hiring, and the admin team met on January 4th, 2023.
- **Professional Development:** The EA received PD on Powerful Practices and Focus Five. EA and JA received PD in Facilitating Interventions in the Classroom and Team Decision-Making. Self-Care and Wellness, and Unpacking the Next Generation Learning Standards in ELA and Math.
- **Town Hall** meeting was held on January 26th. It was sponsored by Old School Hip-Hop, which is a health and wellness program sponsored by Columbia University. It's an ongoing program targeting the whole school, but this month focused on children and families of 4th and 5th graders.
- **Celebrations** were held for volleyball and basketball, with both in intramural with JA students.
- Ms. Yarber added that the school continues with **College Wednesday**, where the entire school community meets, and a staff member highlights some aspect of college for our students
- Trustee Nowell added that she wanted to join the Town Hall, with the hip-hop but she was unable to log on.

Director of Operations Report – Mr. Taylor

- **Facilities**
 - There is a leak in the ceiling at the EA. Working with the landlord to get that taken care of. It's affected the second-grade side of the room, which is the back side of the building, facing north.

- The steam pipes in the basement floor of the JA have ruptured. The church sent repairmen to address this, and as of today, they are complete. They have to just do the flow test tomorrow.
- The boiler in the JA is also being serviced by the church, in preparation for its tri-annual inspection by the Department of Buildings. Every three years, the Department of Buildings has to come in and certify a boiler or heating system of that size, and certify if it is safe. So, the archdiocese and their vendor have been in the building, getting ready for that test.
- **Operations**
 - We completed the semi-annual Report to the State on Violence and Corporal Punishment. We have had no violent episodes, or issues of with corporal punishment, but we still are required to report out twice a year to the state on their business portal.
 - We completed ordering the New York State Assessment testing materials;
 - Submitted forms to NYSED to receive some of the Title funds. CSBM completes the form, and our team reviews them, and sends them off. The state then sends the checks to the school.
 - Mr. Taylor worked with our Technology Manager and CSBM to file for the reimbursements for the last order of Chromebooks that we received through E-Rate and the Connectivity Grant.
 - It is vaccination compliance time for childhood diseases. We have to be at a 95% completely vaccinated rate, so we're working to get there.
 - Just as a side note, in New York City, there is no longer any exemptions for anything, except medical, and the medical has to be renewed every month. There are also no longer any religious exemptions. We are working with families to make sure that their children are vaccinated.
 - Three teachers are now on family leave, and one teacher is on medical leave. One of the family leave teachers should be returning.
 - The Parent Coordinator will start this month.
 - The new counselor, designated as the Social and Emotional Learning support also starts this month.

Old/New Business

- Money was moved from the Student Activities Fund to operating to cover some cost.
- Madame Chair reported that the \$25K was moved to the escrow account.
- Trustee Allen asked the school administrators get a list together of as many of the graduates of Harriet Tubman. He would like the names, beginning with those that just graduated, and then going as far back as possible. If names and contacts could be forwarded to him, he would like to really move on that Alumni Association.

Motion: to adjourn the meeting at 7:52 PM.

Motion made by: Trustee Allen

Action: Passed unanimously

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

HTCS Board of Trustee Zoom Meeting April 11, 2023

Board of Trustees

Vice Chair Geraldine Hunter
Trustee Barbara Nowell
Trustee Kinanda Williams Murray
Trustee Christa Tilson
Trustee Rey Allen

HTCS Leadership

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

Others

Melony Reed, CSBM
Kayti Porter - CSBM
Dr. Marlaina Palmeri, Accountability and Compliance Consultant
V. Freytes, Staff
S. Gual, Staff
D. Jurasevre, Staff
R. Menard, Staff
O. Wade, Staff

The meeting was called to order at 6:23 PM.

Moved: that the agenda be approved

Motion made by: Trustee Nowell

Seconded by: Trustee Tilson

Action: Motion carried unanimously.

Moved: that the minutes from March 7th be accepted pending revisions as needed.

Motion made by: Trustee Tilson

Seconded by: Trustee Nowell

Action: Motion carried unanimously.

Finance Committee – Melony Reed – CSBM

Revenue:

- Due to enrollment, full-year revenue is predicted to be lower than the projected budget.
- SpEd enrollment is lower than projected as per budget by 6 students
- Title I, Title II, and Title IV funds have come in higher than projected.
- Additional revenue has also come from the Federal Emergency Connectivity Fund.

Expenses

- Expenses are projected to be lower than budget due to consistent monitoring of expenditures and lower staffing levels, which reduces compensation and benefits costs.
- Contract and professional services are higher than anticipated.
- Consumable supplies and materials, textbooks, workbooks, and janitorial supplies are running over budget. However, janitorial services are running under budget.
- Depreciation and amortization are higher than budget due to the recent purchases of Chromebooks and Smartboards. These expenses will be applied to the ARP and ESSER grants.

Net Income and Cash flow

- The full-year projected net income was given.
- We should be getting back about \$140K from eRate.
- Cash on hand report and cash flow carryover into the FY24 after satisfying all fiscal year FY23 expenditures was given.

Additional Points of Discussion

- There are still revenue opportunities. The COVID-19 grant is estimated at \$49,000. We are awaiting grant payment. All paperwork has been submitted. The ERC application process has started. We are uploading and importing that information with the help of Mr. Taylor and CSBM, and we started that process on 03/21.
- The Emergency Connectivity Funds were received but are not yet reflected in the revenue. CSBM and Mr. Taylor are working together to complete the FS10s for the fund drawdowns. These funds were used for Chromebooks and mobile hotspots.
- Vice Chair Hunter asked about the remaining per-pupil payouts. Ms. Reed explained that Invoice 6 was submitted, and funds should come anytime now. That will be the last city payout.
- Amendments to the federal funds were filed.
- Vice Chair Hunter raised the need to further dissect the budget as the Board prepares its FY24 projected budget.
- Everyone committed to checking their calendars to determine when CSBM, Mr. Person, Mr. Taylor, and the Trustees can set up a meeting to review the budget.

Education Report – Trustees Nowell, Hunter, Tilson

Trustee Nowell explained the report would be in two parts: academic progress and professional development.

Academic Progress

- Trustee Nowell reported that the Education Committee met on March 28th and reviewed the JA and EA data. Student performance is grouped as proficient, slightly below proficient, low proficiency, and very low proficiency. Grade levels 5-8 successes and challenges were given.

ELA

- Teachers are providing academic intervention, using the extended day program to address areas of weakness. Other activities involve students moving through stations or meeting in small groups for additional support.

- Quick Links is used first thing in the morning with the students, assessing prerequisite skills, fluency, and stamina. Students have not taken assessments in a while, so teachers are using the iReady platform and STAR 360 to monitor target areas.

Math

- Teachers are using home practice and in-class intervention to address areas of weakness.
- Mr. Maniotis commented that instead of comparing longitudinal differences or straight comparison data, they're putting students in homogenous rather than heterogeneous groups.
- Teachers are moving faster to fully cover the curriculum and then spiral back to get all topics covered.

Professional Development - Trustee Hunter, Trustee Tilson

- Trustees Hunter and Tilson held the follow-up Sped training focused on IEPs: how to best write IEPs and use the required procedures.
- Teachers asked for guidance from the Trustee Sped experts about how best to prepare for IEP meetings and how to tie IEPs to lesson plans.
- They also asked for additional support for students struggling to access the curriculum.
- Everyone agreed that there should be an August PD so that they can start the school year with the information provided to them in this PD.
- The EA teachers managed to get a CSE meeting quickly for a student that needed support for areas not usually included in the IEP. Services. This expediency shows forward movement in terms of CSE being able to work with HTCS.
- Teachers were very receptive to the support provided by the Trustees. They were comfortable admitting they were struggling. They also shared many success stories. Everybody is trying to support the students as best they can.

