



# Entry 1 School Information and Cover Page

Created: 07/09/2018 • Last updated: 11/01/2018

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

**a. SCHOOL NAME** BRONX ACAD OF PROMISE CS (NYC CHANCELLOR)

(Select name from the drop down menu)

**b. CHARTER AUTHORIZER (As of June 30th, 2018)** NYCDOE Authorized Charter School

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

**c. DISTRICT / CSD OF LOCATION** NYC CSD 9

## d1. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	1349 Inwood Avenue Bronx, NY 10452	718 293 6950	718 293 6958	<a href="mailto:info@bronxacademyofpromise.org">info@bronxacademyofpromise.org</a>

## d2. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Catherine Jackvony
Title	Principal
Emergency Phone Number (### ### ####)	631 275 3492

**e. SCHOOL WEB ADDRESS (URL)** [www.bronxacademyofpromise.com](http://www.bronxacademyofpromise.com)

**f. DATE OF INITIAL CHARTER** 10/2007

**g. DATE FIRST OPENED FOR INSTRUCTION** 09/2008

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

## MISSION STATEMENT

The mission of the Bronx Academy of Promise Charter School is to educate each student to high learning standards using a curriculum that emphasizes information about the various career choices available to them. The school will prepare students to succeed in high school, make informed decisions about a direction for their careers, and become productive citizens. The school will provide a comprehensive academic curriculum with character and career education integrated into the subject areas. The curriculum will promote excellence in all areas: cognitive, social, emotional, and moral development. Students will experience learning gains each school year to attain learning proficiency, and the community, parents and staff will participate meaningfully in the school to continuously improve its potential for success.

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

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

Variable 1	School Community as a Family Unit: It is our belief that all members of Bronx Academy of Promise board, staff, students, parents/guardians are members of a family built on respect and collaboration creating an educational environment that supports the "whole child." Collaboration with open communication is a crucial element in our student's academic, emotional and social success.
Variable 2	Implementation of Data Teams: All instructional staff meets on a regular basis to collaborate and examine student formative assessment data, develop short cycle Data Team assessments, monitor data, analyze strengths and obstacles and establish learning goals. This important information supports the instruction on a daily basis.
Variable 3	Differentiation: Differentiating instruction at Bronx Academy of Promise means that we observe and understand the differences and similarities among students and use this information to plan instruction. Key principles include ongoing, formative assessments, the recognition of diverse learners, small group

	instruction, offering critical thinking and problem solving activities and academic choice.
Variable 4	Continuous Common Core Curriculum Growth: Bronx Academy of Promise develops and reviews content area curriculum maps to provide rigorous Common Core Instruction to all students. The maps are revised according to research based information, the academic needs of our students, a critical and granular evaluation of what works and what is important, as well as important cross curricular connections.
Variable 5	Continuous Professional Growth: Teachers must continue to grow in their profession and it is our belief that it is the school's responsibility to support and facilitate that growth through various methods and activities throughout the school year.
Variable 6	Guidance/Home School Partnerships: Today's children face unique and diverse challenges, both personally and developmentally, that have an impact on academic achievement. Our guidance program and home school programs help to address those challenges and provide support for the home school connection, Throughout the year, our program provides for a school wide guidance curriculum, academic planning, and responsive services which support the vision that every child is known by all.
Variable 7	Going Above and Beyond: At Bronx Academy of Promise, doing whatever it takes is a general understanding and commitment. We have the highest possible expectations for all who walk through our door, both child and adult.
Variable 8	(No response)
Variable 9	(No response)
Variable 10	(No response)

**i. TOTAL ENROLLMENT ON JUNE 30, 2018**      596

**j. GRADES SERVED IN SCHOOL YEAR 2017-18**

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5, 6, 7, 8
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**k1. DOES THE SCHOOL**

No

**CONTRACT WITH A CHARTER OR  
EDUCATIONAL MANAGEMENT  
ORGANIZATION?****I1. FACILITIES**

Does the school maintain or operate multiple sites?

No, just one site.

**I2. SCHOOL SITES**

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

	Physical Address	Phone Number	District/CSD	Grades Served at Site (K 5, 6 9, etc.)	Receives Rental Assistance	Rental Assistance for Which Grades (write N/A if applicable)
Site 1 (same as primary site)	1349 Inwood Ave Bronx, NY 10452	718 293 6950	NYC CSD 9	K 8	No	N/A
Site 2						
Site 3						

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Catherine Jackvony	718 293 6950		<a href="mailto:cjackvony@bronxacademyofpromise.com">cjackvony@bronxacademyofpromise.com</a>
Operational Leader	Celeste Wallace	718 293 6950		<a href="mailto:cwallace@bronxacademyofpromise.com">cwallace@bronxacademyofpromise.com</a>
Compliance Contact	Catherine Jackvony	718 293 6950		<a href="mailto:cjackvony@bronxacademyofpromise.com">cjackvony@bronxacademyofpromise.com</a>
Complaint Contact	Catherine Jackvony	718 293 6950		<a href="mailto:cjackvony@bronxacademyofpromise.com">cjackvony@bronxacademyofpromise.com</a>
DASA Coordinator	Catherine Jackvony	718 293 6950		<a href="mailto:cjackvony@bronxacademyofpromise.com">cjackvony@bronxacademyofpromise.com</a>

**m1. Are any sites in co-located space? If yes, please proceed to the next question.** No

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

**m3. Upload a current Certificate of Occupancy (COO) for each school site that is located in private space in NYC or located outside of NYC. Except for schools in district space (co-location space), school must provide a copy of the annual fire inspection report.**

**Site 1 Certificate of Occupancy (COO)**

<https://nysed.cso.reports.fluidreview.com/resp/17495816/yFPTXS6fVy/>

**Site 1 Fire Inspection Report**

<https://nysed.cso.reports.fluidreview.com/resp/17495816/nBjtmqxAKU/>

**Site 2 Certificate of Occupancy**

(No response)

## Site 2 Fire Inspection Report

(No response)

## Site 3 Certificate of Occupancy

(No response)

## Site 3 Fire Inspection Report

(No response)

**n1. Were there any revisions to the school's charter during the 2017-18 school year? (Please include approved or pending material and non-material charter revisions).** No

**o. Name and Position of Individual(s) Who Completed this Annual Report.** Catherine Jackvony, Principal, Celeste Wallace, Operations, & Jen Pasek, Consultant

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

Yes

**Signature, Head of Charter School**

Catherine Jack Vong

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

Rev. Dr. Will Quinn

**Date**

2018/11/01

**Thank you.**

# Certificate of Occupancy

**CO Number: 220150066F**

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. *This document or a copy shall be available for inspection at the building at all reasonable times.*

<b>A.</b>	<b>Borough:</b> Bronx	<b>Block Number:</b> 02864	<b>Certificate Type:</b> Final
	<b>Address:</b> 1349 INWOOD AVENUE	<b>Lot Number(s):</b> 21	<b>Effective Date:</b> 09/03/2014
	<b>Building Identification Number (BIN):</b> 2008409	<b>Building Type:</b> Altered	
<b>This building is subject to this Building Code: Prior to 1968 Code</b>			
<i>For zoning lot metes &amp; bounds, please see BISWeb.</i>			
<b>B.</b>	<b>Construction classification:</b>	1-B	(1968 Code designation)
	<b>Building Occupancy Group classification:</b>	S-2	(2008 Code)
	<b>Multiple Dwelling Law Classification:</b>	None	
	<b>No. of stories:</b> 2	<b>Height in feet:</b> 33	<b>No. of dwelling units:</b> 0
<b>C.</b>	<b>Fire Protection Equipment:</b> None associated with this filing.		
<b>D.</b>	<b>Type and number of open spaces:</b> None associated with this filing.		
<b>E.</b>	<b>This Certificate is issued with the following legal limitations:</b> None		
<b>Borough Comments:</b> None			



Borough Commissioner



Commissioner



*Certificate of Occupancy*

CO Number: **220150066F**

Permissible Use and Occupancy						
All Building Code occupancy group designations below are 2008 designations.						
Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
CEL		OG	E		3A	BOILER ROOM_ELECTRICAL ROOM AND GAS METER ROOM
ME Z		100	S-2 E		6, 3A	LOCKER ROOMS, STORAGE
001 001 262		OG	E		3A	CLASS ROOMS, MISCELLANEOUS
002 002 411		100	E		3A	CLASS ROOMS, MISCELLANEOUS
RO F	400	100	E		3A	PLAYGROUND,BULKHEADS, ELECTRICAL ROOM_AND ELEVATOR MACHINE ROOM
<b>END OF SECTION</b>						



Borough Commissioner



Commissioner

**END OF DOCUMENT**



**FIRE DEPARTMENT  
CITY OF NEW YORK**

<b>TO:</b>
<b>COMPANY:</b> Bronx Academy
<b>TELE#</b>
<b>TOTAL # OF PAGE (INC. COVER) 2</b>

<b>FROM:</b> AFPI Korbass	<b>BUREAU:</b>
<b>TELE:</b>	<b>DIVISION:</b>
<b>FAX:</b> (718) 999-1018	<b>UNIT:</b> PBU

<input type="checkbox"/> <b>URGENT</b>	<input type="checkbox"/> <b>FOR REVIEW</b>	<input type="checkbox"/> <b>PLEASE COMMENT</b>	<input type="checkbox"/> <b>PLEASE REPLY</b>
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**NOTES/COMMENTS:**

This facsimile is intended only for the use of the addressee named herein and may contain legally privileged and confidential information. If you are not the intended recipient of this facsimile, you are hereby notified that any dissemination, distribution or copying of this facsimile is strictly prohibited. If you have received this facsimile in error, please immediately notify the sender by telephone.



# FIRE DEPARTMENT

9 METROTECH CENTER BROOKLYN, N.Y. 11201-3857

## BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 08.08.2018.

### PREMISES

Bronx Academy of Promise School  
1349 Inwood Avenue  
Bronx NY 10452

Bronx Academy of Promise School  
1349 Inwood Avenue  
Bronx NY 10452

#### To Whom It May Concern:

The New York City Fire Department ("FDNY"), Bureau of Fire Prevention, Public Buildings Unit conducted an inspection of the above-referenced premises on **03.20.2018**

~~XXX~~ The inspection did not reveal any violations that FDNY's Public Buildings Unit is authorized to inspect and enforce.

**Note: Violation order E544053 issued on 03.20.2018 has been rescinded.**

\_\_\_\_\_ The inspection resulted in issuance of violations of the Fire Code or other laws, rules or regulations that FDNY's Public Buildings Unit is authorized to inspect and enforce.

\_\_\_\_\_ As of ~~XXXXXXX~~ documents were submitted to FDNY as proof of correction, and such correction was deemed acceptable to FDNY

\_\_\_\_\_ The inspection, and a review of premises records, has disclosed that the premises may not be in compliance with the lawful occupancy established by the New York City Department of Buildings.

This letter shall not be construed to be a permit for, or an approval of the premises. FDNY does not certify that the premises is free from any violation for which it has not inspected, in accordance with its standard inspection protocols. This letter shall not prevent FDNY from inspecting the premises at a later date, requiring the correction of any deficiencies it finds at the premises, and/or issuing violations against the premises for conditions that do not comply with the Fire Code or other laws, rules or regulations.

