



# Entry 1 School Information

Created: 06/16/2017 • Last updated: 07/31/2017

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your authorizer are visible on your task page. While completing this task, please ensure that you select the correct authorizer (**as of June 30, 2017**) or you may not be assigned the correct tasks.

**a. SCHOOL NAME AND BEDS#** ST. HOPE LEADERSHIP ACADEMY CS (NYC CHANCELLOR)

(Select name from the drop down menu)

**b. CHARTER AUTHORIZER** NYCDOE-Authorized Charter School

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

**c. DISTRICT / CSD OF LOCATION** NYC CSD 5

## d1. SCHOOL INFORMATION

PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
222 West 134th Street New York, NY 10030	212-283-1204	212-283-1207	<a href="mailto:info@sthopeharlem.org">info@sthopeharlem.org</a>

## d2. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Constance K. Bond, PhD
Title	Principal
Emergency Phone Number (###-###-####)	212-882-1123

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

**f. DATE OF INITIAL CHARTER** 11/2007

**g. DATE FIRST OPENED FOR INSTRUCTION** 08/2008

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

MISSION STATEMENT

St. HOPE Leadership Academy Charter School embraces the following mission statement, which serves as the foundation of the School: To educate self-motivated, productive, and critically thinking leaders who are prepared to succeed in a college preparatory high school, committed to serving others, and passionate about lifelong learning.

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

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

Variable 1	An orderly, structured and disciplined learning environment
Variable 2	Character development as the underpinning of (and precursor to) academic achievement
Variable 3	Rigorous, standards-based college preparatory curriculum
Variable 4	Focus on literacy and mathematics
Variable 5	Low student-teacher ratios
Variable 6	An extended instructional day
Variable 7	Frequent benchmark assessments of scholar progress
Variable 8	Intensive interventions for scholars who are performing far below grade level
Variable 9	Extensive leadership development and community service opportunities
Variable 10	(No response)

**i. TOTAL ENROLLMENT ON JUNE 30, 2017**      285

**j. GRADES SERVED IN SCHOOL YEAR 2016-17**

Check all that apply

Grades Served	6, 7, 8
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**k1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?** No

**l1. FACILITIES**

Does the school maintain or operate multiple sites?

No, just one site.
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**l2. SCHOOL SITES**

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

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	222 West 134th Street New York, NY 10030	212-283-1204	CSD 5	6-8	Yes	DOE space
Site 2						
Site 3						

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Constance K. Bond, PhD	212-283-1204	212-882-1123	<a href="mailto:cbond@sthopeharlem.org">cbond@sthopeharlem.org</a>
Operational Leader	Winsome Warden	212-283-1204	212-882-1420	<a href="mailto:wwarden@sthopeharlem.org">wwarden@sthopeharlem.org</a>
Compliance Contact	Vivian Lee	212-283-1204	212-882-1149	<a href="mailto:vlee@sthopeharlem.org">vlee@sthopeharlem.org</a>
Complaint Contact	Constance K. Bond, PhD	212-283-1204	212-882-1123	<a href="mailto:cbond@sthopeharlem.org">cbond@sthopeharlem.org</a>

**m1. Is the school or are the school sites co-located?** Yes

**m2. Please list the terms of your current co-location.**

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1 (primary site)	TBD	No		No		Yes
Site 2						
Site 3						

**n1. Were there any revisions to the school's charter during the 2016-17 school year? (Please include approved or pending material and non-material charter revisions).** No

**o. Name and Position of Individual(s) Who Completed the 2016-17 Annual Report.**

Constance K. Bond, Principal

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

Yes

**Signature, Head of Charter School**

A handwritten signature in black ink that reads "Constance K Bond". The letters are cursive and connected.

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

A handwritten signature in black ink that appears to read "Lawrence". The signature is highly stylized and cursive.

**Date**

2017/07/31

**Thank you.**



# Entry 2 NYS School Report Card Link

Created: 07/05/2017 • Last updated: 07/20/2017

## 1. NEW YORK STATE REPORT CARD

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

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

<https://data.nysed.gov/reportcard.php?instid=800000061088&year=2016&createreport=1&allchecked=1&enrollment=1&avgclasssize=1&freelunch=1&attendance=1&suspensions=1&teacherqual=1&teacherturnover=1&staffcounts=1&38ELA=1&38MATH=1&48SCI=1&naep=1&regents=1&elemELA=1&elemMATH=1&elemSci=1&unweighted=1>



# Entry 3 Progress Toward Goals

Created: 06/21/2017 • Last updated: 10/20/2017

## PROGRESS TOWARD CHARTER GOALS

The following tables reflect formatting in the online portal required for Board of Regents-authorized charter schools and NYCDOE-authorized charter schools only. Schools should list Progress Toward Charter Goals by August 1, 2017. If the goals are based on student performance data that the school will not have access to before August 1, 2017 (e.g., the NYS Assessment results), please state this in the last column. The information can be updated when available. Please complete and submit no later than November 1, 2017.

### 1. ACADEMIC STUDENT PERFORMANCE GOALS

#### 2016-17 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
				<p>While we did not meet the goal, the school made tremendous progress in ELA this year, more than doubling the percent proficient (from 12% to 25%). This represents a significant gain while scores in CSD 5, NYC and NYS remained relatively stagnant. When compared to CSD 5, St. HOPE outperformed the district in grade 7 as well as in the aggregate. St. HOPE also beat CSD 5 in average scale scores in every grade.</p> <p>For the 2017-2018 school year, we have several initiatives in place to bring us closer to our goal of at least 75%</p>

Academic Goal  
1

Each year, 75 percent of 6-8 graders will perform at or above Level 3 on the New York State ELA examination.

New York State ELA exams

Not Met

proficiency on the State ELA exams. These include the continued use of NYReady and NWEA MAP testing for our ELA interim exams to ensure teachers have real-time, Common Core aligned assessments that provide actionable instructional data; the continued use of Achieve3000 in all grades, with daily, focused instruction in 6th grade and twice weekly instruction in 7th and 8th grade to improve nonfiction literacy; the continued implementation of daily DEAR (Drop Everything and Read) to provide an additional block of time for scholars to improve their reading levels; the continued use of Lexia in 6th grade targeted teaching to build key comprehension and vocabulary skills; and the implementation of whole-class novels in all grades to continue to improve the rigor of instruction and discussion.

While we did not meet the goal, the school made significant progress in Math this year, seeing over a 50% increase in the percent proficient (from 9% to 14%).



Academic Goal 2

Each year, 75 percent of 6-8 graders will perform at or above Level 3 on the New York State Mathematics examination.

New York State Math exams

Not Met

This is particularly significant given that Math scores in CSD 5 declined over the same period and NYC and NYS scores remained relatively stagnant. When compared to CSD 5, St. HOPE outperformed the district in grades 7 and 8 as well as in the aggregate. St. HOPE also beat CSD 5 in average scale scores in every grade.

For the 2017-2018 school year, we are implementing several initiatives to help us reach our goal of having at least 75% of our scholars score a 3 or 4 on the State Math exams. These include the continued school-wide implementation of the Common Core-aligned Singapore Math in Focus curriculum; using NYReady and NWEA MAP testing for our Math interim exams to ensure teachers have real-time, Common Core aligned assessments that provide actionable instructional data; ensuring that all students, regardless of ability level, receive daily, data-driven, targeted, small group instruction to build proficiency in key

				standards; daily large group instruction that exposes all scholars to rigorous, grade-level material, regardless of their current proficiency; and the introduction of Dream Box at every grade level to improve CCLS grade-level math skills.
Academic Goal 3	Each year, 75 percent of 8th graders who have been at St. HOPE Leadership Academy Charter School for at least two years will pass the New York State Earth Science Regents Exam.	New York State Earth Science Regents exam	Not Met	In 2016-17, the school continued to struggle with staffing the Earth Science position with an educator with deep pedagogical content knowledge. We secured such an individual for the upcoming school year and are confident that our scores will increase as a result.
Academic Goal 4	Each year, 8th grade students will complete a 2000 word historical research paper. 90% of students will meet or exceed the academic standards measured by this assignment.	Internally created rubrics	Met	
	For years 2-5 of the charter, grade level			While we did not meet this goal, grade level cohorts have begun to significantly close the gap between the target proficiency and the actual proficiency. The school begins at a very low percent proficient each year, thus, in order to meet this goal in any given

Academic Goal 5	cohorts of students will reduce by one-half the gap between the percent at or above Level 3 on the previous year's ELA exam and 75% at or above Level 3 on the current year's State ELA exam.	New York State ELA exams	Not Met	<p>year, students would have to experience a dramatic annual increase in the percentage at proficiency. But in 2016-17, we came closer to meeting the target, missing it by approximately 14 percentage points as opposed to missing the target by over 33 percentage points the prior year.</p> <p>Strategies to improve student performance on the NYS ELA exams are outlined in Academic Goal 1.</p>
Academic Goal 6	For years 2-5 of the charter, grade-level cohorts of students will reduce by onehalf the gap between the percent at or above Level 3 on the previous year's Math exam and 75% at or above Level 3 on the current year's State Math exam.	New York State Math exams	Not Met	<p>Despite the growth in absolute performance in math, the school did not meet the goal of grade level cohorts significantly closing the gap between target proficiency and actual proficiency.</p> <p>Strategies to improve student performance on the NYS Math exams are outlined in Academic Goal 2.</p>
Academic Goal 7	Each year, the percent of students performing at or above Level 3 on the State ELA exam in each grade tested will place the school in the top quartile of all similar schools.	New York State ELA exams  We have not yet been provided with this information, so progress toward this goal cannot be measured.		
	Each year, the percent of students performing at or	New York State Math exams		

Academic Goal 8	above Level 3 on the state Math exam in each grade tested will place the school in the top quartile of all similar schools.	We have not yet been provided with this information, so progress toward this goal cannot be measured.		
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**2. Do have more academic goals to add?** Yes

**2016-17 Progress Toward Attainment of Academic Goals**

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 9	Each year, the school will make Adequate Yearly Progress (AYP) in ELA and Math.	New York State determination  We have not yet been provided with this information, so progress toward this goal cannot be measured.		
Academic Goal 10				
Academic Goal 11				
Academic Goal 12				
Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				

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

**4. ORGANIZATIONAL GOALS**

**2016-17 Progress Toward Attainment of Organizational Goals**

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	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Org Goal 1	Each year, the school will have a daily attendance rate of at least 95%.	Attendance records	Met	
Org Goal 2	Each year, 85% of all students enrolled during the course of the year will return the following September.	ATS records	Met	
Org Goal 3	Each year, the school will comply with all applicable rules, regulations, and contract terms including, but not limited to, the New York Charter Schools Act, the New York Freedom of Information Act, the New York Open Meetings Law, the Federal Individuals with Disabilities Education Act, and the federal Family Educational Rights and Privacy Act.	Adherence to all regulations, policies, and procedures	Met	
Org Goal 4	Each year, 100% of teachers will engage in a faculty evaluation process including written performance reviews	School records of teacher evaluations	Met	
Org Goal 5	Each year, 100% of faculty will participate in individualized and team focused professional	School records of professional development	Met	

development.

**5. Do you have more organizational goals to add?**

Yes

**2016-17 Progress Toward Attainment of Organizational Goals**

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Org Goal 6	Each year, student enrollment will be within 15% of full enrollment as defined in the school's contract. This will be maintained on an ongoing basis and monitored bimonthly.	ATS records	Met	
Org Goal 7	Each year, parents will express satisfaction with the school's program, based on the school's Parent Survey in which at least 80% of all parents providing a positive response to each of the survey items.	NYC Department of Education Learning Environment Survey	Met	
Org Goal 8	Each year, students in grades 6-8 will complete at least three community service projects.	School records of student community service projects and hours	Met	
Org Goal 9	Each year, disciplinary actions, suspensions, and expulsion rates will be below comparable schools within	NYC DOE reports  This information has not yet been received from the NYC Department of Education.		

	NYCDOE.			
Org Goal 10	Each year, 100% of students in 6th Grade will complete a study skills unit.	School records	Met	
Org Goal 11	Each year, 100% of students will work collaboratively to complete and present a group project in at least one class. Students will be evaluated on teamwork.	School records	Met	
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				

## 6. FINANCIAL GOALS



## 2016-17 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Financial Goal 1	Upon completion of the school's first year of operation and every year thereafter, the school will undergo an independent financial audit that will result in an independent financial audit with an unqualified opinion and no major findings.	Audited financial statements	Met	
Financial Goal 2	Each year, the school will operate a balanced budget and maintain a stable cash flow.	Monthly financials	Met	
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				



# Entry 4 Expenditures per Child

Created: 07/21/2017 • Last updated: 07/25/2017

## Financial Information

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

### 1. Total Expenditures Per Child

To calculate 'Total Expenditures per Child' take total expenditures (from the unaudited 2016-17 Schedule of Functional Expenses) and divide by the year end FTE student enrollment. (Integers Only. No dollar signs or commas).

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

Line 1: Total Expenditures	5677893
Line 2: Year End FTE student enrollment	292
Line 3: Divide Line 1 by Line 2	19412

## 2. Administrative Expenditures per Child

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

1. Take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2016-17 Schedule of Functional Expenses)
2. Any contracted administrative/management fee paid to other organizations or corporations
3. Take the total from above and divide it by the year-end FTE enrollment. The relevant portion that must be included in this calculation is defined as follows:

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

### Notes:

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

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

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

Line 1: Relevant Personnel Services Cost (Row)	371753
Line 2: Management and General Cost (Column)	211256
Line 3: Sum of Line 1 and Line 2	583009
Line 5: Divide Line 3 by the Year End FTE student enrollment	1993

**Thank you.**

# **St. Hope Leadership Academy Charter School**

## *Communication With Those Charged With Governance*

October 20, 2017





October 20, 2017

To the Audit Committee  
St. Hope Leadership Academy Charter School

We have audited the financial statements of St. Hope Leadership Academy Charter School (the "School") for the year ended June 30, 2017 and are prepared to issue our report thereon dated October 20, 2017. Professional standards require that we provide you with the following information related to our audit. This letter is divided into two sections: 1) required communications from the auditors to those with audit oversight responsibilities and 2) opportunities for strengthening internal controls or enhancing operating efficiency and our related recommendations.

