

Application: Harbor Science & Arts Charter School

Pierre Hunt - phunt@harborcharter.org
2022-2023 Annual Report

Summary

ID: 0000000236
Last submitted: Oct 26 2023 07:12 AM (EDT)
Labels: SUNY Trustees

Entry 1 School Info and Cover Page

Completed - Jul 31 2023

Instructions

Required of ALL Charter Schools

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

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2022-2023 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer (**as of June 30, 2023**) or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

HARBOR SCIENCE AND ARTS CHARTER SCHOOL 800000047167

a1. Popular School Name

Harbor Science & Arts Charter School

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

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

SUNY BOARD OF TRUSTEES

c. School Unionized

Is your charter school unionized?

No

d. DISTRICT / CSD OF LOCATION

CSD # 4 - MANHATTAN

e. Date of Approved Initial Charter

Sep 6 2000

f. Date School First Opened for Instruction

Sep 7 2022

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

It is the mission of the Harbor Science and Arts Charter School to provide students with a high quality education through a rigorous academic program that infuses character building, physical wellness and the arts. Students will graduate with the skills and knowledge necessary to succeed in higher learning institutions and have the capability to make a positive contribution to society.

h. School Website Address

www.hsacs.org

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

225

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

175

k. Grades Served

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

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

Responses Selected:

k
1

2
3
4
5
6
7
8

I. Charter Management Organization

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

No

FACILITIES INFORMATION

m. FACILITIES

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

	No, just one site.
--	--------------------

School Site 1 (Primary)

m1. SCHOOL SITES

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

	Phone Number		District/CSD	Grades to be Served at Site for previous year (K-5, 6-9, etc.)	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	132 East 111th Street, New York, NY 10029	917-261-2700	NYC CSD 4	K-8	K-8	No

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Pierre Hunt	Principal	917-261-2700	██████████	
Operational Leader	George Sheppard	Operations Administrator	917-261-2700	██████████	
Compliance Contact	Nichole Gagnon	Assistant Principal	917-261-2700	██████████	
Complaint Contact	Phil Salmon	Board of Trustees Chair	917-261-2700	██████████	
DASA Coordinator	William Wells	Social Worker	917-261-2700	██████████	
Phone Contact for After Hours Emergencies	Mark Johnson	HR Director	917-261-2700	██████████	

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

Private Space

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

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

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2023.

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

Site 1 Certificate of Occupancy (COO)

[Harbor Certificate of Occupancy.pdf](#)

Filename: Harbor Certificate of Occupancy.pdf **Size:** 87.0 kB

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

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

Separate by semi-colon (;)

None

CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

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

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

No

ATTESTATIONS

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

Name	Pierre Hunt
Position	Principal
Phone/Extension	917-261-2700
Email	phunt@harborcharter.org

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

Responses Selected:

Yes

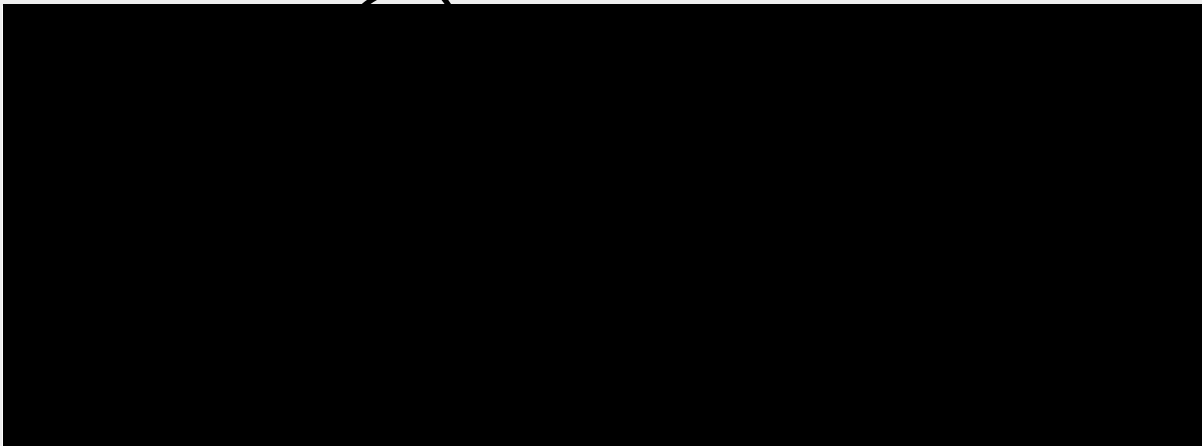
As outlined in ENTRY 10:

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

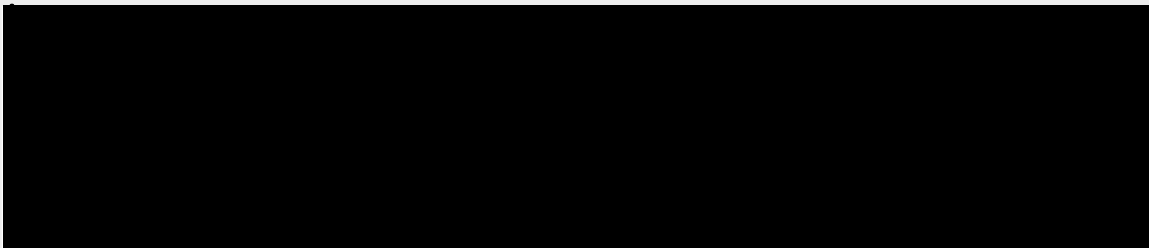
Responses Selected:

Yes

Signature, Head of Charter School

A large black rectangular redaction box covers the signature of the Head of Charter School. A small, handwritten checkmark is visible below the redacted area.

Signature, President of the Board of Trustees

A large black rectangular redaction box covers the signature of the President of the Board of Trustees. A small, handwritten checkmark is visible to the right of the redacted area.

Date

Jul 26 2023



Thank you.

Entry 2 Links to Critical Documents on School Website

Completed - Jul 31 2023

Instructions

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

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

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

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

Form for Entry 2 Links to Critical Documents on School Website

School Name: Harbor Science & Arts Charter School

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

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

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

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	https://www.hsacs.org/apps/pages/index.jsp?uREC_ID=206974&type=d&termREC_ID=&pREC_ID=561745
2. Board meeting notices, agendas and documents	https://www.hsacs.org/apps/pages/index.jsp?uREC_ID=206974&type=d
3. New York State School Report Card	https://www.hsacs.org/apps/pages/index.jsp?uREC_ID=206984&type=d&termREC_ID=&pREC_ID=407701
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	https://harborcharter.entest.org/pdf/HSACS%20School%20Safety%20Plan%20SY2022-2023.pdf
6. Authorizer-approved FOIL Policy	https://www.hsacs.org/apps/pages/index.jsp?uREC_ID=206984&type=d&termREC_ID=&pREC_ID=1072709
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://www.hsacs.org/ourpages/auto/2023/7/27/47828978/FOIL%20Subject%20Matter%20List%20HSACS%202022%202023.pdf?md=1690556953100

Thank you.



Entry 3 Progress Toward Goals

Incomplete - Hidden from applicant

Instructions

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

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

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

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

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 1, 2023.