Examined by: *Tomasz Korbas*  
Tomasz Korbas, Supervising Inspector, PBU



# Entry 2 NYS School Report Card Link

Last updated: 07/09/2018

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## **BRONX ACAD OF PROMISE CS (NYC CHANCELLOR)**

**1. CHARTER AUTHORIZER (As of June 30th, 2018)** NYCDOE Authorized Charter School

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

## **2. NEW YORK STATE REPORT CARD**

<https://data.nysed.gov/reportcard.php?year=2017&instid=800000061090>

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

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



# Entry 3 Progress Toward Goals

Created: 07/09/2018 • Last updated: 10/31/2018

## PROGRESS TOWARD CHARTER GOALS

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

### 1. ACADEMIC STUDENT PERFORMANCE GOALS

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

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

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal Met or Not Met	Indicate if data is not available. If/when available, Describe Efforts School Will Take If Goal Is Not Met
Academic Goal 1	75% of NYS Tested students in at least their second year at BAPCS will score proficient with a score of a 3 or 4 on the NYS ELA exam.	NYS ELA Exam % Scoring at 3+ 3) 79% 4) 70% 5) 48% 6) 76% 7) 47% 8) 59% All) 63%	Not Met	Bronx Academy of Promise will continue to support our double period (90 minutes) ELA Block organized into two areas Guided Reading individualized small group instruction provided for each student as per their Fountas and Pinell instructional level. All support personnel will be “pushed into” classrooms to provide instruction and to allow for differentiated instruction according to academic needs. ELA Block highlighted by the school’s ELA curriculum which was created, reviewed and revised to

				interlink the Engage NY program with our schoolwide writing program, 6 Trait Writing in order to build individual skills in reading and writing. This year the school will emphasize support of the small group, Literature Circle model to help with academic growth.
Academic Goal 2	Each grade level cohort will reduce by one half the gap between the percent at or above Level 3 on the previous year's exam and 75 percent at or above State ELA exam.	<p>NYS ELA Exam 2018 Gr. 2017 to 2018</p> <p>4) 55% to 70% 5) 40% to 47% 6) 38% to 75% 7) 31% to 47% 8) 41% to 59% All ) 41% to 59%</p> <p>These were calculated, however, NYSED has stated that 2018 scores should not be compared to 2017 scores because the assessments changed in terms of format and duration.</p>		
Academic Goal 3	In grades two and three, each grade level cohort will reduce by one half the gap between prior year NCE group average in on the Reading Terra Nova and an NCE group average of 50.	Not Applicable		
Academic Goal	The percent of all tested students who are enrolled in at least their second year and performing at or above Level 3 on the State ELA	<p>NYS ELA Exam % Scoring at 3+ BAPCS   NYC #9</p> <p>3) 79 % 35% 4) 70% 31% 5) 48% 22%</p>	Met	

4	exam will be greater than that of all students in the same tested grades in local school district # 9.	6) 76% 32% 7) 47% 24% 8) 59% 32% All)63% 30%		
Academic Goal 5	75% of NYS Tested students in at least their second year at BAPCS will score proficient with a score of a 3 or 4 on the NYS math exam.	NYS Math Exam % Scoring at 3+ 3) 87% 4) 56% 5) 40% 6) 58% 7) 31% 8) 56% All) 54%	Not Met	
Academic Goal 6	Each grade level cohort will reduce by one half the gap between the percent at or above Level 3 on the previous year's exam and 75 percent at or above State Math exam.	NYS Math Exam 2018 Gr. 2017 to 2018 4) 41% to 56% 5) 34% to 39% 6) 50% to 57% 7) 42% to 31% 8) 39% to 56% All ) 41% to 48% These were calculated, however, NYSED has stated that 2018 scores should not be compared to 2017 scores because the assessments changed in terms of format and duration.	Not Met	Bronx Academy of Promise recently integrated a Guided Math Block, which mirrored the Guided Reading component to address individualized learning and growth. In addition, the school wide Math program includes two periods of Math instruction a Guided Math period and a Learning Block, which introduces the new skills and content. This year the school will continue to support and build on the Guided Math program, through weekly Coaching for teachers both on a grade level and on an individual basis. Furthermore, additional materials, such as manipulatives have been purchased to help support the Guided Math program, a hands on approach to learning. Lastly, during the

				Math Block, students will be given the opportunity to work collaboratively on Problem Solving activities in order to build on their understandings and knowledge.
Academic Goal 7	In grades two and three, each grade level cohort, will reduce by one half the gap between prior year NCE group average on the Math Terra Nova and an NCE group average of 50.	Not Applicable		
Academic Goal 8	The percent of all tested students who are enrolled in at least their second year and performing at or above Level 3 on the State Math exam will be greater than that of all students in the same tested grades in local school district # 9.	NYS Math Exam % Scoring at 3+ BAPCS   NYC #9 3) 87% 37% 4) 56% 28% 5) 40% 26% 6) 58% 22% 7) 31% 20% 8) 56% 21% All) 54% 26%	Met	

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

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

Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal Met or Not Met	If Not Met, Describe Efforts School Will Take
			This year Bronx Academy of Science has implemented a new K 5 Science program, Elevate Science where exploration is the heart of science.



Academic Goal 9	75% of NYS Tested students in at least their second year at BAPCS will be proficient with a score of a 3 on the NYS Science 4 exam.	NYS Science Exam Percent Proficient 4) 98% 8) 57% All) 77%	Met	Designed to address the Next Generation Science Standards, Elevate Science helps students investigate real life phenomena through project based learning. The curriculum develops strong reasoning skills and critical thinking strategies, as students engage in explorations, formulate claims, and use data for evidence based arguments. We believe this program, together with our integration of Science and Social Studies with ELA will support our students as they build their higher level thinking and inferencing skills.
Academic Goal 10	The percent of all tested students who are enrolled in at least their second year and performing at or above Level 3 on the State science exam will be greater than that of all students in the same tested grades in local school district # 9.	District Science Scores Unavailable		
Academic Goal 11	Achieve C or greater on the Overall and Progress sections of the Progress Report in all years of the charter term.	Not Applicable Progress Report is No Longer Generated with Letter Grades		
Academic Goal 12				
Academ				

ic Goal 13				
Academ ic Goal 14				
Academ ic Goal 15				
Academ ic Goal 16				

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

#### 4. ORGANIZATIONAL GOALS

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

	Organizational Goal	Measure Used to Evaluate Progress	Goal Met or Not Met	If Not Met, Describe Efforts School Will Take
Org Goal 1	Each year, the school will have a daily student attendance rate of at least 95 percent.	ATS attendance rate = 95.9%	Met	
Org Goal 2	At least 95% of the students will re enroll at the school each year, not including any who might leave due to geographic reasons.	School Enrollment Records indicate 99% of students returned,	Met	
	Each year, each child will successfully complete two career education projects that are developmentally appropriate to research a career			

Org Goal 3	category and define the impact those working in the category have on the community. One project will be a group project, and the other will be individually based. The projects will become part of each child's "portfolio" that will "travel" with him or her through the grades.	Career Project Portfolios	Met	
Org Goal 4	Achieve C or greater in Environment Section of the Progress Report in all years of the charter term.	Not Applicable		
Org Goal 5	Each year, the school will comply with all applicable laws, rules, regulations and contract terms applicable to charter schools including, but not limited to, the New York Charter Schools Act, the New York Freedom of Information Law, the New York Open Meetings Law, the federal Individuals with Disabilities Education Act, and federal Family Educational Rights and Privacy Act.	Board and School Records	Met	

**5. Do you have more**

Yes

**organizational goals to add?**

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

	Organizational Goal	Measure Used to Evaluate Progress	Goal Met or Not Met	If Not Met, Describe Efforts School Will Take
Org Goal 6	Will meet the comparable CSD targeted percentages for English Language Learners, Students with Disabilities, and Free and Reduced lunch students.	Enrollment Records BAPCS vs NYC #9 ED 88% 91% SWD 17% 23% ELL 22% 22%	Not Met	
Org Goal 7	Each year, student enrollment will be within 15% of full enrollment as defined in the school's contract. This will be maintained on an ongoing basis and monitored bi monthly.	Enrollment Records	Met	
Org Goal 8	Achieve 80% satisfaction in the DOE Environmental survey in all years of the charter term.	Environmental Survey No Longer Administered.		
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				

## 6. FINANCIAL GOALS

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

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



# Entry 4 Expenditures per Child

Last updated: 07/24/2018

## BRONX ACAD OF PROMISE CS (NYC CHANCELLOR)Section Heading

### Financial Information

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

### 1. Total Expenditures Per Child

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

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

Line 1: Total Expenditures	9385436
Line 2: Year End FTE student enrollment	596
Line 3: Divide Line 1 by Line 2	15753

## 2. Administrative Expenditures per Child

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

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

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

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

Line 1: Relevant Personnel Services Cost (Row)	998126
Line 2: Management and General Cost (Column)	645546
Line 3: Sum of Line 1 and Line 2	1643672
Line 5: Divide Line 3 by the Year End FTE student enrollment	2759

***Thank you.***

# **Bronx Academy of Promise Charter School**

Independent Auditor's Reports and Financial Statements

June 30, 2018 and 2017



# Bronx Academy of Promise Charter School

June 30, 2018 and 2017

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## Independent Auditor's Report

Board of Trustees  
Bronx Academy of Promise Charter School  
Bronx, New York

We have audited the accompanying financial statements of Bronx Academy of Promise Charter School which comprise the statement of financial position as of June 30, 2018, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

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

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

### *Auditor's Responsibility*

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

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

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

## ***Opinion***

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

## ***Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of functional expenses listed in the table of contents is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

## ***Prior Year Audited by Other Auditors and Summarized Comparative Information***

The 2017 financial statements were audited by other auditors, and their report thereon, dated October 27, 2017, expressed an unmodified opinion. The summarized comparative information presented on the supplementary information for the year ended June 30, 2017 is consistent with the audited financial statements from which it has been derived.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated October 30, 2018, on our consideration of Bronx Academy of Promise Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Bronx Academy of Promise Charter School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Bronx Academy of Promise Charter School's internal control over financial reporting and compliance.

