



# Entry 1 School Information and Cover Page

Created: 06/26/2018 • Last updated: 07/31/2018

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

**a. SCHOOL NAME** ST. HOPE LEADERSHIP ACAD CS (NYC CHANCELLOR)

(Select name from the drop down menu)

**b. CHARTER AUTHORIZER (As of June 30th, 2018)** 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 heading followed by a description of each Key Design Elements (KDE). KDEs are those general aspects of the school that are innovative or unique to the school’s mission and goals, are core to the school’s overall design, and are critical to its success. The design elements may include a specific content area focus; unique student populations to be served; specific educational programs or pedagogical approaches; unique calendar, schedule, or configurations of students and staff; and/or innovative organizational structures and systems.

Variable 1	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, 2018 294

j. GRADES SERVED IN SCHOOL YEAR 2017-18

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

I1. FACILITIES

Does the school maintain or operate multiple sites?

	No, just one site.
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I2. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades Served at Site (K-5, 6-9, etc.)	Receives Rental Assistance	Rental Assistance for Which Grades (write N/A if applicable)
Site 1 (same as primary site)	222 West 134th Street, New York, NY 10030	212-283-1204	NYC CSD 5	6-8	No	N/A
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>
DASA Coordinator	Winsome Warden	212-283-1204	212-882-1420	<a href="mailto:wwarden@sthopeharlem.org">wwarden@sthopeharlem.org</a>

**m1. Are any sites in co-located space? If yes, please proceed to the next question.** 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)	N/A	No		No		Yes
Site 2						
Site 3						

**n1. Were there any revisions to the school's charter during the 2017-18 school year? (Please include approved or pending material and non-material charter revisions).**

No

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

Vivian Lee, Business Manager

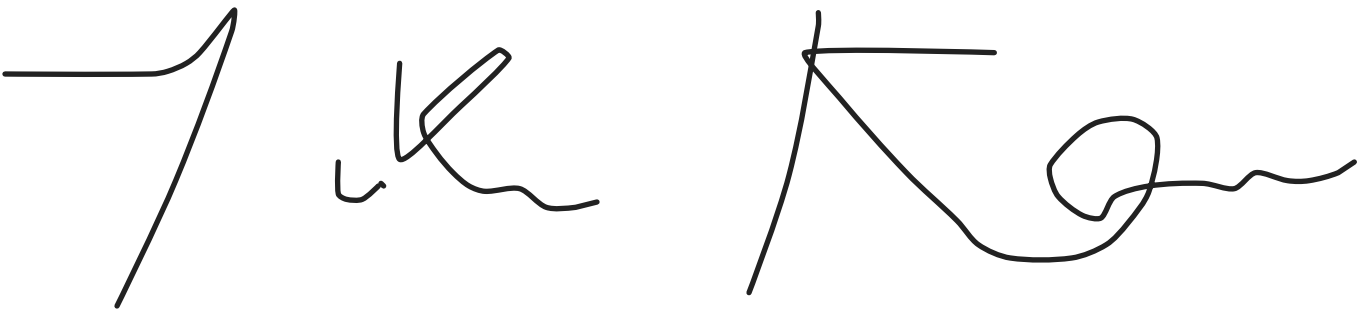
**p. Our signatures (Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We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

Yes

**Signature, Head of Charter School**

A handwritten signature in black ink that reads "Kristine K Bond". The signature is written in a cursive style with a large initial 'K'.

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

A handwritten signature in black ink, consisting of a stylized 'K' followed by a series of loops and a horizontal line at the end.

**Date**

2018/07/27

**Thank you.**



# Entry 2 NYS School Report Card Link

Last updated: 07/24/2018

## ST. HOPE LEADERSHIP ACAD CS (NYC CHANCELLOR)

### 1. CHARTER AUTHORIZER (As of June 30th, 2018)

NYCDOE-Authorized Charter School

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

### 2. 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=2017&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&lep=1&naep=1&regents=1&nyseslat=1&elemELA=1&elemMATH=1&elemSci=1&unweighted=1>



# Entry 3 Progress Toward Goals

Created: 07/24/2018 • Last updated: 10/23/2018

## PROGRESS TOWARD CHARTER GOALS

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

### 1. ACADEMIC STUDENT PERFORMANCE GOALS

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

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

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met or Not Met	Indicate if data is not available. If/when available, Describe Efforts School Will Take If Goal Is Not Met
	Each year, 75			While the school did not meet the goal, we did see a significant increase in the number of students who passed the state ELA exam, increasing from 25% to 35%. We beat our home district (District 5) as well as District 7, which is the home of a large number of our students. To ensure that we continue to see gains for the 2018-2019 school year, the school will continue the use of NYReady and NWEA MAP testing for our ELA interim exams to ensure teachers have real-time, Common Core aligned assessments that



Academic Goal 1	percent of 6th-8th graders will perform at or above Level 3 on the New York State ELA examination.	NYS ELA exams	Not Met	<p>provide actionable instructional data; the 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; 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.</p>
				<p>The school did not meet the goal but did see a significant increase in the percentage of students who passed the state math exam, increasing from 14% to 28%. We beat our home district (District 5) as well as District 7, which is the home of a large number of our students. For the 2018-2019 school year, we are implementing several initiatives to help us reach our goal of having at least 75%</p>

Academic Goal 2	Each year, 75 percent of 6th-8th graders will perform at or above Level 3 on the New York State Mathematics examination.	NYS Math exams	Not Met	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.
	Each year, 75 percent of 8th graders who have			While we did see a significant increase in the number of students who passed the Earth Science Regents over last year's results, we did not meet the goal of a 75% pass rate. Our plans to ensure continued improvement include

Academic Goal 3	been at St. HOPE Leadership Academy Charter School for at least two years will pass the New York State Earth Science Regents Exam.	NYS Earth Science Regents exam	Not Met	an increased focus on skills practice through hands-on labs, increased use of Castle Learning to both assess student knowledge and provide exposure to the types of vocabulary/questions asked on the exam, and weekly use of released Regents questions as part of ongoing assessment and practice.
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	
Academic Goal 5	For years 2-5 of the charter, grade level 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.	NYS ELA exams	Not Met	Although this goal was not met, ELA scores did increase by a total of 10 percentage points from 2016-17 to 2017-18. Our strategies for continued growth in ELA in the 2018-19 school year are outlined in Academic Goal 1.
Academic Goal 6	For years 2-5 of the charter, grade-level cohorts of students will reduce by one-half 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	NYS Math Exams	Not Met	Although this goal was not met, Math scores did increase by a total of 14 percentage points from 2016-17 to 2017-18. Our strategies for continued growth in Math in the 2018-19 school year are outlined in Academic