## **REQUIRED COMMUNICATIONS**

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

As stated in our engagement letter April 25, 2017, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities. Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement. As part of our audit, we considered the internal control of St. Hope Leadership Academy Charter School. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control. We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

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

We performed the audit according to the planned scope and timing previously communicated to you in our meeting about planning matters on July 2017.

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

We affirm that MBAF CPAs, LLC is independent with respect to St. Hope Leadership Academy Charter School.

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

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

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

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

**Allowance for Doubtful Accounts:**

As of June 30, 2017, St. Hope Leadership Academy Charter School recorded grants and other receivables of \$220,263. Management concluded that no allowance for doubtful accounts was necessary. Management calculated based on the assessment of the credit-worthiness of the School's grantors, the aged basis of the receivables, as well as economic conditions and historical information. Based on our audit procedures which included a discussion with the School fiscal Consultant, we concur with management's conclusion.

**Functional Statement Allocation:**

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

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

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

The disclosure of risk management in Note 8 to the financial statements describes various risks to which the School is exposed.

**G. Corrected and Uncorrected Misstatements:**

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

**Proposed and Corrected:**

**Proposed and Corrected:**

There were two audit adjustments (which includes one given by the School) that increased income by approximately \$30,000. The current year's most significant adjustments were as follows:

1. Provided by client entry to reverse professional services due to be performed in the next fiscal year, which increased net income by approximately \$30,000.
2. To reclass approximately \$14,000 of interest and dividends. This had no effect on net income.

**Proposed and Uncorrected:**

There were no audit adjustments proposed and uncorrected.

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

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

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

**I. Management Representations:**

We have requested certain representations from management that are included in the management representation letter dated October 20, 2017.

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

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

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

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

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

**Property, Plant and Equipment Testing:**

Our testing of property plant and equipment revealed a capitalization policy of \$1,000 which leads to a larger number of inconsequential items being capitalized. We recommend that the School consider raising the threshold between \$3,000 to \$5,000. We also found that assets were being capitalized according to invoice amounts. We recommend that the determination to expense or capitalize assets be done by individual items not by invoice.

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

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

Very truly yours,

**MBAF CPAs, LLC**

MBAF CPAs, LLC



**ST. HOPE LEADERSHIP ACADEMY CHARTER SCHOOL**

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FINANCIAL STATEMENTS

JUNE 30, 2017

(WITH SUMMARIZED COMPARATIVE INFORMATION FOR JUNE 30, 2016)

**ST. HOPE LEADERSHIP ACADEMY CHARTER SCHOOL**

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## **INDEPENDENT AUDITOR'S REPORT**

To the Board of Trustees  
St. Hope Leadership Academy Charter School

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

We have audited the accompanying financial statements of St. Hope Leadership Academy Charter School (the "School"), which comprise the statement of financial position as of June 30, 2017, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

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

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

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

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

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

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

### ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of St. Hope Leadership Academy Charter School as of June 30, 2017, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

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

We have previously audited St. Hope Leadership Academy Charter School's 2016 financial statements and we expressed an unmodified opinion on those audited financial statements in our report dated September 29, 2016. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2016 is consistent, in all material respects, with the audited financial statements from which it has been derived.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated October 20, 2017, on our consideration of St. Hope Leadership Academy Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering St. Hope Leadership Academy Charter School's internal control over financial reporting and compliance.

**MBAF CPAs, LLC**

New York, NY  
October 20, 2017

**ST. HOPE LEADERSHIP ACADEMY CHARTER SCHOOL**  
 STATEMENT OF FINANCIAL POSITION  
 JUNE 30, 2017  
 (WITH SUMMARIZED COMPARATIVE INFORMATION AT JUNE 30, 2016)

<b>ASSETS</b>	<b>2017</b>	<b>2016</b>
Cash	\$ 377,824	\$ 1,706,023
Cash - restricted	75,310	75,287
Investments	1,463,374	-
Grants and other receivables	220,263	118,136
Prepaid expenses and other assets	143,318	69,507
Property and equipment, net	<u>504,010</u>	<u>747,301</u>
	<b><u>\$ 2,784,099</u></b>	<b><u>\$ 2,716,254</u></b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>LIABILITIES</b>		
Accounts payable and accrued expenses	\$ 56,766	\$ 38,012
Accrued salaries and other payroll related expenses	<u>223,580</u>	<u>225,381</u>
	280,346	263,393
NET ASSETS - UNRESTRICTED	<u>2,503,753</u>	<u>2,452,861</u>
	<b><u>\$ 2,784,099</u></b>	<b><u>\$ 2,716,254</u></b>

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

**ST. HOPE LEADERSHIP ACADEMY CHARTER SCHOOL**

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2017

(WITH SUMMARIZED COMPARATIVE INFORMATION FOR THE YEAR ENDED JUNE 30, 2016)

	<b>2017</b>	<b>2016</b>
OPERATING REVENUE		
State and local per pupil operating revenue	\$ 5,378,410	\$ 5,346,807
Federal grants	219,071	194,873
State grants	22,680	23,396
	<u>5,620,161</u>	<u>5,565,076</u>
EXPENSES		
Program services:		
General education	3,244,988	3,198,045
Special education	1,755,953	1,610,492
Management and general	634,302	592,019
	<u>5,635,243</u>	<u>5,400,556</u>
(DEFICIENCY) EXCESS FROM SCHOOL OPERATIONS	(15,082)	164,520
SUPPORT AND OTHER INCOME		
Investment income	65,974	5,159
CHANGE IN NET ASSETS	50,892	169,679
NET ASSETS - BEGINNING OF YEAR	<u>2,452,861</u>	<u>2,283,182</u>
<b>NET ASSETS - END OF YEAR</b>	<b><u>\$ 2,503,753</u></b>	<b><u>\$ 2,452,861</u></b>

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

**ST. HOPE LEADERSHIP ACADEMY CHARTER SCHOOL**

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED JUNE 30, 2017

(WITH SUMMARIZED COMPARATIVE INFORMATION FOR THE YEAR ENDED JUNE 30, 2016)

	No. of Positions	Program Services		Total	Supporting Activities		2016
		General Education	Special Education		Management and General	2017	
<b>Personnel Services Costs</b>							
Administrative staff personnel	5	\$ 191,754	\$ 70,859	\$ 262,613	\$ 305,279	\$ 567,892	\$ 541,373
Instructional personnel	40	1,906,610	1,112,514	3,019,124	-	3,019,124	2,920,888
Non-instructional personnel	1	-	-	-	66,474	66,474	56,432
Total salaries and staff	46	2,098,364	1,183,373	3,281,737	371,753	3,653,490	3,518,693
Fringe benefits and payroll taxes		385,282	217,280	602,562	68,258	670,820	690,486
Retirement		68,885	38,848	107,733	12,204	119,937	122,353
Accounting and audit services		11,829	6,671	18,500	2,096	20,596	20,396
Other purchases, professional, consulting and services		11,342	6,396	17,738	94,501	112,239	97,654
Repairs and maintenance		-	-	-	7,020	7,020	3,590
Insurance		20,068	11,317	31,385	3,555	34,940	32,604
Supplies and materials		110,581	38,197	148,778	-	148,778	120,893
Equipment and furnishings		3,560	2,019	5,599	634	6,233	1,634
Staff development		37,720	13,030	50,750	-	50,750	56,395
Marketing and recruitment		81,771	31,762	113,553	2,865	116,418	110,903
Technology		54,607	28,297	82,904	7,649	90,553	93,916
Student services		113,586	39,238	152,824	-	152,824	123,607
Office expense		39,738	22,410	62,148	26,982	89,130	62,540
Depreciation and amortization		207,635	117,095	324,730	36,785	361,515	344,892
		<b>\$ 3,244,988</b>	<b>\$ 1,755,953</b>	<b>\$ 5,000,941</b>	<b>\$ 634,302</b>	<b>\$ 5,635,243</b>	<b>\$ 5,400,556</b>

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

**ST. HOPE LEADERSHIP ACADEMY CHARTER SCHOOL**  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2017  
(WITH SUMMARIZED COMPARATIVE INFORMATION FOR THE YEAR ENDED JUNE 30, 2016)

	2017	2016
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Cash received from operating revenue	\$ 5,518,034	\$ 5,495,292
Cash paid to employees and suppliers	(5,330,586)	(5,079,175)
Investment income received	16,278	5,137
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>203,726</u>	<u>421,254</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of investments	(1,413,701)	-
Purchase of property and equipment	(118,224)	(176,548)
NET CASH USED IN INVESTING ACTIVITIES	<u>(1,531,925)</u>	<u>(176,548)</u>
NET (DECREASE) INCREASE IN CASH	(1,328,199)	244,706
CASH - BEGINNING OF YEAR	<u>1,706,023</u>	<u>1,461,317</u>
CASH - END OF YEAR	<u>\$ 377,824</u>	<u>\$ 1,706,023</u>
Reconciliation of change in net assets to net cash provided by operating activities:		
Change in net assets	\$ 50,892	\$ 169,679
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation and amortization	361,515	344,892
Unrealized gain on investments	(49,673)	-
Changes in operating assets and liabilities:		
Cash - restricted	(23)	(22)
Grants and other receivables	(102,127)	(69,784)
Prepaid expenses and other assets	(73,811)	33,474
Accounts payable and accrued expenses	18,754	(23,006)
Accrued salaries and other payroll related expenses	(1,801)	(33,979)
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>\$ 203,726</u>	<u>\$ 421,254</u>

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



## ST. HOPE LEADERSHIP ACADEMY CHARTER SCHOOL

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### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2017

#### 1. NATURE OF THE ORGANIZATION

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St. Hope Leadership Academy Charter School (the "School") is a not-for-profit college-preparatory public charter school in New York City pursuant to Article 56 of the Educational Law of the State of New York. On January 15, 2008, 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 opened in the Fall of 2008 and currently serves students in grades six through eight. The School was issued a renewal to the original charter for five years expiring on June 30, 2018. The School aims to graduate self-motivated, industrious, and critically thinking leaders who are prepared to attend a four-year college, committed to serving others, and passionate about lifelong learning. The School features an extended school day and school year.

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

The School's primary sources of income are from government funding.

The New York City Department of Education ("NYCDOE") provides free lunches and transportation directly to a majority of the School's students. The School collects money from children not entitled to free lunches, if any, to help defray the cost of school meals.

The School shares space with a New York City public school and is not responsible for rent, utilities, custodial services, maintenance, or school safety. Approximately 30,000 feet of square footage is allocated to the School.

#### 2. ACCOUNTING POLICIES

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##### Financial Statement Presentation

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

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

These classes are defined as follows:

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

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

## ST. HOPE LEADERSHIP ACADEMY CHARTER SCHOOL

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### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2017

#### 2. ACCOUNTING POLICIES (CONTINUED)

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##### **Financial Statement Presentation (continued)**

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

##### **Cash – Restricted**

An escrow account in the amount of \$75,310 and \$75,287 was held aside for contingency purposes as required by the NYCDOE as of June 30, 2017 and 2016, respectively.

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

Grants and other receivables represent unconditional promises to give. Grants and other receivables that are expected to be collected within one year and are recorded at net realizable value are \$220,263 and \$118,136 at June 30, 2017 and 2016, respectively. The School evaluates the collectability of the receivables and employs the allowance method. The School has determined that no allowance for uncollectible accounts for grants and other receivables is necessary as of June 30, 2017 and 2016. Such estimate is based on management's assessments of the creditworthiness of its grantors, the aged basis of its receivables, as well as current economic conditions and historical information.

##### **Revenue Recognition**

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

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

##### **Donated Services**

The School may receive contributed legal services that are an integral part of its operations. Such services are only recorded as contributions in-kind, at their fair value, provided the services received create or enhance non-financial assets, require specified skills provided by individuals possessing those skills, and typically need to be purchased if not provided by donation. During the years ended June 30, 2017 and 2016, the School did not recognize any contributed goods and services.

##### **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 life of the asset or the period covered by the charter. The School has established a \$1,000 threshold above which assets are evaluated to be capitalized. Property and equipment acquired with certain government contract funds is recorded as an expense pursuant to the terms of the contract in which the government funding source retains ownership of the property. Maintenance and repairs are charged to expense as incurred; major renewals and betterments are capitalized.

##### **Impairment**

The School reviews long-lived assets to determine whether there has been any permanent impairment whenever events or circumstances indicate the carrying amount of an asset may not be recoverable. If the sum of the expected future undiscounted cash flows is less than the carrying amount of the assets, the School recognizes an impairment loss. No impairment losses were recognized for the years ended June 30, 2017 and 2016.

## ST. HOPE LEADERSHIP ACADEMY CHARTER SCHOOL

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### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2017

#### 2. ACCOUNTING POLICIES (CONTINUED)

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##### **Advertising**

The School expenses advertising costs as incurred. The School incurred \$15,810 and \$13,840 of advertising costs for the years ended June 30, 2017 and 2016, respectively, which is included in the accompanying statement of functional expenses under marketing and recruitment.

##### **Functional Allocation of Expenses**

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

##### **Estimates**

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

##### **Subsequent Events**

The School has evaluated events through October 20, 2017, which is the date the financial statements were available to be issued.

##### **Comparative Financial Information**

The June 30, 2017 financial statements include certain prior year summarized comparative information in total but not by net asset class. In addition, only certain of the notes to the financial statements for June 30, 2016 are presented. As a result, the June 30, 2016 comparative information does not include sufficient detail to constitute a presentation in conformity with U.S. GAAP. Accordingly, such June 30, 2016 information should be read in conjunction with the School's financial statements for the year ended June 30, 2016, from which the summarized information was derived.

##### **Income Taxes**

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

The School files informational returns in the federal and New York State jurisdictions. With few exceptions, the School is no longer subject to federal, state, or local income tax examinations for fiscal years before 2014.