***BKD, LLP***

New York, New York  
October 30, 2018

**Bronx Academy of Promise Charter School**  
**Statements of Financial Position**  
**June 30, 2018 and 2017**

	<b>2018</b>	<b>2017</b>
<b>Assets</b>		
<b>Current Assets</b>		
Cash	\$ 9,081,204	\$ 8,184,728
Cash held in escrow	70,000	70,000
Grants and contracts receivable	443,129	365,740
Prepaid expenses	217,201	184,977
Total current assets	9,811,534	8,805,445
<b>Fixed Assets, net</b>	160,743	226,571
<b>Security Deposits</b>	690,815	690,815
Total assets	\$ 10,663,092	\$ 9,722,831
 <b>Liabilities and Net Assets</b>		
<b>Current Liabilities</b>		
Accounts payable and accrued expenses	\$ 243,942	\$ 188,351
Accrued salaries and related liabilities	641,709	402,363
Deferred revenue	20,698	31,645
Total current liabilities	906,349	622,359
<b>Deferred Rent</b>	1,817,026	1,605,028
Total liabilities	2,723,375	2,227,387
<b>Net Assets, Unrestricted</b>	7,939,717	7,495,444
Total liabilities and net assets	\$ 10,663,092	\$ 9,722,831

# Bronx Academy of Promise Charter School

## Statements of Activities

Years Ended June 30, 2018 and 2017

	<u>2018</u>	<u>2017</u>
<b>Revenues</b>		
Resident student enrollment	\$ 8,843,418	\$ 8,855,883
Students with disabilities	702,949	743,932
Government grants and contracts	1,069,477	948,552
Contributions	31,537	23,435
Miscellaneous income	7,092	559
Total revenues	<u>10,654,473</u>	<u>10,572,361</u>
<b>Expenses</b>		
Program Services		
Education	6,170,124	7,163,126
Special education	2,275,455	633,854
Total program services	<u>8,445,579</u>	<u>7,796,980</u>
Supporting Services		
Management and general	1,747,237	1,677,621
Fund raising	17,384	44,606
Total supporting services	<u>1,764,621</u>	<u>1,722,227</u>
Total expenses	<u>10,210,200</u>	<u>9,519,207</u>
<b>Change in Unrestricted Net Assets</b>	444,273	1,053,154
<b>Net Assets – Unrestricted, Beginning of Year</b>	<u>7,495,444</u>	<u>6,442,290</u>
<b>Net Assets – Unrestricted, End of Year</b>	<u>\$ 7,939,717</u>	<u>\$ 7,495,444</u>

# Bronx Academy of Promise Charter School

## Statements of Cash Flows

Years Ended June 30, 2018 and 2017

	<u>2018</u>	<u>2017</u>
<b>Operating Activities</b>		
Change in net assets	\$ 444,273	\$ 1,053,154
Items not requiring (providing) operating cash flows		
Depreciation and amortization	166,876	183,514
Change in		
Grants and contracts receivable	(77,389)	(131,909)
Prepaid expenses	(32,224)	86,446
Accounts payable and accrued expenses	55,591	73,986
Accrued salaries and related liabilities	239,346	(228,112)
Deferred revenue	(10,947)	31,645
Deferred rent	211,998	334,549
Net cash provided by operating activities	<u>997,524</u>	<u>1,403,273</u>
<b>Investing Activities</b>		
Fixed asset purchases	(101,048)	(111,145)
Net cash used by investing activities	<u>(101,048)</u>	<u>(111,145)</u>
<b>Net Increase in Cash</b>	896,476	1,292,128
<b>Cash, Beginning of Year</b>	<u>8,184,728</u>	<u>6,892,600</u>
<b>Cash, End of Year</b>	<u>\$ 9,081,204</u>	<u>\$ 8,184,728</u>

# Bronx Academy of Promise Charter School

## Notes to Financial Statements

June 30, 2018 and 2017

### Note 1: Nature of Organization

Bronx Academy of Promise Charter School (the School) is an educational corporation that operates as a charter school in the borough of Bronx, New York City. The School received a charter from the Board of Regents and the Board of Trustees of the University of the State of New York, for and on behalf of the State Education Department effective through June 30, 2023. The charter is for a period of five years and is renewable upon expiration.

The School was organized to increase learning opportunities for students through innovative educational programs and to enable parents to be more involved in their children's education. In fiscal years 2018 and 2017, the School operated classes for 595 and 610 students in grades K-8, respectively.

The School is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. However, the School is subject to federal income tax on any unrelated business taxable income. The School is supported primarily by state and local per-pupil operating revenues and government grants and contracts.

### Note 2: Summary of Significant Accounting Policies

#### ***Basis of Accounting***

The financial statements are prepared on the accrual basis of accounting.

#### ***Use of Estimates***

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

#### ***Cash Held in Escrow***

The School established an escrow account of \$70,000 as of June 30, 2018 and 2017, which is held aside for contingency purposes as required by the New York City Department of Education.

#### ***Receivables***

Receivables are recorded when services are rendered and are stated at amount billed. Receivables are presented net of allowances for doubtful accounts. Receivables are ordinarily due upon issuance of the invoice. Receivables past due more than 30 days are considered delinquent. The allowances are based on management's evaluation of the collectibility of the related accounts. Interest is not accrued or recorded on outstanding receivables.

# **Bronx Academy of Promise Charter School**

## **Notes to Financial Statements**

**June 30, 2018 and 2017**

### ***Allowance for Doubtful Accounts***

The School determines whether an allowance for doubtful accounts should be provided for receivables. Such estimates are based on management's assessment of the aged basis of its receivables, current economic conditions and historical information. Receivables are written off against the allowance for doubtful accounts when all reasonable collection efforts have been exhausted. The School has determined that no allowance for uncollectible accounts for grant and contracts receivable is necessary as of June 30, 2018 and 2017.

### ***Fixed Assets***

Fixed assets are stated at cost less accumulated depreciation. Items with a cost of \$3,000 or more and an estimated useful life of more than one year are capitalized. Furniture, fixtures and equipment are depreciated on the straight-line method over their estimated useful lives. Leasehold improvements are amortized over the shorter of the life of the lease or its useful life.

### ***Long-Lived Asset Impairment***

The School evaluates the recoverability of the carrying value of long-lived assets whenever events or circumstances indicate the carrying amount may not be recoverable. If a long-lived asset is tested for recoverability and the undiscounted estimated future cash flows expected to result from the use and eventual disposition of the asset is less than the carrying amount of the asset, the asset cost is adjusted to fair value and an impairment loss is recognized as the amount by which the carrying amount of a long-lived asset exceeds its fair value. No asset impairment was recognized during the years ended June 30, 2018 and 2017.

### ***Deferred Revenue***

Deferred revenue is recorded when payments received by the New York City Department of Education exceed the per-pupil revenue.

### ***Unrestricted Net Assets***

Unrestricted net assets include funds having no restrictions as to use or purpose imposed by donors.

### ***State and Local Per-Pupil Revenues***

Revenues from the state and local governments resulting from the School's charter status and based on the number of students enrolled are recorded when services are performed in accordance with the charter agreement. Federal and state funds are recorded by the School when expenditures are incurred and billed.

### ***Government Grants and Contracts***

Revenues from government grants and contracts to which the School is entitled are recognized mostly on student enrollment. Some grants are provided for specific educational endeavors which are not based on student enrollment and are recorded when related expenditures are incurred by the School.



# Bronx Academy of Promise Charter School

## Notes to Financial Statements

June 30, 2018 and 2017

### **Contributions**

Unconditional contributions, including promises to give cash and other assets, are reported at fair value at the date the contribution is received. All contributions are considered to be available for unrestricted use unless specifically restricted by the donors. The gifts are reported as temporarily or permanently restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified as unrestricted net assets and reported in the statements of activities as net assets released from restrictions. Donor-restricted contributions whose restrictions are met within the same year as received are reported as unrestricted contributions in the accompanying financial statements.

### **Functional Allocation of Expenses**

The costs of providing services have been summarized on a functional basis. Accordingly, certain costs have been allocated among the programs and supporting services benefited based on the actual expenditures and cost allocations estimated by the School's personnel.

### **Operating Leases**

Operating lease payments are charged to rental expense. Operating lease expense has been recorded on the straight-line basis over the life of the lease. Deferred rent, when material, is recorded for the difference between the fixed payment and the rent expense incurred.

### **Subsequent Events**

Subsequent events have been evaluated through October 30, 2018, which is the date the financial statements were available to be issued.

### **Note 3: Fixed Assets**

	<u>2018</u>	<u>2017</u>	<u>Estimated Useful Lives</u>
Furniture, fixtures and equipment	\$ 833,065	\$ 732,017	3-5 years
Leasehold improvements	<u>282,739</u>	<u>282,739</u>	10-15 years
	1,115,804	1,014,756	
Accumulated depreciation	<u>(955,061)</u>	<u>(788,185)</u>	
	<u>\$ 160,743</u>	<u>\$ 226,571</u>	

# Bronx Academy of Promise Charter School

## Notes to Financial Statements

June 30, 2018 and 2017

### Note 4: Lease Commitment

The School entered into a lease of a school building located at 1349 Inwood Avenue, Bronx, NY that will expire on July 31, 2028. Included in the agreement was a requirement for the landlord to build out a space adjacent to the school building. Since it was not completed, the School received a rent reduction of \$163,770 and \$158,978 in 2018 and 2017, respectively. Rent expense is recognized on a straight-line basis and was \$1,537,034 and \$1,618,378 for the years ended June 30, 2018 and 2017, respectively. A security deposit of \$500,000 was paid for the facility at 1349 Inwood Avenue, and an additional security deposit of \$150,000 was paid for the space adjacent to the School building.

The future minimum lease payments as of June 30, 2018 are:

2019	\$	1,533,469
2020		1,579,473
2021		1,626,854
2022		1,675,659
2023		1,725,925
Thereafter		<u>9,605,241</u>
	\$	<u>17,746,621</u>

The Financial Accounting Standards Board amended its standard related to the accounting for leases. Under the new standard, lessees will now be required to recognize substantially all leases on the statement of financial position as both a right-of-use asset and a liability. The standard has two types of leases for statement of activities recognition purposes: operating leases and finance leases. Operating leases will result in the recognition of a single lease expense on a straight-line basis over the lease term similar to the treatment for operating leases under existing standards. Finance leases will result in an accelerated expense similar to the accounting for capital leases under existing standards. The determination of lease classification as operating or finance will be done in a manner similar to existing standards. The new standard also contains amended guidance regarding the identification of embedded leases in service contracts and the identification of lease and nonlease components in an arrangement. The new standard is effective for annual periods beginning after December 15, 2019, and any interim periods within annual reporting periods that begin after December 15, 2020. The School is evaluating the impact the standard will have on the financial statements; however, the standard is expected to have a material impact on the financial statements due to the recognition of additional assets and liabilities for operating leases.

### Note 5: Pensions

The School adopted a 403(b) profit sharing plan (the Plan) which covers most of its employees. Employees are eligible to enroll in the Plan on the first day of the plan year and employees who have completed at least 1 full year of service are also eligible for employer contribution. The Plan provided for the School to contribute 6% of an eligible employee's salary. For the years ended June 30, 2018 and 2017, pension expense was 132,370 and 118,414, respectively.

# Bronx Academy of Promise Charter School

## Notes to Financial Statements

June 30, 2018 and 2017

### **Note 6: Contingencies and Concentrations**

Certain grants and contracts may be subject to audit by the funding sources. Such audits might result in disallowances of costs submitted for reimbursement. Management is of the opinion that such cost disallowances, if any, will not have a material effect on the accompanying financial statements. Accordingly, no amounts have been provided in the accompanying financial statements for such potential claims.

Financial instruments that potentially subject the School to a concentration of credit risk are cash accounts with financial institutions in excess of FDIC insurance limits. At June 30, 2018, the School's cash accounts exceeded federally insured limits by approximately \$8.6 million. Management believes that the credit risk related to these accounts is minimal.

A significant portion of the School's operating revenue is paid by New York State Department of Education. In addition, all grants and contracts receivable due at year-end were all due from the New York State Department of Education.