	Math exam.			Goal 2.
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.	<p>New York State ELA exams</p> <p>Please note the New York City Department of Education has changed the format of its Progress Report, through which this information was previously provided.</p>		Not Applicable
Academic Goal 8	Each year, the percent of students performing at or above Level 3 on the state Math exam in each grade tested will place the school in the top quartile of all similar schools.	<p>New York State Math exams</p> <p>Please note the New York City Department of Education has changed the format of its Progress Report, through which this information was previously provided.</p>		Not Applicable

**2. Do have more academic goals to add?**    Yes

## 2017-18 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met or Not Met	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.		Not Applicable
Academic Goal 10				
Academic Goal 11				
Academic Goal 12				
Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				

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

## 4. ORGANIZATIONAL GOALS

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

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take

Org Goal 1	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 development.	School records of professional development	Met	

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

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

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Org Goal 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 provide 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 the NYC DOE.	NYC DOE Reports  Comparative information from the NYC DOE is unavailable.		Not Applicable
	Each year, 100%			

Org Goal 10	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



## 2017-18 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Financial Goal 1	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

Last updated: 07/24/2018

## ST. HOPE LEADERSHIP ACAD CS (NYC CHANCELLOR)Section Heading

### Financial Information

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

### 1. Total Expenditures Per Child

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

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

Line 1: Total Expenditures	5321080
Line 2: Year End FTE student enrollment	298
Line 3: Divide Line 1 by Line 2	17879

## 2. Administrative Expenditures per Child

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

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

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

**Notes:**  
***The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:***  
***<http://www.p12.nysed.gov/psc/AuditGuide.html>.***  
**Employee benefit costs or expenditures should not be reported in the above calculations.**

Line 1: Relevant Personnel Services Cost (Row)	380299
Line 2: Management and General Cost (Column)	210174
Line 3: Sum of Line 1 and Line 2	590473
Line 5: Divide Line 3 by the Year End FTE student enrollment	1984

***Thank you.***

# **ST. HOPE LEADERSHIP ACADEMY CHARTER SCHOOL**

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## **FINANCIAL STATEMENTS**

**JUNE 30, 2018**

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

## 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, 2018, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

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

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

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

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

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

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

An Independent Member of Baker Tilly International

***Opinion***

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

***Report on Summarized Comparative Information***

We have previously audited St. Hope Leadership Academy Charter School's 2017 financial statements and we expressed an unmodified opinion on those audited financial statements in our report dated October 20, 2017. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2017 is consistent, in all material respects, with the audited financial statements from which it has been derived.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated October 25, 2018, 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 25, 2018

**ST. HOPE LEADERSHIP ACADEMY CHARTER SCHOOL**

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2018

(WITH SUMMARIZED COMPARATIVE INFORMATION AT JUNE 30, 2017)

<b>ASSETS</b>	<b>2018</b>	<b>2017</b>
Cash	\$ 939,658	\$ 377,824
Cash - restricted	75,332	75,310
Investments	1,547,945	1,463,374
Grants and other receivables	315,991	220,263
Prepaid expenses and other assets	96,368	143,318
Property and equipment, net	<u>231,000</u>	<u>504,010</u>
	<b><u>\$ 3,206,294</u></b>	<b><u>\$ 2,784,099</u></b>
<b>LIABILITIES AND NET ASSETS</b>		
LIABILITIES		
Accounts payable and accrued expenses	\$ 88,905	\$ 56,766
Accrued salaries and other payroll related expenses	<u>223,196</u>	<u>223,580</u>
	312,101	280,346
NET ASSETS - UNRESTRICTED	<u>2,894,193</u>	<u>2,503,753</u>
	<b><u>\$ 3,206,294</u></b>	<b><u>\$ 2,784,099</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, 2018

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

	2018	2017
OPERATING REVENUE		
State and local per pupil operating revenue	\$ 5,525,815	\$ 5,378,410
Federal grants	338,019	219,071
State grants	23,052	22,680
	<u>5,886,886</u>	<u>5,620,161</u>
EXPENSES		
Program services:		
General education	3,386,813	3,244,988
Special education	1,582,493	1,755,953
Management and general	654,104	634,302
	<u>5,623,410</u>	<u>5,635,243</u>
EXCESS (DEFICIENCY) FROM SCHOOL OPERATIONS	263,476	(15,082)
SUPPORT AND OTHER INCOME		
Investment income	<u>126,964</u>	<u>65,974</u>
CHANGE IN NET ASSETS	390,440	50,892
NET ASSETS - BEGINNING OF YEAR	<u>2,503,753</u>	<u>2,452,861</u>
NET ASSETS - END OF YEAR	<u>\$ 2,894,193</u>	<u>\$ 2,503,753</u>

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, 2018

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

		Program Services			Supporting Activities	2018	2017
		General Education	Special Education	Total	Management and General		
<b>Personnel Services Costs</b>	<b>No. of Positions</b>						
Administrative staff personnel	6	\$ 240,893	\$ 75,117	\$ 316,010	\$ 380,900	\$ 696,910	\$ 567,892
Instructional personnel	36	1,929,181	980,832	2,910,013	-	2,910,013	3,019,124
Non-instructional personnel	-	-	-	-	-	-	66,474
Total salaries and staff	42	2,170,074	1,055,949	3,226,023	380,900	3,606,923	3,653,490
Fringe benefits and payroll taxes		411,101	200,035	611,136	72,171	683,307	670,820
Retirement		91,746	44,648	136,394	16,091	152,485	119,937
Accounting and audit services		12,634	6,148	18,782	92,365	111,147	20,596
Other purchases, professional, consulting and services		41,712	20,297	62,009	9,281	71,290	112,239
Repairs and maintenance		-	-	-	6,630	6,630	7,020
Insurance		21,611	10,516	32,127	3,793	35,920	34,940
Supplies and materials		69,599	20,070	89,669	-	89,669	148,778
Equipment and furnishings		1,207	588	1,795	212	2,007	6,233
Staff development		30,920	8,916	39,836	-	39,836	50,750
Marketing and recruitment		86,474	28,650	115,124	3,288	118,412	116,418
Technology		86,576	34,256	120,832	8,226	129,058	90,553
Student services		122,549	35,339	157,888	-	157,888	152,824
Office expense		40,779	19,843	60,622	26,071	86,693	89,130
Depreciation and amortization		199,831	97,238	297,069	35,076	332,145	361,515
		<b>\$ 3,386,813</b>	<b>\$ 1,582,493</b>	<b>\$ 4,969,306</b>	<b>\$ 654,104</b>	<b>\$ 5,623,410</b>	<b>\$ 5,635,243</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, 2018**  
**(WITH SUMMARIZED COMPARATIVE INFORMATION FOR THE YEAR ENDED JUNE 30, 2017)**

