

Amani Public Charter School  
Board of Trustees Meeting Agenda 7/16/18

- I. Roll Call/Call to Order
- II. Public Comment
- III. Matters for approval
  - a. Board minutes for June 2018 meeting
  - b. Policy review/updates
  - c. Renewal application
- IV. School snapshot
- V. Report from School's auditors
- VI. Board Development / Prospective Board Members
- VII. Committee & Taskforce Reports
  - a. *Executive Committee*
  - b. *Finance Committee*
  - c. *Education and Accountability Committee*
  - d. *Fundraising Task Force*
  - e. *Communications Task Force*
- VIII. Items for next Board Meeting (Recommendations due August 5<sup>th</sup>)

6/21/18

MINUTES OF A MEETING OF  
THE BOARD OF TRUSTEES OF THE  
AMANI PUBLIC CHARTER SCHOOL

June 11, 2018

A regular meeting of the Board of Trustees (the “**Board**”) of the Amani Public Charter School (the “**School**”), was held at the School’s facility at 60 South Third Avenue, Mount Vernon, NY on June 11, 2018, beginning at approximately 6:30 pm. local time pursuant to notice duly given.

The following Trustees were present in person at the meeting: Sidney Burke, David Eichler, Edward Green, Jim Killoran, and Robert Jones.

E. Adell Dowdy and Laura Francis were not present.

Also present at the meeting were the following School employees: Debra Stern, Sandra Bynum, Michelle Danko, Tara McLaughlin, and Phil Salmon. Mr. Burke presided as Chair of the meeting.

Attached as Exhibit A are the materials provided to the Board at or prior to the meeting.

After noting that a quorum was present, the Chair called the meeting to order.

1. Public Comment. The Chair opened the floor for public comment. No one from the public chose to speak.

2. Introduction of New DCI. Mrs. Bynum, the School’s new Director of Curriculum and Instruction, was introduced to the Board. She discussed with the Board her observations to date regarding the School and her goals and plans for the School. Members of the Board asked various questions of Mrs. Bynum, which were answered.

At this point, Mrs. Bynum left the meeting.

3. Data Analysis. Mrs. McLoughlin discussed with the Board an analysis of certain academic data, including analysis of scholars’ progress over the course of the academic year for each grade and certain subjects. The Board asked various questions of Mrs. McLoughlin, which were answered.

4. Curriculum and Professional Development. Mrs. Danko and Mrs. Stern discussed with the Board the School’s progress in developing curricula, teacher evaluations, and planned professional development. The Board asked various questions, which were answered.

5. School Snapshot. Mrs. Stern presented the School Snapshot to the Board, including a discussion of the visit to the School by Kim Santiago from NYSED, upcoming events, student enrollment, staffing changes and staff recruitment, and the recently-completed DCI search. Members of the Board asked various questions of the members of School leadership, which were answered.

6. Approval of School Budget. Mr. Salmon presented the School's proposed budget for the 2018-19 school year, describing the material changes from the prior year's budget and preliminary actual results through April 30, 2018. Members of the Board asked various questions, which were answered. Following discussion, upon motion duly made and seconded, the resolutions attached as Exhibit B hereto were unanimously approved.

7. Bylaws. Mr. Salmon and Mr. Burke then discussed with the Board the proposed changes to the School's Bylaws (which changes had previously been circulated to the Board for review). Following discussion, upon motion duly made and seconded, the resolutions attached as Exhibit B hereto were unanimously approved.

8. Investment of Operating Reserve. Mr. Salmon then revisited with the Board the School's operating reserve, including anticipated uses of the reserve. Following discussion, upon motion duly made and seconded, the Board unanimously approved the reservation of \$1.5 million of the School's operating reserve for payment of the note payable to the School's landlord related to the School's building renovations.

9. Prospective New Trustees. Mrs. Stern noted that, due to other commitments and transportation issues, Aulston Taylor (a prospective Board member) had indicated that he would not be able to serve on the Board. The Board briefly discussed Rev. Wheeler (a prospective Board member), and asked the School's staff to see if he might be able to attend the Board's next meeting. Mr. Green also noted that he knew a prospective Board member who might be able to add financial expertise to the Board.