Other Areas of Discussion with Teachers and Trustees

- Mr. Cole, the Music teacher, met with Trustees Nowell, Tilson, and Hunter and shared his excitement about forming a band with our students, identifying those with a talent for particular musical instruments.
- Teachers also asked for support around RTI PD at the beginning of the school year.
- Mr. Maniotis mentioned getting in touch with a company that builds apps for students.
- Viable and pertinent discussions between the Trustees and the HTCS administrators have been made to maintain a thriving 21st-century program at HTCS, especially post-COVID.
- The ability to advertise in a way that attracts the population around the school includes having a more vibrant overall look to the building, the marquee, and the website. We must bring the school building to life.
- The overall goal is to educate, motivate, promote/protect children and ensure they are in a safe physical and educational environment. Everything must be student-focused yet community-based. The community should be able to articulate that HTCS is a place of safety, is educationally sound, and is developing children well. This alignment also requires assigning budget priorities to this initiative.

Accessing Community Resources

- There is a need to better access the NYPD and to have an assigned community officer from the 42nd Precinct.
- Trustee Williams-Murray reiterated the importance of community relationships and participating in the Community Board meetings.
- Trustee Allen also suggested connecting with the Community Precinct Council. The Community Precinct Council meets once a month.

Facility Committee – Trustee Allen

Facility

- Trustee Alleen suggested securing a grant from the Yankee Stadium Foundation to do a mural. The school leadership and Board could solicit college-bound high schoolers to "tag" the building and create their own artistry.

Lease Discussion

- Trustee Allen met with Father Stewart in early March and again on Friday, March 31, to discuss the lease and its length. He suggested that Father Stewart tour the facility to understand how important this partnership is to the families in our community. The EA landlord does this often, and it helps to strengthen the alliance. Father Stewart was amenable to that.
- Mr. Person added that when communicating with Father Stewart, Father Stewart responds when he calls him. The Principal does reach out to Father Stewart whenever the Board Chair requests him to do so. He then gives Madam Chair all of the information that she requested.

Principal's Report – Cleveland Person

- Total enrollment: Expected enrollment was set at 675.
- Current enrollment: Enrollment is at 543. We gained 1 ENL student.
- Attendance: Attendance for February was 94%.

Teacher Vacancies/Hires

- We filled the Academic Intervention Specialist position internally. We filled the Parent Coordinator position as well. Her name is Ms. Romero. Parents are responding to her. She also met Trustees Hunter and Tilson when they visited the school. She's making connections and is already affiliated with Claremont. She has contacted several community organizations within District #9 to do recruitment presentations. She's only been at work for seven weeks and is fulfilling our expectations of her role.

Enrollment and Recruitment Efforts

- We are still calling the parents of new applicants. We held the lottery. We are currently doing intakes, and the enrolled numbers for the first two days are in the 20s. The administrative team is working hard to ensure that all our students are enrolled and ready to attend class while still hiring staff.

Admin Team Meetings

- The administrative team met on the 15th and the 29th.

Professional Development

- Priority skills practice, rigorous questioning, increasing student stamina, the 5 Pillars of Early Literacy, testing standards, teaching math content for mastery planning, and implementing AIS groups. We are continually unpacking the NGLS in ELA and math.

EA Report

- Mr. Maniotis reported that the NYS ELA test is next week. Two weeks after that is math. There is no fourth grade science assessment anymore, so this year is just eighth grade. Next year it will be fifth and eighth grades.

JA Report

- JA is also preparing for testing, reviewing all 12 ELA strategies, and getting our students test-ready. We are also still building stamina because we think that is very important. The math teachers are about three weeks out from testing, so teachers are looking at math from a comprehensive lens. The assessments are becoming more challenging because it's not focusing on one particular area.

NYS Assessments

- The current focus is ELA, getting our students mentally and programmatically prepared. We also deal with whatever apprehensions they may have. Mr. Person goes to all of the classrooms to excite the students, telling them they're superstars and that they are the smartest kids in the Bronx. This excites and motivates them to do their best.
- Test prep and enrollment are the priorities right now.

Student Programs

- Students are still receiving Social-Emotional Learning sessions in class.
- For Harriet Tubman Day in the EA, students did portraits. The hallway has pictures of Harriet Tubman done by our students in the JA building. The students also did a mural of Harriet Tubman. I believe the mural is on the website.
- We had an Honor Roll assembly.
- Senior dues collection is ongoing.
- We're still involved in volleyball and basketball intramurals. Students should start playing once testing has concluded.

Board and Trustee Comments

- Mr. Person thanked Trustees Hunter and Tilson for making an indelible mark in the school. Teachers look forward to engaging them for their invaluable expertise. The Trustees are very open to talking with the staff when they come. There was nothing but positive comments about the Trustees and their visits. So please continue. It's very rewarding, and they have made the teachers feel like their work is appreciated.

Parent Coordinator

- Trustee Hunter added that she and Trustee Tilson talked to the Parent Coordinator about hosting some informative parent workshops via Zoom or in person.
- Mr. Taylor shared that Ms. Romero and the JA PE teacher did a fitness tracker for themselves and the students over the break. Students were told to write down what they ate over break, and when they brought the data back, they would calculate it and create an art project.
- In her next foray with the parents, she would like to focus on their health and fitness with the gym teacher. She is looking for financial support to purchase incentives to get parents involved (i.e., refreshments). Hopefully, that will lead to some summer activities around health and fitness.
- Mr. Person shared that Ms. Romero did hold a parent meeting at JA. There was a raffle where she gave a prize to the winning parent. The meeting lasted for about an hour and 15 minutes.
- Vice Chair Hunter added that the Board would like to know about the PDs that she is doing. Since she's the Parent Coordinator, she must develop an understanding of what's going on in the school so that parents are engaged and informed.
- The school-to-home connection leads to the community-school relationship. The Board wants to evidence of her participation, involvement, and how she informs and engages parents in the school community. Moving forward, the Board wants to see any of the workshops she presents.

Grievance Report – Vice Chair Hunter

- Mr. Maniotis reported that there were four suspensions. One in 1st grade, one in 3rd and two in 4th grade. All were for one day, and parents did attend the re-entry meetings.

Director of Operations Report – Mr. Taylor

Facilities

- Father Stewart contacted us last week regarding the boiler inspection. A tri-annual boiler inspection happens in large-scale buildings, and it was the JA's turn for their inspection. The boiler did fail its inspection, and the church needs to work with the oil vendor to correct the issue.
- There's a discussion on whether or not we need to change the type or grade of oil we're using so that it's not emitting as many pollutants.
- Over break, deep cleaning was done in the buildings.
- One of the staff bathrooms in the JA was repaired.
- We must budget for that over the summer to replace the LED lights.

Operations

- We completed the final invoice for the New York City DOE payment, which is the final invoice for FY23.

Grants

- We worked with CSBM to complete amendments for federal funding, the ESSA grant, and Title grants. This allows us to be able to draw cash into the operating accounts of the school.

Food Service

- An RFP has to be issued to have vendors present their proposals.

Textbook Ordering

- Textbooks, workbooks, library books, and software have been ordered for FY24. No cash was exchanged from the school. It's purchased through the New York City DOE's online shop, and they have already started arriving for next year.

Human Resources

- There are 5 teachers and one TA currently on short-term disability or maternity leave.

Vacancies

- The current vacancies are 7th grade ELA, 7/8 grade SPED, 5/6 grade SPED, and Dance.

ITR Forms

- Intent to return for staff will go out on April 14 to assess staff plans for returning next year.
- TRS
- Mr. Taylor is meeting with TRS again next week to review some discrepancies and how they've been doing business. TRS has been emailing the school directly regarding personal matters for staff members. The DOO does not feel it's appropriate. He will meet with them next week to strongly suggest it only goes to the person involved.
- Lottery and Enrollment
- The application period for the 2023-2024 school year officially ended.
- We set up intakes for this week. The intake team met with all 29 students. There were 26 kindergartners, and an additional 3 were for other grades.
- We're in the intense enrollment procedure right now through the end of this week. We will take a look and see where we are on Thursday, and if need be, extend it to next week.
- Dr. Palmeri asked if K through 4 are fully enrolled with additional applications on a wait. Is there any thought to opening another section of kindergarten?
- When we called parents on Tuesday, they said they'd already been contacted three weeks ago by another charter school. ***This is against the law*** since schools are not supposed to seat students for the next school year until 11:59 on April 1st.
- What is supposed to happen is at 11:59, you run a lottery from the applications you have and then make it random to seat the students.
- We have 57 Kindergarten students as of now.
- Our DOO gave a grade-by-grade scenario of enrollment status.
- We also have the most eighth graders we've had in a long time.
- Vice Chair Hunter and Mr. Taylor discussed the enrollment phenomenon vis-a-vis parent perception in early and upper grades. Vice Chair Hunter wisely summarized that the challenge is to acclimate the new students to the school's formalities, mindset, and culture.
- Dr. Palmeri stated that the Board and school leadership's discussions around the budget are invaluable to ensure that costs align with the revenue's reality.