## **Supplementary Information**

**Bronx Academy of Promise Charter School**  
**Schedule of Functional Expenses**  
**Year Ended June 30, 2018**  
**(With Summarized Financial Information for the Year Ended June 30, 2017)**

	No. of Positions	2018						2017
		Program Services			Supporting Services			
		Education	Special Education	Total	Management and General	Fund Raising	Total	
Salaries								
Administrative	10	\$ 212,535	\$ 65,191	\$ 277,726	\$ 566,530	\$ 9,598	\$ 853,854	\$ 889,877
Instructional	65	2,681,759	1,116,016	3,797,775	-	-	3,797,775	3,250,993
Noninstructional	11	134,839	27,063	161,902	265,587	-	427,489	313,283
Total salaries		<u>3,029,133</u>	<u>1,208,270</u>	<u>4,237,403</u>	<u>832,117</u>	<u>9,598</u>	<u>5,079,118</u>	<u>4,454,153</u>
Payroll taxes and employee benefits		774,663	309,000	1,083,663	212,803	2,455	1,298,921	1,155,393
Occupancy		948,452	378,322	1,326,774	260,543	3,005	1,590,322	1,726,805
Supplies and equipment		158,800	31,871	190,671	-	-	190,671	157,677
Repairs and maintenance		176,454	70,384	246,838	48,473	559	295,870	164,435
Professional fees		536,329	118,360	654,689	244,468	940	900,097	979,260
Insurance		35,791	14,276	50,067	9,832	113	60,012	56,139
Food service fees		257,838	51,749	309,587	-	-	309,587	327,972
Staff development		16,269	3,265	19,534	20,066	-	39,600	28,330
Technology services		18,741	7,475	26,216	5,149	59	31,424	33,532
Office expenses		107,262	42,785	150,047	77,929	340	228,316	135,861
Marketing/recruitment		10,870	-	10,870	-	-	10,870	42,039
Depreciation and amortization		99,522	39,698	139,220	27,341	315	166,876	183,514
Miscellaneous expenses		-	-	-	8,516	-	8,516	74,097
Total expenses		<u>\$ 6,170,124</u>	<u>\$ 2,275,455</u>	<u>\$ 8,445,579</u>	<u>\$ 1,747,237</u>	<u>\$ 17,384</u>	<u>\$ 10,210,200</u>	<u>\$ 9,519,207</u>

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

**Independent Auditor's Report**

Board of Trustees  
Bronx Academy of Promise Charter School  
Bronx, New York

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Bronx Academy of Promise Charter School, which comprise the statement of financial position as of June 30, 2018, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 30, 2018.

***Internal Control over Financial Reporting***

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

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

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

### ***Compliance and Other Matters***

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

### ***Purpose of This Report***

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

**BKD, LLP**

New York, New York  
October 30, 2018

Board of Trustees and Management  
Bronx Academy of Promise Charter School  
Bronx, New York

As part of our audit of the financial statements of Bronx Academy of Promise Charter School (the School) as of and for the year ended June 30, 2018, we wish to communicate the following to you.

## **AUDIT SCOPE AND RESULTS**

### **Auditor's Responsibility Under Auditing Standards Generally Accepted in the United States of America and the Standards Applicable to Financial Audits Contained in *Government Auditing Standards* issued by the Comptroller General of the United States**

An audit performed in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States is designed to obtain reasonable, rather than absolute, assurance about the financial statements. In performing auditing procedures, we establish scopes of audit tests in relation to the financial statements taken as a whole. Our engagement does not include a detailed audit of every transaction. Our engagement letter more specifically describes our responsibilities.

These standards require communication of significant matters related to the financial statement audit that are relevant to the responsibilities of those charged with governance in overseeing the financial reporting process. Such matters are communicated in the remainder of this letter or have previously been communicated during other phases of the audit. The standards do not require the auditor to design procedures for the purpose of identifying other matters to be communicated with those charged with governance.

An audit of the financial statements does not relieve management or those charged with governance of their responsibilities. Our engagement letter more specifically describes your responsibilities.

### **Qualitative Aspects of Significant Accounting Policies and Practices**

#### ***Significant Accounting Policies***

The School's significant accounting policies are described in Note 2 of the audited financial statements.

#### ***Alternative Accounting Treatments***

No matters are reportable.



### ***Management Judgments and Accounting Estimates***

Accounting estimates are an integral part of financial statement preparation by management, based on its judgments. The following areas involve significant areas of such estimates for which we are prepared to discuss management's estimation process and our procedures for testing the reasonableness of those estimates:

- Allowance for doubtful accounts

### ***Financial Statement Disclosures***

The following areas involve particularly sensitive financial statement disclosures for which we are prepared to discuss the issues involved and related judgments made in formulating those disclosures:

- Per pupil revenue
- Significant estimates and concentrations

### **Audit Adjustments**

No matters are reportable.

### **Auditor's Judgments About the Quality of the School's Accounting Principles**

No matters are reportable.

### **Other Material Communications**

Listed below are other material communications between management and us related to the audit:

- Management representation letter (provided separately)

### **OTHER MATTERS**

We observed the following matters and offer these comments and suggestions with respect to matters which came to our attention during the course of the audit of the financial statements. Our audit procedures are designed primarily to enable us to form an opinion on the financial statements and, therefore, may not bring to light all weaknesses in policies and procedures that may exist. However, these matters are offered as constructive suggestions for the consideration of management as part of the ongoing process of modifying and improving financial and administrative practices and procedures. We can discuss these matters further at your convenience and may provide implementation assistance for changes or improvements.

### **Lease Agreement**

We recommend that the School obtain a written acknowledgement from its landlord documenting the annual rent reduction. The rent reduction was due to the renovation of the gym building that the landlord still has not completed. The rent reduction appears on the monthly invoices but the School has no guarantee of future amounts.

### **Payroll**

The payroll registers are reviewed by the Principal and approved via email. We recommend that the approval be retained as documentation of the review and approval process.

## **Significant New FASB Accounting Standards**

### **FASB Releases NFP Accounting Standard for Financial Reporting**

Accounting Standards Update (ASU) 2016-14 changes requirements for financial statements and notes of all not-for-profit (NFP) entities and is effective for fiscal years beginning after December 15, 2017. Early adoption is permitted and should be applied on a retrospective basis; however, NFPs have the option in the year adopted to omit certain disclosures shown in comparative financials.

A summary of the changes by financial statement area is as follows:

#### **Statement of financial position:**

- The NFP statement of financial position will distinguish between two new classes of net assets – those with donor-imposed restrictions and those without. The ASU retains the current requirements to provide information on the nature and amount of different types of donor restrictions in the notes to the financial statements.
- Underwater donor-restricted endowment funds are to be shown within the donor-restricted fund class. This is a change from the previously required classification as unrestricted.

#### **Statement of activities:**

- The standard requires NFPs to report expenses by both nature and function, either on the face of the statement of activities, as a separate statement or within the notes.
- NFPs are required to use the placed-in-service approach for reporting expirations of restrictions on gifts of cash or other assets to be used to acquire or construct a long-lived asset, in the absence of explicit donor stipulations. This eliminates the option to release the donor-imposed restriction over the estimated useful life of the acquired asset.
- Investment income will be shown net of external and direct internal investment expenses. There is no longer a requirement to include a disclosure of those netted expenses.

#### **Statement of cash flows:**

- An NFP can continue to choose to either use the indirect or direct method of reporting to present operating cash flows. If the direct method is used, there is no longer a requirement to present or disclose cash flows using the indirect (reconciliation) method.

#### **Notes to the financial statements:**

- FASB requires enhanced quantitative and qualitative disclosures to provide additional information useful in assessing liquidity and cash flows.
- Provide disclosures on amounts and purposes of governing board or self-imposed designations and appropriations as of the end of the period.

For many NFPs, adoption of the ASU will result in significant changes to financial reporting and disclosures which likely will require significant hours to implement correctly. Management should examine its current reporting system to identify what changes are necessary to comply with the new standard for both its internal and external reporting requirements. Based on your financial statement reporting changes, BKD will need to spend additional time in formatting these changes within our audit reporting system if you outsource your annual report and disclosure preparation to BKD. Please contact your BKD Advisor if you would like assistance converting the School's financial statements to the new model and preparing the new disclosures.

### ***The Tax Cuts and Jobs Act of 2017***

In late December, President Donald J. Trump signed into law tax legislation, informally known as the *Tax Cuts and Jobs Act* (TCJA), representing one of the largest overhauls of the Internal Revenue Code (IRC) in more than 30 years. Many TCJA provisions took effect January 1, 2018, and affect virtually all U.S. taxpayers, including tax-exempt organizations. Some of the important provisions that may affect the School are as follows:

- **Excise tax on executive compensation:** For tax years beginning after December 31, 2017, the TCJA imposes an excise tax on excess tax-exempt organization executive compensation. This excise tax will be 21 percent of the remuneration paid by a tax-exempt organization – and related organizations – to any covered employee in excess of \$1,000,000 plus any excess parachute payment paid by the organization to any covered employee. Covered employees include the five highest compensated employees of the organization for the taxable year and any employee that was a covered employee of the organization for any preceding taxable year beginning after December 31, 2016. The term remuneration does not include any compensation paid to a licensed medical professional (including a veterinarian) for the performance of medical or veterinary services by the professional.
- **Computation of unrelated business taxable income (UBTI):** Under the TCJA, for tax years beginning after December 31, 2017, UBTI will be computed separately with respect to each trade or business for organizations with more than one unrelated trade or business activity. Therefore, net operating losses (NOLs) from one unrelated trade or business activity will not be allowed to offset profits from another. Please note that corporate law changes will affect controlled corporations of tax-exempt organizations and the computation of unrelated business income. For more information on the corporate law changes, please view the appropriate charts on the following website: <http://www.bkd.com/services/tax/tax-reform-resource-center>.
- **Excise tax on private colleges and universities:** The TCJA enacted a 1.4 percent excise tax on the net investment income of private colleges and universities that is an “applicable educational institution.” An applicable educational institution is a school that has 500 or more tuition-paying students, more than 50 percent of the tuition-paying students are located within the United States and has assets with a value of at least \$500,000 per full-time student, not including those used directly in carrying out the institution's educational purpose. Assets and related net investment income of related organizations would be treated as part of the private college or university. The excise tax is effective for tax years beginning after December 31, 2017.
- **Tax-exempt bond financing:** The TCJA repealed the exclusion from gross income for interest on advance refunding bonds for such bonds issued after December 31, 2017.

Also important to consider is the elimination of the deduction for qualified transportation fringe benefits, as this affects tax-exempt employers in a unique way. Instead of losing a deduction, IRC §512(a)(7) provides that any disallowed benefit provided to an employee after December 31, 2017, and not associated with any unrelated business that is regularly carried on by the organization must be included as additional UBTI. The UBTI increase also may apply to expenditures for any parking facility used in connection with qualified parking and any on-premises athletic facility (as defined under IRC §132(j)(4)(B)). Tax-exempt employers face the same issues as taxable employers in regard to the actual calculation of these benefits. Nevertheless, the amount of any disallowed fringe benefits must either be included as UBTI and reported on Form 990-T, *Exempt Organization Business Income Tax Return*, or included as taxable wages to employees on Form W-2.

### **FASB Releases Not-for-Profit Accounting Standard for Grants and Contributions**

On June 21, 2018, the Financial Accounting Standards Board issued Accounting Standards Update (ASU) 2018-08. This standard clarifies existing guidance on determining whether a transaction with a resource provider, *e.g.*, the receipt of funds under a government grant or contract, is a contribution or an exchange transaction. The guidance requires all organizations to evaluate whether the resource provider is receiving commensurate value in a transfer of assets transaction, and whether contributions are conditional or unconditional.