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

Should there be interest on underpayments of income tax, the School would classify it as "Interest Expense." The School would classify penalties in connection with underpayments of income tax as "Other Expense."

## ST. HOPE LEADERSHIP ACADEMY CHARTER SCHOOL

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### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2017

## 2. ACCOUNTING POLICIES (CONTINUED)

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### Investments

Investments are recorded at fair value based upon quoted market prices. The related dividend and interest income is recorded as unrestricted income in the statement of activities.

### Fair Value Measurements and Fair Value-Definition and Hierarchy

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

Accounting standards establish a fair value hierarchy for inputs used in measuring fair value that maximizes the use of observable inputs and minimizes the use of unobservable inputs by requiring the most observable units be used when available. Observable inputs are those that market participants would use in pricing the asset or liability based on market data obtained from sources independent of the School. Unobservable inputs reflect the School's assumption about inputs used by market participants at the measurement date. The fair value hierarchy is categorized into three levels based on inputs as follows:

Level 1 - Valuation based on quoted prices in active markets for identical assets or liabilities that the School has the ability to access.

Level 2 - Valuation based on quoted prices in markets that are not active or for which all significant inputs are observable, either directly or indirectly.

Level 3 - Valuation based on inputs that are unobservable and significant to the overall fair value measurement.

Level 3 assets and liabilities measured at fair value are based on one or more of three valuation techniques. The three valuation techniques are as follows:

Market approach - Prices and other relevant information generated by market transactions involving identical or comparable assets or liabilities;

Cost approach - Amount that would be required to replace the service capacity of an asset (i.e. replacement cost); and

Income approach - Techniques to convert future amounts to a single present amount based on market expectations (including present value techniques, option-pricing models, and lattice models).

### Recent Accounting Pronouncements

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

## ST. HOPE LEADERSHIP ACADEMY CHARTER SCHOOL

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### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2017

## 2. ACCOUNTING POLICIES (CONTINUED)

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### Recent Accounting Pronouncements (Continued)

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

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

In November 2016, the FASB issued an accounting standards update which amends cash flow statement presentation of restricted cash. The update requires amounts generally described as restricted cash and restricted cash equivalents be included with cash and cash equivalents when reconciling the beginning-of-period and end-of-period total amounts shown on the statement of cash flows. The update is effective retrospectively for fiscal years beginning after December 15, 2018, and interim periods within fiscal years beginning after December 15, 2019, with early adoption permitted. The School is currently evaluating the effect the update will have on its financial statements.

## 3. INVESTMENTS

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### Determination of Fair Values

The valuation methodologies used to determine the fair values of assets and liabilities under the "exit price" notion reflect market-participant objectives and are based on the application of the fair value hierarchy that prioritizes observable market inputs over unobservable inputs. The School measures the fair values of the mutual funds based on quoted market prices.

The preceding method may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair value. Furthermore, although the School believes its valuation method is appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

**ST. HOPE LEADERSHIP ACADEMY CHARTER SCHOOL**

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NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017

**3. INVESTMENTS (CONTINUED)**

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The School's investments are exposed to various risks such as interest rate, market, and credit risks. Due to the level of risks associated with these investments, it is at least reasonably possible that changes in the values of these investments will occur in the near term and that such changes could materially affect the amounts reported in the statement of financial position and the statement of activities.

The following tables present by level, within the fair value hierarchy, the School's investments at fair value as of June 30, 2017. As required by fair value measurement accounting standards, investments are classified in their entirety based upon the lowest level of input that is significant to the fair value measurement.

<u>June 30, 2017</u>	<u>Fair Value on a Recurring Basis</u>	<u>Quoted Market Prices in Active Market for Identical Assets (Level 1)</u>	<u>Other Significant Observable Inputs (Level 2)</u>	<u>Significant Unobservable Inputs (Level 3)</u>
Mutual funds	\$ 1,463,374	\$ 1,463,374	\$ -	\$ -

The aggregate cost basis, gross unrealized gains and losses, and fair market value of the mutual funds at June 30, 2017, are as follows:

<u>June 30, 2017</u>	<u>Cost</u>	<u>Gross Unrealized Gains</u>	<u>Gross Unrealized Losses</u>	<u>Fair Value</u>
Mutual funds	\$ 1,413,701	\$ 49,673	\$ -	\$ 1,463,374

The components of the activity of the School's mutual funds as of June 30, 2017 were as follows:

<u>June 30,</u>	<u>2017</u>
Investments, beginning of year	\$ -
Purchase of investments, including realized gains	1,413,701
Unrealized gain on investments reported at fair value	49,673
Investments, end of year	<u>\$ 1,463,374</u>

**4. AGREEMENT WITH SCHOOL FACILITY**

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The School shares space with P.S. 92, a New York City public school, located at 222 West 134th Street. As part of the New York City Chancellor's Charter School Initiative, the NYCDOE has committed this space to the School at no charge. The services provided by the NYCDOE to the charter school, such as rent, utilities, custodial services, maintenance and school safety services are also provided at no cost. The fair value of these facilities and services has not been included in the accompanying financial statements.

The School will be responsible for any overtime-related costs for services provided beyond the regular opening hours. For the years ended June 30, 2017 and 2016, the School did not incur any overtime fees.

**ST. HOPE LEADERSHIP ACADEMY CHARTER SCHOOL**

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NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017

**5. PROPERTY AND EQUIPMENT**

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

	2017	2016	Estimated Useful Lives
Furniture and fixtures	\$ 265,374	\$ 265,374	5 years
Computers and servers	847,680	731,331	3 years
Software	54,545	54,545	5 years
Leasehold improvements	805,511	803,636	5 years
	<u>1,973,110</u>	<u>1,854,886</u>	
Less: accumulated depreciation and amortization	(1,469,100)	(1,107,585)	
	<u>\$ 504,010</u>	<u>\$ 747,301</u>	

Depreciation and amortization expense for the years ended June 30, 2017 and 2016 was \$361,515 and \$344,892, respectively.

**6. COMMITMENTS**

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The School leases telecommunications equipment and copiers under a non-cancelable operating lease which expired in 2017.

The leasing expense for the years ended June 30, 2017 and 2016 was \$10,892 and \$3,599, respectively, which is included in the accompanying statement of functional expenses under office expense.

**7. RETIREMENT PLAN**

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The School has adopted a defined contribution 401(k) profit sharing plan (the "Plan") which covers most of its employees. Employees are eligible to enroll in the Plan on the first day of the one month anniversary once they have worked at least 140 hours. Those employees who are employed on the last day of the Plan year (December 31<sup>st</sup>) are also eligible for employer contributions. The Plan provides for the School to contribute up to 5% of an employee's salary. The School contribution becomes vested on a straight-line basis over five years. For the years ended June 30, 2017 and 2016, retirement expense for the School was \$119,937 and \$122,353, respectively.

**8. RISK MANAGEMENT**

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- A. The School is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; injuries to employees; and natural disasters. The School maintains commercial insurance to help protect itself from such risks.
- B. The School entered into contractual relationships with certain governmental funding sources. The governmental agencies may request return of funds as a result of noncompliance by the School, as well as additional funds for the use of facilities. The accompanying financial statements make no provision for the possible disallowance or refund.
- C. The School's charter was renewed in 2013 for an additional five years. Although the School anticipates that these renewals will be granted by the authorizers, no assurance can be provided that these will occur.

**ST. HOPE LEADERSHIP ACADEMY CHARTER SCHOOL**

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NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017

**9. CONCENTRATIONS**

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- A. Financial instruments that potentially subject the School to a concentration of credit risk include cash accounts at a major financial institution that, at times, exceeded the Federal Deposit Insurance Corporation ("FDIC") insured limit of \$250,000.
- B. The School received approximately 95% of its total revenue from per pupil funding from the NYCDOE during the year ended June 30, 2017.
- C. The School's grants and other receivables consist of two major grantors at June 30, 2017.





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

To the Board of Trustees  
St. Hope Leadership Academy Charter School

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of St. Hope Leadership Academy Charter School (the "School"), which comprise the statement of financial position as of June 30, 2017, 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 20, 2017.

**Internal Control Over Financial Reporting**

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

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

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

**Compliance and Other Matters**

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

We noted certain matters that we reported to management of the School in a separate letter dated October 20, 2017.

**Purpose of this Report**

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

**MBAF CPAs, LLC**

New York, NY  
October 20, 2017



# Entry 6d Additional Financial Docs

Created: 07/05/2017 • Last updated: 10/27/2017

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

## 1. Management Letter

<https://nysed-cso-reports.fluidreview.com/resp/10745653/8mMlunnVv3/>

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

## 2. Form 990

<https://nysed-cso-reports.fluidreview.com/resp/10745653/FINDqRIBTE/>

**Explanation for not uploading the Form 990.** An extension has been filed.

## 3. Federal Single Audit

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

(No response)

**Explanation for not uploading the Federal Single Audit.** N/A - School did not receive \$750k+ federal funding.

## 4. CSP Agreed Upon Procedure Report

(No response)

**Explanation for not uploading the procedure report.** N/A - School did not receive CSP funding

## 5. Evidence of Required Escrow Account

<https://nysed-cso-reports.fluidreview.com/resp/10745653/pN6H0Nalce/>

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

## **6. Corrective Action Plan**

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

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

(No response)

**Explanation for not uploading the Corrective Action Plan.** The school does not anticipate requiring a Corrective Action Plan, but will submit with the financial audit if needed.

# EXTENSION FILING INSTRUCTIONS

FORM 8868 FOR FORM 990

FOR THE YEAR ENDING

JUNE 30, 2017

<b>Prepared for</b>	ST. HOPE LEADERSHIP ACADEMY CHARTER SCHOOL 222 W. 134TH STREET NEW YORK, NY 10030
<b>Prepared by</b>	MBAF CPAS LLC 440 PARK AVENUE SOUTH-5TH FLOOR NEW YORK, NY 10016
<b>Amount due</b>	NOT APPLICABLE
<b>Make check payable to</b>	NOT APPLICABLE
<b>Mail extension and check (if applicable) to</b>	NOT APPLICABLE
<b>Extension must be mailed on or before</b>	NOT APPLICABLE
<b>Special Instructions</b>	THE EXTENSION FOR FORM 990 HAS QUALIFIED FOR ELECTRONIC FILING. FORM 8868 EXTENDS THE DUE DATE OF THE ORGANIZATION'S FORM 990 RETURN UNTIL MAY 15, 2018. THE EXTENSION HAS BEEN TRANSMITTED ELECTRONICALLY TO THE IRS AND NO FURTHER ACTION IS REQUIRED.

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

Department of the Treasury  
Internal Revenue Service

▶ **File a separate application for each return.**  
▶ **Information about Form 8868 and its instructions is at [www.irs.gov/form8868](http://www.irs.gov/form8868).**

**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/efile](http://www.irs.gov/efile), click on Charities & Non-Profits, and click on 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.

		<b>Enter filer's identifying number</b>
<b>Type or print</b>	Name of exempt organization or other filer, see instructions. <b>ST. HOPE LEADERSHIP ACADEMY CHARTER SCHOOL</b>	Employer identification number (EIN) or  <b>26-1868368</b>
<small>File by the due date for filing your return. See instructions.</small>	Number, street, and room or suite no. If a P.O. box, see instructions. <b>222 W. 134TH STREET</b>	Social security number (SSN)
	City, town or post office, state, and ZIP code. For a foreign address, see instructions. <b>NEW YORK, NY 10030</b>	

Enter the Return Code for the return that this application is for (file a separate application for each return) 0 1

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 990-T (corporation)	07
Form 990-BL	02	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

**CONSTANCE BOND**

• The books are in the care of ▶ **222 W. 134TH STREET - NEW YORK, NY 10030**  
Telephone No. ▶ **(212) 283-1204** Fax No. ▶ **212-283-1207**

- 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 EINs of all members the extension is for.

**1** I request an automatic 6-month extension of time until **MAY 15, 2018**, to file the exempt organization return for the organization named above. The extension is for the organization's return for:

▶  calendar year \_\_\_\_\_ or  
▶  tax year beginning **JUL 1, 2016**, and ending **JUN 30, 2017**

**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

<b>3a</b> If this application is for Forms 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	<b>3a</b>	\$	0.
<b>b</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.	<b>3b</b>	\$	0.
<b>c</b> <b>Balance due.</b> Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	<b>3c</b>	\$	0.




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




P.O. Box 15284  
Wilmington, DE 19850

ST. HOPE LEADERSHIP ACADEMY CHARTER  
SCHOOL  
NYC BOE ESCROW  
222 W 134TH ST RM 311  
NEW YORK, NY 10030-3002

**Customer service information**

-  Customer service: 1.888.400.9009
-  bankofamerica.com
-  Bank of America, N.A.  
P.O. Box 25118  
Tampa, FL 33622-5118

 Please see the **Important Messages - Please Read** section of your statement for important details that could impact you.

# Your Bus Advantage Commercial Savings

for June 1, 2017 to June 30, 2017

Account number: 4830 1859 5056

**ST. HOPE LEADERSHIP ACADEMY CHARTER SCHOOL NYC BOE ESCROW**

## Account summary

Beginning balance on June 1, 2017	\$75,307.99	# of deposits/credits: 1
Deposits and other credits	1.86	# of withdrawals/debits: 0
Withdrawals and other debits	-0.00	# of days in cycle: 30
Service fees	-0.00	Average ledger balance: \$75,308.05
<b>Ending balance on June 30, 2017</b>	<b>\$75,309.85</b>	Average collected balance: \$75,308.05

Annual Percentage Yield Earned this statement period: 0.03%.  
Interest Paid Year To Date: \$11.21.

## **IMPORTANT INFORMATION: BANK DEPOSIT ACCOUNTS**

Updating your contact information - We encourage you to keep your contact information up-to-date. This includes address, email and phone number. If your information has changed, the easiest way to update it is by visiting the Help & Support tab of Online Banking. Or, you can call our Customer Service team.