Old Business

Employee Handbook

- Dr. Palmeri will complete the final draft for Board approval. She wants to ensure Mr. Taylor and Mr. Person have the Handbook.

New Business

Charter Renewal Application

- Dr. Palmeri stated that the Board of Regents website says the application is being developed. The school and Board have not yet received the Final Revised Site Summary Review from the CSO, which is a critical part of the application process.

Business Cards

- Mr. Taylor suggested that the Board wait until the summer when we are in the 2024 budget before we consider this.

Testimony to Trustee McGee

- Vice Chair Hunter asked to take this moment to acknowledge Mildred McGee. Her absence was felt tonight. It's unusual not to have her in the meeting tonight. In memory of Trustee McGee, she asked for a moment to acknowledge her life and her friendship as a part of Harriet Tubman's Charter School, and being the matriarch, the mother of this great establishment. We are so thankful for the time we had with her.

Moved: that the Board go into Executive Session at 8:35 PM to discuss legal matters

Made by: Trustee DeWese

Seconded by: Trustee Nowell

Action: Motion carried unanimously.

Moved: that the Board return to Public Session

Made by: Trustee Tilson

Seconded by: Trustee Williams-Murray

Action: Motion carried unanimously

Moved: We move that the Harriet Tubman Charter School Board request a line of credit contingent upon approval from Apple Bank. Funds will be repaid by a drawdown of multiple federal grants and satisfy all expenses for the remainder of Fiscal Year 2023

Made by: Trustee Nowell

Seconded by: Trustee Hunter

Action: Motion carried unanimously

Motion: to adjourn the meeting at 9:21 PM.

Made by: Trustee Allen

Seconded by: Trustee Hunter

Action: Motion carried unanimously.

HTCS Board of Trustee Zoom Meeting

May 9, 2023

Board of Trustees

Chairperson Jerima DeWese-Bowens

Vice Chairperson Geraldine Hunter

Barbara Nowell, Secretary

Trustee Kinanda Williams-Murray

Trustee Christa Tilson

HTCS Leadership Team

Cleveland Person, Principal

Jonathan Maniotis Elementary Academy Director

Felicia Yarber JA Academy Director

Michael Taylor, Director of Operation

Others

Melony Reed, CSBM

Kayti Porter, CSBM

Leslie Roper Thomas, CSBM

Dr. Marlaina Palmeri, Accountability and Compliance Consultant

Mr. Menard

Garrett White

Renee Irby

Gisele DeLaCruz

The meeting was called to order at 6:24 PM.

Motion made to approve the meeting agenda

Motion made by: Trustee Nowell

Seconded by: Trustee Tilson

Action: Motion carried unanimously.

Governance Committee – Chairperson Jerima DeWese-Bowens

- **Letter to Dr. Long:** The trustees have a pending response due to Dr. Lisa Long regarding our fiscal status. A more comprehensive response later this week.
- The Board and school leaders will work as a group son to make sure that that response gets done.
- **CSO Site Review Visit:** Chair DeWese anticipates there will be a CSO site visit maybe this month or next to review the responses from the CSO. HTCS will also have to start drafting our charter school renewal application over the summer.
- Plans for the renewal of contracts are in the works.

- **FY24 Budget:** Before contracts can be issued, the Board will have to finalize the proposed budget for FY24.
- Madame Chair explained that it is not the intent to change the charter enrollment number.

Financial Report – Melony Reed - CSBM

Revenue

- Full-year revenue is predicted to be lower due to lower enrollment.
- SpEd enrollment is lower than projected by 6 students
- Title I, Title II, and Title IV funds have come in slightly higher than projected.

Expenses

- Expenses are projected to be lower than budget by \$417K due to consistent monitoring of expenses, and lower staffing levels which reduced compensation and benefits costs.
- Some of the contracts and professional services are higher than anticipated.
- Consumable supplies and materials, textbooks, workbooks, and janitorial supplies are running over budget. However janitorial services are running under budget.
- Depreciation and amortization are higher than budget due to the recent purchases of Chromebooks and smart boards. These expenses will also be applied to the ARP and ESSER grants.
- The full year projected net income was given.

Cash flow

- Cash on hand and other cash amounts were given: the COVID-19 grant; the Emergency Connectivity Funds; Per pupil funds received on April 20th
- The ERC application has finished by BDO. It will be mailed by this Friday to the government, and that takes place on the 10th.
- Cash flow as of 04/07/2023 and cash to carry over into the fiscal year '24 were presented.

Additional points of discussion ensued.

- Ms. Roper Thomas reported that the per pupil revenue is going up by about 3.3% to \$18,214. We're currently now at \$17,626.

Budget Interventions

- Ms. Reed explained that every week she supplies the Finance Committee with a weekly cash flow report.
- Ms. Roper Thomas explained that when the bills are put in, CSBM is told what bills to pay and what bills not to pay after they are approved.
- Madame Chair and the other Trustees would like to measure the effectiveness of the remedial actions in detail that Mr. Taylor and Mr. Person worked on and compare these remedies against how well we addressed any deficit.

Education Committee – Trustee Nowell

- The Education Committee met on April 25th Trustees Tilson, Allen, Nowell, Mr. Person, Ms. Yarber, and Mr. Maniotis and the recording secretary were in attendance.

Lottery

- We were informed that we had an overabundance of kindergartners who applied, and the intent is to get 75 Kindergarteners, which will give HTCS three classes, one more than what we had this year.

Student Performance on Interim Assessments

- First and second grade students are progressing nicely, especially because we implemented the Foundations program.
- Third and fourth graders made incremental growth but are struggling; these students were in first and second grade when schools were closed for in-person instruction. The impact is showing.
- All teachers in the EA are licensed teachers which is very positive.
- In terms of the JA for ELA and math, 5th and 6th grade students are struggling with some needing intense intervention. All grades are making some progress.
- The 7th and 8th grade students are showing outstanding progress. We don't have anyone that needs intervention in math in the 8th grade and only 6% need intervention in math in the 7th grade.

NYS Assessments

- We were informed that the students were prepared for the NYS assessment test in terms of stamina. The EA and the JA supervisors felt that the standardized tests were fair and that our students were prepared for what was presented to them.

Summer Programs

- For the EA, there will be Summer Boost, and sometimes called Summer Rising. It's the same program in funding, however, it depends on what curriculum HTCS uses. If we use a DOE curriculum, it's called Summer Boost. If you use your own curriculum, it's Summer Rising. The teachers are trying to get as many students as possible enrolled in this program.
- Teachers are still assessing students, so we can't anticipate how many students will be retained in grade.

Interventions

- Teachers are using the Extended Day Program to address weaknesses, especially those students who require intervention. For urgent intervention, they're using the After School Program as well. Our teachers who are in the day school also work in the Extended Day Program. They address the weaknesses of the students through small group instruction.
- HTCS also uses Achieve3000 in the weekly lesson plans to ensure literacy levels are increasing. They focus on increased vocabulary acquisition by using a vocabulary workbook. Assignments are posted in Achieve3000 to address weaknesses and assign specific fun-instructional learning videos for home.

- Teachers assign learning tasks from a booklet called iReady, My Path practice. In class intervention is called Quick Think Skills, and it helps with fluency and stamina.
- They're going to continue to use Star 360 in conjunction with the iReady platform to monitor progress and target skills.

Cohort Group Support

- ESL students for whom English is new language and the SWD children in the inclusion classes are also showing improvement along with the General Ed students. We do have a few beginning English as new language students who are still in the urgent red zone, but we have some that are in the green.
- During the Education Committee meeting, Trustee Tilson highlighted that all SPED students need to be made aware of the types of support they are receiving.
- Testing concepts are explained in the Extended Day Program for some students, Testing is done in a separate location and there is always positive reinforcement to encourage our students.