1. ACADEMIC STUDENT PERFORMANCE GOALS

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

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

2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1				
Academic Goal 2				
Academic Goal 3				
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

(No response)

2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Meet	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 21				
Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				
Academic Goal 31				
Academic Goal 32				
Academic Goal 33				
Academic Goal 34				
Academic Goal 35				
Academic Goal 36				
Academic Goal 37				
Academic Goal 38				
Academic Goal 39				
Academic Goal 40				
Academic Goal 41				

Academic Goal 42				
Academic Goal 43				
Academic Goal 44				
Academic Goal 45				
Academic Goal 46				
Academic Goal 47				
Academic Goal 48				
Academic Goal 49				
Academic Goal 50				
Academic Goal 51				
Academic Goal 52				
Academic Goal 53				
Academic Goal 54				
Academic Goal 55				
Academic Goal 56				
Academic Goal 57				
Academic Goal 58				
Academic Goal 59				
Academic Goal 60				
Academic Goal 61				
Academic Goal 62				
Academic Goal 63				
Academic Goal 64				
Academic Goal 65				
Academic Goal 66				
Academic Goal 67				
Academic Goal 59				

Academic Goal 60				
Academic Goal 61				
Academic Goal 62				

4. ORGANIZATION GOALS

For the 2022-2023 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2022-2023 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1				
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

(No response)

6. FINANCIAL GOALS

2022-2023 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

(No response)

2021-2022 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 6				
Financial Goal 7				
Financial Goal 8				
Financial Goal 9				
Financial Goal 10				

Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete

Instructions

SUNY-Authorized Charter Schools ONLY- Complete Template and Upload to Epicenter

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

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

Entry 4 - Audited Financial Statements

Incomplete

Required of ALL Charter Schools

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

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

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

Entry 4a – Audited Financial Report Template (SUNY)

Incomplete

Instructions - SUNY-Authorized Charter Schools ONLY

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

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

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

Incomplete - Hidden from applicant

Instructions - Regents-Authorized Charter Schools ONLY

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

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

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

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

Entry 4c – Additional Financial Documents

Incomplete - Hidden from applicant

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

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

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

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

Entry 4d - Financial Contact Information

Completed - Jul 31 2023 - Hidden from applicant

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

Form for "Financial Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Julien Sperber	jsperber@harborcharter.org	347-882-7676

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Michelle Cain	mcain@mmb-co.com	585-423-1860	7

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	Karen Daniels		kdaniels@csbm.com	888-710-2726	9

Entry 5 – Fiscal Year 2023-2024 Budget

Incomplete

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

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

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

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

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Aug 1 2023

Required of ALL Charter Schools

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2022-2023 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) is due on August 1, 2023. Acceptable signature formats include:

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

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

Charter schools **must** submit the latest version of the form. Forms completed from past years will not be accepted.

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

[Joanne Hunt HSACS Trustee Disclosure Form 2022-23](#)

Filename: Joanne_Hunt_HSACS_Trustee_Disclosure_N7MyqcE.pdf Size: 188.1 kB

[Phil Salmon HSACS Trustee Disclosure Form 2022 2023](#)

Filename: Phil_Salmon_HSACS_Trustee_Disclosu_g64kdHB.pdf **Size:** 178.0 kB

[Susan Etes Disclosure of Financial Interest 2022 23](#)

Filename: Susan_Etes_Disclosure_of_Financia_R9ua2rf.pdf **Size:** 464.6 kB

[Robert North HSACS Trustee Disclosure Form](#)

Filename: Robert_North_HSACS_Trustee_Disclosure_Form.pdf **Size:** 791.7 kB

[Alvin Patrick HSACS Trustee Disclosure Form 2022 2023](#)

Filename: Alvin_Patrick_HSACS_Trustee_Disclo_FAXi1Q9.pdf **Size:** 2.3 MB

[Arielle Patrick Financial Disclosure Form 7](#)

Filename: Arielle_Patrick_Financial_Disclosu_P4CndkS.pdf **Size:** 852.8 kB

[Lisa Desamours HSACS Trustee Disclosure Form 2022 2023](#)

Filename: Lisa_Desamours_HSACS_Trustee_Disclo_SVUQmMD.pdf **Size:** 388.0 kB

[Richard Asche HSACS Trustee Disclosure Form 2022 2023](#)

Filename: Richard_Asche_HSACS_Trustee_Disclo_PHqmFY7.pdf **Size:** 407.2 kB

Entry 7 BOT Membership Table

Completed - Jul 31 2023

Instructions

Required of ALL charter schools

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

Entry 7 BOT Table

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

Authorizer:

Who is the authorizer of your charter school?

SUNY

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

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	Phil Salmon	[REDACTED]	Chair	Finance	Yes	16	07/26/2022	06/27/2023	12
2	Alvin Patrick	[REDACTED]	Vice Chair	Development Chair	Yes	18	07/26/2022	06/27/2023	9
3	Lisa Stenson Desamours	[REDACTED]	Treasurer	Finance Chair	Yes	22	07/26/2022	06/27/2023	9
4	Susan Etess	[REDACTED]	Trustee/Member	Education Chair	Yes	15	07/26/2022	06/27/2023	9
5	Joanne Hunt	[REDACTED]	Trustee/Member	Education	Yes	6	07/26/2022	06/27/2023	11
6	Arielle Patrick	[REDACTED]	Trustee/Member	Development	Yes	3	07/26/2022	06/27/2023	6
7	Olivia Nelson	[REDACTED]	Trustee/Member	Education	Yes	1	07/26/2022	06/27/2023	10
8	Robert North	[REDACTED]	Treasurer	Personnel	Yes	22	07/26/2022	06/27/2023	10
9	Richard Asche	[REDACTED]	Trustee/Member	Finance	Yes	22	07/26/2022	06/27/2023	11

[illegible]

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2023	9
b.Total Number of Members Added During 2022-2023	1
c. Total Number of Members who Departed during 2022-2023	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	9

3. Number of Board meetings held during 2022-2023

12

4. Number of Board meetings scheduled for 2023-2024

12

Total number of Voting Members on June 30, 2023:

9

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

1

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

1

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

9

Thank you.

Entry 8 Board Meeting Minutes

Completed - Jul 31 2023 - Hidden from applicant

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

Schools must upload a complete set of monthly board meeting minutes (July 2022-June 2023), which should match the number of meetings held during the 2022-2023 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2023**.

BdMinutesMay2023

Filename: BdMinutesMay2023.pdf Size: 47.7 kB

BdMinutesApril2023

Filename: BdMinutesApril2023.pdf Size: 42.3 kB

BdMinutesMarch2023

Filename: BdMinutesMarch2023.pdf Size: 46.4 kB

BdMeetingMinutesFebruary2023

Filename: BdMeetingMinutesFebruary2023.pdf Size: 272.6 kB

BdMeetingMinutesAugust2022

Filename: BdMeetingMinutesAugust2022.pdf Size: 119.5 kB

BdMeetingMinutesDecember2022

Filename: BdMeetingMinutesDecember2022.pdf Size: 273.9 kB

[BdMeetingMinutesNovember2022](#)

Filename: BdMeetingMinutesNovember2022.pdf Size: 272.1 kB

[BdMeetingMinutesJuly2022](#)

Filename: BdMeetingMinutesJuly2022.pdf Size: 229.4 kB

[BdMeetingMinutesJanuary2023](#)

Filename: BdMeetingMinutesJanuary2023.pdf Size: 222.1 kB

[BdMeetingMinutesOctober2022](#)

Filename: BdMeetingMinutesOctober2022.pdf Size: 229.0 kB

[BdMeetingMinutesSeptember2022](#)

Filename: BdMeetingMinutesSeptember2022.pdf Size: 267.2 kB

[BdMeetingMinutesJune2023](#)

Filename: BdMeetingMinutesJune2023.pdf Size: 239.1 kB

Entry 9 Enrollment & Retention

Completed - Jul 31 2023

Instructions for submitting Enrollment and Retention Efforts

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2022-2023 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2023-2024.