If commensurate value is received by the resource provider, the transaction would be accounted for as an exchange transaction by applying Topic 606, *Revenue from Contracts with Customers*, or other topics. The standard clarifies that a resource provider is not synonymous with the general public. Indirect benefit received by the public as a result of the assets transferred is not equivalent to commensurate value received by the resource provider. If commensurate value is not received by the resource provider, *i.e.*, the transaction is nonexchange, the recipient organization would record the transaction as a contribution under Topic 958 and determine whether the contribution is conditional or unconditional.

FASB expects that the new standard could result in more grants and contracts being accounted for as contributions (often conditional contributions) than under current generally accepted accounting principles. Because of this, it believes the clarifying guidance about whether a contribution is conditional or unconditional, which affects the timing of revenue recognition, is important. Both the recipient and resource provider would equally apply the guidance.

For public entities, the standard will be effective for annual reporting periods beginning on or after June 15, 2018. For all other entities, the standard will be effective for reporting periods beginning on or after December 15, 2018.

This communication is intended solely for the information and use of management, the board of trustees and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

*BKD, LLP*

October 30, 2018

**BRONX ACADEMY**  
**OF**  
**PROMISE**  
**CHARTER SCHOOL**

October 30, 2018

**BKD, LLP**  
Certified Public Accountants  
655 Third Ave.  
New York, NY 10017

We are providing this letter in connection with your audit of our financial statements of Bronx Academy of Promise Charter School (the Organization) as of and for the year ended June 30, 2018. We confirm that we are responsible for the fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America. We are also responsible for adopting sound accounting policies, establishing and maintaining effective internal control over financial reporting, operations and compliance, and preventing and detecting fraud.

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

We confirm, to the best of our knowledge and belief, the following:

1. We have fulfilled our responsibilities, as set out in the terms of our engagement letter dated October 17, 2018, for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
2. We acknowledge our responsibility for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
3. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.

4. We acknowledge the Organization is not a conduit debt obligor whose debt securities are listed, quoted or traded on an exchange or an over-the-counter market. As a result, we acknowledge the Organization does not meet the definition of a "public entity" under generally accepted accounting principles for certain accounting standards.
5. We have reviewed and approved a draft of the financial statements and related notes referred to above, which you prepared in connection with your audit of our financial statements. We acknowledge that we are responsible for the fair presentation of the financial statements and related notes.
6. We have provided you with:
  - (a) Access to all information of which we are aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters.
  - (b) Additional information that you have requested from us for the purpose of the audit.
  - (c) Unrestricted access to persons within the Organization from whom you determined it necessary to obtain audit evidence.
  - (d) All minutes of trustees' meetings held through the date of this letter.
  - (e) All significant contracts and grants.
7. All transactions have been recorded in the accounting records and are reflected in the financial statements.
8. We have informed you of all current risks of a material amount that are not adequately prevented or detected by Organization procedures with respect to:
  - (a) Misappropriation of assets.
  - (b) Misrepresented or misstated assets, liabilities or net assets.
9. We understand the potential penalties for failure to disclose reportable tax transactions to the taxing authorities and have fully disclosed to BKD any and all known reportable tax transactions.
10. We have no knowledge of any known or suspected:
  - (a) Fraudulent financial reporting or misappropriation of assets involving management or employees who have significant roles in internal control.
  - (b) Fraudulent financial reporting or misappropriation of assets involving others that could have a material effect on the financial statements.

11. We have no knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, customers, regulators, suppliers or others.
12. We have disclosed to you the identity of the Organization's related parties and all the related party relationships and transactions of which we are aware. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with accounting principles generally accepted in the United States of America. We understand that the term related party refers to an affiliate; management, and members of their immediate families, subsidiaries accounted for by the equity method; and any other party with which the Organization may deal if the Organization can significantly influence, or be influenced by, the management or operating policies of the other. The term affiliate refers to a party that directly or indirectly controls, or is controlled by, or is under common control with, the Organization.
13. Except as reflected in the financial statements, there are no:
  - (a) Plans or intentions that may materially affect carrying values or classifications of assets and liabilities.
  - (b) Material transactions omitted or improperly recorded in the financial records.
  - (c) Material gain/loss contingencies requiring accrual or disclosure, including those arising from environmental remediation obligations.
  - (d) Events occurring subsequent to the statement of financial position date through the date of this letter requiring adjustment or disclosure in the financial statements.
  - (e) Agreements to purchase assets previously sold.
  - (f) Restrictions on cash balances or compensating balance agreements.
  - (g) Guarantees, whether written or oral, under which the Organization is contingently liable.
14. We have disclosed to you all known instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
15. We have no reason to believe the Organization owes any penalties or payments under the Employer Shared Responsibility Provisions of the Patient Protection and Affordable Care Act nor have we received any correspondence from the IRS or other agencies indicating such payments may be due.

16. We are not aware of any pending or threatened litigation or claims whose effects should be considered when preparing the financial statements. We have not sought or received attorney's services related to pending or threatened litigation or claims during or subsequent to the audit period. Also, we are not aware of any litigation or claims, pending or threatened, for which legal counsel should be sought.
17. Adequate provisions and allowances have been accrued for any material losses from:
  - (a) Uncollectible receivables, including pledges.
  - (b) Reducing obsolete or excess inventories to estimated net realizable value.
  - (c) Purchase commitments in excess of normal requirements or above prevailing market prices.
18. Except as disclosed in the financial statements, the Organization has:
  - (a) Satisfactory title to all recorded assets, and they are not subject to any liens, pledges or other encumbrances.
  - (b) Complied with all aspects of contractual and grant agreements, for which noncompliance would materially affect the financial statements.
19. The financial statements disclose all significant estimates and material concentrations known to us. Significant estimates are estimates at the statement of financial position date which could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets for which events could occur which would significantly disrupt normal finances within the next year. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
20. The fair values of financial and nonfinancial assets and liabilities, if any, recognized in the financial statements or disclosed in the notes thereto are reasonable estimates based on the methods and assumptions used. The methods and significant assumptions used result in measurements of fair value appropriate for financial statement recognition and disclosure purposes and have been applied consistently from period to period, taking into account any changes in circumstances. The significant assumptions appropriately reflect market participant assumptions.
21. We have not been designated as a potentially responsible party (PRP or equivalent status) by the Environmental Protection Agency (EPA) or other cognizant regulatory agency with authority to enforce environmental laws and regulations.



22. With respect to any nonattest services you have provided us during the year, including assisting with the preparation of the financial statements and preparation of the exempt organization tax return:
  - (a) We have designated a qualified management-level individual to be responsible and accountable for overseeing the nonattest services.
  - (b) We have established and monitored the performance of the nonattest services to ensure that they meet our objectives.
  - (c) We have made any and all decisions involving management functions with respect to the nonattest services and accept full responsibility for such decisions.
  - (d) We have evaluated the adequacy of the services performed and any findings that resulted.
23. We are an organization exempt from income tax under Section 501(c) of the Internal Revenue Code and a similar provision of state law and, except as disclosed in the financial statements, there are no activities that would jeopardize our tax-exempt status or subject us to income tax on unrelated business income or excise tax on prohibited transactions and events.
24. We have identified to you any activities conducted having both fund raising and program or management and general components (joint activities) and have allocated the costs of any joint activities in accordance with the provisions of FASB ASC 958-720-45.
25. We acknowledge that we are responsible for compliance with applicable laws, regulations and provisions of contracts and grant agreements.
26. We have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that have a direct and material effect on the determination of amounts in our financial statements or other financial data significant to the audit objectives.
27. We have identified and disclosed to you any violations or possible violations of laws, regulations and provisions of contracts and grant agreements whose effects should be considered for recognition and/or disclosure in the financial statements or for your reporting on noncompliance.
28. We have taken or will take timely and appropriate steps to remedy any fraud, abuse, illegal acts or violations of provisions of contracts or grant agreements that you or other auditors report.
29. We have a process to track the status of audit findings and recommendations.

30. We have identified to you any previous financial audits, attestation engagements, performance audits or other studies related to the objectives of your audit and the corrective actions taken to address any significant findings and recommendations made in such audits, attestation engagements or other studies.
31. We have provided our views on any findings, conclusions and recommendations, as well as our planned corrective actions with respect thereto, to you for inclusion in the findings and recommendations referred to in your report on internal control over financial reporting and on compliance and other matters based on your audit of the financial statements performed in accordance with **Government Auditing Standards**.
32. With regard to supplementary information:
  - (a) We acknowledge our responsibility for the presentation of the supplementary information in accordance with the applicable criteria.
  - (b) We believe the supplementary information is fairly presented, both in form and content, in accordance with the applicable criteria.
  - (c) The methods of measurement and presentation of the supplementary information are unchanged from those used in the prior period.
  - (d) We believe the significant assumptions or interpretations underlying the measurement and/or presentation of the supplementary information are reasonable and appropriate.
  - (e) If the supplementary information is not presented with the audited financial statements, we acknowledge we will make the audited financial statements readily available to intended users of the supplementary information no later than the date such information and the related auditor's report are issued.
33. We have evaluated whether there are conditions or events known or reasonably knowable, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern within one year of the date of this letter without consideration of potential mitigating effects of management's plans not yet fully implemented and concluded substantial doubt does not exist.

Signature: Catherine Jackvony  
Catherine Jackvony (Oct 30, 2018)

Email: [cjackvony@bronxacademyofpromise.com](mailto:cjackvony@bronxacademyofpromise.com)

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Executive Director

  
Business Manager



# Entry 5c Additional Financial Docs

Last updated: 10/31/2018

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

## Section Heading

### 1. Management Letter

<https://nysed.cso.reports.fluidreview.com/resp/20261080/8mMlunnVv3/>

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

### 2. Form 990

(No response)

**Explanation for not uploading the Form 990.** In Process

### 3. Federal Single Audit

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

(No response)

**Explanation for not uploading the Federal Single Audit.** N/A

### 4. CSP Agreed Upon Procedure Report

(No response)

**Explanation for not uploading the procedure report.** N/A

## 5. Evidence of Required Escrow Account

(No response)

**Explanation for not uploading the Escrow evidence.**

Refer to Financial Statements See the Assets section (Cash in escrow)

## 6. Corrective Action Plan

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

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

(No response)

**Explanation for not uploading the Corrective Action Plan.**

N/A

**BRONX ACADEMY OF PROMISE  
CHARTER SCHOOL**

**MANAGEMENT LETTER**

**JUNE 30, 2018**

Board of Trustees and Management  
Bronx Academy of Promise Charter School  
Bronx, New York

In planning and performing our audit of the financial statements of Bronx Academy of Promise Charter School (the School) as of and for the year ended June 30, 2018 in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, we considered the School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis.

A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the School's financial statements will not be prevented, or detected and corrected, on a timely basis.

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

This communication is intended solely for the information and use of management, the Board of Trustees and others within the School and is not intended to be and should not be used by anyone other than these specified parties.