Grievance Committee – Vice Chair Hunter

- The Grievance Committee report for EA states there were no suspensions or grievances for any student in the EA building for the month of April.
- For the JA for the month of April 2023, we had 9 suspensions from Grades 6-8. Trustee Hunter itemized the infractions.
- It varies from grade to grade and person to person.

Principal's Report, EA and JA Report – Ms. Yarber and Mr. Maniotis

- **Total enrollment:** Expected enrollment was set at 675 with a budgeted enrollment of 620.
- **Current enrollment:** Enrollment was at 552, with a gain of 7 students since last month. Special Ed enrollment increased to 69 and ESL increased to 64.
- **Attendance:** Attendance for April was 94%.
- **Teacher Vacancies/Hires:** We have 3 vacancies in the JA: Grade 8 Teacher Assistant, Grade 7 ELA teacher, and a 5/6 Special Ed teacher. We also have an AIS teacher vacancy and a 5th grade TA vacancy.
- **Parental Involvement and Outreach.** We're still in the process of calling the parents of new applicants.
- **Enrollment and Recruitment Efforts:** Because our student enrollment was down, we started going through the list last month of applicants and invited them to actually enroll this school year. The administrative team is working diligently to ensure that all students are enrolled and ready to attend class.
- **Admin Team Meetings:** The administrative team met on April 25th.
- **Professional Development:** At the Elementary and Junior Academy, teaching staff received professional development on Differentiated Instruction, curriculum alignment and planning, and increasing student stamina. These topics are continuous and ongoing. At the EA, they received PD on the 5 Pillars of Early

Literacy, which is also continuous and ongoing. Both academies received PD on Planning and Implementing Intervention Groups, and they also received PD on DEI.

EA Report

- Mr. Maniotis reported that they are still wrapped up testing, as well as retention and the summer school list.
- Our plan is to invite more students to the summer program. Students that need it will get priority, but we also want to invite students that want to attend.
- We're going to open up a pre-Kindergarten section as a way to orientate the incoming Kindergartners to school over that same summer program time as well. It'll be run separately from the Summer Boost Program as we did last year. It worked really well, the parents were excited, and the students got to get a sense of school before it actually opened.
- We're also looking at making sure all of our PD for August is in place prior to the end of the school year.
- Mr. Maniotis reported that the calendar for HTCs has been drafted since January. He has been waiting for the DOE to publish the school calendar for 2023-24 year. Spring Break and the DOE Spring Break did not match up.

JA Report

- Ms. Yarber reported that the very last student took their make-up yesterday for math.
- Preparation for summer school is intense. We've been working on summer school, getting the summer school together, recruiting teachers, recruiting students, designing the program, and meeting with the professional developers of the Summer Boost program.
- We have devised letters, reaching out and meeting with parents in advance to encourage them to send their students to Summer School. We are also communicating with parents whose children are required to attend.
- We are trying to give parents a heads-up, explaining to them the benefits of having summer programs, so that when it's time, it'll be seamless as they will enroll.

Students

- Students are still receiving SEL sessions in class.
- HTCS cap and gown photos for Kindergarten, 4th grade, and 8th grade were taken.
- We had a Double Good popcorn fundraiser for our eighth grade to help them fund their senior activity dues. We actually raised \$6,000 and the fundraiser for the seniors. We sold over \$12,376 in popcorn giving us a profit of \$6,188.
- We had a Town Hall meeting and discussed test prep and the basics of test prep preparation for parents.
- We had a Senior Trip Zoom meeting with our parents.
- In terms of sports, we are conducting volleyball and basketball inter-murals at JA.

- We also held a letter writing campaign in response to New York Charter School's Association letter writing campaign to Governor Hochul and state legislators. Harriet Tubman Charter School submitted 475 electronic letters from our parents!

Student Retention

- Trustee Nowell commented that when school was closed during the pandemic, HTCS didn't retain students in grade unless they had unexcused absences that resulted in less than 80% in attendance. The Academy Directors explained the HTCS holdover policy for this year.

New Business

- The Education Committee has determined that it may be beneficial to change the time of their monthly meeting from 7:00 PM to 12:00 noon. The duration will be one hour.
- The ADs were also asked to provide their reports, at minimum, the day before the meeting so the committee members are able to read them beforehand.

Moved: to adjourn the meeting at 7:45 PM.

Motion made by Trustee Tilson

Seconded by Trustee Hunter

Action: Motion carried unanimously.

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

Special Board of Trustees Meeting
Zoom June 27, 2023

Objective: To finalize the review and vote on the school budget for School Year 2023-2024

Trustees In Attendance

Jerima DeWese-Bowens, Chair
Geraldine Hunter, Vice Chair
Barbara Nowell, Secretary
Christa Tilson
Rey Allen

Others in Attendance

Michael Taylor, HTCS, Director of Operations
Leslie Roper-Thomas, Charter School Business Management, Associate Director

Chairperson DeWese-Bowens opened the meeting at 5:00 P.M.

Ms. Roper-Thomas shared her screen with the budget in view and provided information as requested. Clarifying questions were addressed in discussion.

Motion: Moved that the HTCS' Board of Trustees approve the budget as posted in Scenario #1 for School Year 2023-2024 with 590 students and ARP

Motion made by: Trustee Nowell

Motion seconded by: Trustee Hunter

Action: Motion approved unanimously

Moved: That the meeting be adjourned at 6:00 P.M.

Motion made by: Trustee DeWese-Bowens

Action: Motion approved unanimously

The meeting was adjourned.

Harriet Tubman Charter School

Elementary Academy
3565 Third Avenue
Bronx, NY 10456
718.537.9912

Junior Academy
1176 Franklin Avenue
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HTCS Board of Trustee Zoom Meeting March 7, 2023

Board of Trustees

Chair Jerima DeWese
 Vice Chair Geraldine Hunter
 Trustee Barbara Nowell
 Trustee Kinanda Williams Murray
 Trustee Christa Tilson
 Trustee Rey Allen

HTCS Staff

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

Others

Melony Reed, CSBM
 Leslie Roper Thomas, CSBM
 Dr. Marlaina Palmeri, Accountability and Compliance Consultant

The meeting was called to order at 6:23 PM.

Finance Committee – Leslie Roper Thomas and Melony Reed – CSBM

Revenue:

- Full-year revenue is lower than the projected budget due to lower enrollment.
- Per pupil expenses are lower specifically in Gen Ed
- SpEd enrollment has a variance.
- The Title I allocation has been increased; Title II decreased; Title IV allocation increased.
- Additional revenue is the Federal Emergency Connectivity Fund of \$139,995.

Expenses

- Expenses are projected to be lower than budget. This is due to lower compensation and benefits costs due to open or terminated positions.
- Contract and professional services are higher due to higher costs in Safe Haven Security, Substitute Services, and Legal Services.
- Consumable supplies and materials are over budget.
- Textbooks and workbooks are over budget due to expenses in the ELA, Math, and i-Ready curriculum.
- Janitorial supplies are over year-to-date, annualized by month..
- Janitorial services are down by \$20K.
- Depreciation and Amortization is higher.

Net Income

The full-year projected income was provided. Total expenses for the 2022-23 fiscal year shows a net savings. We should be getting back about \$140K from eRate. Cash on hand as of 1/31/2023 was presented excluding the escrow balance.

Employee Retention Credit

All documentation has been submitted and we should hear in about 6-8 weeks what we are eligible to receive. We started the process on March 1 with Mr. Taylor and the BDO facilitator who will start the application process. Paylocity will also coordinate their due diligence to verify payroll expenses.

COVID Grant

- We are waiting for signatures to return back to CSBM and then sent to NYSED for processing.

Outstanding Bills

- We are ensuring that we prioritize all expenses such as payroll and outstanding bills. We are looking to release some cash from some of the outstanding grants.
-

Governance – Chair DeWese

Services for Trustee McGee

- Madame Chair thanked everyone who came to the services for Trustee McGee. Her daughter, Dr. Elizabeth McGee, was very grateful to all who attended.
- Madame Chair provided remarks on behalf of the Board of Trustees at the funeral and expressed our condolences. Cliff Frazier and Judge Hansel McGee will be resolved as the patriarchs of Harriet Tubman Charter School and Trustee Mildred McGee will be resolved as the matriarch of Harriet Tubman Charter School.