*SUNY-authorized charter schools

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

Entry 9 Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	<p>We have pledged positive classroom culture in all grades, encouraging participation and success. Teachers form relationships and promote inclusivity so that students are motivated and supported.</p> <p>We also meet students' hierarchy of needs, especially outside of the classroom. We promote meeting needs from the lowest to the highest, as when the lower needs are met, medium and higher needs seem easier to meet. Lastly, we promote an SEL-rich learning environment. This will help students cope with emotional stress, solve problems, avoid peer pressure, and develop social and emotional skills to set them up for success in and out of the classroom.</p>	<p>We continue to use aspects of positive classroom culture, hierarchy of needs, and SEL-inclusion in the classrooms. This has been the primary driver with our two advertising recruitment agencies, Schola and Enrollhand(Schoolmint).</p>
English Language Learners	<p>Aside from regular recruitment efforts, contact has been made with friends, family, colleagues present and past, anyone and everyone to communicate that we are searching for students. Every correspondence is in multiple languages (flyers, applications, email blasts).</p>	<p>We have been enrolling an influx of migrant students that have entered the US from South America. Aside from providing new enrollees with clothes and uniforms for the upcoming school year, we have grown enrollment by word of mouth based on these initial relationships.</p>
Students with Disabilities	<p>Promotional companies contracted by us have used information about our accommodations, we have established procedures to effectively respond to those requiring accommodations. At open houses and promotional tables, materials are prepared in various formats (electronic, large print), and a major</p>	<p>We have been using the same advertising strategies, with the continued used of Schoolmint, adding Enrollhand and Schola. All of our recruitment documents mention the fact that we are a higher-percentage SWD school.</p>

focus is our advertisement of being a school with all-grades ICT.
--

Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	students coming from lower income families have been given high expectations, and that has been one driver regarding keeping them in our school. Constantly giving them opportunities to set goals, with coaching, holding them accountable and providing mentor-like role models is what they should expect when they stay, are promoted, and move up.	Setting high expectations to empower students with intrinsic motivation, planning on exposing them to places outside of the classroom, bringing in professionals (artists) and connecting their learning to their own unique real life experiences will keep them motivated to want to remain in the school.
English Language Learners	Our main focus was to be culturally responsive and cultivate relationships based on that. Also assuring them that they are not learning in isolation, we promote applying and developing language skills to rich academic content in all subjects.	We continue to make students feel known, appreciated, and comfortable taking risks, whether emotionally or intellectual. Students understand at this point that their teachers play a critical role in language development. Differentiation is a prime driver, as students are used to engaging with material in multiple ways, writing, speaking, drawing and listening. Students knowing that bilingualism is the goal, not replacement, makes them comfortable in our learning environment.
Students with Disabilities	We foster a learning environment where students with disabilities know they are not segregated, which lends to our ICT model in all grades. All students know they are doing the same work as the general ed population, just presented in a different way. The expectations are the same, regardless of ability level or future plans.	Knowing that school experiences of students with disabilities can be positively or negatively influenced by the attitudes of other students and professionals/staff, teachers continue to acknowledge that all students learn differently.

Entry 10 – Teacher and Administrator Attrition

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

A. TEACH System – Employee Clearance

Required of ALL Charter Schools

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

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

1. Emergency Conditional Clearances

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

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

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

^[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employee-fingerprint-oct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Emergency Conditional Clearances

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

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

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

Attestation

Responses Selected:

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

Entry 11 Percent of Uncertified Teachers

Completed - Jul 31 2023 - Hidden from applicant

Instructions

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

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

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

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

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
Total Category A: 5 or 30% whichever is less	3.0

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

	FTE Count
i. Mathematics	1
ii. Science	0
iii. Computer Science	0
iv. Technology	0
v. Career and Technical Education	0
Total Category B: not to exceed 5	1.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	2
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
Total Category C: not to exceed 5	2.0

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

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

	FTE Count
Total	6

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

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

	FTE Count
Total Category D	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	21

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	27

Thank you.



Entry 12 Organization Chart

Completed - Jul 31, 2023 - Hidden from applicant

[Instructions](#)

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

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

[Org Chart 2022-2023](#)

Filename: Org_Chart_2022-2023.pdf Size: 45.5 kB

Entry 13 School Calendar

Completed - Jul 31 2023

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

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

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

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format and ensure there is a monthly tally of instructional days.

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

[HSACS School Calendar 2023-2024 Tentative](#)

Filename: HSACS_School_Calendar_2023-2024_Tentative.pdf Size: 148.8 kB

Entry 14 Staff Roster

Incomplete - Hidden from applicant

[INSTRUCTIONS](#)

Required of Regents and NYCDOE-authorized Charter Schools ONLY

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

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

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

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

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

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

Optional Additional Documents to Upload (BOR)

Incomplete

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

Trustee Name:

Joanne Hunt

Name of Charter School Education Corporation:

Harbor Science and Arts Charter School

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

None

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

☒ **Yes** ☐ **No**

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

The Principal is my brother. The Principal is responsible for all of the daily functions of the school academically, organizationally and financially.

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

☐ **Yes** ☒ **No**

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

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

☐ Yes ☒ No

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

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

☒ Yes ☐ No

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

I am the former Principal of Harbor Science and Arts Charter School. My start date was July 1, 2003 and my salary upon departure in June 2016 was approximately \$150K.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

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

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

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

Signature

July 20, 2023

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

H. Philip Salmon

Name of Charter School Education Corporation:

Harbor Science & Arts Charter School

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

Chair

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

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

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

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Name of Charter School Education Corporation:

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

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

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

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

-

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Robert North

Name of Charter School Education Corporation:

Harbor Science and Arts Charter School

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

None

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

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

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

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

[REDACTED]

Business Address:

RETIRED

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

20 July 2023

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Alvin Patrick

Name of Charter School Education Corporation:

Harbor Science & Arts Charter School

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

Vice Chair

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

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

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

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

7/25/23

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Name of Charter School Education Corporation:

The Harbor Sciences & Arts Charter School

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

Chair, Development /Fundraising Committee

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

☐ Yes ☒ No

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

Daughter of Alvin Patrick, Vice Chair of the Board (not an employee).