	<b>2018</b>	<b>2017</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Cash received from operating revenue	\$ 5,791,158	\$ 5,518,034
Cash paid to employees and suppliers	(5,212,560)	(5,330,586)
Investment income received	33,939	16,278
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>612,537</u>	<u>203,726</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Proceeds from sale of investments	41,000	-
Purchase of investments	(32,546)	(1,413,701)
Purchase of property and equipment	(59,135)	(118,224)
NET CASH USED IN INVESTING ACTIVITIES	<u>(50,681)</u>	<u>(1,531,925)</u>
NET INCREASE (DECREASE) IN CASH	561,856	(1,328,199)
CASH AND CASH - RESTRICTED - BEGINNING OF YEAR	<u>453,134</u>	<u>1,781,333</u>
CASH AND CASH - RESTRICTED - END OF YEAR	<u><b>\$ 1,014,990</b></u>	<u><b>\$ 453,134</b></u>
Reconciliation of change in net assets to net cash provided by operating activities:		
Change in net assets	\$ 390,440	\$ 50,892
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation and amortization	332,145	361,515
Realized gain on investments	(3,899)	-
Unrealized gain on investments	(89,126)	(49,673)
Changes in operating assets and liabilities:		
Cash - restricted	-	(23)
Grants and other receivables	(95,728)	(102,127)
Prepaid expenses and other assets	46,950	(73,811)
Accounts payable and accrued expenses	32,139	18,754
Accrued salaries and other payroll related expenses	(384)	(1,801)
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u><b>\$ 612,537</b></u>	<u><b>\$ 203,726</b></u>
<b>SUPPLEMENTAL DISCLOSURES OF CASH FLOW INFORMATION:</b>		
<b>Cash and Cash - Restricted Consist of:</b>		
Cash	\$ 939,658	\$ 377,824
Cash - restricted	75,332	75,310
Total	<u><b>\$ 1,014,990</b></u>	<u><b>\$ 453,134</b></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, 2018

### 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 was issued a renewal to its charter and extended it to June 30, 2021. 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 transportation directly to a majority of the School's students. The School provides free lunch to all of the School's students.

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, 2018

## 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 \$75,332 and \$75,310 was held aside for contingency purposes as required by the NYCDOE as of June 30, 2018 and 2017, 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 \$315,991 and \$220,263 at June 30, 2018 and 2017, respectively. The School evaluates the collectability of the receivables and employs the allowance method. The School has determined that no allowance for uncollectible accounts for grants and other receivables is necessary as of June 30, 2018 and 2017. Such estimate is based on management's assessments of the creditworthiness of its grantors, the 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, 2018 and 2017, 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, 2018 and 2017.

## ST. HOPE LEADERSHIP ACADEMY CHARTER SCHOOL

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### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

## 2. ACCOUNTING POLICIES (CONTINUED)

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### Advertising

The School expenses advertising costs as incurred. The School incurred \$10,888 and \$15,810 of advertising costs for the years ended June 30, 2018 and 2017, 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 25, 2018, which is the date the financial statements were available to be issued.

### Comparative Financial Information

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

### Income Taxes

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

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

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

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

## ST. HOPE LEADERSHIP ACADEMY CHARTER SCHOOL

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### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

## 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 assumptions 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 value amount based on market expectations (including present value techniques, option-pricing models, and lattice models).

### Adoption of Accounting Pronouncement

In fiscal year 2018, the School adopted the 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-year and end-of-year total amounts shown on the statement of cash flows. The School adopted the update retrospectively for fiscal year 2017. The adoption of this update had no effect on the School's change in net assets or cash flows.

## ST. HOPE LEADERSHIP ACADEMY CHARTER SCHOOL

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### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

## 2. ACCOUNTING POLICIES (CONTINUED)

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### Recent Accounting Pronouncements

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

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

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

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

## 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.



**ST. HOPE LEADERSHIP ACADEMY CHARTER SCHOOL**

NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2018

**3. INVESTMENTS (CONTINUED)**

**Determination of Fair Values (continued)**

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.

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, 2018 and 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, 2018</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	\$ 1,547,945	\$ 1,547,945	\$ -	\$ -

<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, 2018 and 2017, are as follows:

<u>June 30, 2018</u>	<u>Cost</u>	<u>Gross Unrealized Gains</u>	<u>Gross Unrealized Losses</u>	<u>Fair Value</u>
Mutual funds	\$ 1,409,146	\$ 138,799	\$ -	\$ 1,547,945

<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

## ST. HOPE LEADERSHIP ACADEMY CHARTER SCHOOL

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

#### 3. INVESTMENTS (CONTINUED)

The components of the activity of the School's mutual funds as of June 30, 2018 and 2017 were as follows:

<u>June 30,</u>	2018
Investments, beginning of year	\$ 1,463,374
Purchase of investments	32,546
Sale of investments	(41,000)
Realized gain on investments	3,899
Unrealized gain on investments reported at fair value	89,126
Investments, end of year	<u>\$ 1,547,945</u>
<u>June 30,</u>	2017
Investments, beginning of year	\$ -
Purchase of investments	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

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 provided 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, 2018 and 2017, the School did not incur any overtime fees.

#### 5. PROPERTY AND EQUIPMENT

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

	2018	2017	Estimated Useful Lives
Furniture and fixtures	\$ 275,915	\$ 265,374	5 years
Computers and servers	896,274	847,680	3 years
Software	54,545	54,545	5 years
Leasehold improvements	805,511	805,511	5 years
	<u>2,032,245</u>	<u>1,973,110</u>	
Less: accumulated depreciation and amortization	<u>(1,801,245)</u>	<u>(1,469,100)</u>	
	<u>\$ 231,000</u>	<u>\$ 504,010</u>	

Depreciation and amortization expense for the years ended June 30, 2018 and 2017 was \$332,145 and \$361,515, respectively.