Board Retreat

- The Board will reschedule the Strategic Planning Retreat that had to be canceled due to Trustee McGee's passing.

Charter Advocacy

- Dr. Palmeri sent us a form letter link from the Charter School Resource Center that would go to your area legislators regarding the need to increase charter school funding. They are asking for letters from Trustees, school employees, parents, and students to reach a goal of 5000 letters to Gov. Hochul.
- Mr. Person asked that Dr. Palmeri send the link so that he can garner support from families and the HTCS community.

Lease Negotiations

- Attorney Zayas has tried to advance the negotiations, but we are at a stalemate with Father Stewart.
- Trustee Allen will give Father Stewart a call to ask him what time is best to meet with a group of Trustees and forward those dates and times to Madam Chair.
- Ms. Roper Thomas stressed that it is critically important as we look to developing next year's budget, what the terms will be since a budget must be approved by June 30th.
- Madam Chair stated it is not just the lease, but the reparations to HTCS for the money that was put out for the LNO remediation of the JA.

COO for the Junior Academy

- Father Stewart was supposed to sign the document that indicates that all required work is completed and approved, but no one's been able to get in touch with him.
- As the property owner, he has to go onto the Department of Building's website and sign the document from the NYC Department of Buildings.
- The architect and the contractor have completed all the deliverables.
- There also has to be certification of the public assembly application where they certify the upgrades and renovations that have been done.
- Dr. Palmeri asked if there is a point where HTCS should be proactive, notifying the Charter School Office and that we have negotiated in good faith, sent counter proposals, and made several attempts through the HTCS attorney to bring everybody to the table, to no avail.

- Trustee Tilson asked if the Board has any recourse. Madam Chair stated that she would check with Attorney Zayas to see if HTCS would be within its right to withhold rent.
- Ms Reed also reminded the Board that there is a new lease accounting requirement from the auditors that will require a lease agreement so that we can properly calculate operating expenses. They may require a letter from the Archdiocese stating that Harriet Tubman pays rent to them at a monthly amount of \$X. Invoices cannot be used as proof of evidence.
- This will be required for any contract whether it is for structural property, rental property, or residential storage units, or anything HTCS has a contractor lease for that has been in effect since 7/01/2022.
- They will not accept any bills or invoices from bill.com. It must be a letter with a breakdown of the monthly rate. The actual lease would be awesome, but if we cannot get a hold of the lease, CSBM will need something on company letterhead for both buildings from the property management company or from the church.
- The language in the letter is in regard to the AS DA42 and it has to hit the assets and liabilities.
- This is different than the audit which goes to New York State. This new accounting requirement is something totally different.

New Facility

- Dr. Palmeri shared the White Paper on facility acquisitions going forward that was authored by CSBM. This important document is a must read for all trustees. Check your email.

Education Report – Trustee Nowell

Professional Development

- Trustee Nowell reported that there will be a 1/2 day professional development session on March 15, led by Trustees Hunter and Tilson on how to read and write an IEP. There will follow up sessions with smaller groups of teachers.
- Trustees Hunter and Tilson are presenting the SpEd focus as a “miniseries.” In the next school year, they will make sure that they provide PD on a continuous basis so that practices are standardized and aligned with NYSED requirements.
- There was some discussion about enrolling Sped students.
- Dr. Palmeri also stated that the Family Handbook revision was very intentional and prescriptive regarding Special Ed rights, as well as the disciplinary policies and procedures that guide all dealings with SWDs. The Handbook processes were vetted by the Board, Sped teachers, and FASSTeam members, and should be informing the discussions and PD around these issues guiding all of the policies and procedures with regard to Sped students.
- Madame Chair reiterated that as far as the Board is concerned, we can support school leadership, but it's ultimately the school that's responsible for the day-to-day Sped activities and meeting the goals of the IEPs, how to work with the students' social emotional issues or challenges, and how the GenEd and Sped teachers are collaborating. The school also has to make sure that they inform the parents of the resources and services that HTCS has.

Academic Progress

- We're noticing that Kindergarten 1st and 2nd are back in a normal routine at this point in the year. They're progressing the way they used to.
- We've obviously recognized that students in the EA that struggle the most right now are 3rd and 4th graders. Strategies include: constantly checking for understanding whether it be through more independent practices or looking at them as quizzes assessment; analyzing data so that we can see if we need to reteach skills. Right now, the 6th graders need reteaching and support; the JA teachers are doing a lot of assessing this year as opposed to waiting for unit tests.
- At the JA, 8th graders are seeing the most progress. They're really knocking it out-of-the-box.

- Mr. Person said that the school was mourning the loss of Trustee McGee. He sent condolences to Dr. McGee and Mr. Maniotis and Ms. Yarber attended the funeral services. The school sent flowers as well from the HTCS community.
- **Total enrollment:** Expected enrollment was set at 675.
- **Current enrollment:** As of today, enrollment is at 544. We gained 1 Sped and 1 ENL student.
- **Attendance:** Attendance for February was 87%.
- **Teacher vacancies:** We are down to 4 vacancies.
- **Enrollment and Recruitment Efforts:** The Enrollment Team is still calling parents of new applicants. Every time we get a new application, we call the parents and invite them to meet. We're still working to ensure that all families who have applied are quickly called. We are also experiencing an increase in students leaving, so we are struggling a bit.
- **Professional Development:** The leadership team met to review the PD for the remainder of the year. We have planned topics such as Priority Skills Practice and Team Conflict Resolution. The security and cafeteria staff received PD on Team Collaboration. We also had a PD on a program called Team Writer. The JA did classroom walkthroughs and Understanding and Delivering the Next Generation Standards.
- **Student Activities**
 - Student activities include SEL lessons.
 - We had Chocolate City, old school hip hop, and Health and Wellness. Senior dues began this month and we started volleyball and basketball intramurals
 - Trustee Allen requested that Mr. Person assess the needs of the sports teams since he is willing to put in a proposal from the Yankee Foundation for baseball, softball or other sports.
 - Mr. Person also thanked Trustees Hunter and Tilson for the work they are doing for the staff. He stated it is always good when they visit.

Director of Operations Report – Mr. Taylor

Facilities

- There were no off budget expenses for the EA.
- There were plumbing repairs in the JA as well as exterminating expenses.
- We replaced the batteries and the exit lights in the Junior Academy as well.

Operations

- We completed the New York State Child Education Assurance documentation.
- The school participated in the NYC Charter Center School Fair this past Saturday. It is sponsored every year by the Charter Center where for a fee, and we can set up a table. The Center advertises through different media to get families to come in, walk around, assess the charter schools, and gather information so they can apply on the spot.
- The turnout this year was extremely low in terms of families.
- The Charter Center sat with us and discussed the challenges with enrollment. They stated that enrollment was down in all schools by at least 15% to 25% in the primary grades (K-2) which is something HTCS is seeing as well.
- We were sitting next to Icahn and the Bronx Charter School for Girls. Icahn collected 7 applications, HTCS had 5, and the BCS for Girls had 3.
- We received information from the Summer Boost Program that we will be in operation again this summer. The application period is open and we are working on completing the application again for funding.
- We are also working on placing our book orders, which is what we refer to as FAMIS. The New York City Textbook Law allocates money to non-district schools to purchase books. We received \$46,000 this year which is a drop from years' past. We're going to get those orders in by the beginning of March.
- Ms. Stringfellow is completing the New York City Department of Education survey.
- The lottery is scheduled for Monday, April 3rd.

Student Activities - Harriet Tubman Day

- We will be celebrating Harriet Tubman on Friday. We celebrate her as a person and her contributions to history and the freedom of Blacks who were enslaved in the South. We make sure that all of the students have an understanding of who she was and what she accomplished.
- The students studied the Underground Railroad and will view a documentary of her life.
- The Student Activities Coordinator is going to meet with Mr. Person tomorrow about doing a collaborative art project or a video project, all of which the product could be placed on the school website.