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

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

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

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

-

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

July 28, 2023

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Lisa Stenson Desamours

Name of Charter School Education Corporation:

Harbor Science and Arts Charter School

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

Board Treasurer

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

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

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



None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

Signature

6/27/2023

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Richard Asche

Name of Charter School Education Corporation:

Harbor Charter School for Science and Arts

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

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

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

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

7/30/2023

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022



**Harbor Science and Arts Charter School
Board of Directors Meeting
May 16, 20223**

Attendance:

<ul style="list-style-type: none">• Phil Salmon, Chairman• Joanne Hunt• Susan Etess• Richard Ashe• Robert North• Olivia Nelson• Lisa Stenson-Desamours	<ul style="list-style-type: none">• Pierre Hunt, Interim Principal• Julien Sperber• Atiya Baily	
--	---	--

The May Board meeting was called to order at 6:05pm

School Report – Pierre

- Enrollment - focus
 - Gift card incentive, visit day care centers in the neighborhood. Hired in-house social media manager, meeting scheduled with Lew Zuckerman (SCAN)
 - Review Enrollment usefulness.
 - 80+ alumni for Legends Night.
- SUNY Accountability
 - ELA is ok, however, SUNY indicated deficiency in Math performance. The letter indicated that future renewal will be in jeopardy if the trend continues.
 - Discussion focused on Math. Need to work on foundational math skills. Have teachers re-double their efforts in the classroom. Focuses on skill-based foundations. RTI moved from K-4 to K-8.
 - Inconsistencies between grades (in test scores). How do we allocate resources to deficiencies? Classroom teachers will need to “specialty designed modifications to instructions”. Push-in, pull out to close gap.
 - Levina (summer school program) will help teachers utilize data and connections to skills.
 - Focused on “instruction”, need training PD on how to use data to drive instruction.
 - Richard Ashe departed meeting.

Finance Committee Report -Lisa

- Review and discussion on April Financials
- Revenue projection: \$4.653mm vs. \$5.179mm Budgeted. Lower revenue due to enrollment of 177 vs. 202 (budgeted)
- SWD 60%+ category is 6 FTE less than budget (\$100K)
- 72 days of cash on hand.
- Projected y/e deficit = \$360K, \$40 improvement from March
- Discussed deficit and discussion on budgeting and re-alignment at the start of the school year. Focus on enrollment.
- ***Motion: Lisa proposed a resolution to provide formal notice to the Small Business Administration to make Pierre Hunt and Julien Sperber authorized contact on the EDIL loan. Susan second. Unanimous approval.***
- Update on the budget process. Three scenarios based on enrollment: 186, 202, 220
- Julien to look at options for lease of copier.
- Pierre to discuss staffing plan with Bob, Personnel & Salary Head. Finance Committee to meet in two week to review revised budget.
- Appeal for year-end donations from Board members.



**Harbor Science and Arts Charter School
Board of Directors Meeting
April 25, 2023**

Attendance:

<ul style="list-style-type: none">• Phil Salmon, Chairman• Alvin Patrick, Vice Chairman• Joanne Hunt• Susan Etes• Robert North• Lisa Stenson-Desamours	<ul style="list-style-type: none">• Pierre Hunt, Interim Principal• Julien Sperber• Atiya Baily
---	---

The April Board meeting was called to order at 6:08pm

Finance Committee Report -Lisa

- Quick overview of Budget process. Draft to be discussed at May Board meeting.
- Pierre submitted initial documents to Alliant Group (re: Employee Retention Credit ("ERC")).
- EDIL monthly payments of \$647.00 have commenced.
- Lisa and Pierre met with our Auditors (M. Cain) to begin planning for '23 audit. Discussed status of 990
- Lisa reviewed and discussed the March 2023
 - Revenue projection: \$4.653mm vs. \$5.179mm Budgeted. Lower revenue due to enrollment of 177 vs. 202 (budgeted)
 - SWD 60%+ category is 5 FTE less than budget (\$100K)
 - 53 days of cash on hand.
 - Expense projections: \$116K less than budgeted. Mainly due to not filling certain positions and a focus on expenses. Higher professional services due to higher utilization of substitutes and the use of CSBM. Higher utility cost
 - Projected y/e deficit = \$390K, \$40K increase from February
 - Discussed deficit and discussion on budgeting and re-alignment at the start of the school year. Focus on enrollment.

School Report – Pierre

- Enrollment
 - Open House Tours
 - Recruitment around Summer Boost program
 - Parent Association involvement, talent show, silent auction
 - Schola visit (marketing company based on parents matching with school)
 - 81 applications for lottery
 - Post flyers in hospitals (Mont Sinai) target workers who are looking for a smaller family school.
 - Discussed engagement of admitted students over the summer.
- Education
 - State ELA test. 3rd round of scholastic benchmarking (reading assessment)
 - Reviewed Summer Boost program.
 - Reviewed year-end activities and high school articulation (1 student @ Stuyvesant)
- **Meeting Adjourned 7pm**



**Harbor Science and Arts Charter School
Board of Directors Meeting
March 14, 2023**

Attendance:

<ul style="list-style-type: none">• Phil Salmon, Chairman• Alvin Patrick, Vice Chairman• Joanne Hunt• Susan Etes• Richard Asche• Robert North• Olivia Nelson• Lisa Stenson-Desamours	<ul style="list-style-type: none">• Pierre Hunt, Interim Principal• Nichole Gagnon• Dr. George Sheppard• Julien Sperber• Atiya Baily• Tia Murphy - CSBM
---	--

The March Board meeting was called to order at 6:08pm

Finance Committee Report -Lisa

- Lisa reviewed and discussed the February 2023
 - Revenue projection: \$4.615mm vs. \$5.179mm Budgeted. Lower revenue due to enrollment of 178 vs. 202 (budgeted)
 - SWD 60%+ category is 5 FTE less than budget.
 - Expense projections: \$192K less than budgeted. Mainly due to not filling certain positions and a focus on expenses. Higher professional services due to higher utilization of substitutes and the use of CSBM
 - Projected y/e deficit = \$370
 - EDIL Loan payments due this month
 - P. Hunt to follow up on Employee Retention Credit ("ERC"). Tia to provide contact at Alliant (firm contacted for ERC)

School Report – Pierre

- Staff & Personnel
 - 5th grade teacher resigned. No remaining vacancies. Pierre moved out of temp. teaching role.
- Enrollment
 - Discuss marketing and advertising – Enrollhand (SchoolMint), Schola and reviewed the "campaign" material.
 - Discussed the Summer Boost Program (Summer School program) grant funded
 - Decision on curricula – Continue with Wit & Wisdom and Eureka Math, aligned with standards. Restructure professional development for instructional effectiveness.
 - Data tracker for grade 3-8 has generally shown growth.
 - 8th grade conflict outside of school. Youth offices to plan a series of workshops. Cops. Vs Kids basketball.
- Education Committee report – Susan Etes
 - Meeting with the School administration, tracking staffing, coaching, enrollment and testing.
 - Form a sub-committee for enrollment.
- Recruitment and Enrollment Committee
 - Susan, Phil and Oliva, Pierre, Ms. Romas, Mr. Angel, Dr. Sheppard, Richard
- Richard – Update on a slip and fall on Harbor property. Church informed Harbor and Harbor reported to insurance company.
- Proposed a change to the April Board date, due to April Holiday. Phil to poll



**Harbor Science and Arts Charter School
Board of Directors Meeting
February 14, 2023**

Attendance:

<ul style="list-style-type: none">• Phil Salmon, Chairman• Joanne Hunt• Richard Asche• Robert North• Arielle Patrick• Lisa Stenson-Desamours	<ul style="list-style-type: none">• Pierre Hunt, Interim Principal• Nichole Gagnon• Dr. George Sheppard• Julien Sperber• Atiya Baily
---	--

The February Board meeting was called to order at 6:06pm by Phil

School Report – Pierre

- Reviewed student ELA I-Ready data by grade.
 - Data organized by grade level: above, on-grade, approaching and below 2 or more grade levels.
 - Most students are on grade level or one level below, however concerned about students 3+grades below. Focus on small group instruction.
 - Most GenEd in grade 4 and above are receiving RTI
 - 3rd grade is a concern. Small class w/ 13 students. Many have “pull outs” for services and are missing classroom instruction.
 - Education committee to review data.
- School concerns
 - PTA meeting scheduled for 2/15 (in-person). Expecting greater participation for in-person compared to virtual. Having a painting event to draw more parents.
 - Increased student conflict connected to student phone usage and social media outside of school. Anonymous text being generated. Increased parent complaints.
 - J. Hunt suggested reaching out to local youth officer for issues outside of the school.
 - Lisa shared link to cyberbullying in NYS and methods of reporting

Finance Committee Report -Lisa

- Lisa welcomed new finance manager, Julien Sperber, who recently started at Harbor Charter
- Lisa discussed the financials as of January 31, 2023
 - Revenue projection: \$4.66mm which is \$5009k, less than budgeted. Due to enrollment of 180 vs. 202
 - Expense projections: \$1.34mm less than budgeted. Mainly due to not filling certain positions and a focus on expenses. Higher professional services due to higher utilization of substitutes and the use of CSBM
 - Projected y/e deficit = \$363K
 - Preparation is underway for 990, due in May.