## ST. HOPE LEADERSHIP ACADEMY CHARTER SCHOOL

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### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2018

#### **6. COMMITMENTS**

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The School leases telecommunications equipment and copiers under a non-cancelable operating lease which expires in 2021. The future minimum lease payment is \$700 per month until October 2021.

The leasing expense for the years ended June 30, 2018 and 2017 was \$8,322 and \$10,892, 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, 2018 and 2017, retirement expense for the School was \$152,485 and \$119,937, 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.

#### **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 92% of its total revenue from per pupil funding from the NYCDOE during the year ended June 30, 2018.
- C. The School's grants and other receivables consist of three major grantors at June 30, 2018.



**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, 2018, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements and have issued our report thereon dated October 25, 2018.

**Internal Control Over Financial Reporting**

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

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the 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 25, 2018.

An Independent Member of Baker Tilly International

**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 25, 2018

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

## ***Communication With Those Charged With Governance***

October 25, 2018





October 25, 2018

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, 2018 and are prepared to issue our report thereon dated October 25, 2018. Professional standards require that we provide you with the following information related to our audit. This letter is divided into two sections: 1) required communications from the auditors to those with audit oversight responsibilities and 2) opportunities for strengthening internal controls or enhancing operating efficiency and our related recommendations.

## **REQUIRED COMMUNICATIONS**

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

As stated in our engagement letter April 4, 2018, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities. Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement. As part of our audit, we considered the internal control of 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 2018.

### **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.

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

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

**Allowance for Doubtful Accounts:**

As of June 30, 2018, St. Hope Leadership Academy Charter School recorded grants and other receivables of \$315,991. 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 three audit adjustments that decreased net income by \$198,332. The current year's adjustments were as follows:

1. To correct beginning net assets for unrealized gain on investments by \$49,673.



2. To reclass \$36,445 of dividends and realized gain on investments. This had no effect on net income.
3. To correct depreciation on leasehold improvements for \$148,659. This reduced net income by \$148,659.

**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 25, 2018.

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

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

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

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

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

### **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



# Entry 5c Additional Financial Docs

Last updated: 10/31/2018

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

## Section Heading

### 1. Management Letter

<https://nysed-cso-reports.fluidreview.com/resp/20247253/8mMlunnVv3/>

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

### 2. Form 990

<https://nysed-cso-reports.fluidreview.com/resp/20247253/FINDgRIBTE/>

**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. The school did not spend more than \$750,000 in federal funding.

### 4. CSP Agreed Upon Procedure Report

(No response)

**Explanation for not uploading the procedure report.** N/A. The school does not require a CSP Agreed Upon Procedure Report for FY18.

5. Evidence of Required Escrow Account

<https://nysed-cso-reports.fluidreview.com/resp/20247253/pN6H0Nalce/>

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

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 N/A  
the Corrective Action Plan.

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

## ***Communication With Those Charged With Governance***

October 25, 2018





October 25, 2018

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, 2018 and are prepared to issue our report thereon dated October 25, 2018. Professional standards require that we provide you with the following information related to our audit. This letter is divided into two sections: 1) required communications from the auditors to those with audit oversight responsibilities and 2) opportunities for strengthening internal controls or enhancing operating efficiency and our related recommendations.

## **REQUIRED COMMUNICATIONS**

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

As stated in our engagement letter April 4, 2018, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities. Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement. As part of our audit, we considered the internal control of 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 2018.

### **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.

An Independent Member of Baker Tilly International

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

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

**Allowance for Doubtful Accounts:**

As of June 30, 2018, St. Hope Leadership Academy Charter School recorded grants and other receivables of \$315,991. 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 three audit adjustments that decreased net income by \$198,332. The current year's adjustments were as follows:

1. To correct beginning net assets for unrealized gain on investments by \$49,673.

2. To reclass \$36,445 of dividends and realized gain on investments. This had no effect on net income.
3. To correct depreciation on leasehold improvements for \$148,659. This reduced net income by \$148,659.

**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 25, 2018.

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

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

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

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



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

### **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

# EXTENSION FILING INSTRUCTIONS

FORM 8868 FOR FORM 990

FOR THE YEAR ENDING

JUNE 30, 2018

Prepared for	ST. HOPE LEADERSHIP ACADEMY CHARTER SCHOOL 222 W. 134TH STREET NEW YORK, NY 10030
Prepared by	MBAF CPAS LLC 440 PARK AVENUE SOUTH-5TH FLOOR NEW YORK, NY 10016
Amount due	NOT APPLICABLE
Make check payable to	NOT APPLICABLE
Mail extension and check (if applicable) to	NOT APPLICABLE
Extension must be mailed on or before	NOT APPLICABLE
Special Instructions	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, 2019. 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

OMB No. 1545-1709

► **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.

		Enter filer's identifying number
Type or print  File by the due date for filing your return. See instructions.	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>
	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, 2019**, 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, 2017**, and ending **JUN 30, 2018**.

**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>	\$	<b>0.</b>
<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>	\$	<b>0.</b>
<b>c 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>	\$	<b>0.</b>

**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.

**Customer service information**

 Customer service: 1.888.400.9009

 bankofamerica.com

 Bank of America, N.A.  
P.O. Box 25118  
Tampa, FL 33622-5118

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

 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, 2018 to June 30, 2018

Account number: XXXXXXXXXX

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

### Account summary

Beginning balance on June 1, 2018	\$75,330.60	# 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: \$75,330.66
<b>Ending balance on June 30, 2018</b>	<b>\$75,332.46</b>	Average collected balance: \$75,330.66

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



# Entry 5d Financial Services Contact Information

Last updated: 07/24/2018

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

## ST. HOPE LEADERSHIP ACAD CS (NYC CHANCELLOR)Section Heading

### 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
	Marc Taub, MBAF	<a href="mailto:mtaub@mbafcpa.com">mtaub@mbafcpa.com</a>	212-931-9200	9

### 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	Collin Raymond	237 West 35th Street, Suite 301, New York NY 10001	<a href="mailto:craymond@csbm.com">craymond@csbm.com</a>	888-710-2726	10