Human Resources

- Teacher vacancies are 5th and 6th grade SPED, 7th grade ELA, JA AIS and 2 TAs in the JA.
- There are two teachers on parental leave, four teachers on short term disability, and one teacher on long term disability.
- We are going to send out the Intent to Return forms to staff before everyone leaves for Spring Break so that we have a sense of who will be coming back to HTCS next year.
- Trustee Nowell has requested a copy of the Academic Calendar from Mr. Person. He will send it after the meeting.

New Business

Bronx Borough President's Civic Engagement Summit

- Trustee Allen reported that he was at the Board President's Office for Civil Engagement Summit. He was representing the 345 Brook Ave. Educational Complex and Harriet Tubman Charter School.
- Assemblywoman Shantel Jackson was there as well as our City Council person, Stevens regarding last year's submission for funding. Somehow it got lost in their files, so Trustee Allen resent it to them. They have \$5 million that has to be spent.
- Trustee Allen also asked for a list of names, phone numbers, and e-mail addresses, particular e-mail addresses and phone numbers of alumni who may be interested in serving on Community Board 3, which would be a great help for us. The deadline is March 15th, which is coming up coming right up.
- Trustee Allen has one person, but if any Trustee or school leader knows others in the community who would be interested in joining Community Board 3, please let him know.
- He also would like to have a meeting with students who might be interested in writing letters to the Mayor about what they would like to see happen in their community.
- Bronx Borough President Gibson is having a college fair on March 11th at Lehman College from 11:00 to 2:00. There will be free giveaways, so we need a contact with the Parents Association.
- Dr. Palmeri will complete the Board Self-Evaluation and share the results at the next Board meeting.

Consensus items

Motion: To approve the March meeting agenda

Made by: Trustee Williams Murray

Seconded by: Trustee Allen

Action: Motion carried unanimously.

Motion: To approve the February meeting minutes with all corrections submitted to Trustee Nowell by March 14th.

Made by: Trustee Williams Murray

Seconded by: Chair DeWese

Action: Motion carried unanimously.

Dr. Palmeri asked if we could have a moment of grace for Trustee McGee and our thoughts and prayers to the McGee family.

Motion: To adjourn the meeting at 8:56 PM.

Motion made by Trustee Williams Murray

Seconded by Trustee Tilson

Action: Motion passed unanimously.

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

HTCS Board of Trustee Zoom Meeting **June 6, 2023**

Board of Trustees in Attendance

Jerima DeWese-Bowens, Chair
Geraldine Hunter, Vice Chair
Barbara Nowell, Secretary
Christa Tilson
Rey Allen
Marlon Dunbar
Kinanda Williams-Murray (Excused absence)

HTCS Staff

Jonathan Maniotis, Elementary
Academy
Felicia Yarber, JA Academy Director
Michael Taylor, Director of
Operations
Cleveland Person, Principal (Excused absence)

Others

Leslie Roper Thomas, CSBM
Melony Reed, CSBM
Kayti Porter, CSBM
Dr. Marlaina Palmeri, Accountability and Compliance Consultant

The meeting was called to order at 6:09 PM.

Motion: to approve the meeting agenda

Motion made by: Vice Chair Hunter

Seconded by: Trustee Tilson

Action: Motion carried unanimously.

Motion: To approve the minutes from April 2023, with any necessary corrections provided to Trustee Nowell by June 8. If no additional revisions are forwarded to her, these minutes will be approved as final as of today.

Motion made by: Trustee Tilson

Seconded by: Vice Chair Hunter

Action: Motion carried unanimously.

Motion: To approve the minutes from May 2023, with any necessary corrections provided to Trustee Nowell by June 8. If no additional revisions are forwarded to her, these minutes will be approved as final as of today.

Motion made by: Vice Chair Hunter

Seconded by: Trustee Tilson

Action: Motion carried unanimously.

Governance – Chairperson DeWese

Budget

- Prior to today's meeting, the Finance Committee reviewed financials through April 30, 2023. In addition, the proposed budget for the 2023/2024 academic year was reviewed. This "deep dive" is the preliminary step in the review of the proposed budget for next year. The Committee determined we would need additional time to complete this task.
- As such, the Finance Committee is meeting on Thursday, June 8, at 2:00 PM. At the end of this meeting, Madame Chair will call for a Special Board session to vote on the FY23-24 proposed budget.

Contracts

- The Personnel Committee must meet over the next 10 days to prepare for end-of-year employee contracts. Employees sign and review their contracts, and Madame Chair is also available to meet with any staff who would like to speak to discuss their contracts separately.
- Mr. Taylor and Chair DeWese will review the Intent to Return list to draft the next contracts. The Chair will not have a proposed cost of living percentage or any other increases until after the Thursday Budget and Finance Committee meeting.

Site Check-in Meeting

- There has been no correspondence regarding a date for the Site Review meeting.

Meeting with Dr. Long

- The Chair asked the school leaders if they have yet to receive a response from Dr. Lisa Long regarding the matter we met about last month. Their response was no.

Finance Committee – Leslie Roper Thomas, Melony Reed – CSBM

Introduction of Finance Manager from CSBM

- Kayti Porter officially introduced herself as the Finance Manager with Charter School Business. Ms. Porter has been working with HTCS for two months. Today was her first official Finance Meeting and her second participation at the full Board meeting.

Projected Revenue:

- Due to lower enrollment, Ms. Reed reported that full-year revenue is lower than the projected budget.
- Per pupil expenses are lower than budget.

- GenEd enrollment is lower than projected at 549.75 versus 620. SpEd enrollment is lower than projected at 61.85 versus the budgeted number of 68.
- The per pupil revenue will increase for FY 23-24 to \$18,340.
- The Title allocations FY23/24 have been posted effective June 1 and are reflected in the proposed FY23-24 budget. The allocation details for Title I, II, and IV were given.

Projected Expenses

- Expenses are significantly lower than budget due to consistent monitoring of costs and reduced compensation/benefits due to staff reduction.
- Contract and professional services are higher than anticipated due to the higher cost of Safe Haven Security, substitute services, and increased legal services needed to resolve the JA facility and lease negotiations.
- Consumable supplies and materials, textbooks, workbooks, and janitorial supplies are running over budget. However, janitorial services are running under budget.
- Depreciation and amortization are higher than budget due to the recent purchases of Chromebooks and Smartboards. These expenses will be applied to the ARP and ESSER grants.
- The teacher retirement service costs are increasing annually, and increases will be reflected in the FY23-24 budget.

Net Loss/Net Income

- Trustee Dunbar questioned the negative net income amount since, in the example given, revenue and expenses were listed as equal.
- Ms. Reed reiterated the projected revenue numbers for FY23 at \$14M and the net income.
- Regarding Trustee Dunbar's question about a potential revenue vs. expense variance error, Ms. Roper Thomas agreed that the two \$12M numbers in the box were incorrect because they did not represent the full year's projection. It was about \$14.5 million. The budget has been running a negative net income.
- Ms. Reed will update the report to reflect these corrections and send the new numbers.

Cash flow

- The amount presented was the cash on hand, excluding the escrow balance. Cash flow as of 04/07/2023.
- Cash to carry over into the Fiscal Year '24 after satisfying all Fiscal Year '23 expenditures will be negative,

Additional Revenue/Expenses

- The COVID grant received in May was \$49K.
- The ERC application was submitted by BDO on 5-10-2023, and the turnaround for that estimated by BDO is six to eighteen months.
- This month, the Homeless Youth Children and ARP are drawdowns applied for as amendments.
- The Emergency Connectivity Funds were received and are reflected in the revenue.

- CSBM and Mr. Taylor are working together to complete the FS10s for the fund drawdowns.
- Vice Chair Hunter asked if all the Title monies have been collected and placed in our account. Ms. Reed stated that the numbers she reported are for FY24, not FY23 allocations which have all been applied to the FY23 Projections.

Education Report – Trustee Nowell

The Education Committee met on May 30.

Enrollment

- At the Edu. Committee meeting, Mr. Person raised the issue of the number of classes for each grade next year which is pending the Board's special session later in the week.
- Based on the lottery numbers, it looks as though our three kindergarten classes might be full. Madame Chair stated that this will be discussed in more depth at the Thursday 2:00 PM meeting.