Deposit agreement - When you opened your account, you received a deposit agreement and fee schedule and agreed that your account would be governed by the terms of these documents, as we may amend them from time to time. These documents are part of the contract for your deposit account and govern all transactions relating to your account, including all deposits and withdrawals. Copies of both the deposit agreement and fee schedule which contain the current version of the terms and conditions of your account relationship may be obtained at our financial centers.

Electronic transfers: In case of errors or questions about your electronic transfers - If you think your statement or receipt is wrong or you need more information about an electronic transfer (e.g., ATM transactions, direct deposits or withdrawals, point-of-sale transactions) on the statement or receipt, telephone or write us at the address and number listed on the front of this statement as soon as you can. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

- Tell us your name and account number.
- Describe the error or transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
- Tell us the dollar amount of the suspected error.

For consumer accounts used primarily for personal, family or household purposes, we will investigate your complaint and will correct any error promptly. If we take more than 10 business days (10 calendar days if you are a Massachusetts customer) (20 business days if you are a new customer, for electronic transfers occurring during the first 30 days after the first deposit is made to your account) to do this, we will credit your account for the amount you think is in error, so that you will have use of the money during the time it will take to complete our investigation.

For other accounts, we investigate, and if we find we have made an error, we credit your account at the conclusion of our investigation.

Reporting other problems - You must examine your statement carefully and promptly. You are in the best position to discover errors and unauthorized transactions on your account. If you fail to notify us in writing of suspected problems or an unauthorized transaction within the time period specified in the deposit agreement (which periods are no more than 60 days after we make the statement available to you and in some cases are 30 days or less), we are not liable to you for, and you agree to not make a claim against us for the problems or unauthorized transactions.

Direct deposits - If you have arranged to have direct deposits made to your account at least once every 60 days from the same person or company, you may call us at the telephone number listed on the front of this statement to find out if the deposit was made as scheduled. You may also review your activity online or visit a financial center for information.

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**Bank of America, N.A. Member FDIC and**  **Equal Housing Lender**



### Deposits and other credits

Date	Description	Amount
06/30/17	Interest Earned	1.86
<b>Total deposits and other credits</b>		<b>\$1.86</b>

### Daily ledger balances

Date	Balance (\$)	Date	Balance(\$)
06/01	75,307.99	06/30	75,309.85

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## **Important Messages - Please Read**

We want to make sure you stay up-to-date on changes, updates, reminders, and any other important details that could impact you.

Effective July 2017, the Deposit Agreement and Disclosures booklet which governs your account has been updated. The account will continue to be subject to agreement as updated from time to time. Please contact your account representative to receive the updated version. Continued use of this account indicates your agreement to be bound by the terms and conditions contained in this booklet.

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# Entry 5d Financial Services Contact Information

Created: 07/05/2017 • Last updated: 07/20/2017

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

## 1. School Based Fiscal Contact Information

School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
Dr. Constance Bond	<a href="mailto:cbond@sthopeharlem.org">cbond@sthopeharlem.org</a>	212-283-1204

## 2. Audit Firm Contact Information

School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
MBAF	<a href="mailto:mtaub@mbafcpa.com">mtaub@mbafcpa.com</a>	212-931-9200	8

## 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	Heather Blumberg	237 West 35th St., Suite 301, New York, NY 10001	<a href="mailto:hblumberg@csbm.com">hblumberg@csbm.com</a>	888-710-2726	9

**St. HOPE Leadership Academy Charter School  
PROJECTED BUDGET FOR 2017-2018**

**July 1, 2017 to June 30, 2018**

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

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	2,650,607	2,801,140	-	-	439,862	5,891,609
Total Expenses	3,354,014	1,837,132	-	-	645,939	6,867,085
Net Income	(733,407)	964,008	-	-	(206,077)	24,524
Actual Student Enrollment	223	77	-	-	-	300
Total Paid Student Enrollment	218	77	-	-	-	295

	PROGRAM SERVICES			SUPPORT SERVICES		
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL

CY Per Pupil Rate	314,027.00

**REVENUE FROM STATE SOURCES**

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Per Pupil Revenue						
District of Location						
School District 2 (Enter Name)	2,469,021	1,400,345	-	-	416,098	4,285,465
School District 3 (Enter Name)	-	-	-	-	-	-
School District 4 (Enter Name)	-	-	-	-	-	-
School District 5 (Enter Name)	-	-	-	-	-	-
	2,469,021	1,400,345	-	-	416,098	4,285,465

Special Education Revenue

Grants		1,246,840	-	-	-	1,246,840
Stimulus		-	-	-	-	-
Other		-	-	-	-	-
Other State Revenue	69,408	35,279	-	-	8,593	113,280
	2,538,429	2,882,464	-	-	424,691	5,645,585

**TOTAL REVENUE FROM STATE SOURCES**

**REVENUE FROM FEDERAL FUNDING**

IDEA Special Needs		60,000	-	-	-	60,000
Title I	84,980	48,198	-	-	14,322	147,500
Title Funding - Other	4,887	2,778	-	-	825	8,500
School Food Service (Free Lunch)	-	-	-	-	-	-
Grants	-	-	-	-	-	-
Charter School Program (CSP) Planning & Implementation	-	-	-	-	-	-
Other	-	-	-	-	-	-
Other Federal Revenue	89,878	110,976	-	-	15,147	216,000

**TOTAL REVENUE FROM FEDERAL SOURCES**

**LOCAL and OTHER REVENUE**

Contributions and Donations, Fundraising		-	-	-	-	-
Erate Reimbursement		-	-	-	-	-
Interest Income, Earnings on Investments,		-	-	-	24	24
NYC-DYCD (Department of Youth and Community Developmt.)		-	-	-	-	-
Food Service (Income from meals)		-	-	-	-	-
Text Book		-	-	-	-	-
Other Local Revenue	22,300	7,700	-	-	-	30,000
	22,300	7,700	-	-	24	30,024

**TOTAL REVENUE FROM LOCAL and OTHER SOURCES**

	2,650,607	2,801,140	-	-	439,862	5,891,609
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**EXPENSES**  
**ADMINISTRATIVE STAFF PERSONNEL COSTS**

	No. of Positions					
Executive Management	1.00	146,083	50,441	-	-	218,360
Instructional Management	2.00	194,414	67,129	-	-	261,543
Deans, Directors & Coordinators	-	-	-	-	-	-
CFO / Director of Finance	2.00	20,821	10,411	-	-	205,572
Operational / Business Manager	2.50	3,381	1,691	-	-	170,822
Administrative Staff	B	364,699	129,672	-	-	856,297
<b>TOTAL ADMINISTRATIVE STAFF</b>						

**INSTRUCTIONAL PERSONNEL COSTS**

Teachers - Regular	28.00	1,545,137	533,523	-	-	2,078,660
Teachers - SPED	3.50	-	321,368	-	-	321,368
Substitute Teachers	-	-	-	-	-	-
Teaching Assistants	-	-	-	-	-	-
Specialty Teachers	3.00	145,326	50,264	-	-	195,910
Aides	-	-	-	-	-	-
Therapists & Counselors	-	41,421	165,663	-	-	207,104
Other - Staffing	2.50	50,695	17,505	-	-	68,200
<b>TOTAL INSTRUCTIONAL</b>	<b>37</b>	<b>1,782,880</b>	<b>1,088,362</b>	<b>-</b>	<b>-</b>	<b>2,871,242</b>

**NON-INSTRUCTIONAL PERSONNEL COSTS**

Nurse	-	-	-	-	-	-
Librarian	-	-	-	-	-	-
Custodian	-	-	-	-	-	-
Security	-	-	-	-	-	-
Other	-	-	-	-	-	-
<b>TOTAL NON-INSTRUCTIONAL</b>	<b>45</b>	<b>2,147,979</b>	<b>1,218,054</b>	<b>-</b>	<b>-</b>	<b>3,366,033</b>

**SUBTOTAL PERSONNEL SERVICE COSTS**

**PAYROLL TAXES AND BENEFITS**

Payroll Taxes	181,321	102,839	-	-	-	314,718
Fringe / Employee Benefits	245,828	139,426	-	-	-	426,683
Retirement / Pension	74,254	42,115	-	-	-	128,863
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>	<b>501,404</b>	<b>284,379</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>870,264</b>

**TOTAL PERSONNEL SERVICE COSTS**

	2,649,983	1,502,413	-	-	-	4,152,396
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**CONTRACTED SERVICES**

Accounting / Audit	-	-	-	-	-	110,500
Legal	-	-	-	-	-	5,000
Management Company Fee	-	-	-	-	-	-
Nurse Services	-	-	-	-	-	-
Food Service / School Lunch	-	-	-	-	-	-
Payroll Services	3,687	2,091	-	-	-	6,400
Special Ed Services	-	-	-	-	-	-
Titlment Services (i.e. Title I)	-	-	-	-	-	-
Other Purchased / Professional / Consulting	57,003	32,330	-	-	-	98,940
<b>TOTAL CONTRACTED SERVICES</b>	<b>60,690</b>	<b>34,422</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>220,840</b>

**SCHOOL OPERATIONS**

Board Expenses	-	-	-	-	-	3,000
Classroom / Teaching Supplies & Materials	86,004	29,686	-	-	-	115,700
Special Ed Supplies & Materials	-	-	-	-	-	-
Textbooks / Workbooks	7,433	2,567	-	-	-	10,000
Supplies & Materials other	-	-	-	-	-	-
Equipment / Furniture	4,609	2,614	-	-	-	8,000
Telephone	19,013	10,783	-	-	-	33,000
Technology	29,362	10,138	-	-	-	39,500

Student Testing & Assessment	12,637	4,363	-	-	-	17,000
Field Trips	59,467	20,533	-	-	-	80,000
Transportation (student)	11,893	4,107	-	-	-	16,000
Student Services - other	40,883	14,117	-	-	-	55,000
Office Expense	42,100	23,877	-	-	26,595	92,572
Staff Development	55,750	19,250	-	-	-	75,000
Staff Recruitment	14,692	8,333	-	-	2,478	25,500
Student Recruitment / Marketing	96,283	39,765	-	-	4,952	141,000
School Meals / Lunch	-	-	-	-	-	-
School (Staff)	346	196	-	-	58	600
Fundraising	-	-	-	-	-	-
Other - Operations	-	-	-	-	50	50
<b>TOTAL SCHOOL OPERATIONS</b>	<b>480,470</b>	<b>190,340</b>	<b>-</b>	<b>-</b>	<b>41,112</b>	<b>711,922</b>

**FACILITY OPERATION & MAINTENANCE**

Insurance	21,029	11,927	-	-	3,544	36,500
Janitorial	-	-	-	-	-	-
Building and Land Rent / Lease	-	-	-	-	-	-
Repairs & Maintenance	-	-	-	-	-	-
Equipment / Furniture	-	-	-	-	-	-
Security	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	<b>21,029</b>	<b>11,927</b>	<b>-</b>	<b>-</b>	<b>3,544</b>	<b>36,500</b>

**DEPRECIATION & AMORTIZATION**

DEPRECIATION & AMORTIZATION	172,842	98,030	-	-	29,129	300,000
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**DISSOLUTION ESCROW & RESERVES / CONTINGENCY**

DISSOLUTION ESCROW & RESERVES / CONTINGENCY	3,384,014	1,837,152	-	-	645,939	5,867,085
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**TOTAL EXPENSES**

TOTAL EXPENSES	(733,467)	964,008	-	-	(206,077)	24,324
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**NET INCOME**

REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
223	77	300
223	77	300

**REVENUE PER PUPIL**

REVENUE PER PUPIL	11,865	35,378	-	-	-	-
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**EXPENSES PER PUPIL**

EXPENSES PER PUPIL	15,175	23,959	-	-	-	-
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**ENROLLMENT - \*School Districts Are Linked To Above Entries\***

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

**TOTAL ENROLLMENT**

TOTAL ENROLLMENT	223	77	-	-	-	300
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**REVENUE PER PUPIL**

REVENUE PER PUPIL	11,865	35,378	-	-	-	-
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**EXPENSES PER PUPIL**

EXPENSES PER PUPIL	15,175	23,959	-	-	-	-
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Assumptions
DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Enrollment: GenEd 295 @ FY18 rate \$14,527
SpEd @ 77 students
NYSITL, NYSSL, NYSLIBL, Non-Per Pupil Additional State Funding
Based on \$1,000 for students in over 60% category.
Based on enrollment x \$500/student
Title II funding
Interest
Investment income for college scholarships
<i>List exact titles and staff FTE's (Full time equivalent)</i>

Principal
Assistant Principals
Director of Operations, Business Manager
Office Manager, Operations Associate, Technology Associate
Teachers: ELA, Math, Science, Social Studies, Coaches, HS Placement
SpEd: Learning Specialist, Social Workers, ELL
Specialty teachers
Counselors
Stipends
Taxes
Benefits
401k match + fees
Annual Audit, Financial Management Consultant
Legal
Payroll fees
Technology Maintenance, Misc Professional Services
Board expenses
Supplies, NYST/ANYSSL/NYS/LEAP, Curriculum
Textbooks
Non-capitalized furniture
Phone & Internet
Student software