# St. HOPE Leadership Academy Charter School

## PROJECTED BUDGET FOR 2018-2019

July 1, 2018 to June 30, 2019

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

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	2,758,940	2,776,673	-	-	476,770	6,012,383
Total Expenses	3,388,643	1,778,906	-	-	637,818	5,805,367
Net Income	(629,703)	997,767	-	-	(161,048)	207,016
Actual Student Enrollment	231	69				300
Total Paid Student Enrollment	226	69				295

		PROGRAM SERVICES			SUPPORT SERVICES	
		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	MANAGEMENT & GENERAL	TOTAL
<b>REVENUE</b>						
<b>REVENUES FROM STATE SOURCES</b>						
Per Pupil Revenue	CY Per Pupil Rate					
District of Location	\$15,307.00	2,629,339	1,453,599	-	432,627	4,515,565
School District 2 (Enter Name)		-	-	-	-	-
School District 3 (Enter Name)		-	-	-	-	-
School District 4 (Enter Name)		-	-	-	-	-
School District 5 (Enter Name)		-	-	-	-	-
		2,629,339	1,453,599	-	432,627	4,515,565
Special Education Revenue		-	1,201,814	-	-	1,201,814
Grants						
Stimulus		-	-	-	-	-
Other		-	-	-	-	-
Other State Revenue		18,984	5,796	-	-	24,780
<b>TOTAL REVENUE FROM STATE SOURCES</b>		<b>2,648,323</b>	<b>2,661,209</b>	<b>-</b>	<b>432,627</b>	<b>5,742,159</b>
<b>REVENUE FROM FEDERAL FUNDING</b>						
IDEA Special Needs		-	60,000	-	-	60,000
Title I		82,684	45,711	-	13,605	142,000
Title Funding - Other		4,949	2,736	-	814	8,500
School Food Service (Free Lunch)		-	-	-	-	-
Grants						
Charter School Program (CSP) Planning & Implementation		-	-	-	-	-
Other		-	-	-	-	-
Other Federal Revenue		-	-	-	29,700	29,700
<b>TOTAL REVENUE FROM FEDERAL SOURCES</b>		<b>87,634</b>	<b>108,447</b>	<b>-</b>	<b>44,119</b>	<b>240,200</b>
<b>LOCAL and OTHER REVENUE</b>						
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		22,983	7,017	-	-	30,000
<b>TOTAL REVENUE FROM LOCAL and OTHER SOURCES</b>		<b>22,983</b>	<b>7,017</b>	<b>-</b>	<b>24</b>	<b>30,024</b>
<b>TOTAL REVENUE</b>		<b>2,758,940</b>	<b>2,776,673</b>	<b>-</b>	<b>476,770</b>	<b>6,012,383</b>

**EXPENSES****ADMINISTRATIVE STAFF PERSONNEL COSTS**

	No. of Positions						
Executive Management	1.00	155,074	47,346	-	-	22,491	224,911
Instructional Management	2.00	208,218	63,571	-	-	-	271,789
Deans, Directors & Coordinators	1.00	-	72,100	-	-	-	72,100
CFO / Director of Finance	-	-	-	-	-	-	-
Operation / Business Manager	2.00	21,446	10,723	-	-	179,570	211,739
Administrative Staff	2.00	-	-	-	-	158,534	158,534
<b>TOTAL ADMINISTRATIVE STAFF</b>	<b>8</b>	<b>384,738</b>	<b>193,740</b>	<b>-</b>	<b>-</b>	<b>360,595</b>	<b>939,073</b>

**INSTRUCTIONAL PERSONNEL COSTS**

Teachers - Regular	26.00	1,540,582	470,355	-	-	-	2,010,937
Teachers - SPED	4.00	-	291,222	-	-	-	291,222
Substitute Teachers	-	-	-	-	-	-	-
Teaching Assistants	-	-	-	-	-	-	-
Specialty Teachers	3.00	157,592	48,114	-	-	-	205,706
Aides	-	-	-	-	-	-	-
Therapists & Counselors	3.00	47,359	189,435	-	-	-	236,794
Other - Staffing	-	61,288	18,712	-	-	-	80,000
<b>TOTAL INSTRUCTIONAL</b>	<b>36</b>	<b>1,806,821</b>	<b>1,017,838</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,824,659</b>

**NON-INSTRUCTIONAL PERSONNEL COSTS**

Nurse	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-
Custodian	-	-	-	-	-	-	-
Security	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>TOTAL NON-INSTRUCTIONAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**SUBTOTAL PERSONNEL SERVICE COSTS**

	<b>44</b>	<b>2,191,559</b>	<b>1,211,578</b>	<b>-</b>	<b>-</b>	<b>360,595</b>	<b>3,763,732</b>
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**PAYROLL TAXES AND BENEFITS**

Payroll Taxes		184,472	101,983	-	-	30,353	316,808
Fringe / Employee Benefits		251,311	138,934	-	-	41,350	431,595
Retirement / Pension		75,768	41,887	-	-	12,467	130,122
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>		<b>511,551</b>	<b>282,805</b>	<b>-</b>	<b>-</b>	<b>84,170</b>	<b>878,525</b>

**TOTAL PERSONNEL SERVICE COSTS**

		<b>2,703,110</b>	<b>1,494,383</b>	<b>-</b>	<b>-</b>	<b>444,765</b>	<b>4,642,257</b>
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**CONTRACTED SERVICES**

Accounting / Audit		-	-	-	-	110,500	110,500
Legal		-	-	-	-	5,000	5,000
Management Company Fee		-	-	-	-	-	-
Nurse Services		-	-	-	-	-	-
Food Service / School Lunch		-	-	-	-	-	-
Payroll Services		3,727	2,060	-	-	613	6,400
Special Ed Services		-	-	-	-	-	-
Titlement Services (i.e. Title I)		-	-	-	-	-	-
Other Purchased / Professional / Consulting		38,046	21,034	-	-	6,260	65,340
<b>TOTAL CONTRACTED SERVICES</b>		<b>41,773</b>	<b>23,094</b>	<b>-</b>	<b>-</b>	<b>122,373</b>	<b>187,240</b>

**SCHOOL OPERATIONS**

Board Expenses		-	-	-	-	3,000	3,000
Classroom / Teaching Supplies & Materials		91,201	27,845	-	-	-	119,046
Special Ed Supplies & Materials		-	-	-	-	-	-
Textbooks / Workbooks		766	234	-	-	-	1,000
Supplies & Materials other		-	-	-	-	-	-
Equipment / Furniture		4,658	2,575	-	-	766	8,000
Telephone		19,215	10,623	-	-	3,162	33,000
Technology		40,683	12,421	-	-	-	53,104