Assessment

- The Education Committee reviewed the current achievement data, discussed the testing schedule, and how the NYS test was laid out. Everyone seemed to be satisfied with the rollout. There were no issues reported.

Summer Boost Program

- The program will run from 8:00 to 11:00 for academics and then from 1:00 to 4:00 for enrichment. The team is working on the enrichment component. All classes are full.
- The school leaders are developing procedures for cases regarding retention if a child attends the summer program.
- Vice Chair Hunter asked if all the ESSER, Title IV, and Title II funds have been received to fund the program.
- Ms. Reed reported that HTCS will get the first half of Summer Boost funds in June, which is \$208K. The other half will come in October, if it is the same as this year, once we finalize the enrollment numbers since this is what they use to cost out the remaining payment.
- Ms. Roper Thomas added how the money will be used this year, though those are technically next year's funds. Some money is left for Title grants this year, but we can't close them out until they're spent by June 30.
- HTCS has also applied for the ARP and ACY amendments but can't promise that those funds will be here by the end of this fiscal year.

Grievance Report – Vice Chair Hunter

Suspensions

- In the EA, suspensions took place between May 2 and May 11.
- Parents and staff were contacted, and students were suspended.
- In the JA, Ms. Yarber reported suspensions.
- We met with the parents and school counselors. There is a repeat offender in Grade Seven. The three-time offender has had multiple offenses. Madame Chair asked if any of our students were being considered for expulsion. One parent felt

her child needed a fresh start in another school. Ms. Yarber stated none were considered for expulsion.

Facility and Fundraising – Trustee Allen

Trustee Allen reached out to Father Stewart about the lease and to confirm plans to have him tour the school, but he did not hear back.

Academy Directors' Reports – Mr. Maniotis and Ms. Yarber

EA Report

- Today was the EA spring show, and this year was the first time doing it in a long time. We did something different this year by having all 4th graders participate. Everyone got to do something on the stage, whether singing, poetry in Spanish, or showing their art projects. It was great that our oldest EA students could present their art skills today.
- Thursday is EA Field Day.

HTCS Academic Calendar

- The DOE finally published their calendar Friday afternoon, which allowed Mr. Maniotis to finally submit the final draft of the 2023-24 HTCS School Calendar to Trustee Nowell. He was able to finalize the school hours. Hopefully, we can get the calendar approved by the Board so parents can see the official start date of school in September.

JA Report

Eighth Grade

- We have one more test, the Math Regents for Algebra, where the 8th grade Math teacher selects or has a group of roughly 20 to 25 students that he works with in Extended Say to prepare them for the Regents.
- The JA Spring Show is tomorrow, and JA Field Day is this week.
- Our 8th graders made it to the semifinals in the Thurgood Marshall Mock Trial Competition. Even though they had the NYS Science exam yesterday, the lawyers came to practice and prepare for the semifinals.
- The 8th graders went to Washington, DC. They left on Wednesday and returned on Friday. As we speak, the 8th Grade Prom is going on. Graduation will be on June 28 at 10:00 AM at Greater Holy Tabernacle Church on Third Avenue.

Seventh grade

- We hope our seventh graders make it to the semifinals. We're waiting for the results.
- Thursday is Career Day. About a dozen professionals will come and present to 7th and 8th graders. There will be a time when students can also network and talk to these people individually.
- Mr. Taylor added that Kindergarten is on June 26, and Grade 4 Step Up is on June 27 at 9:00 AM.

Director of Operations Report – Mr. Taylor

Facilities

- The owner of the EA building is in conversation with a developer for the Third Avenue property and would like to speak to the Board.

- Some people were surveying the property yesterday.
- Mr. Fuertes stated that the New York City Department of Environmental Protection will replace Third Avenue's water meters next week. There will be a slight water interruption at the building for 20 minutes.

Annual Report

- The portal hasn't opened yet, but they will ask for clearance letters from the Fire Department in preparation for the Annual Report.
- We received the one for the JA, and I will forward that to Dr. Palmeri.
- The fire department was supposed to be on-site today at the EA, but Mr. Maniotis stated as of 4:15, they had not shown up.

Operations

- We have 560 students currently enrolled in the school, and we are still enrolling.
- For next year, registration is complete for 55 kindergartners, seven in Grade 1, five in Grade 2, six in Grade 3, three in Grade 4, four in Grade 5, seven in Grade 6, four in Grade 7, and one in Grade 8 in addition to the students who are staying and moving to the next grade.
- Mr. Taylor updated his enrollment list and reported a net increase of 25 to 30 students. This number is not final because we are still receiving applications, registering students, collecting that information, and doing relationship management with the families to ensure they stay connected with HTCS once they enroll.

Grants

- We received money from Title and ESSER funds last month.
- We're still waiting for one more Title drawdown from our work at the beginning of April.

Food Service

- We are operating under a one-year contract with our food service vendor. We are required to do an official and documented RFP since food service is paid for with federal and state money. We have started the RFP process. The vendor walkthrough is this Thursday. Vendors wanting to bid for the contract can view the facility. They bring food for testing and tasting, and next week, we do a vendor markup. We use a scorecard and rate the vendors through an assigned point system. The vendor with the highest score is awarded the contract.

Summer Program

- We received the award letter for the Summer Boost program. It's the enhanced Summer Boost where you send in the initial application, but then you can ask for more money for more students. We did both steps and were awarded the larger funding amount for 270 students.

Teachers Retirement System (TRS)

- Everyone is raising their rates, whether insurance or property liability quotes. Mr. Taylor predicts that there will be a sizeable increase in health benefits. TRS increased by almost \$200,000.
- HTCS already pays a lot for TRS because it is a pension instead of a 403B program.

- Mr. Taylor is meeting with Voya, who represents another company, TIAA Cref. He is not sure at this time what their offerings are for retirement.
- TRS is a great recruiting tool for hiring teachers, but it has shortfalls because it only covers teachers and no other staff.
- Mr. Taylor would like to meet with Madame Chair before the next Board meeting to see how we move forward with retirement.
- Vice Chair Hunter asked if other companies were being considered. Mr. Taylor said in light of the \$600K employer contribution, I think \$600,000 is a lot for an employer contribution. We must weigh the pros and cons of staying with or leaving TRS.

Human Resources

- Current vacancies are 7th grade ELA, 5th grade Sped, and Dance.
- There is one TA vacancy.
- These positions will stay vacant until the end of the school year.
- HTCS now has 2 Kindergarten classes and 2 Grade One classes. If we go back to three classes as in the past, we will add a 4th Grade classroom teacher and a Grade 4 TA to this list.

Intent to Return

- The administration met and reviewed the retention and separation list for staff.
- All staff said they intend to return, except for one teacher who is retiring and moving out of state. She is a longtime member of the HTCS family and will be missed.

Attendance

- Student attendance for the month was 91.37%.

Old Business

List of Current Contractors

- Madame Chair had asked Charter School Business Management's representative Melony Reed to forward a list of current contractors and what we're paying them so the Board can have that information to adequately prepare for the budget meeting on Thursday at 2:00 PM.

Special Thanks

- Madame Chair publicly thanked the Board and the school for the lovely flower arrangements sent on behalf of the school for her mother's funeral. She sincerely appreciated all of the warm words, condolences, and prayers. She felt them even if she couldn't respond to each individual personally. She is sincerely appreciative of everyone's kindness.

Employee Handbook

- Dr. Palmeri apologized that she was not able to get the Employee Handbook to the Board this month due to personal issues with her mother. She will submit it to the Board for review as soon as possible.

Annual Board Analysis

- Dr. Palmeri suggested that the analysis be reviewed at the next Board retreat.

Charter Renewal Application

- Madame Chair asked for an update on the charter renewal application. Dr. Palmeri stated that the NYSED Board of Regents website stated the application is under development.
- The HTCS charter will expire on June 30, 2024. Normally the Board of Regents votes on the charter in November. The school leadership and Board Chair are on high alert to ensure that when the application hits the portal, Dr. Palmeri will start drafting the submissions for Board approval immediately.