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

**Trustee Name:**

Ankur Dalal

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

St. HOPE Leadership Academy Charter School

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

**Treasurer**

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

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

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

Yes  No

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


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

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

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

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

 Signature 7/12/17 Date

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

**Business Telephone:** 212-278-4131

**Business Address:** Société Générale, 245 Park Avenue, New York, NY 10167

**E-mail Address:** ankurdalal@gmail.com

**Home Telephone:** 908-327-4087

**Home Address:** 127 W. 96 St., Apt. 4A, New York, NY 10025

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

**Trustee Name:**

Arun Yang

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

St. HOPE Leadership Academy Charter School

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

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

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

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

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

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

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

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


07.05.17  
 \_\_\_\_\_  
 Signature Date

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

**Business Telephone:** 212-640-7730

**Business Address:** American Express, 200 Vesey Street, New York, NY 10285

**E-mail Address:** arun.yang@gmail.com

**Home Telephone:** 917-903-0007

**Home Address:** 232 East 12<sup>th</sup> Street, Apt. #1D, New York, NY 10003

<b>Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</b>
---

**Trustee Name:**

Christopher Greeley

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

St. HOPE Leadership Academy Charter School

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

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

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

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

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

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



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

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

Signature

Date

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

**Business Telephone:** 212-592-1400

**Business Address:** Herrick, Feinstein LLP, Two Park Avenue, New York, NY 10016

**E-mail Address:** christopher.greeley@yahoo.com

**Home Telephone:** 212-592-1426

**Home Address:** 107 Willow Terrace, Hoboken, NJ 07030

<b>Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</b>
---

**Trustee Name:**

Gabrielle Apollon

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

St. HOPE Leadership Academy Charter School

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

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

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


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

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

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

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

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

  
 \_\_\_\_\_  
 Signature

7/12/17  
 \_\_\_\_\_  
 Date

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

**Business Telephone:** 212-941-9090 ext. 3441

**Business Address:** 121 Avenue of the Americas, New York, NY 10013

**E-mail Address:** mar755@nyu.edu

**Home Telephone:** 917-972-0640

**Home Address:** 281 W. 119<sup>th</sup> St. Apt. 1A, New York, NY 10026

<b>Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</b>
---

**Trustee Name:**

    **Girmay Zahilay**    

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

    **St. HOPE Leadership Academy Charter School**    

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

General board member

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

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

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

**Yes**  **No**

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

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

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

--	--	--	--

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

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


7/11/2017  
 \_\_\_\_\_  
 Signature Date

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

**Business Telephone:** N/A

**Business Address:** N/A

**E-mail Address:** zahilay@gmail.com

**Home Telephone:** 206-349-5979

**Home Address:** 5900 37<sup>th</sup> Ave. S., Apt. J63, Seattle, WA 98118

<b>Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</b>
---

**Trustee Name:**

Lauren Tannenbaum

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

St. HOPE Leadership Academy Charter School

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

**Chair/President**

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

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

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

Yes  No

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

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

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

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

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

  
Signature

7/14/17  
Date

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

Business Telephone: 212.229.0500

Business Address: 150 GREENWICH ST, NY NY 10007

E-mail Address: lauren@tannenbaum.me

Home Telephone: 914-610-0377

Home Address: 3253 34<sup>th</sup> Street, Apt. #1, Astoria, NY 11106-1801

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

**Trustee Name:**

Maureen Higgins

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

St. HOPE Leadership Academy Charter School

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

Board member

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

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

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

Yes  No

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

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

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



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

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

  
 Signature

7/15/2017  
 Date

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

Business Telephone: 718-935-2786

Business Address: 65 Court Street, Brooklyn, NY 11201

E-mail Address: maureen.higgins@gmail.com

Home Telephone: 201-679-9699

Home Address: 365 Oswego Court, West New York, NJ 07093

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

**Trustee Name:**

Megan Ryan Jordan

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

St. HOPE Leadership Academy Charter School

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

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

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

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

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

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

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

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

Megan R Jordan  
Signature

7/12/17  
Date

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

**Business Telephone:** 212-279-2666

**Business Address:** Teach for America, 25 Broadway, 12<sup>th</sup> Floor, New York, NY 10004

**E-mail Address:** meganryanjordan@gmail.com

**Home Telephone:** 919-260-6492

**Home Address:** 31-66 37<sup>th</sup> Street, #3B, Astoria, NY 11103

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

**Trustee Name:**

Michael Chan

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

St. HOPE Leadership Academy Charter School

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

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

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

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

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

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

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

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

  
 Signature

7/14/17  
 Date

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

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

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

**E-mail Address:** michael.tsz.chung.chan@gmail.com

**Home Telephone:** 415-297-0122

**Home Address:** 311 West 29th St. #1B, New York, NY 10001

<b>Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</b>
---

**Trustee Name:**

Rebecca Ostrov

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

St. HOPE Leadership Academy Charter School

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

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

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

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

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

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

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



Signature

Date 07/05/17

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**Business Telephone:** 416-925-5894

**Business Address:** The WE Organization, 233 Carlton Street, Toronto, ON, M5A 2L2

**E-mail Address:** Beckyostrov98@gmail.com

**Home Telephone:** 646-671-0671

**Home Address:** 139 Morris Street, Apt. 5, Jersey City, NJ 07302

<b>Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</b>
---

**Trustee Name:**

Steven Colon

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

St. HOPE Leadership Academy Charter School

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

**Secretary**

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

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

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

**Yes**  **No**

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

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

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



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

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



July 13, 2017

Signature

Date

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

**Business Telephone:** 212-713-8000

**Business Address:** The College Board, 250 Vesey Street, New York, NY 10281

**E-mail Address:**  
scolon211@gmail.com

**Home Telephone:** 631-987-9835

**Home Address:** 104-20 Queens Blvd., Apt. #16F, Forest Hills, NY 11375

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

**Trustee Name:**

Takako Kono

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

St. HOPE Leadership Academy Charter School

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

Vice Chair

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

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

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

Yes  No

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

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

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

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

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


Date 7/5/2007

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

**Business Telephone:** 212-998-5900

**Business Address:** NYU Silver School of Social Work, One Washington Square North, New York, NY 10003

**E-mail Address:** kono.takako@gmail.com

**Home Telephone:** 978-508-6014

**Home Address:** 568 Vanderbilt Ave, Apt. #10, Brooklyn, NY 11106-1801



# Entry 9 BOT Table

Created: 07/21/2017 • Last updated: 07/25/2017

(tab across or use scroll bar at bottom of table)

## 1. Current Board Member Information

	Trustee Name	Email Addresses	Position on the Board	Committee Affiliations	Voting Member Per By-Laws? (Y/N)	Area of Expertise, and/or Additional Role at School (parent, staff member, etc.)	Number of Terms Served and Length of Each (Include election date and term expiration)	Number of Board Mtgs Attended during 2016-17?
1	Gabriele Apollon	<a href="mailto:mar755@nyu.edu">mar755@nyu.edu</a>	Trustee/Member	Nominating	Yes	Legal	In 1st term, 1 year 4 months served, Elected 2/16	8
2	Steven Colon	<a href="mailto:scolon211@gmail.com">scolon211@gmail.com</a>	Secretary	Finance; Executive	Yes	Education	In 1st term, 2 years 9 months served, Elected 10/14	5 or less
	Michael	<a href="mailto:michael.tsz.c hung.c">michael.tsz.c hung.c</a>	Trustee	Finance		Finance	In 1st term; Elected	5 or

3	I Chan	<a href="mailto:han@gmail.com">han@gmail.com</a>	e/Member	e	Yes	e	d 10/20/ 16	less
4	Ankur Dalal	<a href="mailto:ankurdalal@gmail.com">ankurdalal@gmail.com</a>	Treasurer	Finance; Executive	Yes	Finance	In 2nd term, 4 years 7 months served, Elected 11/12	9
5	Maureen Higgins	<a href="mailto:maureen.higgins@gmail.com">maureen.higgins@gmail.com</a>	Trustee/Member	Accountability; Nominating		Education	In 2nd term, 4 years 4 months served, Elected 3/13	8
6	Megan Ryan Jordan	<a href="mailto:meganryanjordan@gmail.com">meganryanjordan@gmail.com</a>	Trustee/Member	Accountability; Nominating	Yes	Education	In 1st term, 1 year 7 months served, Elected 12/15	9
7	Takako Kono	<a href="mailto:kono.takako@gmail.com">kono.takako@gmail.com</a>	Vice Chair/ Vice President	Nominating; Executive	Yes	Education	In 2nd term, 4 years served, Elected 7/13	9
		<a href="#">Becky</a>					In 2nd term, 3 years	

8	Rebecca Ostrov	<a href="mailto:strov98@gmail.com">strov98@gmail.com</a>	Trustee/Member	Finance	Yes	Education	1 month served, Elected 6/14	5 or less
9	Lauren Tannenbaum	<a href="mailto:lauren@tannenbaum.me">lauren@tannenbaum.me</a>	Chair/Board President	Accountability; Executive	Yes	Marketing; Recruitment	In 2nd term, 4 years served, Elected 6/13	8
10	Arun Yang	<a href="mailto:arun.yang@gmail.com">arun.yang@gmail.com</a>	Trustee/Member	Accountability; Executive	Yes	Finance	In 2nd term, 3 years 8 months served, Elected 11/13	7
11					Yes			
12								
13								
14								
15								
16								
17								
18								
19								
20								

**2. Total Number of Members on June 30, 2016** 10

- 3. Total Number of Members** 2  
**Joining the Board 2016-17 School Year**
- 4. Total Number of Members** 2  
**Departing the Board during the 2016-17 School Year**
- 5. Number of Voting Members** 10  
**2016-17, as set by the by-laws, resolution or minutes**
- 6. Number of Board Meetings** 10  
**Conducted in the 2016-17 School Year**
- 7. Number of Board Meetings** 12  
**Scheduled for the 2017-18 School Year**

**Thank you.**



# Entry 10 - Board Meeting Minutes

Last updated: 07/21/2017

Instructions for submitting minutes of the BOT monthly meetings

Regents, NYCDOE, and Buffalo BOE authorized schools must either provide a link to a complete set of minutes that are posted on the charter school website, or upload a complete set of board meeting minutes from July 2016--June 2017.

**A. Provide a URL link to the** (No response)  
**Monthly Board Meeting Minutes**  
**which are posted on the School's**  
**web page.**

**OR**

**B. Upload All Monthly Board Meeting Minutes**

Combine into one .PDF file

<https://nysed-cso-reports.fluidreview.com/resp/10952847/wNFCVDEEIA/>



**Board of Trustees**

Gabrielle Apollon  
Steve Colón (Secretary)  
Ankur Dalal (Treasurer)  
Christopher Greeley  
Maureen Higgins  
Megan Jordan  
Takako Kono (Vice President)  
Rebecca Ostrov  
Lauren Tannenbaum (President)  
Arun Yang



**St. HOPE Leadership Academy Board of Trustees**  
Board meeting

**MINUTES**

August 25, 2016 from 6:30-8:00 pm  
222 W. 134<sup>th</sup> Street

• **Welcome**

Call to Order

Gabrielle Apollon	Present
Steve Colón	Absent (Excused)
Ankur Dalal	Present
Christopher Greeley	Absent (Excused)
Maureen Higgins	Present
Megan Jordan	Present
Takako Kono	Present
Lauren Tannenbaum	Present
Rebecca Ostrov	Absent(Excused)
Arun Yang	Present

Also present at the meeting: Constance Bond, Executive Director.

• **Public Comment**

No requests for public comment were received

• **Consent Agenda**

The minutes of the meeting held on June 16, 2016 were unanimously approved.

• **Nominating Committee**

- The slate of Officers presented to the Board for the 2016-2017 fiscal year – Lauren Tannenbaum, President; Takako Kono, Vice President; Ankur Dalal, Treasurer; and Steve Colon, Secretary – was unanimously approved.
- Board members Dalal, Higgins, Tannenbaum and Yang were unanimously elected to another three-year term.
- Committee selection will take place at the September meeting.
- The Board reviewed the current bylaws and unanimously approved the following changes, effective immediately
  - Article III, Section 3.4 is deleted in its entirety.
  - Article III, Section 3.5 is amended as follows - sentence “The term of office of the Parent Trustee shall be limited to one three-year term or until his or her student leaves the school, whichever is earlier” is deleted in its entirety.

- Article III, Section 3.10 is amended to read that notice of meetings may be given to Trustees by electronic mail.
  
- **Finance Committee**
  - The Board reviewed the 2015-2016 Year-End Finance Report. The amount in surplus was noted for further discussion of the school's investment policy.
  - The Board discussed the plan for formulating the investment policy at the upcoming Board retreat in September.
  
- **Accountability Committee**
  - The Board reviewed the end-line data for the NWEA MAP assessments. Sixth and seventh grades saw substantial growth in both average RIT score and percent of scholars on grade level in both math and ELA, beating national growth averages. Eighth grade saw less growth but performed relatively well on the state tests. Dr. Bond reported that eighth graders were experiencing test fatigue as they were also taking the Earth Science Practical, the Earth Science Regents and the US History Regents at the same time as MAP end-line testing.
  - The Board reviewed the school's performance on the state ELA and math exams. Particular note was made that the school beat both District 5 and District 7 in 8<sup>th</sup> grade math and in average scale score in 8<sup>th</sup> grade ELA.
  
- **Principal Update**
  - The Board discussed the final dashboard data from the 2015-2016 academic year, paying particular attention to the continued decline in the number of suspensions. Dr. Bond described plans for the current school year to continue the school-wide expansion of restorative practices.
  - Dr. Bond provided information on current enrollment. Seventh and 8<sup>th</sup> grade are at full capacity with 6<sup>th</sup> grade continuing to accept new scholars as enrollment stabilizes. There are currently over 400 students on the wait list.
  - The Board discussed the location of the September retreat.

Meeting was adjourned at 7:57.

I, Steve Colón, do hereby certify that I am the duly qualified and acting Secretary of St. HOPE Leadership Academy, a New York education corporation and that the above is a true and complete copy of the minutes of the meeting of the Board of Trustees of the said corporation held on August 25, 2016 at which quorum was present throughout Dated (August 26, 2016)

**Board of Trustees**

Gabrielle Apollon  
Steve Colón (Secretary)  
Ankur Dalal (Treasurer)  
Christopher Greeley  
Maureen Higgins  
Megan Jordan  
Takako Kono (Vice President)  
Rebecca Ostrov  
Lauren Tannenbaum (President)  
Arun Yang



**St. HOPE Leadership Academy Board of Trustees**  
**Board meeting**

**MINUTES**

September 29, 2016 from 5:30-7:00 pm  
222 W. 134<sup>th</sup> Street

- **Welcome**

**Call to Order**

Gabrielle Apollon	Present
Steve Colón	Absent (Excused)
Ankur Dalal	Present
Christopher Greeley	Present
Maureen Higgins	Present
Megan Jordan	Present
Takako Kono	Present
Lauren Tannenbaum	Present
Rebecca Ostrov	Absent(Excused)
Arun Yang	Present

Also present at the meeting: Constance Bond, Executive Director.