*BKD, LLP*

October 30, 2018



# Entry 5d Financial Services Contact Information

Last updated: 07/25/2018

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

## BRONX ACAD OF PROMISE CS (NYC CHANCELLOR)Section Heading

### 1. School Based Fiscal Contact Information

School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
Candace Greene	<a href="mailto:cgreene@bronxacademyofpromise.com">cgreene@bronxacademyofpromise.com</a>	718 293 6950

### 2. Audit Firm Contact Information

School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
"Inessa Babayeva, Loeb and Troper LLP"	<a href="mailto:lbabayeva@LoebandTroper.com">lbabayeva@LoebandTroper.com</a>	212 867 4000	

### 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	Tia Murphy	237 W 35th Street, Suite 301 New York, NY 10001	<a href="mailto:tmurphy@csbm.com">tmurphy@csbm.com</a>	646 271 2016	

NEW YORK STATE EDUCATION DEPARTMENT  
Request for Proposals to Establish Charter Schools Authorized by the  
Board of Regents

**2018-19 Budget & Cash Flow Template**

**General Instructions and Notes for New Application Budgets and Cash Flows Templates**

<b>1</b>	Complete ALL SIX columns in <b>BLUE</b>
<b>2</b>	Enter information into the <b>GRAY</b> cells
<b>3</b>	Cells containing <b>RED</b> triangles in the upper right corner in columns B through G contain guidance on that particular item
<b>4</b>	School district per-pupil tuition information is located on the State Aid website at <a href="https://stateaid.nysed.gov/charter/">https://stateaid.nysed.gov/charter/</a> . Rows may be inserted in the worksheet to accommodate additional districts if necessary.
<b>5</b>	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please 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.



































































































**Bronx Academy of Promise Charter School**

**PROJECTED BUDGET FOR 2018-2019**

**July 1, 2018 to June 30, 2019**

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

	REGULAR	SPECIAL	OTHER	FUNDRAISING	MANAGEMENT &	TOTAL
Total Revenue	10,296,716	854,403	-	25,000	-	11,176,119
Total Expenses	7,811,275	1,346,635	-	20,066	1,827,211	11,005,188
Net Income	2,485,441	(492,232)	-	4,934	(1,827,211)	170,931
Actual Student Enrollment	569	41				-
Total Paid Student Enrollment	-	-				-

**PROGRAM SERVICES**

**SUPPORT SERVICES**

REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
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**REVENUE**

**REVENUES FROM STATE SOURCES**

Per Pupil Revenue	CY Per Pupil Rate	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
District of Location	\$15,307.00	9,593,470	729,055	-	-	-	10,322,525
School District 2 (Enter Name)		-	-	-	-	-	-
School District 3 (Enter Name)		-	-	-	-	-	-
School District 4 (Enter Name)		-	-	-	-	-	-
School District 5 (Enter Name)		-	-	-	-	-	-
		9,593,470	729,055	-	-	-	10,322,525
Special Education Revenue		-	-	-	-	-	-
Grants							
Stimulus		-	-	-	-	-	-
Other		-	-	-	-	-	-
Other State Revenue		-	-	-	-	-	-
<b>TOTAL REVENUE FROM STATE SOURCES</b>		9,593,470	729,055	-	-	-	10,322,525

**REVENUE FROM FEDERAL FUNDING**

DEA Special Needs			71,100	-	-	-	71,100
Title I		298,140	23,151	-	-	-	321,291
Title Funding - Other		30,893	2,399	-	-	-	33,292
School Food Service (Free Lunch)		296,390	23,015	-	-	-	319,405
Grants							
Charter School Program (CSP) Planning & Implementation		-	-	-	-	-	-
Other		-	-	-	-	-	-
Other Federal Revenue		-	-	-	-	-	-
<b>TOTAL REVENUE FROM FEDERAL SOURCES</b>		625,423	119,665	-	-	-	745,088

**LOCAL and OTHER REVENUE**

Contributions and Donations, Fundraising		-	-	-	25,000	-	25,000
Erate Reimbursement		25,637	1,991	-	-	-	27,628
Interest Income, Earnings on Investments,		1,138	-	-	-	-	1,138
NYC-DYCD (Department of Youth and Community Developmt.)		-	-	-	-	-	-
Food Service (Income from meals)		3,500	-	-	-	-	3,500
Text Book		-	-	-	-	-	-
Other Local Revenue		47,548	3,692	-	-	-	51,240
<b>TOTAL REVENUE FROM LOCAL and OTHER SOURCES</b>		77,823	5,683	-	25,000	-	108,506
<b>TOTAL REVENUE</b>		10,296,716	854,403	-	25,000	-	11,176,119

**EXPENSES**

**ADMINISTRATIVE STAFF PERSONNEL COSTS**

	No. of Positions	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Executive Management	2.00	226,204	11,310	-	4,847	80,787	323,148
Instructional Management	-	-	-	-	-	-	-
Deans, Directors & Coordinators	-	-	-	-	-	-	-
CFO / Director of Finance	-	-	-	-	-	-	-

Operation / Business Manager	-	-	-	-	-	-
Administrative Staff	10.00	68,758	61,882	-	6,876	550,066
<b>TOTAL ADMINISTRATIVE STAFF</b>	<b>12</b>	<b>294,962</b>	<b>73,193</b>	<b>-</b>	<b>11,723</b>	<b>630,853</b>
<b>INSTRUCTIONAL PERSONNEL COSTS</b>						
Teachers - Regular	31.00	2,044,327	-	-	-	2,044,327
Teachers - SPED	8.00	-	548,097	-	-	548,097
Substitute Teachers	-	-	-	-	-	-
Teaching Assistants	15.00	433,927	33,695	-	-	467,622
Specialty Teachers	13.00	898,307	69,755	-	-	968,062
Aides	-	-	-	-	-	-
Therapists & Counselors	2.00	114,358	8,880	-	-	123,238
Other	-	-	-	-	-	-
<b>TOTAL INSTRUCTIONAL</b>	<b>69</b>	<b>3,490,919</b>	<b>660,427</b>	<b>-</b>	<b>-</b>	<b>4,151,346</b>
<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>						
Nurse	-	-	-	-	-	-
Librarian	-	-	-	-	-	-
Custodian	2.00	-	-	-	78,057	78,057
Security	-	-	-	-	-	-
Other	7.00	301,749	23,431	-	-	325,180
<b>TOTAL NON-INSTRUCTIONAL</b>	<b>9</b>	<b>301,749</b>	<b>23,431</b>	<b>-</b>	<b>78,057</b>	<b>403,237</b>
<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>	<b>90</b>	<b>4,087,630</b>	<b>757,050</b>	<b>-</b>	<b>11,723</b>	<b>708,910</b>
<b>PAYROLL TAXES AND BENEFITS</b>						
Payroll Taxes	-	5,096	944	-	14	884
Fringe / Employee Benefits	-	646,865	119,803	-	1,855	112,184
Retirement / Pension	-	103,282	19,128	-	296	17,912
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>	<b>-</b>	<b>755,243</b>	<b>139,875</b>	<b>-</b>	<b>2,165</b>	<b>130,980</b>
<b>TOTAL PERSONNEL SERVICE COSTS</b>	<b>-</b>	<b>4,842,873</b>	<b>896,926</b>	<b>-</b>	<b>13,888</b>	<b>839,890</b>
<b>CONTRACTED SERVICES</b>						
Accounting / Audit	-	-	-	-	135,030	135,030
Legal	-	-	-	-	28,088	28,088
Management Company Fee	-	-	-	-	-	-
Nurse Services	-	-	-	-	-	-
Food Service / School Lunch	-	-	-	-	-	-
Payroll Services	-	641,711	118,848	-	1,840	111,291
Special Ed Services	-	-	-	-	-	-
Titlement Services (i.e. Title I)	-	-	-	-	-	-
Other Purchased / Professional / Consulting	-	198,668	5,675	-	-	45,314
<b>TOTAL CONTRACTED SERVICES</b>	<b>-</b>	<b>840,379</b>	<b>124,523</b>	<b>-</b>	<b>1,840</b>	<b>319,723</b>
<b>SCHOOL OPERATIONS</b>						
Board Expenses	-	-	-	-	15,606	15,606
Classroom / Teaching Supplies & Materials	-	98,585	7,655	-	-	106,240
Special Ed Supplies & Materials	-	-	-	-	-	-
Textbooks / Workbooks	-	22,152	1,720	-	-	23,872
Supplies & Materials other	-	-	-	-	-	-
Equipment / Furniture	-	11,348	2,102	-	33	1,968
Telephone	-	29,679	5,497	-	85	5,147
Technology	-	28,959	5,363	-	83	5,022
Student Testing & Assessment	-	34,165	2,653	-	-	-
Field Trips	-	48,272	3,748	-	-	-
Transportation (student)	-	-	-	-	-	-
Student Services - other	-	13,704	1,064	-	-	-
Office Expense	-	50,108	9,280	-	144	8,690
Staff Development	-	22,361	1,736	-	-	10,000
Staff Recruitment	-	4,273	-	-	-	-
Student Recruitment / Marketing	-	10,696	-	-	-	-
School Meals / Lunch	-	341,416	26,505	-	-	-
Travel (Staff)	-	-	-	-	-	-
Fundraising	-	20,000	-	-	-	-

Other	52,530	9,729	-	151	13,810	76,220
<b>TOTAL SCHOOL OPERATIONS</b>	<b>788,248</b>	<b>77,052</b>	<b>-</b>	<b>496</b>	<b>60,243</b>	<b>926,039</b>
<b>FACILITY OPERATION &amp; MAINTENANCE</b>						
Insurance	49,258	9,123	-	141	8,543	67,065
Janitorial	119,699	22,169	-	343	20,759	162,970
Building and Land Rent / Lease	1,004,850	186,104	-	2,882	274,269	1,468,105
Repairs & Maintenance	55,404	10,261	-	159	9,609	75,433
Equipment / Furniture	-	-	-	-	-	-
Security	-	-	-	-	-	-
Utilities	110,564	20,477	-	317	19,175	150,533
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	<b>1,339,775</b>	<b>248,134</b>	<b>-</b>	<b>3,842</b>	<b>332,355</b>	<b>1,924,106</b>
<b>DEPRECIATION &amp; AMORTIZATION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>275,000</b>	<b>275,000</b>
<b>DISSOLUTION ESCROW &amp; RESERVES / CONTIGENCY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>7,811,275</b>	<b>1,346,635</b>	<b>-</b>	<b>20,066</b>	<b>1,827,211</b>	<b>11,005,188</b>
<b>NET INCOME</b>	<b>2,485,441</b>	<b>(492,232)</b>	<b>-</b>	<b>4,934</b>	<b>(1,827,211)</b>	<b>170,931</b>

**ENROLLMENT - \*School Districts Are Linked To Above Entries\***

	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
District of Location	569	41	610
School District 2 (Enter Name)			-
School District 3 (Enter Name)			-
School District 4 (Enter Name)			-
School District 5 (Enter Name)			-
<b>TOTAL ENROLLMENT</b>	<b>569</b>	<b>41</b>	<b>610</b>
<b>REVENUE PER PUPIL</b>	<b>18,096</b>	<b>20,839</b>	<b>-</b>
<b>EXPENSES PER PUPIL</b>	<b>13,728</b>	<b>32,845</b>	<b>-</b>



































