10. Re-Election of Trustees. At this point, Mr. Burke noted that the following members' term as Board members would expire following this meeting: Mr. Burke and Mr. Eichler. Mr. Burke also noted to the Board that Mr. Eichler had decided not to seek re-election as a result of (among other factors) scheduling conflicts that made it difficult for him to commit sufficient time to his Board service. Mr. Burke thanked Mr. Eichler (a founding Board member and the Board's long-time treasurer) for his service to the School over many years.

Following discussion, upon motion duly made and seconded, Mr. Burke was unanimously re-elected for a term expiring after the 2021 Annual Meeting, as reflected in the resolutions attached as Exhibit B hereto.

11. Election of Officers. Mr. Burke then discussed the proposed Officers for the upcoming school year. Following discussion, upon motion duly made and seconded, the resolutions attached as Exhibit B hereto were unanimously approved.

12. Committees/Task Forces. Mr. Burke then discussed the proposed Committees and Task Forces for the upcoming school year. Following discussion, upon motion duly made and seconded, the resolutions attached as Exhibit B hereto were unanimously approved.

13. Schedule for Board Meetings. The Board discussed the calendar for the upcoming school year. Following discussion, upon motion duly made and seconded, the resolutions attached as Exhibit B hereto were unanimously approved.

14. Approval of Prior Minutes. The minutes of the Board meetings held on April 9, 2018, and (with one edit) May 14, 2018, were reviewed and unanimously approved.

15. Items for Future Meetings.

- Rev. Wheeler as prospective Board member
- Staff compensation determinations
- ED self-evaluation and Board evaluation of ED performance
- DOO to report on solar options
- Policy reviews/updates
- Board expectations
- Test results
- Parent and alumni survey

16. Adjournment. There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

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Jim Killoran  
Secretary

APPROVED:

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Sidney Burke  
Chair

**EXHIBIT A**

[Board materials attached]

**EXHIBIT B**

Resolutions of the  
Board of Trustees (the “Board”)  
of the  
Amani Public Charter School (the “School”)

June 11, 2018

**A. Re-Election of Directors and Officers**

1. RESOLVED, that each of the following persons be appointed as a trustee of the School for the term set forth above such persons’ name, to serve until such trustee has been duly chosen and qualified, or until such trustee’s earlier incapacity, death, resignation or removal:

Term expiring following the 2021 Annual Meeting:

Sidney Burke

2. RESOLVED, that each of the following persons be appointed as officers of the School in the position set forth opposite such person’s name, each to serve until his or her successor has been duly chosen and qualified, or until such officer’s earlier incapacity, death, resignation or removal:

<u>Name</u>	<u>Position</u>
Sidney Burke	Chair
Adell Dowdy	Vice Chair
<i>vacant</i>	Treasurer
Jim Killoran	Secretary

**B. Appointment of Committees**

3. RESOLVED, that the following individuals shall be appointed to serve on the Executive Committee, each to serve until his or her successor has been duly chosen and qualified, or until such individual’s earlier incapacity, death, resignation or removal:

<u>Name</u>	<u>Position</u>
Sidney Burke	Chair
E. Adell Dowdy	Committee Member
Jim Killoran	Committee Member
<i>vacant</i>	Committee Member
<i>vacant</i>	Committee Member

4. RESOLVED, that the following individuals shall be appointed to serve on the Finance Committee, each to serve until his or her successor has been duly chosen and qualified, or until such individual’s earlier incapacity, death, resignation or removal:

<u>Name</u>	<u>Position</u>
Robert Jones	Chair
Jim Killoran	Committee Member
Edward Green	Committee Member

5. RESOLVED, that the following individuals shall be appointed to serve on the Education and Accountability Committee, each to serve until his or her successor has been duly chosen and qualified, or until such individual's earlier incapacity, death, resignation or removal:

<u>Name</u>	<u>Position</u>
E. Adell Dowdy	Chair
Robert Jones	Committee Member
Laura Francis	Committee Member
Brenda Mizell	(non-Board member)

**C. Formation of Task Forces**

6. RESOLVED, that the following individuals shall be appointed to serve on the Fundraising and Communications Task Force, each to serve until his or her successor has been duly chosen and qualified, or until such individual's earlier incapacity, death, resignation or removal:

Jim Killoran (chair)  
 Ed Green  
 Debra Stern (non-Board member)  
 Charlie Stern (non-Board member)

**D. Approval of Board Meeting Schedule for 2017-18**

7. RESOLVED, that regular meetings of the Board for the 2017-18 school year be scheduled for the following dates at 7:00pm local time:

- July 9
- August 13
- September 10
- October 15 (because of Columbus Day)
- November 19 (because of Veterans Day)
- December 10
- January 14
- February 11
- March 11
- April 8
- May 13
- June 10

**E. 2017-18 School Budget**

8. RESOLVED, that the School's 2017-18 budget, in substantially the form presented to the Board, be and hereby is, authorized and approved, with such changes as the Authorized Representatives, or any of them, may determine are necessary or appropriate;

**F. Amended and Restated Bylaws**

9. RESOLVED, that that Amended and Restated Bylaws (as of June 11, 2018) of the School, in substantially the form presented to the Board, be and hereby are, authorized and approved;

**G. Miscellaneous**

10. RESOLVED, that the officers of the School and the Executive Director, Director of Curriculum and Instruction, Director of Finance, and Director of Operations (in each case, whether acting, interim, or permanent) (collectively, the "Authorized Representatives"), be, and each of them hereby is, authorized, empowered and directed to execute and deliver any and all other agreements, instruments, certificates and other documents, to pay such fees and taxes, to give such notices, to make such filings, to obtain such governmental and third-party consents, and to take such actions in the name and on behalf of the School as such Authorized Representatives may deem necessary or advisable to effectuate the purposes and intentions of the foregoing resolutions; and

11. RESOLVED, that the authority and power given under the foregoing resolutions shall be deemed retroactive and any and all acts authorized thereunder performed prior to the passage of the foregoing resolutions be, and they hereby are, ratified and approved.



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

**Amani Public Charter School**

**Communication of Planning Matters**



July 16, 2018

Board of Trustees  
Amani Public Charter School

Dear Trustees:

Professional standards require us to communicate with you regarding matters related to the financial statement audit that are, in our professional judgment, significant and relevant to your responsibilities in overseeing the financial reporting process. The following documents various matters with respect to the planned scope and timing of the audit of the annual financial statements of Amani Public Charter School (the "Organization") as of and for the period ended June 30, 2018.

Should you desire further information concerning these matters, please contact us.

The following communication was prepared as part of our audit, has consequential limitations, and is intended solely for the information and use of those charged with governance and, if appropriate, management of the Organization and is not intended and should not be used by anyone other than those specified parties.

Very truly yours,

*Mengel, Metzger, Barr & Co. LLP*

MENGEL, METZGER, BARR & CO. LLP

# Agenda Points

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- INTRODUCTION
- ENGAGEMENT OBJECTIVES
- AUDIT APPROACH
- NEW DEVELOPMENTS
- AUDIT SERVICE TEAM
- ENGAGEMENT TIMING
- AUDIT SUPPORT
- QUESTIONS/COMMENTS

# Introduction

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We are pleased to be of service to Amani Public Charter School (the Organization). The following report describes our plan for the audit of the financial statements of the Organization for the year ended June 30, 2018, and discusses other services to be provided by us to the Organization. This report is designed to provide you with a summary of our overall objectives for the audit, the nature and scope of the planned audit work, and any other permitted services required by the Organization, as pre-approved by you.

# Engagement Objectives

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The following documents our objectives with respect to the audit of the annual financial statements of the Organization as of and for the year ended June 30, 2018.