Student Testing & Assessment	13,024	3,976	-	-	-	17,000
Field Trips	67,417	20,583	-	-	-	88,000
Transportation (student)	-	-	-	-	-	-
Student Services - other	42,136	12,864	-	-	-	55,000
Office Expense	40,802	22,557	-	-	26,213	89,572
Staff Development	57,458	17,542	-	-	-	75,000
Staff Recruitment	14,848	8,209	-	-	2,443	25,500
Student Recruitment / Marketing	98,646	37,468	-	-	4,886	141,000
School Meals / Lunch	-	-	-	-	-	-
Travel (Staff)	349	193	-	-	57	600
Fundraising	-	-	-	-	-	-
Other - Operations	-	-	-	-	50	50
<b>TOTAL SCHOOL OPERATIONS</b>	<b>491,203</b>	<b>177,091</b>	<b>-</b>	<b>-</b>	<b>40,578</b>	<b>708,872</b>

#### FACILITY OPERATION & MAINTENANCE

Insurance	21,543	11,910	-	-	3,545	36,998
Janitorial	-	-	-	-	-	-
Building and Land Rent / Lease	-	-	-	-	-	-
Repairs & Maintenance	-	-	-	-	5,000	5,000
Equipment / Furniture	-	-	-	-	-	-
Security	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	<b>21,543</b>	<b>11,910</b>	<b>-</b>	<b>-</b>	<b>8,545</b>	<b>41,998</b>

#### DEPRECIATION & AMORTIZATION

#### DISSOLUTION ESCROW & RESERVES / CONTIGENCY

DEPRECIATION & AMORTIZATION	131,014	72,429	-	-	21,557	225,000
DISSOLUTION ESCROW & RESERVES / CONTIGENCY	-	-	-	-	-	-

#### TOTAL EXPENSES

TOTAL EXPENSES	3,388,643	1,778,906	-	-	637,818	5,805,367
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#### NET INCOME

NET INCOME	(629,703)	997,767	-	-	(161,048)	207,016
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#### ENROLLMENT - \*School Districts Are Linked To Above Entries\*

	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
District of Location	231	69	300
School District 2 (Enter Name)			-
School District 3 (Enter Name)			-
School District 4 (Enter Name)			-
School District 5 (Enter Name)			-
<b>TOTAL ENROLLMENT</b>	<b>231</b>	<b>69</b>	<b>300</b>
<b>REVENUE PER PUPIL</b>	<b>11,943</b>	<b>40,242</b>	<b>-</b>
<b>EXPENSES PER PUPIL</b>	<b>14,669</b>	<b>25,781</b>	<b>-</b>







[illegible]

<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   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.

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

7/19/18  
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

**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


July 22, 2018  
 Signature Date

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

**Business Telephone:** \_\_\_\_\_  
**Business Address:** \_\_\_\_\_  
**E-mail Address:** michael.tsz.chung.chan@gmail.com  
**Home Telephone:** 415-297-0122  
**Home Address:** 311 West 29<sup>th</sup> St. #1B, New York, NY, 10001

<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   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.

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

7/24/18

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

<p align="center"><b>Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</b></p>
---

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

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: 245 PARK AVE, 5<sup>th</sup> FLOOR, NY, 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:**

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).

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.

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

7/19/2018  
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

<p align="center"><b>Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</b></p>
---

Trustee Name:

Jennifer John

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

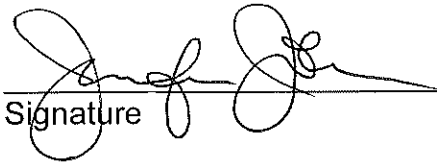
If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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

11/31/18  
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: 212-337-6097

Business Address: 304 Hudson Street, Suite 201, NYC 10013

E-mail Address: jwindusjohn@gmail.com

Home Telephone: 646-244-5213

Home Address: 3 West 108th Street #6, NYC 10025

<p align="center"><b>Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</b></p>
---

**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 \_\_\_ **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.

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

Megan Ryan Jordan 7/19/18  
Signature Date

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

**Business Telephone:** 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

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

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   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.

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 

7/19/2018  
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:** 212-998-5900

**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

457 15<sup>th</sup> Street Brooklyn, NY 11215

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

**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   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

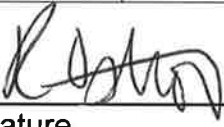
If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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.

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

7/18/18  
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: 416-925-5894

1-212-733-0347 <sup>RO</sup>

Business Address: The WE Organization, 233 Carlton Street, Toronto, ON, M5A 2L2 <sup>RO</sup>

E-mail Address: Beckyostrov98@gmail.com

Home Telephone: 646-671-0671

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

Pfizer, Inc.  
235 East 42nd St.  
New York, NY 10017

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

**Trustee Name:**

Elizabeth Phillips

**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

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:** elizabeth.a.phillips@gmail.com

**Home Telephone:** (203) 246-6444

**Home Address:** 49 W 72<sup>nd</sup> St, Apt 17B, New York, NY 10023

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

**Trustee Name:**

Caitlin Robisch

**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.

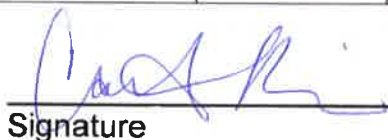
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the 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.

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

07/20/2018  
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:** 757-803-5644

**Business Address:** 25 Broadway, 12<sup>th</sup> Floor, New York, NY 10006

**E-mail Address:** caitlin.robisch@gmail.com

**Home Telephone:** 757-803-5644

**Home Address:** 147 Bond Street #1, Brooklyn, NY 11217

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

**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   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>
<b>None</b>	<b>None</b>	<b>None</b>	<b>None</b>

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

7/21/18

*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, New York, 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:**

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.