- **Public Comment**

No requests for public comment were received

- **Consent Agenda**

The minutes of the meeting held on August 25, 2016 were unanimously approved.

- **Nominating Committee**

- Ms. Kono introduced prospective Board member Mike Chan. Mr. Chan presented his background to the Board and what he brings to the Board as a trustee should he be elected.
- Committee membership for 2016-2017 was finalized
  - Executive Committee – Board officers (Tannenbaum, Dalal, Kono and Colon) and Mr. Yang as Member at Large
  - Finance Committee – Chair, Mr. Dalal; members Mr. Greeley, Mr. Colon and Ms. Ostrov
  - Nominating Committee – Chair, Ms. Kono; members Ms. Higgins, Ms. Apollon and Ms. Jordan
  - Accountability Committee – Chair, Ms. Higgins; members Ms. Tannenbaum, Ms. Jordan and Mr. Yang

- **Finance Committee**

- The Board participated in a phone conference with the auditors to review the 2015-2016 financial audit.

- **Accountability Committee**

- The Board reviewed the baseline NWEA MAP data, including current percent on grade level in each grade in ELA and math and projected state exam pass rates. Dr. Bond expressed concern about the very low 6<sup>th</sup> grade math data, stating that it is the lowest the school has seen for an incoming class. The Board discussed the high number of SPED scholars, which is currently 26%, and the potential impact on performance numbers. The Board discussed possible supplemental services to assist the teachers with the significant work needed to promote both growth and increased pass rates on the state exam. Ms. Jordan and Ms. Kono will bring information regarding afterschool tutoring programs to the October meeting. Dr. Bond will confer with the math coach on preferred supplemental services and will invite him to the October meeting.
- The Board reviewed and discussed the 2015-2016 NYCDOE survey results. Particular note was made as to the very high survey response rates, particularly for parents, and that the school met or beat city averages in every category.

- **Principal Update**

- Dr. Bond provided the Board with the amended Board Bylaws which went into effect on August 25<sup>th</sup>.

Meeting was adjourned at 7:20.

I, Steve Colón, do hereby certify that I am the duly qualified and acting Secretary of St. HOPE Leadership Academy, a New York education corporation and that the above is a true and complete copy of the minutes of the meeting of the Board of Trustees of the said corporation held on September 29, 2016 at which quorum was present throughout Dated (September 30, 2016)

**Board of Trustees**

Gabrielle Apollon  
Steve Colón (Secretary)  
Ankur Dalal (Treasurer)  
Christopher Greeley  
Maureen Higgins  
Megan Jordan  
Takako Kono (Vice President)  
Rebecca Ostrov  
Lauren Tannenbaum (President)  
Arun Yang



**St. HOPE Leadership Academy Board of Trustees**  
Board meeting

**MINUTES**

October 20, 2016 from 6:30-8:00 pm  
222 W. 134<sup>th</sup> Street

• **Welcome**

Call to Order

Gabrielle Apollon	Present
Steve Colón	Present
Ankur Dalal	Present
Christopher Greeley	Present
Maureen Higgins	Present
Megan Jordan	Present
Takako Kono	Present
Lauren Tannenbaum	Absent (Excused)
Rebecca Ostrov	Absent(Excused)
Arun Yang	Present

Also present at the meeting: Constance Bond, Executive Director; Michael Chan, Board candidate.

• **Public Comment**

No requests for public comment were received

• **Consent Agenda**

The minutes of the meeting held on September 29, 2016 were unanimously approved.

• **Nominating Committee**

- Ms. Kono presented the candidacy of Michael Chan to the Board. **Mr. Chan was unanimously elected to the Board, subject to approval by school's authorizer.**

• **Finance Committee**

- Mr. Dalal presented the September Finance Report for review and discussion. Spending is in line with expectations.
- Ms. Kono introduced Bryan Garcia, Program Director at America Needs You, to the Board. Mr. Garcia led a discussion of best practices in the development of a college scholarship fund for St HOPE alumni, focusing on the unique needs of first-generation college students.

• **Accountability Committee**

- Dr. Bond and Mr. Mejias, Math Coach, led a presentation of current math data and program changes to improve academic results. Board members asked questions and discussed the possibility of hiring a data

expert. Mr. Colon agreed to look into this further and consult with Dr. Bond prior to the November meeting. Mr. Yang discussed his findings from exploring the possibility of afterschool supplemental services, which confirmed prior concerns about the poor quality of outside providers.

- **Principal Update**

- Dr. Bond presented the September Dashboard data.
- Dr. Bond discussed the current national climate around clowns and the online threats to St HOPE scholars. She explained that all concerns had been brought to the local precinct and were determined to be of no immediate threat. St HOPE, along with other schools in Harlem, will dismiss early on Halloween to ensure that scholars have adequate time to travel home safely during daylight hours.
- Dr. Bond informed the Board that the school was honored at the National School of Character conference held in DC October 13<sup>th</sup> and 14<sup>th</sup>. Six staff members joined Dr. Bond for the 2 day conference. Dr. Bond also shared the St HOPE was chosen as the cover photo for the Schools of Character magazine and the school was featured in an article. Dr. Bond has also been asked to write a piece for an upcoming edition of the *Journal of Character Education*.

Meeting was adjourned at 8:10.

I, Steve Colón, do hereby certify that I am the duly qualified and acting Secretary of St. HOPE Leadership Academy, a New York education corporation and that the above is a true and complete copy of the minutes of the meeting of the Board of Trustees of the said corporation held on October 20, 2016 at which quorum was present throughout Dated (October 21, 2016)

**Board of Trustees**

Gabrielle Apollon  
Michael Chan  
Steve Colón (Secretary)  
Ankur Dalal (Treasurer)  
Christopher Greeley  
Maureen Higgins  
Megan Jordan  
Takako Kono (Vice President)  
Rebecca Ostrov  
Lauren Tannenbaum (President)  
Arun Yang



**St. HOPE Leadership Academy Board of Trustees**  
Board meeting

**MINUTES**

November 17, 2016 from 6:30-8:00 pm  
222 W. 134<sup>th</sup> Street

• **Welcome**

Call to Order

Gabrielle Apollon	Absent (Excused)
Steve Colón	Absent (Unexcused)
Ankur Dalal	Present
Christopher Greeley	Present
Maureen Higgins	Present
Megan Jordan	Absent (Excused)
Takako Kono	Present
Lauren Tannenbaum	Present
Rebecca Ostrov	Present
Arun Yang	Absent (Excused)

Also present at the meeting: Constance Bond, Executive Director.

• **Public Comment**

No requests for public comment were received

• **Consent Agenda**

The minutes of the meeting held on October 20, 2016 were unanimously approved.

• **Nominating Committee**

- Mr. Greeley announced his resignation from the Board effective Friday, November 18, 2016. Mr. Greeley and his family are moving to Los Angeles. Board members expressed their profound gratitude to Mr. Greeley for his two years of service to the St HOPE community.
- Ms. Kono discussed prospective Board members currently under consideration.

• **Finance Committee**

- Ms. Kono introduced Carrie Prendergast, Assistant Director, Enrollment Services, NYU School of Social Work, to the Board. Ms. Prendergast responded to Board questions related to potential financial need concerns of first-generation college students and possible parameters for a college scholarship fund for St HOPE alumni.
- Mr. Dalal presented information on the performance of the school's 401k program for teachers and staff. The Board discussed the fee structure and asked Dr. Bond to follow up with Rochelle Foster on the breakdown of these fees. Dr. Bond will bring responses to the January meeting.

- Mr. Dalal presented detailed information on various low-risk Vanguard funds that meet the Board's investment policy criteria. The Board discussed risk, fund holdings, and return rates and determined that the Vanguard Balanced Index Fund is the best fit for the school's current needs. **The Board voted unanimously to move \$1.4 million in surplus funds to the Vanguard Balanced Index Fund.** Mr. Dalal, Ms. Tannenbaum and Dr. Bond will convene via phone in the coming weeks to start the process and complete the necessary paperwork.
- **Principal Update**
  - Dr. Bond presented the October Dashboard data.
  - Dr. Bond discussed family participation at the recent parent-teacher conferences. Overall attendance was very high, averaging 72%, with 8<sup>th</sup> grade parent attendance at 76%.
  - Dr. Bond discussed scholar reaction to the presidential election results, detailing the high levels of anxiety among immigrant scholars in particular. Teachers conducted restorative circles first period on November 9th to help allay scholar concerns and reinforce the school's safe space.

Meeting was adjourned at 8:06.

I, Steve Colón, do hereby certify that I am the duly qualified and acting Secretary of St. HOPE Leadership Academy, a New York education corporation and that the above is a true and complete copy of the minutes of the meeting of the Board of Trustees of the said corporation held on November 17, 2016 at which quorum was present throughout Dated (November 18, 2016)



**Board of Trustees**

Gabrielle Apollon  
Michael Chan  
Steve Colón (Secretary)  
Ankur Dalal (Treasurer)  
Maureen Higgins  
Megan Jordan  
Takako Kono (Vice President)  
Rebecca Ostrov  
Lauren Tannenbaum (President)  
Arun Yang



**St. HOPE Leadership Academy Board of Trustees**  
**Board meeting**

**MINUTES**

January 19, 2017 from 6:30-8:00 pm  
222 W. 134<sup>th</sup> Street

• **Welcome**

Call to Order

Gabrielle Apollon	Present
Steve Colón	Absent (Excused)
Ankur Dalal	Present
Maureen Higgins	Present
Megan Jordan	Present
Takako Kono	Present
Lauren Tannenbaum	Present
Rebecca Ostrov	Absent(Excused)
Arun Yang	Present

Also present at the meeting: Constance Bond, Executive Director and Prospective Board Member Girmay Zahilay.

• **Public Comment**

No requests for public comment were received

• **Consent Agenda**

The minutes of the meeting held on November 17, 2016 were unanimously approved.

• **Nominating Committee**

- Ms. Kono introduced prospective Board member Girmay Zahilay to the Board. Mr. Girmay discussed his background and detailed his reasons for seeking Board nomination. Board members asked Mr. Girmay questions about his passion for working with at-risk students and his recent school visit.

• **Scholar Presentation**

- Scholars representing National Junior Honor Society and Student Government led a presentation requesting funds for eight scholars and two chaperones to attend the LEAD conference in Washington, DC in February. The scholars reviewed the purpose of the conference and the budget. **The Board unanimously approved \$5,000 of surplus funds to cover the cost of conference attendance.**

• **Finance Committee**

- The Board reviewed the December Finance report.
- As requested at the November meeting, Dr. Bond presented further details regarding the breakdown of fees by Principal, the school's 401(k) provider.

- Dr. Bond updated the Board on opening the Vanguard account, which is currently in process. Once the account is officially open, \$1.4 million in surplus funds will be transferred to the account.
- Due to time constraints, the Board tabled the discussion of the school's possible scholarship fund until the February meeting.
  
- **Principal Update**
  - Dr. Bond presented the November Dashboard data. A number of Board members commented positively about the continued decline in suspensions. Dr. Bond credited successful components of the school's restorative practices program.
  - Dr. Bond presented information about Educational Vistas and described their work over many decades supporting schools with grading state exams and other assessment support. The school is currently considering moving to this vendor for scoring of the NYSED ELA and math exams.
  - Dr. Bond discussed the current national and state climate around the charter school sector and charter renewal.

Meeting was adjourned at 8:10.

I, Steve Colón, do hereby certify that I am the duly qualified and acting Secretary of St. HOPE Leadership Academy, a New York education corporation and that the above is a true and complete copy of the minutes of the meeting of the Board of Trustees of the said corporation held on January 19, 2017 at which quorum was present throughout Dated (January 20, 2017)

**Board of Trustees**

Gabrielle Apollon  
Michael Chan  
Steve Colón (Secretary)  
Ankur Dalal (Treasurer)  
Maureen Higgins  
Megan Jordan  
Takako Kono (Vice President)  
Rebecca Ostrov  
Lauren Tannenbaum (President)  
Arun Yang



**St. HOPE Leadership Academy Board of Trustees  
Board meeting**

**MINUTES**

February 16, 2017 from 6:30-8:00 pm  
222 W. 134<sup>th</sup> Street

• **Welcome**

**Call to Order**

Gabrielle Apollon	Present
Steve Colón	Absent (Excused)
Ankur Dalal	Present
Maureen Higgins	Present
Megan Jordan	Present
Takako Kono	Present
Lauren Tannenbaum	Present
Rebecca Ostrov	Absent(Excused)
Arun Yang	Present

Also present at the meeting: Constance Bond, Executive Director and Prospective Board Member Girmay Zahilay.

• **Public Comment**

No requests for public comment were received

• **Consent Agenda**

The minutes of the meeting held on January 19, 2017 were unanimously approved.

• **Nominating Committee**

- Ms. Kono presented the candidacy of Girmay Zahilay to the Board. **Mr. Zahilay was unanimously elected to the Board, subject to approval by school's authorizer.**

• **Accountability Committee**

- Dr. Bond reviewed the results of the midline MAP exams administered in January. All grades/subjects made growth as measured by an increase in the percent of scholars on grade level and/or growth in average RIT scores that exceeds national growth averages. The second round of interims was implemented the week of February 13<sup>th</sup> with Dr. Bond reporting scores at the March meeting. Projections on proficiency rates for the state exams will also be presented at the March meeting.
- Dr. Bond reviewed the December Achieve3000 report, noting that the percent of scholars schoolwide considered College and Career Ready (the Achieve3000 measure of state test readiness) increased from 13% to 18% since September, 2016. The percent of scholars considered "far below" this measure shrank from 40% to 25% over this same period. Scholars also far exceeded national norms of growth in average Lexile levels so far this school year, in each grade more than tripling the expected gains.