- Plan and perform an audit to obtain reasonable assurance about whether the financial statements are free of material misstatements, whether caused by error or fraud. An audit in accordance with auditing standards generally accepted in the United States of America does not provide absolute assurance relative to or any guarantee of the accuracy of the financial statements and is subject to the inherent risk that errors or fraud, if they exist, may not be detected.
- Professional standards also require that we obtain a sufficient understanding of the Organization's internal control to plan the audit of the financial statements. However, such understanding is required for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.
- Communicate to management and those charged with governance significant deficiencies and material weaknesses identified during our audit, if any.
- Prepare applicable information returns for the year ended June 30, 2018.
- Consult on accounting, tax and reporting matters as needed throughout the year.
- Work with management towards the timely issuance of the financial statements and information returns.
- Ensure that those charged with governance are kept appropriately informed of the Organization's financial reporting matters and comply with professional standards as to communications with those charged with governance.

# Audit Approach

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Overall, our audit strategy involves extensive partner involvement in all aspects of the planning and execution of the audit and is based on our understanding of the Organization. Consistent with the risk assessment standards, our strategy will be initially developed based upon information obtained previous to and during fieldwork; however, we will continually give consideration to our audit approach throughout the audit as we respond to assessed risks. Our goals include:

- Focus resources on higher risk areas and other areas of concern for management and those charged with governance.
- Place reliance on internal controls, where appropriate, in determining the degree of detailed testing required.
- Assess strength of design of controls.
- Determine whether controls were placed in operation.

Our audit strategy includes consideration of:

- Inherent risk within the Organization - i.e., the susceptibility of the financial statements to material error or fraud, before recognizing the effectiveness of the control systems.
- The control environment and the possibility that the control systems and procedures may fail to prevent or detect a material error or fraud.
- Information about systems and the computer environment in which financial records and related systems operate.
- Recent results of operations and significant current year events.

Based upon our initial assessment, our audit will entail a combination of testing controls for reliance and substantive testing. Some of the primary areas of focus in our overall audit effort may include:

- Grant revenue recognition
- Contributions
- Compensation expenses and related accruals
- Grants and other receivables, including Core Aid
- Property and equipment
- Deferred lease liability
- Amount due to landlord

# New Developments

## Presentation of Financial Statements for Not-for-Profit Entities Accounting Standards

The Financial Accounting Standards Board (FASB) issued ASU 2016-14 on the presentation of financial statements for not-for-profit entities during August 2016. The ASU is effective for annual financial statements issued for fiscal years beginning after December 15, 2017. For the Organization, the effective date is the year ending **June 30, 2019**. We will work with the Organization's management to ensure the Organization is prepared to implement the required changes. Early adoption of the ASU is permitted but must be applied retrospectively. The ASU requires numerous changes to not-for-profit financial statements, with key changes as follows:

- **Net Asset Classes**
  - Revised presentation of net asset classifications into two classes (net assets with donor restriction and net assets without donor restrictions)
  - Enhanced disclosures for self-imposed limits on the use of resources without donor-imposed restrictions and the composition of net assets with donor restrictions
  - Updated the accounting and disclosure requirements for underwater endowment funds
- **Investment Return**
  - Net presentation of investment expenses against investment return on the statement of activities, and elimination of the requirement to disclose investment expenses that have been netted
- **Expenses**
  - Requirement to present expenses by nature as well as function, including an analysis of expenses showing the relationship between functional and natural classification for all expenses
- **Liquidity and Availability of Resources**
  - Qualitative disclosures of how a not-for-profit manages its available liquid resources
  - Quantitative disclosures that communicate the availability of financial assets to meet cash needs for general expenditures within one year of the balance sheet date
- **Statement of Cash Flows**
  - The ability to choose between the direct and indirect methods was maintained but the presentation of the indirect reconciliation is no longer required if using the direct method.