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

**Trustee Name:**

Agatha Akyere

---

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

Bronx Academy of Promise Charter School

---

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

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

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

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

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

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
07/12/2018	<i>Please write "None" if applicable. Do not leave this space blank.</i>		

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

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

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7/12/2018 3:51:18 PM EDT

Signature

Date

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

**Business Telep**

**Business Adre**

**E-mail Address:**

**Home Telephon**

**Home Address:**



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

**Trustee Name:**

KEVIN KEARNS

---

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

BRONX ACADEMY OF PROMISE CHARTER SCHOOL

---

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

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

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

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

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

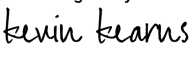
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the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

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

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

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

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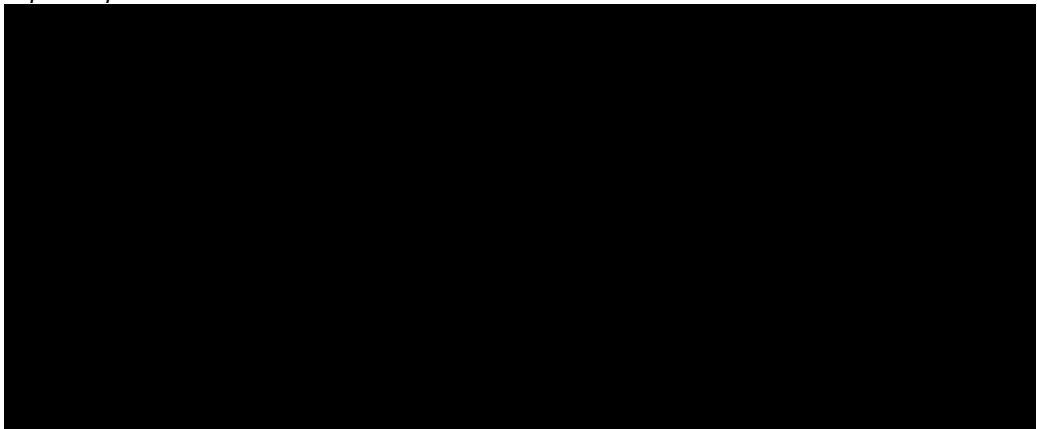
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Signature

Date

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

**Business Telep**  
**Business Adre**  
**E-mail Address:**  
**Home Telephon**  
**Home Address:**



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

Trustee Name: Rev. Dr. Sixto M. Carrum

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

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

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

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

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

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

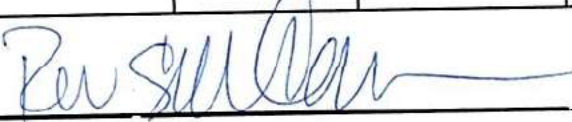
Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself



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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or Immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest

  
 Signature \_\_\_\_\_ Date 7/11/18

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

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

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

E-mail Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Home Address: \_\_\_\_\_



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

Trustee Name:

Carlivi Rojas

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

Bronx Academy of Promise Charter School

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

Parent Representative

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

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

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

Yes  No

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

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

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

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
N	O	N	E	

Signature

Date

7/11/18

Please note that this document is considered a public record and as such, may be made available to members of the public provided below will be

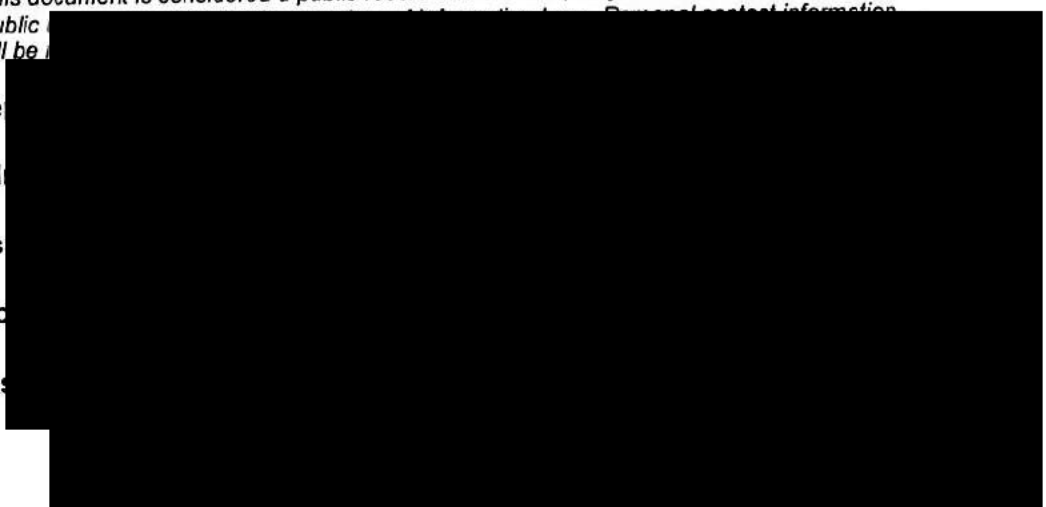
Business Tele

Business Add

E-mail Address

Home Telepho

Home Address



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

Trustee Name:

Dennis Sze

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

Bronx Academy of Promise

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

~~None~~ Trustee

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

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

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

Yes  No

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


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

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

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

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


2/14/18  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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

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

E-mail Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Home Address: \_\_\_\_\_

7/11/18

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

Trustee Name:

STEPHEN J. MAYO

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

BROWN ACADEMY OF PROMISE

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

board member

2. Is the trustee an employee of any school operated by the Education Corporation?

Yes  No

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

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

Yes  No

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

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

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

N/A

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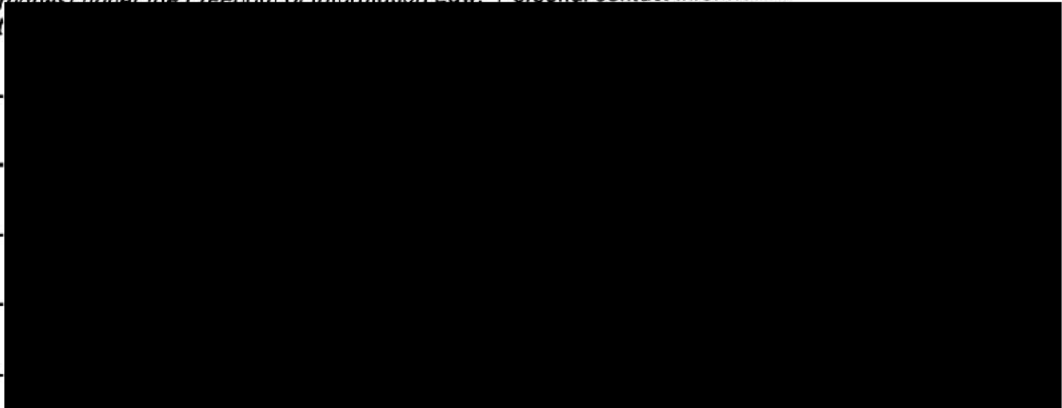
5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed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

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

Signature John Mayo Date 7/11/18

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

Business Telephone: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 Home Telephone: \_\_\_\_\_  
 Home Address: \_\_\_\_\_



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

Trustee Name:

Milca Meyer

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

Bronx Academy of Promise

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

Secretary

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

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

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

Yes  No

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

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

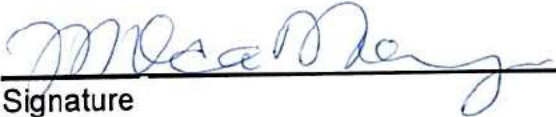
Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself



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

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


7-11-18  
 \_\_\_\_\_  
 Signature Date

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

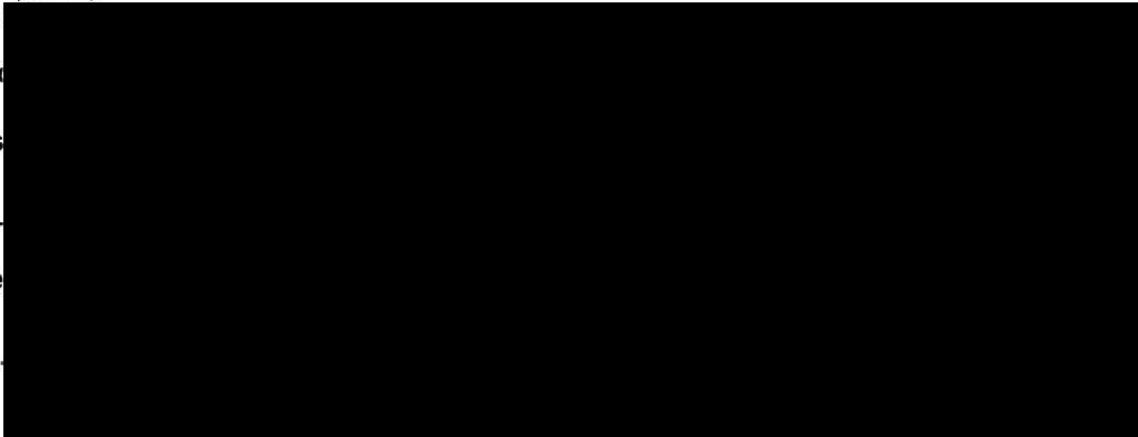
**Business Telephone:**

**Business Address:**

**E-mail Address:**

**Home Telephone:**

**Home Address:**





# Entry 8 BOT Table

Last updated: 07/25/2018

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

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2017 18
1	Rev. Dr. Michael Carrion, <a href="mailto:revmichaelcarrion@gmail.com">revmichaelcarrion@gmail.com</a>	Chair	Executive	Yes	4	7/1/2008	7/1/2020	11
2	Agatha Akyere, <a href="mailto:aggieakpalu@gmail.com">aggieakpalu@gmail.com</a>	Vice Chair	Executive	Yes	4	7/1/2008	7/1/2020	10
3	Milca Meyer, <a href="mailto:milc96@gmail.com">milc96@gmail.com</a>	Secretary	Executive /Financial	Yes	3	11/1/2010	7/1/2019	8
4	Kevin Kearns, <a href="mailto:kkearns818@yahoo.com">kkearns818@yahoo.com</a>	Treasurer	Executive /Financial	Yes	2	11/1/2013	7/1/2019	12
5	Dennis Sze, <a href="mailto:dennis.sze@creative">dennis.sze@creative</a>	Trustee/Member	Executive /Financial	Yes	2	11/1/2013	7/1/2019	6
6	Carlibi Rojas, <a href="mailto:carlibi1078@hotmail.com">carlibi1078@hotmail.com</a>	Parent Rep	Academic	Yes	2	07/01/2013	7/1/2019	10
	Stephen Mayo,	Trustee/M				01/09/20		

7	<a href="mailto:smayo721@aol.com">smayo721@aol.com</a>	ember		Yes		18	7/1/2021	5 or less
8								
9								

**1a. Are there more than 9 members of the Board of Trustees?** No

**2. Total number of members on June 30, 2018** 7

**3. Total number of members joining the Board during the 2017-18 school year** 1

**4. Total number of members departing the Board during the 2017-18 school year** 0

**5. Number of voting members in 2017-18, as set by the by-laws, resolution or minutes** 5

**6. Number of Board meetings conducted during the 2017-18 School Year** 11

**7. Number of Board meetings scheduled for the coming 2018-19 school year** 12

**Thank you.**



# Entry 9 - Board Meeting Minutes

Last updated: 07/25/2018

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

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

### **BRONX ACAD OF PROMISE CS (NYC CHANCELLOR)**

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

Yes

the charter school's website.