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: 212-640-7730

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





# Entry 8 BOT Table

Created: 07/24/2018 • Last updated: 07/26/2018

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

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2017-18
1	Takako Kono <a href="mailto:kono.takako@gmail.com">kono.takako@gmail.com</a>	Chair	Nominating, Chair; Executive	Yes	2	08/01/2016	07/31/2019	10
2	Ankur Dalal <a href="mailto:ankurdalal@gmail.com">ankurdalal@gmail.com</a>	Treasurer	Finance, Chair; Executive  Finance; Executive	Yes	3	08/01/2016	07/31/2019	8
3	Megan Ryan Jordan <a href="mailto:meganryanjordan@gmail.com">meganryanjordan@gmail.com</a>	Secretary	Nominating; Executive	Yes	1	07/19/2018	07/31/2021	9
4	Gabrielle Apollon <a href="mailto:mar755@nyu.edu">mar755@nyu.edu</a>	Vice Chair	Nominating; Executive	Yes	1	07/19/2018	07/31/2021	7
5	Maureen Higgins <a href="mailto:maureen.higgins@gmail.com">maureen.higgins@gmail.com</a>	Trustee/Member	Accountability, Chair; Nominating	Yes	2	08/01/2016	07/31/2019	6
6	Jennifer John <a href="mailto:jwindusjohn@gmail.com">jwindusjohn@gmail.com</a>	Trustee/Member	Nominating;	Yes	1	01/18/2018	07/31/2020	5 or less

	<a href="#">l.com</a>		Finance					
7	Rebecca Ostrov <a href="mailto:Beckyostrov98@gmail.com">Beckyostrov98@gmail.com</a>	Trustee/Member	Finance; Accountability	Yes	2	07/19/2018	07/31/2021	5 or less
8	Elizabeth Phillips <a href="mailto:elizabeth.a.phillips@gmail.com">elizabeth.a.phillips@gmail.com</a>	Trustee/Member	Finance; Accountability	Yes	1	01/18/2018	07/31/2020	5 or less
9	Caitlin Robisch <a href="mailto:caitlin.robisch@gmail.com">caitlin.robisch@gmail.com</a>	Trustee/Member	Accountability; Nominating	Yes	1	02/15/2018	07/31/2020	5 or less

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

**1b. Current Board Member Information**

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2017-18
10	Arun Yang <a href="mailto:arun.yang@gmail.com">arun.yang@gmail.com</a>	Trustee/Member	Accountability; Finance	Yes	2	08/01/2016	07/31/2019	6
11								
12								
13								
14								
15								

<b>1c. Are there more that 15 members of the Board of Trustees?</b>	No
<b>2. Total number of members on June 30, 2018</b>	10
<b>3. Total number of members joining the Board during the 2017-18 school year</b>	3
<b>4. Total number of members departing the Board during the 2017-18 school year</b>	3
<b>5. Number of voting members in 2017-18, as set by the by-laws, resolution or minutes</b>	11
<b>6. Number of Board meetings conducted during the 2017-18 School Year</b>	12
<b>7. Number of Board meetings scheduled for the coming 2018-19 school year</b>	12

**Thank you.**





# Entry 9 - Board Meeting Minutes

Created: 07/24/2018 • Last updated: 07/25/2018

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

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

### **ST. HOPE LEADERSHIP ACAD CS (NYC CHANCELLOR)**

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

Yes

the charter school's website.

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

[https://www.sthopeleadershipacademy.org/apps/pages/index.jsp?dir=2017%20-%202018&leftDir=0&type=d&uREC\\_ID=194467](https://www.sthopeleadershipacademy.org/apps/pages/index.jsp?dir=2017%20-%202018&leftDir=0&type=d&uREC_ID=194467)



# Entry 10 Enrollment and Retention of Special Populations

Last updated: 07/24/2018

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

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

## **ST. HOPE LEADERSHIP ACAD CS (NYC CHANCELLOR)**Section Heading

## Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2017-18	Describe Recruitment Plans in 2018-19)
Economically Disadvantaged	<p>Our percentage of students eligible for free and reduced priced lunch was 96% in the 2017-2018 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 10.5 percentage points, we plan to utilize the same enrollment strategies in the 2018-19 school year.</p>
English Language Learners	<p>In 2017-18, 10% of the students enrolled at St. HOPE 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	<p>Approximately 23% of our students in the 2017-2018 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:</p> <ul style="list-style-type: none"> <li>• Targeted outreach to feeder schools that serve high populations of special needs students</li> <li>• Consultations with non-profit and charter support organizations to pin-point recruitment targets in the South Bronx and Harlem</li> <li>• Orientation to educate families on our full program offerings for students with special needs</li> </ul>	<p>As St. HOPE exceeded the enrollment target for Students with Disabilities by 1.7 percentage points, we plan to utilize the same enrollment strategies in the 2018-19 school year.</p>

## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2017-18	Describe Retention Plans in 2018-19)
Economically Disadvantaged	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 afterschool clubs and activities. Uniforms are also provided free of charge for students and families who cannot afford the expense.	As retention of this subgroup of students was strong in 2017-18, St. HOPE will use the same strategies in 2018-19.
English Language Learners	To retain English Language Learners, St. HOPE offers the following program services: <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>	Given the high retention of English Language Learners, the school is planning to implement the same strategies as in 2017-18. 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.
Students with Disabilities	To retain Students with Disabilities, St. HOPE provided the following services and supports: <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>	Given the high retention of Students with Disabilities, the school is planning to implement the same strategies as in 2017-18. 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.



# Entry 11 Classroom Teacher and Administrator Attrition

Created: 07/24/2018 • Last updated: 07/25/2018

Report changes in teacher and administrator staffing.

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

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

### 1. Classroom Teacher Attrition Table

	FTE Classroom Teachers on 6/30/17	FTE Classroom Teachers Departed 7/1/17 - 6/30/18	FTE Classroom Teachers Filling Vacant Positions 7/1/17 - 6/30/18	FTE Classroom Teachers Added in New Positions 7/1/17 - 6/30/18	FTE of Classroom Teachers on 6/30/18
	36	3	2	1	35

### 2. Administrator Position Attrition Table

	FTE Administrative Positions on 6/30/17	FTE Administrators Departed 7/1/17 - 6/30/18	FTE Administrators Filling Vacant Positions 7/1/17 - 6/30/18	FTE Administrators Added in New Positions 7/1/17 - 6/30/18	FTE Administrative Positions on 6/30/18
	8	1	1	0	8

3. Tell your school's story

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

(No response)