- **Finance Committee**

- Dr. Bond updated the Board on opening the Vanguard investment account, which is now complete.
- Ms. Tannenbaum led a discussion on the next steps to frame a possible alumni scholarship program using proceeds from the investment account. It is projected that a return of \$30,000 per annum will be generated to fund the scholarships. The Board discussed awarding three \$10,000 college scholarships to alumni each year with \$2,500 awarded each year of a four-year education (continuation based on a yet-to-be-determined proof of good standing). The Board also discussed having three stages of selection, with applications originally reviewed by a committee of teachers/staff who select a small group (perhaps 5) to advance to interview. The interview committee (a current scholar, a teacher, and a Board member) then makes recommendations to the Board Selection Committee who makes the final determination of recipients. Discussions will be ongoing, with Ms. Higgins investigating typical college scholarship application/award timelines and Dr. Bond investigating what is required for tax reporting for both the school and the scholarship recipients.

- **Principal Update**

- Dr. Bond presented the January Dashboard data. The Board discussed the attendance rate for January. Dr. Bond explained current state regulations around mandatory vaccinations and the policy's impact on January attendance.
- Ms. Apollon presented information from the Southern Poverty Law Center regarding supporting immigrant scholars and families. Dr. Bond shared the letter and FAQ going out to families on 2.17.17 that was originally generated by the NYC Department of Education and the Mayor's Office. Dr. Bond detailed other ways teachers and staff are supporting the school's immigrant families. Ms. Apollon provided additional supports and volunteered to conduct a workshop for staff and/or families.
- Dr. Bond discussed recent changes to the state ELA exam that require that the exam be read if a scholar has this accommodation in his/her IEP.
- Dr. Bond presented information on parent attendance at the February parent teacher conferences.

Meeting was adjourned at 8:07.

I, Steve Colón, do hereby certify that I am the duly qualified and acting Secretary of St. HOPE Leadership Academy, a New York education corporation and that the above is a true and complete copy of the minutes of the meeting of the Board of Trustees of the said corporation held on February 16, 2017 at which quorum was present throughout Dated (February 17, 2017)

**Board of Trustees**

Gabrielle Apollon  
Michael Chan  
Steve Colón (Secretary)  
Ankur Dalal (Treasurer)  
Maureen Higgins  
Megan Jordan  
Takako Kono (Vice President)  
Rebecca Ostrov  
Lauren Tannenbaum (President)  
Arun Yang  
Girmay Zahilay



**St. HOPE Leadership Academy Board of Trustees**  
**Board meeting**

**MINUTES**

March 23, 2017 from 6:30-8:00 pm  
222 W. 134<sup>th</sup> Street

- **Welcome**

Call to Order

Gabrielle Apollon	Absent (Excused)
Steve Colón	Absent (Excused)
Ankur Dalal	Present
Maureen Higgins	Present
Megan Jordan	Present
Takako Kono	Absent (Excused)
Lauren Tannenbaum	Present
Rebecca Ostrov	Present
Arun Yang	Present
Girmay Zahilay	Present

Also present at the meeting: Constance Bond, Executive Director.

- **Public Comment**

No requests for public comment were received

- **Consent Agenda**

The minutes of the meeting held on February 16, 2017 were unanimously approved.

- **Presentation by National Junior Honor Society**

- NJHS scholars presented information to the Board, seeking funds for their proposed trip to Atlanta in June. **The Board unanimously voted to provide \$27,000 of surplus funds to support the trip.**

- **Accountability Committee**

- Dr. Bond reviewed the results of the Interim II exams administered in February. Exams closely resembled Day 2 of the state exams. Scholars continued to demonstrate steady growth, particularly in writing.
- Dr. Bond reviewed projections for all grades/subjects on percent pass rates for the upcoming ELA and math exams, describing the multiple data points included in making these projections. Scholars are poised to increase schoolwide pass rates in ELA by six points and math by five points. The Board discussed test implementation, including increased stress levels of scholars and staff and projected opt-out rates.

- **Finance Committee**

- Dr. Bond updated the Board on the Vanguard investment account.

- The Board reviewed the 2015 990 tax return and found no issues as presented.
- Ms. Tannenbaum continued the discussion on the next steps to frame a possible alumni scholarship program using proceeds from the investment account. Mr. Dalal suggested and the Board discussed that a review of the Vanguard investment portfolio should occur twice per annum at the September and March meetings. Dr. Bond added that the portfolio value will also appear as a line in the monthly finance reports. Ms. Higgins presented her research on typical college scholarship application/award timelines, noting that there is a great deal of variance. The Board discussed the application timeline and determined that a January 15<sup>th</sup> application deadline with decisions by April 2<sup>nd</sup> seemed ideal. This could be altered in the first year depending on when a full-time staff member is hired to administer the program. The Board also discussed minimum application requirements, noting that they wanted it to be open to as many college-going alumni as possible. The discussion centered on a minimum 2.5 GPA (with an official transcript) and one letter of recommendation from a current high school teacher or a member of the community. In terms of the application itself, the Board discussed the topic of the essay question, suggesting that it would have applicants choose one of the HARLEM values, describe what it means to the applicant, how the applicant has lived this value as a middle and high school scholar, and how it will continue to guide them in college. Discussions will be ongoing, with Dr. Bond continuing to investigate what is required for tax reporting for both the school and the scholarship recipients.

- **Principal Update**

- The Board reviewed the Dashboard data focusing on February enrollment numbers, withdrawals, attendance, and suspensions. Suspension rates continue to decline.
- Dr. Bond updated the Board on 2017-2018 student recruitment. SHLA is on-track to receive over 700 applications for 120 slots, with the lottery scheduled for April 3<sup>rd</sup>.
- The Board was updated on high school placements; 40% of 8<sup>th</sup> graders were accepted to their first choice institution, 68% were accepted to one of their top three choices, and 36% were accepted to US News and World Report Nationally-Ranked Gold, Silver or Bronze rated NYC high school. One scholar was accepted to a specialized high school and four scholars were accepted to an audition or performing arts high school. Ms. Higgins asked if this included charter schools with Dr. Bond responding that it does not. Scholars typically apply to charter high schools in March.

Meeting was adjourned at 8:02.

I, Steve Colón, do hereby certify that I am the duly qualified and acting Secretary of St. HOPE Leadership Academy, a New York education corporation and that the above is a true and complete copy of the minutes of the meeting of the Board of Trustees of the said corporation held on March 23, 2017 at which quorum was present throughout Dated (March 24, 2017)

**Board of Trustees**

Gabrielle Apollon  
Michael Chan  
Steve Colón (Secretary)  
Ankur Dalal (Treasurer)  
Maureen Higgins  
Megan Jordan  
Takako Kono (Vice President)  
Rebecca Ostrov  
Lauren Tannenbaum (President)  
Arun Yang  
Girmay Zahilay



**St. HOPE Leadership Academy Board of Trustees**  
**Board meeting**

**MINUTES**

April 20, 2017 from 6:30-8:00 pm  
222 W. 134<sup>th</sup> Street

• **Welcome**

Call to Order

Gabrielle Apollon	Present
Michael Chan	Present
Steve Colón	Absent (Excused)
Ankur Dalal	Absent (Excused)
Maureen Higgins	Present
Megan Jordan	Present
Takako Kono	Present
Lauren Tannenbaum	Present
Rebecca Ostrov	Present
Arun Yang	Absent (Excused)
Girmay Zahilay	Present

Also present at the meeting: Constance Bond, Executive Director.

• **Public Comment**

No requests for public comment were received

• **Consent Agenda**

The minutes of the meeting held on March 23, 2017 were unanimously approved.

• **Accountability Committee**

- Dr. Bond discussed implementation of the state ELA exams, including participation rate and scholar use of extended time. The Board discussed evidence of increased student stamina, particularly in writing.
- Dr. Bond discussed her recent visit to Albany to attend the April Board of Regents meeting. She described the impact of the current political climate on Regents' decisions, particularly in regards to charter renewals. Most important data points considered by Regents for renewals included meeting or exceeding enrollment targets (percent SPED, ELL and FRPL) and exceeding district state test scores.
- Dr. Bond discussed state test scores for District 5 when Columbia Secondary School is removed from the data. For ELA, the district drops from 23 to approximately 16 and for math from 13 to approximately 7.
- The Board reviewed three proposals submitted by consultants to provide assistance with the school's upcoming charter renewal. Dr. Bond discussed her interviews with each and the results of reference checks. **The Board voted unanimously to contract with Benjamin & Young for both the charter renewal process and a separate school quality review.**

- **Finance Committee**
  - The Board reviewed the March Finance Report. Revenue and spending is currently in line with projections.
  
- **Principal Update**
  - The Board reviewed the Dashboard data focusing on March enrollment numbers, withdrawals, attendance, and suspensions.
  - Dr. Bond updated the Board on 2017-2018 student recruitment. SHLA received 760 applications for 120 slots, with the lottery successfully implemented on April 3<sup>rd</sup>.

Meeting was adjourned at 8:04.

I, Steve Colón, do hereby certify that I am the duly qualified and acting Secretary of St. HOPE Leadership Academy, a New York education corporation and that the above is a true and complete copy of the minutes of the meeting of the Board of Trustees of the said corporation held on April 20, 2017 at which quorum was present throughout Dated (April 21, 2017)



**Board of Trustees**

Gabrielle Apollon  
Michael Chan  
Steve Colón (Secretary)  
Ankur Dalal (Treasurer)  
Maureen Higgins  
Megan Jordan  
Takako Kono (Vice President)  
Rebecca Ostrov  
Lauren Tannenbaum (President)  
Arun Yang  
Girmay Zahilay



**St. HOPE Leadership Academy Board of Trustees**  
Board meeting

**MINUTES**

May 18, 2017 from 6:30-8:00 pm  
222 W. 134<sup>th</sup> Street

• **Welcome**

Call to Order

Gabrielle Apollon	Present
Michael Chan	Absent (Excused)
Steve Colón	Absent (Excused)
Ankur Dalal	Present
Maureen Higgins	Absent (Unexcused)
Megan Jordan	Present
Takako Kono	Present
Lauren Tannenbaum	Absent (Excused)
Rebecca Ostrov	Absent(Excused)
Arun Yang	Present
Girmay Zahilay	Present

Also present at the meeting: Constance Bond, Executive Director.

• **Public Comment**

No requests for public comment were received

• **Consent Agenda**

The minutes of the meeting held on April 20, 2017 were unanimously approved.

• **Accountability Committee**

- Dr. Bond discussed implementation of the state math exams, including scholar and teacher perceptions of test difficulty. As with the ELA exam, the Board discussed evidence of increased student stamina, particularly for the open-ended responses on Day 3.
- Dr. Bond discussed the recent site visit from the DOE Charter School Office for the Annual Comprehensive Review, along with draft written feedback from the DOE team. The Board discussed the DOE feedback that the Board is out of compliance on the number of required meetings per year (the DOE reports that charter school boards are required to meet 12 times per year (monthly)). This apparent change in regulations was never communicated until the site visit.
- Dr. Bond updated the Board on the signed contract with Benjamin and Young for charter renewal consulting services.

- Dr. Bond presented the May Achieve3000 report that showcased tremendous growth in non-fiction reading levels across all grades. The percent of scholars schoolwide considered College and Career Ready grew from 12 percent in September to 26 percent in May.
- Dr. Bond discussed the upcoming NWEA MAP Endline testing that will occur later this month. The Board will receive data at the June meeting.
- **Finance Committee**
  - The Board reviewed the 2017-2018 draft budget. Mr. Dalal asked whether income from the investment account needed to be included, along with projections to spend funds on alumni scholarships. Dr. Bond will consult with the school's accountants and report back at the June meeting.
- **Principal Update**
  - The Board reviewed the Dashboard data focusing on April enrollment numbers, withdrawals, attendance, and suspensions.
  - The Board reviewed the draft 2017-2018 Board calendar, including the addition of July and December meetings. Board members will review and send any potential conflicts via email to Dr. Bond.

The Board entered Executive Session at 7:46 to discuss a legal matter.

I, Steve Colón, do hereby certify that I am the duly qualified and acting Secretary of St. HOPE Leadership Academy, a New York education corporation and that the above is a true and complete copy of the minutes of the meeting of the Board of Trustees of the said corporation held on May 18, 2017 at which quorum was present throughout Dated (May 19, 2017)

**Board of Trustees**

Gabrielle Apollon  
Michael Chan  
Steve Colón (Secretary)  
Ankur Dalal (Treasurer)  
Maureen Higgins  
Megan Jordan  
Takako Kono (Vice President)  
Rebecca Ostrov  
Lauren Tannenbaum (President)  
Arun Yang  
Girmay Zahilay



**St. HOPE Leadership Academy Board of Trustees**  
Board meeting

**MINUTES**

June 15, 2017 from 6:30-8:00 pm  
222 W. 134<sup>th</sup> Street

• **Welcome**

Call to Order

Gabrielle Apollon	Absent (Excused)
Michael Chan	Absent (Excused)
Steve Colón	Absent (Excused)
Ankur Dalal	Present
Maureen Higgins	Absent (Excused)
Megan Jordan	Present
Takako Kono	Present
Lauren Tannenbaum	Present
Rebecca Ostrov	Present
Arun Yang	Present
Girmay Zahilay	Absent (Present by phone)

Also present at the meeting: Constance Bond, Executive Director.

• **Public Comment**

No requests for public comment were received

• **Consent Agenda**

The minutes of the meeting held on May 18, 2017 were unanimously approved.

• **Finance Committee**

- The Board participated in a phone conference with MBAF, the school's auditors, for the pre-audit conference.
- **The Board reviewed and unanimously approved the 2017-2018 Budget as presented.**

• **Nominating Committee**

- Mr. Zahilay informed the Board that he moved his residence to Seattle, WA and will no longer be able to serve as a St HOPE Board member. Board members thanked Mr. Zahilay for his service.
- **The Board reviewed and approved the 2017-18 Board Calendar as presented.**

• **Accountability Committee**

- Dr. Bond presented the endline NWEA MAP data. Results demonstrated tremendous growth this academic year in all grades for both ELA and math, beating national growth expectations in all areas. Each grade and each subject also saw an increase in the percent of scholars considered on grade level.
- The Board excused Dr. Bond from the room to discuss her annual formal evaluation.
  