## OMB Extends Uniform Guidance Procurement Rules

The Office of Management and Budget (OMB) issued an addendum to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) on May 17, 2017. The amendment allows nonfederal entities an additional year to implement the Uniform Guidance requirements related to procurement. These procurement standards were previously on a delayed implementation timeframe, and this extension allows an additional year. Therefore, the new standards will apply starting with fiscal years beginning on or after Dec. 26, 2017. For the Organization, this will be the year ending **June 30, 2019**.

Some of the general standards over procurement include:

- Every non-federal entity receiving federal awards must have documented procurement procedures that reflect federal law, Uniform Guidance standards, and any state regulations.
- Entities should focus on the most economical solution during the procurement process, and must avoid using federal funds for the acquisition of unnecessary items. Organizations are encouraged to consider the use of shared services and intergovernmental agreements to foster greater economy and efficiency.
- Written conflict-of-interest policies are required. No employee or agent of the entity may participate in the selection, award, or administration of a contract funded by federal grant dollars if he or she has an actual or apparent conflict of interest.
- The organization must document the procurement steps and activities required to be completed. This includes the basis for the type of procurement, contract type, and the basis for the contractor selection and price.
- Ultimately, the recipient of federal awards must maintain an appropriate level of oversight to ensure that contractors perform in accordance with the terms of their contract.

As evident above, there is a high level of formal documentation required to meet the procurement standards, beginning with required organizational policies and procedures through individual contract award and oversight activities.

The Uniform Guidance also requires full and open competition. Contractors who assist in drafting specifications for requests for proposals (RFP) must be excluded from competing for those opportunities. In addition, RFP specifications cannot have unreasonable requirements that are meant to limit competition. Also, procurements must be conducted in a manner that prohibits the use of geographical preferences in the evaluation of proposals, except in certain case where federal law explicitly requires or encourages geographic preference or when contracting for architectural and engineering services, provided that specifying geographic location leaves an appropriate number of qualified firms.

The Uniform Guidance outlines five methods of procurement:

- **Micro-purchase:** Purchases where the aggregate dollar amount does not exceed \$10,000. When practical, the entity should distribute micro-purchases equitably among qualified suppliers. No competitive quotes are required if management determines that the price is reasonable.
- **Small purchase:** Includes purchases up to the Simplified Acquisition threshold, which is currently \$250,000. Informal purchasing procedures are acceptable, but price or rate quotes must be obtained from an adequate number of sources.
- **Sealed bids:** Used for purchases over the Simplified Acquisition Threshold, which is currently \$250,000. Under this purchase method, formal solicitation is required, and the fixed price (lump sum or unit price) is awarded to the responsible bidder who conformed to all material terms and is the lowest in price. This method is the most common procurement method for construction contracts.
- **Competitive proposals:** Used for purchases over the Simplified Acquisition Threshold, which is currently \$250,000. This procurement method requires formal solicitation, fixed-price or cost-reimbursement contracts, and is used when sealed bids are not appropriate. The contract should be awarded to the responsible firm whose proposal is most advantageous to the program, with price being one of the various factors.
- **Noncompetitive proposals:** Also known as sole-source procurement, this may be appropriate only when specific criteria are met. Examples include when an item is available only from one source, when a public emergency does not allow for the time of the competitive proposal process, when the federal awarding agency authorizes, or after a number of attempts at a competitive process, the competition is deemed inadequate.

All recipients of federal awards should familiarize themselves with the changes in the Uniform Guidance. Your audit team is available to answer any questions you may have regarding these requirements.

## Revenue Recognition Accounting Standards Update

The Financial Accounting Standards Board (FASB) and the International Accounting Standards Board (IASB) initiated a joint project to clarify the principles for recognizing revenue and to develop a common revenue standard for U.S. GAAP and International Financial Reporting Standards (IFRS) that would:

1. Remove inconsistencies and weaknesses in existing revenue requirements.
2. Provide a more robust framework for addressing revenue issues.
3. Improve comparability of revenue recognition practices across entities, industries, jurisdictions, and capital markets.
4. Provide more useful information to users of financial statements through improved disclosure requirements.
5. Simplify the preparation of financial statements by reducing the number of requirements to which an entity must refer.