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

[https://www.bronxacademyofpromise.com/apps/pages/index.jsp?uREC\\_ID=375894&type=d&pREC\\_ID=1278795](https://www.bronxacademyofpromise.com/apps/pages/index.jsp?uREC_ID=375894&type=d&pREC_ID=1278795)



# Entry 10 Enrollment and Retention of Special Populations

Created: 07/31/2018 • Last updated: 08/01/2018

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

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

## **BRONX ACAD OF PROMISE CS (NYC CHANCELLOR)Section Heading**

## Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2017 18	Describe Recruitment Plans in 2018 19)
Economically Disadvantaged	<p>The school's meal program is presented during all initial application interactions, especially during the yearly new Kindergarten Orientation Themed Event. Consistent support is offered to assist families in completing all necessary paperwork to ensure that all eligible students participate in the program. The Parent Coordinator will reach out to new avenues throughout the neighborhood and in the local district to help support the school's enrollment efforts.</p>	Continue with current practices.
English Language Learners	<p>The school advertised in various places (radio, newspaper, and flyer) in languages other than English as well as made an attempt to reach immigrant communities with multi lingual staff members. The School's website references the English Language Learner program. In addition, the school's Parent Coordinator has the ability to speak and write in Spanish to create collaborative relationships in the community to help address the targeted audiences. The school is in the process of updating their website, highlighting the targeted areas as well as the ability to provide accessibility for families to read and/or hear it in different languages other than English.</p>	Continue with current practices.
Students with Disabilities	<p>The school advertisement mentions special needs and provides support for all students and families throughout the school year. For example, the school employs a Special Education Coordinator that meets with all new kindergarten families to help support all student needs. The school website will include the various needs and classroom arrangements offered by the school for students with disabilities. An additional Special Education teacher was employed to meet the needs of growing number of SETTS students.</p>	Continue with current practices.

## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2017 18	Describe Retention Plans in 2018 19)

Economically Disadvantaged	<p>The school's meal program is presented at the school's Open House each year, held in September. School brochures, mailings and applications mention that the school participates in the free/reduced lunch program. The school's website mentions the free/reduced lunch program and provides information for families. During the Open House, school staff members trained in the process are available, both in Spanish and English to provide families with additional individualized information.</p>	<p>The school will employ a new Public Relations Coordinator who will be responsible for reaching out to the community to increase our efforts towards meeting the targets for ED students, ELLs, and SWD.</p>
English Language Learners	<p>All advertising and school materials are translated and translators are available for families at all school community events, such as Parent Teacher Conferences, School Board meetings and Parent Community Organization (PCO) meetings. The principal holds monthly "Breakfast Club" meetings with translation services and invites all members of the community to participate. The school provides additional academic support throughout the year, both during and after school for students and parents. The Parent Coordinator will continue to build relationships with the community to help support the school's ELL Program. After school tutoring will be expanded to include specific academic interventions for our ELL students.</p>	<p>The school developed a Bronx Academy of Promise app which helps to reach families in a multi faceted approach. The app can be accessed in both English and Spanish, helping to bridge the gap between ELLs and their families. In addition, the school is planning to add a preference for ELLs in our 2018 2019 lottery and for future lotteries.</p>
Students with Disabilities	<p>The Special Education Coordinator is available during all school events, such as Parent Teacher Conferences and Open House. Two Guidance Counselors are employed (one for Elementary and one for Middle School) to assist with students and families. The school has increased the number of Integrated Co Teaching classrooms to continue to address academic needs and support their emotional development. Currently the school has one ICT classroom on each grade level. Planned presentations are held throughout the school year to help provide parental support for families. During the 2016 2017 school year, Special Education Coordinator began to organize a Special Education Parent Support Group. In 2017 18, the Special Education Coordinator will continue to build on the Special Education Parent Support Group,</p>	<p>Bronx Academy of Promise's Special Education Coordinator meets on a monthly basis with the recently formed Special Education Parent/Teacher Association to support the families of SWD. The goal of this organization is to work together in unison with our newly employed Public Relations Coordinator to attract other SWD. In addition, the school is planning to add a preference for SWD in our 2018 2019 lottery and for future lotteries.</p>

having monthly meetings throughout the school year. In addition, the Special Education Coordinator will continue to support the Special Education Teaching Staff to help build on their skills and knowledge of individual student need.





# Entry 11 Classroom Teacher and Administrator Attrition

Last updated: 07/25/2018

Report changes in teacher and administrator staffing.

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

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

### 1. Classroom Teacher Attrition Table

FTE Classroom Teachers on 6/30/17	FTE Classroom Teachers Departed 7/1/17 6/30/18	FTE Classroom Teachers Filling Vacant Positions 7/1/17 6/30/18	FTE Classroom Teachers Added in New Positions 7/1/17 6/30/18	FTE of Classroom Teachers on 6/30/18
32	4	4	4	36

### 2. Administrator Position Attrition Table

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

### 3. Tell your school's story

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

(No response)

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

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

Yes

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

	Yes
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Thank you



# Entry 12 Uncertified Teachers

Last updated: 07/25/2018

**FTE Count of All Teachers 49  
(Certified and Uncertified) as of  
6/30/18**

**FTE Count of All Certified 43  
Teachers as of 6/30/18**

## Instructions for Reporting Percent of Uncertified Teachers

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

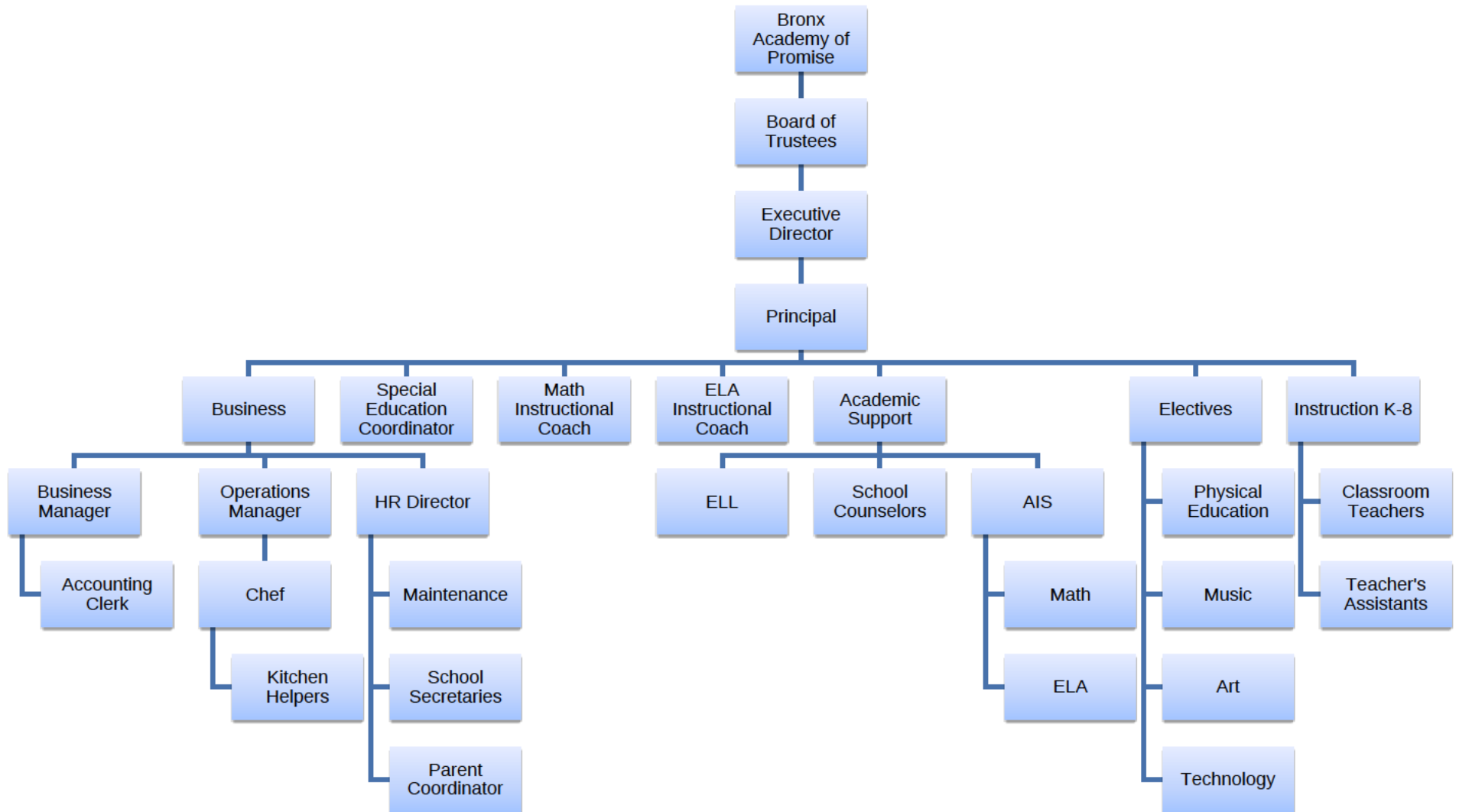
**FTE count of uncertified teachers on 6/30/18, and each uncertified teacher should be counted only once.**

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

**Thank you.**



Bronx Academy of Promise Charter School  
2018-19 Organizational Chart





## 2018-2019 SCHOOL YEAR

Wednesday	September 5	First Day of School
Mon.–Tues.	September 10-11	Rosh Hashanah—School Closed
Friday	October 5	11:30 Dismissal—Professional Development
Monday	October 8	Columbus Day—School Closed
Wednesday	October 31	11:30 a.m. Dismissal
Monday	November 5	11:30 a.m. Dismissal Parent/Teacher Conferences 1:00 p.m. – 7: 00 p.m.
Tuesday	November 6	School Closed Parent/Teacher Conferences 8:30 a.m. - 1:00 p.m.
Wednesday	November 21	11:30 a.m. Dismissal
Thurs. – Fri.	November 22-23	Thanksgiving Recess—School Closed
Friday	December 21	11:30 a.m. Dismissal
Mon. – Tues.	Dec. 24– Jan. 1	Holiday Recess—School Closed
Wednesday	January 2	Back to School
Monday	January 21	Dr. Martin Luther King Jr. Day—School Closed
Friday	February 1	11:30 a.m. Dismissal Professional Development
Tuesday	February 5	Lunar New Year – School Closed
Mon. – Fri.	February 18-22	Mid-Winter Recess –School Closed
Monday	February 25	Back to School

## 2017-2018 SCHOOL YEAR

Tues. – Thurs.	April 2- April 4	NYS ELA Assessments Grades 3-8
Mon. – Fri.	April 22- April 26	Spring Recess—School Closed
Monday	April 29	Back to School
Wed. – Fri.	May 1-3	NYS Math Assessments Grades 3-8
Friday	May 24	11:30 a.m. Dismissal
Monday	May 27	Memorial Day—School Closed
Friday	June 7	11:30 a.m. Dismissal— Professional Development
Monday	June 24	11:30 a.m. Dismissal
Tuesday	June 25	Last Day of School 11:30 a.m. Dismissal