Minutes – Phil

- Motion to approve December 2022 Board minutes: Motion made by Lisa. Richard second. Motion pass unanimously
- Motion to Approve January 2023 Board minutes: Motion made by Lisa. Joanne second. Motion pass unanimously

Meeting Adjourned



**Harbor Science and Arts Charter School
Board of Directors Meeting
6:30pm
August 24, 2022**

Attendance:

<ul style="list-style-type: none">• Phil Salmon, Chairman• Alvin Patrick, Vice Board Chairman• Joanne Hunt• Richard Asche• Luis Gamero• Lisa Stenson-Desamours• Robert North• Susa Etess• Olivia Nelson• Arielle Patrick		<ul style="list-style-type: none">• Pierre Hunt, Assistant Principal	

Emergency Board Meeting call to order 6:30pm

We were informed of the unexpected death of our new Principal, Kelly Russell. An emergency Board meeting was called to appoint Pierre Hunt interim Principal.

- Alvin moved to appoint Pierre Hunt as Interim Principal. Susan seconded and vote was unanimous
- Alvin proposed communication plan and letter to Harbor community for distribution immediately.
- Discussed potential grief counselors at the school
- Discussed potential organizational changes to support Pierre. Pierre will reflect.

To: Harbor Science and Arts School Community

Subject: New Principal Announcement

From: HSACS Board of Directors

It is with great sadness that we must inform you of the unexpected death of our new principal, Ms. Kelly Russell. Ms. Russell passed away last night after complications from a surgery several days ago. Sadly, she leaves behind a former husband and their three children. (I PLAN TO GET NAMES)

As you know, Ms. Russell assumed the leadership of Harbor Science and Arts Charter School on July 1st of this year and immediately jumped in to help the school move forward. She was the unanimous choice of our search committee and school community.

She will be sorely missed, not only by us but by the many friends, family and educational institutions in which she served during her wonderful career – including Harlem Village Academies, Success Academy Charter School, Columbia University's Teachers College and Rollins College.

We will share details of funeral arrangements as soon as we receive them from Ms. Russell's family.

Finally, we the Board of Directors of Harbor Science and Arts Charter School want you all to know what an honor it is to serve such a wonderful school community. We will announce an interim leadership plan for the school in the next few days.



**Harbor Science and Arts Charter School
Board of Directors Meeting
December 13, 2022**

Attendance:

<ul style="list-style-type: none">• Phil Salmon, Chairman• Alvin Patrick, Vice Board Chairman• Joanne Hunt• Richard Asche• Luis Gamero - Excused• Susan Etess• Oliva Nelson• Robert North• Arielle Patrick – Excused• Lisa Stenson-Desamours		<ul style="list-style-type: none">• Pierre Hunt, Interim Principal• Nichole Gagnon• Atiya Bailey• George Sheppard	

The December Board meeting was called to order at 6:05pm by Phil

Finance Committee Report – Richard

- Based on November 30th Financials. Overall projected loss has decreased from \$500K to \$407K due to less salary than budgeted.
- Enrollment is 180

School Report – Pierre

- Enrollment – Considering using EnrollHand (associated with SchoolMint). \$1,250 per month minimum 6 month. Social media advertising and follow up to inquiries. Create platform and will follow-up with family.
- Vacancies –Finance Manager, 1st Round. Next with CSBM, then Board. 6th ICT - Interviewed, 7th
- Reviewed NYS Test Scores for ELA and Math. Generally, better in ELA than Math
 - Discussion took place. Focus on support of teachers
- Reviewed 1st interim assessment data.
 - For Math, focus on word problems
- Reviewed High School application process.
- Reviewed School culture activities, athletics and holiday events including Spirt days. Celebrate Seniors – Breakfast
- Reviewed PD schedule. Peers training others
- Food service, discussion on brining inhouse vs. current vendor pre-package

Education Committee - Susan

- Held a meeting on November 21. Focus on coaching, observations and feedback. Challenge has been on number of staff absences due to COVID and RSV.
- Focus on test scores and teachers.

Board Training - Phil

- Moved to January. Need 100% participation

Executive Session

- Susan moved to move into executive session to discuss Personnel topic. Richard seconded the motion passed unanimously



**Harbor Science and Arts Charter School
Board of Directors Meeting
November 15, 2022**

Attendance:

<ul style="list-style-type: none">• Phil Salmon, Chairman• Richard Asche• Susan Etess• Oliva Nelson		<ul style="list-style-type: none">• Pierre Hunt, Interim Principal• Nichole Gagnon• Atiya Bailey• Jeanine Taylor - CSBM• Stephanie Thompson – Parent and Parent Association (“PA”)	

The November Board meeting was called to order at 6:05pm by Phil

No Quorum

School Report – Pierre

- Enrollment – 179 (budget was 203).
- Visited local shelters (Kennedy Children, Fox and others) to market the school and establish relationships to recruit students
- Reviewing Schoolmints and other potential marketing firms / strategy. Considering bus shelter ads locally.
- Uptick in COVID and RSV for students and staff. 13 cases involving staff. Had to hire substitutes. Increased cost. Strongly recommend students and staff wear mask. See increase.
- Vacancies – Finance Manager posted and currently reviewing resumes.
- Shared observation tool with the Education Committee. Working to improve turnaround time from a few days to same day. Observed 62% of teachers. Absences and coverages by admin has reduced percentage.
- 1st round of interim assessments completed and being placed into individually student’s tracker. ELA & Math
 - Pierre will share data with the Education Committee
- Reviewed PD calendar.