For public companies, the guidance is effective for annual reporting periods beginning after December 15, 2017. For nonpublic companies, the guidance is effective for annual reporting periods beginning after December 15, 2018, or the year ending **June 30, 2020** for the Organization. Nonpublic companies may elect early application, but no earlier than the effective date for public entities.

The American Institute of Certified Public Accountants (AICPA) has established a revenue recognition task force for each of sixteen industries, including not-for-profit organizations, with oversight by a FASB / IASB Joint Transition Resource Group. The goal of each task force is to identify potential implementation questions and issues resulting from the new standard and to publish industry guides to assist entities in implementing the standard. Transitional guidance is still being developed by the FASB. We will continue to monitor this additional guidance.

FASB has also recently released an exposure draft of a proposed ASU intended to clarify and improve the scope and accounting guidance for contributions received and made, primarily by not-for-profits. This guidance is designed to provide an improved framework to determine if a transaction should be accounted for as a contribution or an exchange transaction. Guidance will be provided to evaluate whether a resource provider is receiving value in return for resources transferred. The proposed ASU will also aid organizations in determining whether a contribution is conditional or unconditional, and better distinguish a donor-imposed condition from a donor-imposed restriction. The proposed amendments would not apply to transfers of assets from the government to businesses. The proposed standard would be effective for annual reporting periods beginning after December 31, 2018, or the year ending **June 30, 2020** for the Organization.

## Leases Accounting Standards Update

On February 25, 2016, the FASB issued an Accounting Standards Update (ASU) intended to improve financial reporting about leasing transactions. The ASU affects all companies and other organizations that lease assets such as real estate and equipment.

The ASU will require organizations that lease assets – referred to as “lessees” – to recognize on the balance sheet the assets and liabilities for the rights and obligations created by those leases.

Under the new guidance, a lessee will be required to recognize assets and liabilities for leases with lease terms of more than twelve months. Consistent with current U.S. GAAP, the recognition, measurement, and presentation of expenses and cash flows arising from a lease by a lessee primarily will depend on its classification as a finance or operating lease. However, unlike current U.S. GAAP—which requires only capital leases to be recognized on the balance sheet—the new ASU will require both types of leases to be recognized on the balance sheet.

The ASU also will require additional disclosures to help investors and other financial statement users better understand the amount, timing, and uncertainty of cash flows arising from leases. These disclosures include qualitative and quantitative requirements, providing additional information about the amounts recorded in the financial statements.

The ASU on leases will take effect for public companies for fiscal years, and interim periods within those fiscal years, beginning after December 15, 2018. For all other companies and organizations, the ASU on leases will take effect for fiscal years beginning after December 15, 2019, and for interim periods within fiscal years beginning after December 15, 2020. This will be effective for the Organization for the year ending **June 30, 2021**.

## Audit Service Team

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We have assembled an experienced, proven team of professionals who have been with the firm for many years to serve as your engagement team. The team is committed to assuring that you receive timely, responsive, and quality service.

Jackie Lee, Kurt Button, Julie Alden and Shayla Sanders will serve as your primary audit engagement team.

## Engagement Timing

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We have completed our interim fieldwork on June 11, 2018 and scheduled our year-end fieldwork for July 24-25, 2018.

## Audit Support

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We anticipate relying on the support of your accounting staff and consultants in the performance of the audit. Specifically, we would expect your personnel to provide support to the external audit in the following areas:

- Assistance with confirmation of cash, contributions and grants, including both selection and follow up.
- Completion of schedules requested in the client assistance memorandums prepared by Mengel Metzger Barr & Co. LLP.
- Provide all significant contracts and agreements entered during the year.

## Questions & Comments

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

**Trustee Name:**

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

**Amani Public Charter School**

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

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

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

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

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

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

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
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

\_\_\_\_\_  
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:** \_\_\_\_\_