- **Principal Update**
  - The Board reviewed the Dashboard data focusing on May enrollment numbers, withdrawals, attendance, and suspensions. The Board remarked on the continuing decline in the number of suspensions, with zero suspensions in the month of May.
  - Dr. Bond discussed the fifth year of the partnership with Carroll University - this year five current 8<sup>th</sup> graders were selected to participate in the July Pre-College program at Carroll University in Waukesha, WI. Carroll University covers all of the costs for the scholars to participate.
  - Dr. Bond updated the Board on the recent NY Board of Regents decision to cut the days of testing from 3 days to 2 days for the state ELA and math exams.
  - Dr. Bond shared that St HOPE was recently selected to be a School of Character Showcase School with the expectation that others schools competing for the designation will visit St HOPE to learn best practices.
  - Dr. Bond updated the Board on current 2017 scholar enrollment. There are currently 136 enrolled sixth graders for 120 seats, with a waitlist of over 300.

Meeting adjourned at 8:03.

I, Steve Colón, do hereby certify that I am the duly qualified and acting Secretary of St. HOPE Leadership Academy, a New York education corporation and that the above is a true and complete copy of the minutes of the meeting of the Board of Trustees of the said corporation held on June 15, 2017 at which quorum was present throughout Dated (June 16, 2017)



# Entry 11 Enrollment and Retention of Special Populations

Created: 07/24/2017 • Last updated: 07/27/2017

## Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2016-2017 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2017-2018.

## Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Efforts Toward Meeting Recruitment Targets 2016-17)	Describe Plans Toward Meeting Recruitment Targets 2017-18)
Economically Disadvantaged	<p>Our percentage of students eligible for free and reduced priced lunch was 94% in the 2016-2017 school year. To recruit these students, we used the following strategies:</p> <ul style="list-style-type: none"> <li>• Outreach in high needs neighborhoods, including housing projects</li> <li>• Collaborations with community-based organizations</li> <li>• Assistance with completion of the Meal program application, as needed</li> </ul>	<p>As St. HOPE exceeded the enrollment target for Economically Disadvantaged students by 8.5 percentage points, we plan to utilize the same enrollment strategies in the 2017-18 school year.</p>
English Language Learners	<p>English Language Learners - 10.2% of the students enrolled at St. HOPE in the 2016-2017 school year were English Language Learners, although a higher number of families that St. HOPE serves speak a language other than English in the home. Our robust recruitment of ELL students included the following efforts:</p> <ul style="list-style-type: none"> <li>• Outreach to schools, churches and community-based organizations in the South Bronx and Harlem that serve families with a primary language other than English</li> <li>• Orientation, recruitment and open house events presented in English, Spanish, and French</li> <li>• Application materials translated into Spanish and French</li> </ul>	<p>As the school did not quite meet the enrollment target of 11.3% for English Language Learners, we will increase the number of visits we make to community-based organizations that serve families that speak a language other than English. At all community visits and open houses, we will ensure that translators are present and that we are highlighting the wide range of programs we have in place to serve ELL students and their families.</p>

Students with Disabilities

Students with Special Needs – Approximately 25% of our students in the 2016-2017 school year received special education services, a percentage that is substantially higher than the per school average for District 5. To recruit and retain these students, we employed the following strategies:

- Targeted outreach to feeder schools that serve high populations of special needs students
- Consultations with non-profit and charter support organizations to pin-point recruitment targets in the South Bronx and Harlem
- Orientation to educate families on our full program offerings for students with special needs

As St. HOPE exceeded the enrollment target for Students with Disabilities by 3.7 percentage points, we plan to utilize the same enrollment strategies in the 2017-18 school year.

## Retention Efforts Toward Meeting Targets

	Describe Efforts Toward Meeting Retention Targets 2016-17)	Describe Plans Toward Meeting Retention Targets 2017-18)
Economically Disadvantaged	<p>To retain Economically Disadvantaged students, St. HOPE ensures that all students are fully able to participate in school activities regardless of their ability to pay. The school does not charge for field trip expenses or participation fees for after-school clubs and activities. Uniforms are also provided free of charge for students and families who cannot afford the expense.</p>	<p>As retention of this subgroup of students was strong in 2016-17, St. HOPE will use the same strategies in 2017-18.</p>
English Language Learners	<p>To retain English Language Learners, St. HOPE offers the following program services:</p> <ul style="list-style-type: none"> <li>• Comprehensive ELL services provided by a tri-lingual ELL Coordinator, two bi-lingual Learning Specialists, and two bi-lingual Guidance Counselors as well as numerous other bi-lingual staff members</li> <li>• Translation services at all school events, including parent-teacher conferences</li> <li>• On-going communication with parents on the progress of ELL students</li> </ul>	<p>Given the high retention of English Language Learners, the school is planning to implement the same strategies as in 2016-17. Changes or improvements to services will be made, however, if student assessments, teacher observations, or parental input point to a need for more support for these students and their families.</p>
Students with Disabilities	<p>To retain Students with Disabilities, St. HOPE provided the following services and supports:</p> <ul style="list-style-type: none"> <li>• A Director of Special Education Services who is available to answer questions for all current and prospective students</li> <li>• Differentiated and targeted instruction provided by Learning Specialists with Special Education certification on each grade level in Integrated Co-Teaching Classrooms, SETTS providers for students who needed five hours of support per day, and a team of five guidance counselors</li> <li>• An outside provider for speech and occupational therapy services</li> <li>• On-going communication with parents on student progress</li> </ul>	<p>Given the high retention of Students with Disabilities, the school is planning to implement the same strategies as in 2016-17. Changes or improvements to services will be made, however, if student assessments, teacher observations, or parental input point to a need for more support for these students and their families.</p>



# Entry 12 Classroom Teacher and Administrator Attrition

Created: 07/05/2017 • Last updated: 07/21/2017

Report changes in teacher and administrator staffing.

**Instructions for completing the Classroom Teacher and Administrator Attrition Tables**  
**Charter schools must complete the two tables named 2016-2017 Classroom Teacher and Administrator Attrition to report changes in teacher and administrator staffing in 2016-2017. Please provide the full time equivalent (FTE) of staff on June 30, 2016; the FTE for any departed staff from July 1, 2016 through June 30, 2017; the FTE for added staff from July 1, 2016 through June 30, 2017; and the FTE of staff added in newly created positions from July 1, 2016 through June 30, 2017 using the two tables provided.**

## Classroom Teacher Attrition Table

FTE Classroom Teachers on June 30, 2016	FTE Classroom Teachers Departed 7/1/16 - 6/30/17	FTE Classroom Teachers Filling Vacant Positions 7/1/16 - 6/30/17	FTE Classroom Teachers Added in New Positions 7/1/16 - 6/30/17	FTE of Classroom Teachers on June 30, 2017
33.5	7	12	1	36

## Administrator Position Attrition Table

FTE Administrative Positions on June 30, 2016	FTE Administrators Departed 7/1/16 - 6/30/17	FTE Administrators Filling Vacant Positions 7/1/16 - 6/30/17	FTE Administrators Added in New Positions 7/1/16 - 6/30/17	FTE Administrative Positions on June 30, 2017
9	1	1	0	8

**Thank you**





# Entry 13 Uncertified Teachers

Created: 07/05/2017 • Last updated: 07/25/2017

**FTE Count of All Teachers 36  
(Certified and Uncertified) as of  
June 30, 2017**

**FTE Count of All Certified 25  
Teachers as of June 30, 2017**

## Instructions for Reporting Percent of Uncertified Teachers

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

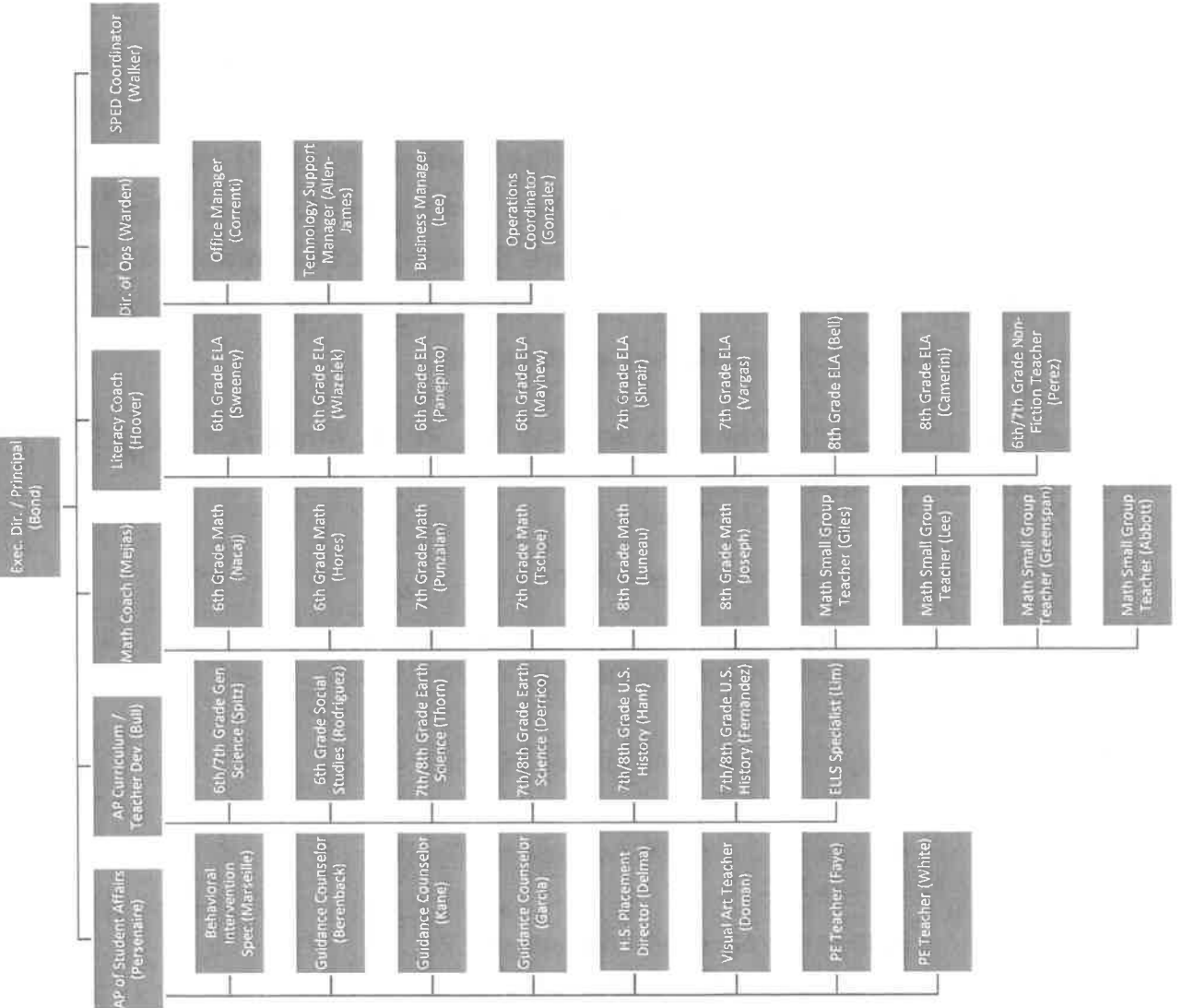
**FTE count of uncertified teachers on June 30, 2017, and each uncertified teacher should be counted only once.**

1. Total FTE count of uncertified teachers (6-30-17)	11
2. FTE count of uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience (6-30-17)	6
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-17)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6-30-17)	0
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6-30-17)	0
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6-30-17)	5

**Thank you.**



# ST HOPE LEADERSHIP ACADEMY





# Academic Calendar 2017-2018

ST HOPE  
LEADERSHIP ACADEMY

Constance K. Bond, Principal  
Phone: 212-283-1204

AUGUST						
Su	M	Tu	W	Th	F	Sa
	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						
Su	M	Tu	W	Th	F	Sa
	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						
Su	M	Tu	W	Th	F	Sa
	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

FEBRUARY						
Su	M	Tu	W	Th	F	Sa
	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			

APRIL						
Su	M	Tu	W	Th	F	Sa
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						
Su	M	Tu	W	Th	F	Sa
	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

SEPTEMBER						
Su	M	Tu	W	Th	F	Sa
					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						
Su	M	Tu	W	Th	F	Sa
	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						
Su	M	Tu	W	Th	F	Sa
	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						
Su	M	Tu	W	Th	F	Sa
					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						
Su	M	Tu	W	Th	F	Sa
	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						
Su	M	Tu	W	Th	F	Sa
	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 1	1:15 PM Dismissal
September 4	No School: Labor Day

November 7	Parent-Teacher Conferences 10:30 PM
November 7	No School: Election Day
November 8	Parent-Teacher Conferences 3-7 PM
November 8	1:15 Student Dismissal
November 10	No School: Veterans Day
November 22-24	No School: Thanksgiving Holiday

January 1	No School: Holiday
January 2	No School: Data Day
January 15	No School: Holiday
January 19	Quarter 2 Ends

February 7 and 8	12:30 Student Dismissal
February 7 and 8	Parent - Teacher Conferences 2:00-7:00 PM
February 19-23	Winter Break: No School
February 26	No School: Data Day

May 1-3	NYS Math Exams 1:15 Dismissal
May 7 - 18	NYS ELA Exams
May 28	No School: Memorial Day

July 2-6	Office Closed
July 28	Graduation 4:00

Quarter 1 Days 42

First Day: August 23, 2017  
Last Day: October 27, 2017

Quarter 2 Days 47

First Day: October 30, 2017  
Last Day: January 19, 2018

Quarter 3 Days 44

First Day: January 23, 2018  
Last Day: March 28, 2018

Quarter 4 Days 52

First Day: April 9, 2018  
Last Day: June 20, 2018

TOTAL DAYS 185

### LEGEND

- NO SCHOOL for Students and Teachers
- 3** (bold & italic) Friday Early Release 1:15 dismissal
- Parent Teacher Conferences
- New York State Testing Dates
- Magnate shaded boxes indicate no school for students, but attendance for teachers and staff.