Finance Committee Report – Jeanine - CSBM

- Review finances as of October 31. Annual revenue projections is \$4.5 million vs. budget \$5.1 million.
 - Lower enrollment
- Cash deficit of about \$520,000
- Annual expense projection is \$5 million vs \$5.1 million. Savings in personnel. Vacant Finance Manager position. Instructional personnel savings due to timing of hiring. Some savings due to removal of stipends. Uptick in substitute services due to absences of teachers due to COVID and RSV.
- Over budget in staff recruitment due to open positions.
- Net loss of appx. \$519K projected for the year. Looking to make changes to food service program to save money. Bring in-house



**Harbor Science and Arts Charter School
Board of Directors Meeting
July 26, 2022**

Attendance:

<ul style="list-style-type: none">• Phil Salmon, Chairman• Alvin Patrick, Vice Board Chairman• Joanne Hunt• Richard Asche• Arielle Patrick• Oliva Nelson• Luis Gamero• Lisa Stenson-Desamours		<ul style="list-style-type: none">• Kelly Russell, Principal• Pierre Hunt, Assistant Principal• George Sheppard	

The July Board meeting was called to order at 6:06pm

School Report – Kelly

- Review of student recruitment, currently at 204 students. Up from the 190's in June
- Distributed flyers in local pediatrician offices. Set-up marketing tables outside in the neighborhood
- Advertised of social media (parent groups)
- Staff update – Hire, new Assistant Dean. Need ICT teacher and social worker
- Consider adding music and musical theater to program
- Student orientation week of 9/12. Orientation nights 1st & 2nd. 3rd -5th, 6th -8th.
- Building – newly painted. Investigating street closure for P/E.
- Looking into grants (Kaboom) to remodel outdoor space
- Update and discussion on submission of SUNY Annual report due 8/1

Finance Committee -Lisa

- Reviewed and discussed 6.30.22 financials.
- Through year end, the school is projecting to recognize revenues of \$5,334,316 which is now higher than budgeted, mainly due to forgiveness of the school's PPP Loan (principal and interest) offset by an overall decrease in general education per pupil enrollment and revenue and decrease in overall ARP funding in FY '22
- Based on the projections that were updated, through year-end, the school is anticipating coming under budget on expenses by \$306,815, which is approximately 1% lower than originally budgeted. This is mainly due to savings in personnel due to vacated positions, offset by the addition of financial management services, an increase in academic consultant services to replace vacated positions, student recruitment and staff development
- 3 administrators are owed backpay when they converted from 10-month contract to 12-month contract. Should have been paid 2 months to close out their 10-month contract before they started their 12-month contracts.
- Next Board meeting will be held the last week of August. Date TBD.
- Meeting Adjourned 7pm



**Harbor Science and Arts Charter School
Board of Directors Meeting
January 10, 2023**

Attendance:

<ul style="list-style-type: none">• Phil Salmon, Chairman• Alvin Patrick, Vice Board Chairman• Joanne Hunt• Richard Asche• Susan Etes• Oliva Nelson• Robert North - Excused• Arielle Patrick• Lisa Stenson-Desamours		<ul style="list-style-type: none">• Pierre Hunt, Interim Principal• Nichole Gagnon• Atiya Bailey• Debbie Lister – Education Boards	

The January Board meeting was called to order at 6:05pm by Phil

Finance Committee Report

- No finance Committee report – Turnover in CSBM Consultant (on leave). Tia Murphy will be the new CSMB Consultant

School Report – Pierre

- Enrollment 180
- Engaged EnrollHand to aide in student marketing and enrollment
- Vacancy in ICT Teacher. Art Teacher hired. Final round for Finance Manager – this week
- Discussed the plans for 2nd interim assessments

Education Committee - Susan

- Observations continue with quicker turn on feedback

Executive Session

- Phil moved to move into executive session for Board Training. Susan seconded the motion and motion passed unanimously
- Debbie Lister conducted Board Traing.



**Harbor Science and Arts Charter School
Board of Directors Meeting
October 11, 2022**

Attendance:

<ul style="list-style-type: none">• Phil Salmon, Chairman• Alvin Patrick, Vice Board Chairman• Joanne Hunt• Richard Asche• Luis Gamero• Susan Etess• Oliva Nelson• Robert North		<ul style="list-style-type: none">• Pierre Hunt, Interim Principal• Nichole Gagnon• Atiya Bailey• George Sheppard• Jeanine Taylor - CSBM	

The October Board meeting was called to order at 6:06pm by Phil

School Report – Pierre

- Enrollment – 174 (budget was 203). Enrollment team was formed, Ms. Ramos, Mr. Williams, Mr. Angel, Mr. Hunt, Dr. Sheppard, street team to distribute flyers.
- Vacancies – Hiring: ELL Teacher, 5th grade Gen. Ed. Open: Finance Manager, 6th ICT, 7th ELA.
- SchoolWorks visit 10/3-10/5 update. Draft report next month
- Food service, discussion on brining inhouse vs. current vendor pre-package

Personnel Committee Report - Robert

- Met with Principal. Review and update job descriptions. Make sure descriptions reflects actual work, vs. historical. Review stipends and determine if part of existing responsibilities.
- Consider job consolidation and other roles.

Finance Committee Report – Jeanine - CSBM

- Review finances as of September 30. Annual revenue projections is \$4.4 million vs. budget \$5.1 million.
- Cash deficit of about \$520,000
- Annual expense projection is \$4.9 million vs \$5.1 million. Savings in personnel. Vacant Finance Manager position. Reduction of stipends paid.
- Increase in substitute services. Invoice from FY 22 received in FY23
- Enrollment in projections is 166 based on last invoice. However, actual is 174 and will be reflected next month. \$520,000 cash deficit projections is based on 166 enrollment.

Minutes

- Robert moved to approve the Special Board meeting minutes from August 24, 2022. Susan seconded. Motion carried unanimously
- Robert moved to approve the Special Board meeting minutes from September 13, 2022. Susan seconded. Motion carried unanimously

Annual Election

- Susan made a motion to re-elect Philip Salmon, Alvin Patrick, Robert North, Lisa Stenson-Desamour, Richard Asche, Joanne Hunt and Luis Gamero to a 3 -year term expiring in 2025. Olivia seconded the

motion.

Motion passed unanimously

- Susan made a motion to elect officers: Philip Salmon – Chair; Alvin Patrick – Vice Chair; Robert North – Secretary; Lisa Stenson-Desamour – Treasurer. Olivia seconded the motion. Motion passed unanimously
- Richard made a motion to appoint Lisa Stenson-Desamour -Finance Chair; Susan Etess- Education Chair; Robert North – Personnel Chair; Arielle Patrick – Development Chair. Joanne seconded the motion. Motion passed unanimously

Executive Session

- Susan moved we go into executive session to discuss Personnel topic. Richard seconded the motion passed unanimously



**Harbor Science and Arts Charter School
Board of Directors Meeting
September 13, 2022**

Attendance:

<ul style="list-style-type: none">• Phil Salmon, Chairman• Alvin Patrick, Vice Board Chairman• Joanne Hunt• Richard Asche• Luis Gamero• Susan Etess• Oliva Nelson• Robert North		<ul style="list-style-type: none">• Pierre Hunt, Interim Principal• Nichole Gagnon• Atiya Bailey• George Sheppard	

The September Board meeting was called to order at 6:03pm

School Report – Pierre

- Enrollment at 176, loss of 29. Some have moved. Some did not return. Harbor is making phone calls. And continuing to look
- Schoolworks Consultant – Reviewed upcoming visit. October 3rd – 5th
- Parent involvement – 9/20 5pm -6:30pm (Virtual). By grad bands. 9/29 1st PTA meeting
- Needs/ Concerns: Staff stipends for FY 2023, should they already be included in salaries.
 - Referred to P&S committee to determine policy
 - Need in-house IT person. Pierre currently performing function. No full-time tech. person.
 - Special assignments, P&S to review Teachers on Special Assignment (TOSA)
 - Social worker – Interns?

Finance Report - Joanne

- Budgeting, Pierre needs a simplified version of budget with salaries.
- Finance committee is also reviewing stipends from a financial view.