New Business

Bank Change

- Trustee Nowell reported that she and Vice Chair Hunter went to meet a private banker.
- HTCS is in the process of changing banks, going from a savings bank to a commercial one. It's going to take some time. The whole process may not be completed until the end of August. She thanked Trustee Dunbar for the recommendation. Trustee Allen also joined them.
- The three Trustees whose signatures are on the account would be the Chairperson, the Vice Chairperson, and the Secretary. There may be additional school personnel, but she will check the Fiscal Policy and Procedures Manual and Charter School Business Management's recommendations on the transition.
- Madam Chair thanked the Trustees who were able to initiate the process.
- The Chair reminded everyone to let her know of their availability for Friday evening or Monday evening to approve the proposed 2023/2024 budget for anyone who wants to participate in the Finance Budget review meeting on Thursday, June 8, at 2:00 PM.
- Madame Chair asked if there was any public comment. Seeing none and hearing none, she asked for a motion to adjourn.

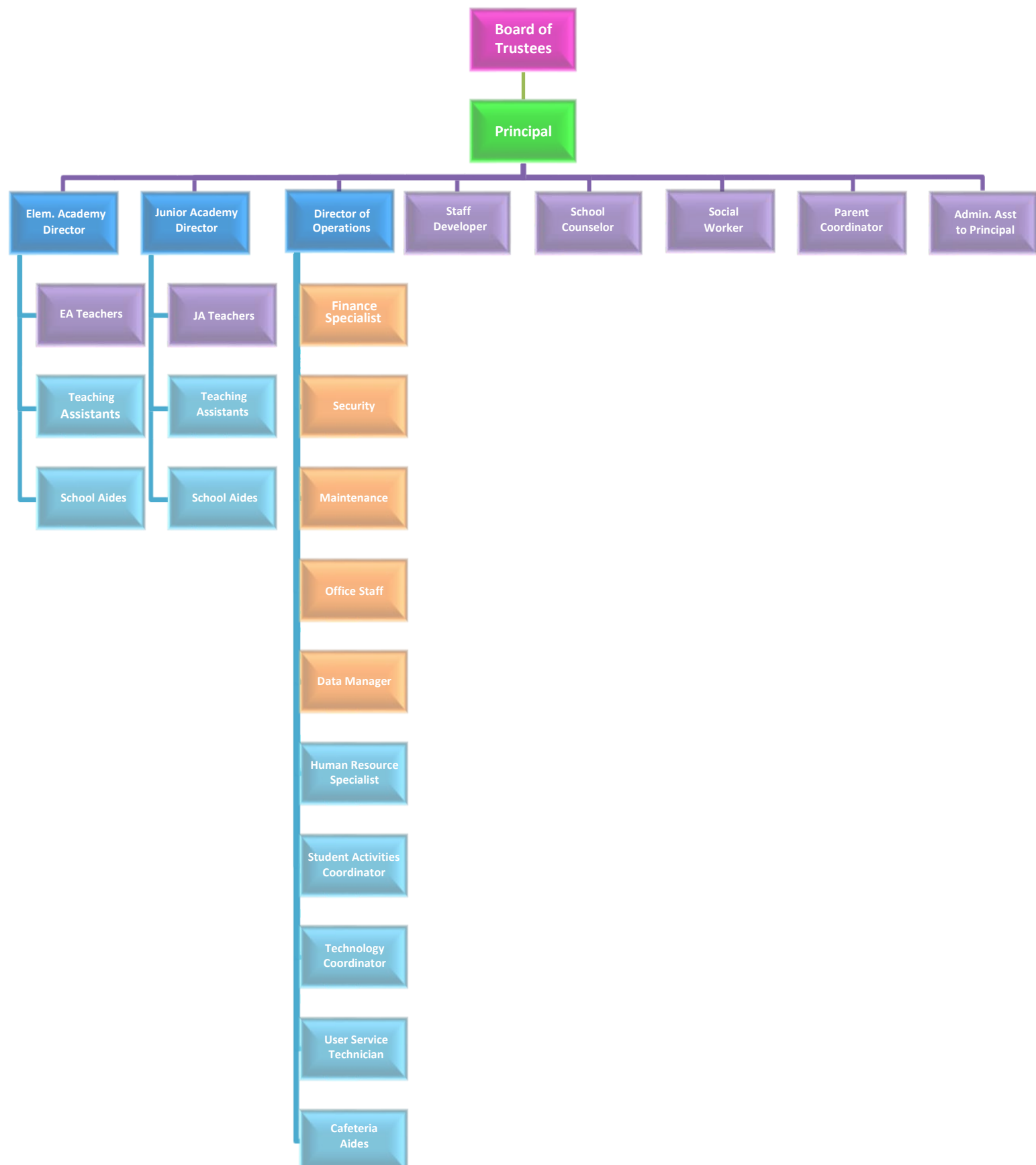
Motion: To adjourn the meeting at 7:19 PM.

Motion made by: Trustee Allen

Seconded by: Vice Chair Hunter

Action: Motion carried unanimously.

Harriet Tubman Charter School Organizational Flow Chart



August

2023

July

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

September

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

Days in session: Staff 10/Students 0

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

September

2023

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

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

Days in session: Staff 27/Students 17 Instructional Hours = 112

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

October

2023

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

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

Days in session: Staff 48/Students38 Instructional Hours = 144

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

November

2023

October

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

December

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

Days in session: Staff 66/Students 55 Instructional Hours = 120

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

December

2023

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

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

Days in session: Staff 82/Students 71

Instructional Hours = 109

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

January

2024

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

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

Days in session: Staff 103/Students 92 Instructional Hours = 147

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

February

2024

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

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

Days in session: Staff 119/Students 108 Instructional Hours = 106

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1	2	3
				1/2 Day Dismissal @ 11:30 - Parent/Teacher Conferences 1-4,5-7		
4	5	6	7	8	9	10
			ELA MOCK #3 DAY 1 grades 3-8	ELA MOCK #3 DAY 2 grades 3-8		Lunar New Year
11	12	13	14	15	16	17
			1/2 Day Dismissal @ 11:30 - Staff PD			
18	19	20	21	22	23	24
	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	
25	26	27	28	29		2
3	4	5	6	7		9

March

2024

February

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

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				

Days in session: Staff 139/Students 128 Instructional Hours = 137

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

April

2024

March

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

May

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

Days in session: Staff 153/Students 142

Instructional Hours - 88

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

May

2024

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

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

Days in session: Staff 175/Students 164

Instructional Hours = 151

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

June

2024

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

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

Days in session: Staff 195/Students 181

Instructional Hours = 107

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3	4	5	6	7	8
			Town Hall Meeting #5			
9	10	11	12	13	14	15
					End of Fourth Marking Period	
16	17	18	19	20	21	22
	School Closed - Eid al-Adha		School Closed - Juneteenth			
23	24	25	26	27	28	29
	1/2 Day Dismissal - Staff PD	Kindergarten Graduation - 1/2 Day Dismissal @11:30	Grade 4 Step-up Ceremony - 1/2 Day Dismissal @11:30	Grade 8 Graduation Last Day of School - All Grades - 1/2 Day Dismissal @11:30	School Closed	
30	1	2	3	4	5	6

July

2024

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

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

Days in session: Staff 0/Students 0

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

Month

Year

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY



FIRE DEPARTMENT

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

BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 05.31.2023.

PREMISES

Hurriet Tubman Charter School
1176 Franklin Avenue
Bronx NY 10456

Hurriet 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 **01.20.2023**.

_____ 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.

~~XXX~~ As of **05.31.2023**, documents were submitted to FDNY as proof of correction, and such correction was deemed acceptable to FDNY

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

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

Examined by: _____
Tomasz Korbas, Supervising Inspector, PBU



FIRE DEPARTMENT

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

BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 07.31.2023.

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 **03.16.2023**.

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

Note: Violation orders dismissed on 07.28.2023.

_____ 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 it finds at the premises, and/or issuing violations against the premises for conditions that do not comply with the Fire Code or other laws, rules or regulations.

Examined by: _____
Tomasz Korbas, Supervising Inspector, PBU



August 06, 2018

Rick D. Chandler, PE
Commissioner

Raymond 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,



Raymond Plumey, FAIA
Deputy Borough Commissioner