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

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

Yes

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

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

Thank you



# Entry 12 Uncertified Teachers

Created: 07/24/2018 • Last updated: 07/25/2018

**FTE Count of All Teachers 35**  
**(Certified and Uncertified) as of**  
**6/30/18**

**FTE Count of All Certified 23**  
**Teachers as of 6/30/18**

## Instructions for Reporting Percent of Uncertified Teachers

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

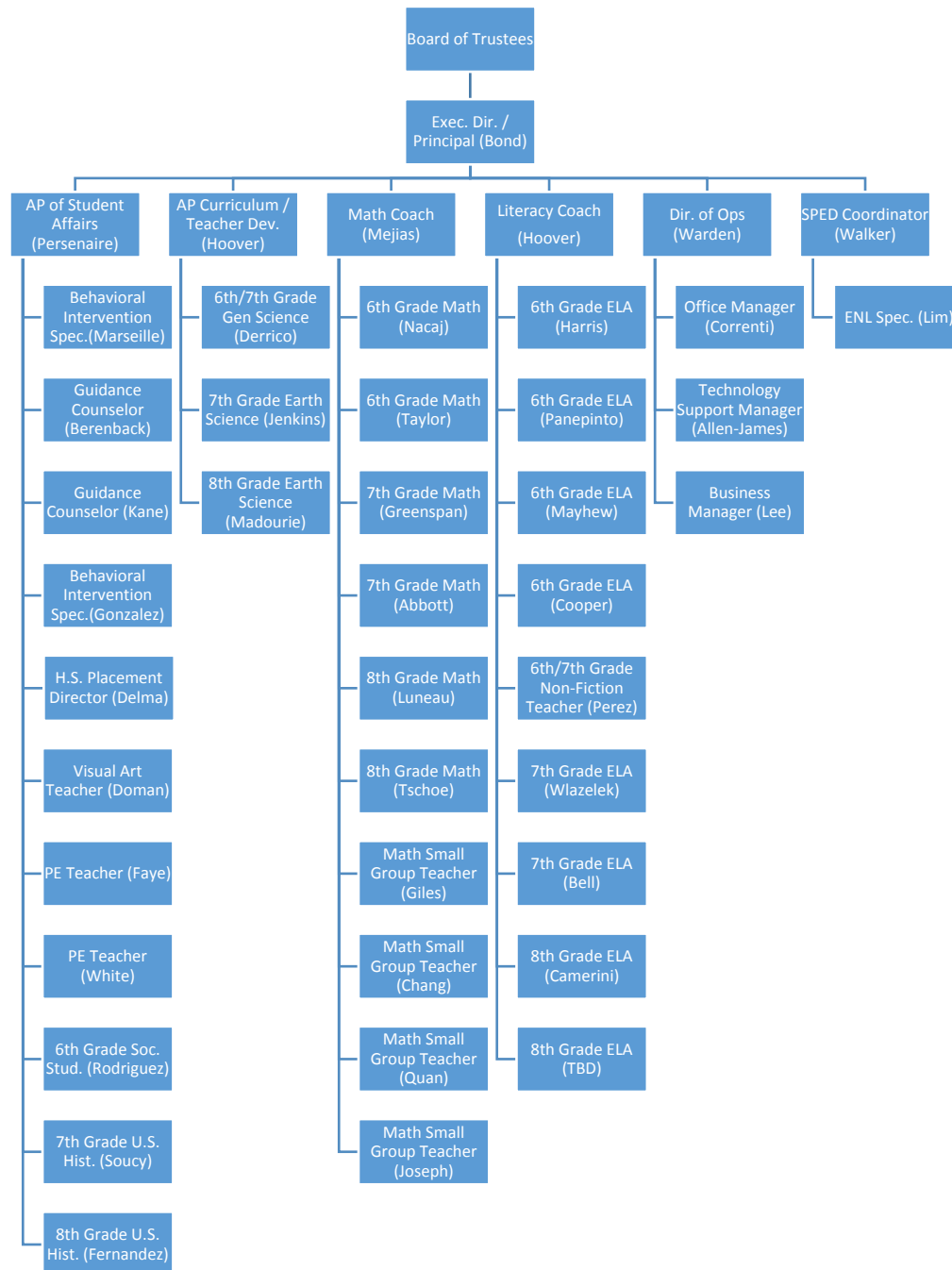
**FTE count of uncertified teachers on 6/30/18, and each uncertified teacher should be counted only once.**

	FTE Count
1. Total FTE count of uncertified teachers (6-30-18)	12
2. FTE count of uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience (6-30-18)	9
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-18)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6-30-18)	1
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6-30-18)	0
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6-30-18)	2

**Thank you.**









Academic Calendar 2018-2019

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

Quarter 1 Days 41

First Day: August 23, 2018  
Last Day: October 26, 2018

Quarter 2 Days 49

First Day: October 29, 2018  
Last Day: January 18, 2019

Quarter 3 Days 44

First Day: January 22, 2019  
Last Day: March 29, 2019

Quarter 4 Days 51

First Day: April 1, 2019  
Last Day: June 20, 2019

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
	Magenta shaded boxes indicate no school for students, but inservice for teachers and staff.

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
30	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

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
31	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

August 13	All New Teachers Report
August 15	All Teachers Report
August 22	New Students Report
August 27	All Students Report
August 22-24	12:30 PM Dismissal
August 27-28	1:15 Dismissal
August 30	Family Fair - 4:30-6:30

October 8-12	Fall Break
October 15	No School: Staff Development
October 26	Quarter 1 Ends
October 31	1:15 Dismissal

Dec 24-January 2	Term Break
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February 6 and 7	12:30 Student Dismissal
February 6 and 7	Parent - Teacher Conferences 2:00-7:00 PM
February 18-22	Winter Break: No School
February 25	No School: Staff Development

April 2 and 3	NYS ELA Exams: 1:15 Dismissal
April 5	Quarter 3 Ends
April 19-26	No School: Spring Break

June 4	No School: Eid Al-Fitr
June 14	Quarter 4 Ends
June 18	US History Regents 9:15
June 17-18	1:15 Student Dismissal
June 20	Earth Science Regents 1:15
June 21	Graduation 4:00
June 19	Last Day of School: 12:30 dismissal

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

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
30	31	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

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
30	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 3	No School: Labor Day
November 6	Parent-Teacher Conferences 10-5 PM
November 6	No School: Election Day
November 7	Parent-Teacher Conferences 3-7 PM
November 7	1:15 Student Dismissal
November 12	No School: Veteran's Day
November 21-23	No School: Thanksgiving Holiday
January 1	No School: Holiday
January 2	No School: Staff Development
January 18	Quarter 2 Ends
January 21	No School: Holiday
May 1 and 2	NYS Math Exams: 1:15 Dismissal
May 6 - 17	NYSELAT Exams
May 27	No School: Memorial Day
July 1-5	Office Closed