Education

- Included in Pierre's school report
- Will have a more in-depth discussion when State numbers are issued.

Susan moved to move into executive session. Alvin seconded. Unanimous vote.



**Harbor Science and Arts Charter School
Board of Directors Meeting
5:00pm
June 27, 2023**

Attendance:

DRAFT			
<ul style="list-style-type: none">Phil Salmon, Board ChairAlvin Patrick, Vice Board ChairJoanne HuntRichard AscheOliva NelsonRobert NorthArielle PatrickLisa Stenson-Desamours		<ul style="list-style-type: none">Pierre Hunt, Interim PrincipalJulien SperberNichole GagnonGeorge Sheppard Ms. Landro (Guest)	

The June Board meeting was called to order at 5:05pm by Phil

Finance Committee Report – Lisa presented the FY 2024 Budget

- Background: Finance Committee met twice with staff and CSBM to review budget – line by line
- Staff incorporated suggestions into the proposed budget
- Reviewed two case scenarios: Budget based on enrollment of 186 and 202
- Personal Committee reviewed salaries and stipends.
- 186 scenarios operate at a \$356K loss, 202 = \$2,000 surplus
- Currently at 169. Discussion around recruiting and recruiting at K and 1. Open Houses and recruitment events.
- Budget reflects 3% cost of living increase.
- Brainstormed around recruiting and the migrant situation in NYC

Motion to approve the 2024 Budget – Bob –moved

Alvin seconded the motion

Motion pass unanimously

- Lisa updated Board on moving payroll from bi-weekly to semi-monthly

May 2023 Financial review– Julien Sperber

- \$4,064K, Expenses \$4,048K expenses. Revenues are down due to enrollment. Overall expense savings due to less staffing, employee benefits and student meals. However, savings were offset by higher expenses from CSBM due to the finance training and transition period with Julien.
- Projecting \$459K loss for the full FY 23.
- Julien to review the lease for any escalation clauses.
- Also had less students in the 60% +SPED category
- Project days of cash = 37 days (had three payroll periods in May)

School Report - Pierre

- Discussed former employee, Ms. Landro discrepancy in pay from Summer 2020.
- Ms. Landro converted from an instructional position to an administrative position
- Reviewed Education report. Shared data with Board members. Upper school showed higher growth than lower school. Discussed data tracker and trends. Requested Pierre to present high level data and include various subgroups. SPED & ENL
- Reviewed enrollment and marketing efforts. Discussed “street teams”. Using summer session for bigger push. Re-visit working through Church for student enrollment
- Discussed Summer Boost program. Current enrollment = 66

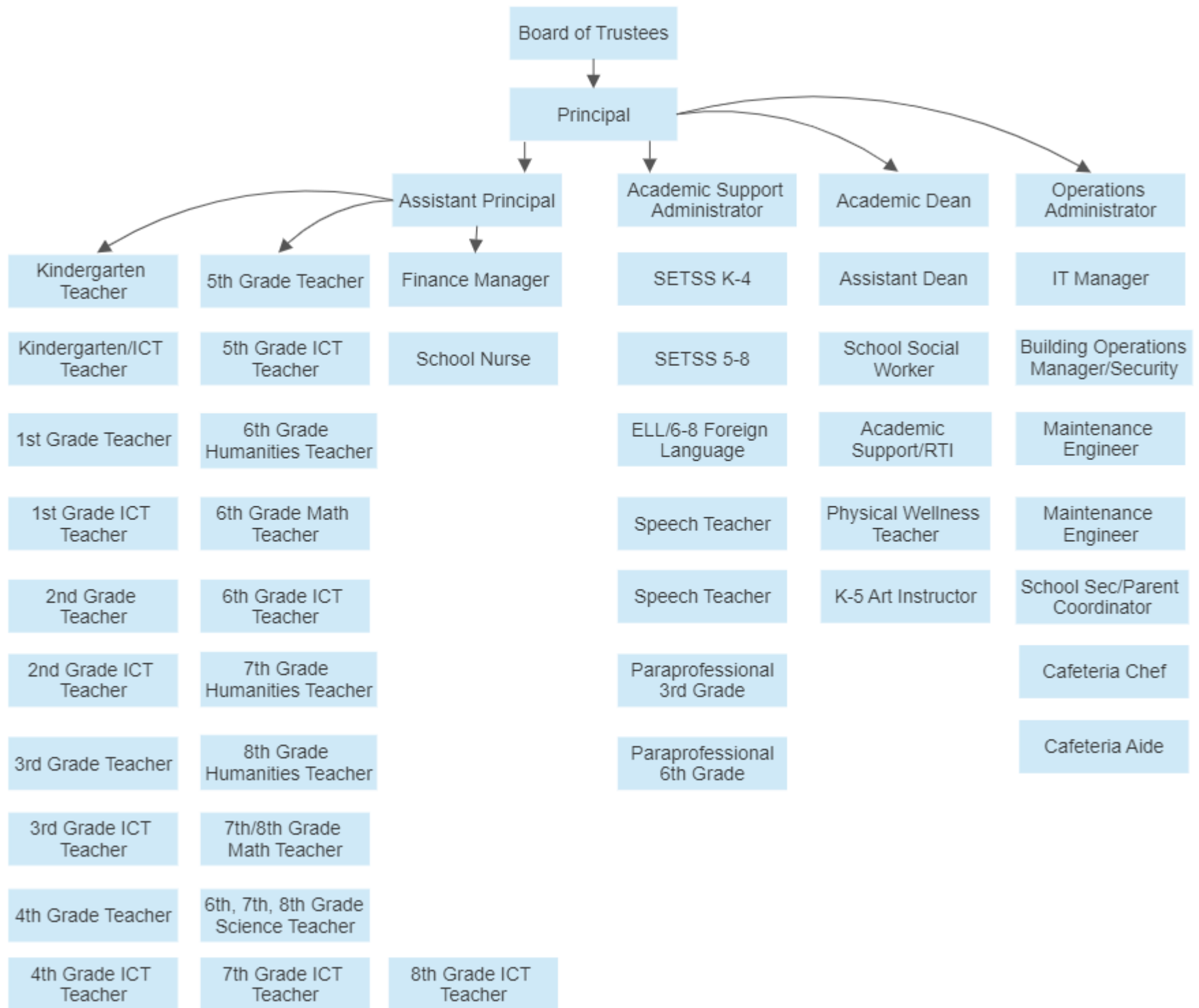
Approval of Minutes - Phil

Meeting Date	Motion	Second	Vote
March 14	Richard	Lisa	Unanimous, motion carries
April 25	Lisa	Joanne	Richard abstained (absent). Remainder Yes vote, motion carries
May 16	Joanne	Lisa	Unanimous, motion carries

Phil – asked Board member to make donations before 6/30/23

Pierre gave quick update on Employee Retention Credit – July 18th for a preliminary qualification

Meeting Adjourned 6pm



Harbor Science & Arts Charter School
2023-2024
School Calendar (Tentative)

MON
31

TUE
Aug 1

WED
2

THU
3

FRI
4

Harbor Boost Summ

7

8

9

10

11

14

15

16

17

18

21

22

23

24

25

● 8:30am Staff Retur

● 8:30am Staff PD

● 8:30am Staff PD

28

29

30

31

Sep 1

● 8:30am Staff PD

● 8:30am Staff PD

● 8:30am Staff PD

Staff Classroom Set

Staff Classroom Set

MON 28	TUE 29	WED 30	THU 31	FRI Sep 1
● 8:30am Staff PD	● 8:30am Staff PD	● 8:30am Staff PD	Staff Classroom Set	Staff Classroom Set
4	5	6	7	8
		First Day for Student		
		● 2pm Early Dismissal		
11	12	13	14	15
		● 2pm Early Dismissal		
18	19	20	21	22
		● 2pm Early Dismissal		
25	26	27	28	29
		● 2pm Early Dismissal		

MON

2

TUE

3

WED

4

THU

5

FRI

6

● 2pm Early Dismissal

9

No School - Indigenous

10

11

● 2pm Early Dismissal

12

13

16

17

18

● 2pm Early Dismissal

19

20

23

24

25

● 2pm Early Dismissal

26

27

30

31

Nov 1

● 2pm Early Dismissal

2

3

MON
30

TUE
31

WED
Nov 1

THU
2

FRI
3

● 2pm Early Dismissal

6

7

Election Day- No School

8

● 2pm Early Dismissal

9

10

End Quarter 1

13

Quarter 2 Begins

14

15

● 2pm Early Dismissal

16

17

20

21

Parent Teacher Conf

22

No School - Thanksgiving

● 2pm Early Dismissal

23

No School - Thanksgiving

24

No School - Thanksgiving

27

28

29

● 2pm Early Dismissal

30

Dec 1

MON
27

TUE
28

WED
29

THU
30

FRI
Dec 1

● 2pm Early Dismissal

4

5

6

7

8

● 2pm Early Dismissal

11

12

13

14

15

● 2pm Early Dismissal

18

19

20

21

22

● 2pm Early Dismissal

25

26

27

28

29

No School - Holiday

No School - Holiday

No School - Holiday

No School - Holiday

No School - Holiday

● 2pm Early Dismissal

MON Jan 1	TUE 2	WED 3	THU 4	FRI 5
No School - Holiday		● 2pm Early Dismissal		
8	9	10 ● 2pm Early Dismissal	11	12
15 No School - MLK Day	16	17 ● 2pm Early Dismissal	18	19
22	23	24 ● 2pm Early Dismissal	25	26 Quarter 2 Ends
29 Quarter 3 Begins	30	31 ● 2pm Early Dismissal	Feb 1	2

MON 29	TUE 30	WED 31	THU Feb 1	FRI 2
Quarter 3 Begins		● 2pm Early Dismissal		
5	6	7	8	9
Report Cards Distrib		● 2pm Early Dismissal		
12	13	14	15	16
		● 2pm Early Dismissal		
19	20	21	22	23
No School - Winter R	No School - Winter R	No School - Winter R ● 2pm Early Dismissal	No School - Winter R	No School - Winter R
26	27	28	29	Mar 1
		● 2pm Early Dismissal		

MON
26

TUE
27

WED
28

THU
29

FRI
Mar 1

● 2pm Early Dismissal

4

5

6

7

8

● 2pm Early Dismissal

11

12

13

14

15

● 2pm Early Dismissal

18

19

20

21

22

● 2pm Early Dismissal

25

26

27

28

29

● 2pm Early Dismissal

No School - Holiday

No School - Holiday

MON Apr 1 <div>No School - Holiday</div>	TUE 2	WED 3 <div>● 2pm Early Dismissal</div>	THU 4	FRI 5 <div>Quarter 3 Ends</div>
8 <div>Quarter 4 Begins</div>	9	10 <div>● 2pm Early Dismissal</div>	11	12
15	16	17 <div>● 2pm Early Dismissal</div>	18 <div>Parent Teacher Conf</div>	19
22 <div>No School - Spring R</div>	23 <div>No School - Spring R</div>	24 <div>No School - Spring R</div> <div>● 2pm Early Dismissal</div>	25 <div>No School - Spring R</div>	26 <div>No School - Spring R</div>
29	30	May 1 <div>● 2pm Early Dismissal</div>	2	3

MON
29

TUE
30

WED
May 1

THU
2

FRI
3

● 2pm Early Dismissal

6

7

8

9

10

● 2pm Early Dismissal

13

14

15

16

17

● 2pm Early Dismissal

20

21

22

23

24

● 2pm Early Dismissal

No School - Holiday

27

28

29

30

31

No School - Holiday

No School - Holiday

● 2pm Early Dismissal

MON
3

TUE
4

WED
5

THU
6

FRI
7

● 2pm Early Dismissal

10

11

12

13

14

● 2pm Early Dismissal

End Quarter 4

8th Grade Graduation

17

18

19

20

21

No School - Juneteen

● 2pm Early Dismissal

Kindergarten Graduation

24

25

26

27

28

Last Day of School ()

● 2pm Early Dismissal

MON
Jul 1

TUE
2

WED
3

THU
4

FRI
5

● 2pm Early Dismissal

8

9

10

11

12

● 2pm Early Dismissal

15

16

17

18

19

● 2pm Early Dismissal

22

23

24

25

26

● 2pm Early Dismissal

29

30

31

Aug 1

2

● 2pm Early Dismissal



COUNTY OF N.Y. SS:

This is to certify that this is a true copy of a record in the custody of The Department of Buildings of the City of New York.

7/20/89

Date

R. Frankel
Certifying Officer

DEPARTMENT OF HOUSING AND BUILDINGS
BOROUGH OF MANHATTAN CITY OF NEW YORK

March 21, 1944

CERTIFICATE OF OCCUPANCY

Established form adopted by the Board of Standards and Appeals and issued pursuant to Section 246 of the New York Charter, and Sections 26-1810 to 26-1820 inclusive Administrative Code 24-11 to 24-13 Building Code.

This certificate supersedes C. O. No.

To the owner or owners of the building or premises

THIS CERTIFIES that the new, altered, existing building, premises located at

132-136-142 East 111th street
106 ft. front

Block **1638** Lots **1-59**

conforms substantially to the approved plans and specifications and to the requirements of the building code and all other laws and ordinances, and of the rules and regulations of the Board of Standards and Appeals applicable to a building of this class and kind at the time the permit was issued; and

CERTIFIES FURTHER that any provisions of Section 246 of the New York Charter have been complied with as certified by a report of the Fire Commissioner to the Borough Superintendent.

XXXXX or Alt. No. **483-1943**

Construction classification **Fireproof and Nonfireproof.**

Occupancy classification **Public building**

Height **5** stories **78 ft.**

Date of completion **November 11, 1943**

Located in **Business** Use District.

B Area **1 1/2**

Height Zone at time of issuance of permit **612-1943.**

This certificate is issued subject to the limitations hereinafter specified and to the following resolutions of the Board of Standards and Appeals:

PERMISSIBLE USE AND OCCUPANCY

STORY	FLOOR	PERSONS ACCOMMODATED			USE
		MALE	FEMALE	TOTAL	
Cellar	On ground			83	Assembly, kitchen, toilets, boiler-room.
1st story	75 & 100			50	Principal's office, classroom.
				306	Auditorium and church.
Mezzanine	75 & 100			90	Classroom and one (1) rest room.
2d story	75			246	Classrooms and toilets.
3d story	75			246	Classrooms and toilets.
4th story	75 & 100			90	Classrooms and storage.
				200	Gymnasium.
5th story	75				Toilets and shower room.
Roof	--				Not to be occupied.

Stairpipe Fire Department approval March 15, 1944

Interior Fire Alarm System, Fire Department approval 12-17-43.