



Entry 1 School Information

Created: 06/15/2017 • Last updated: 08/01/2017

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

a. SCHOOL NAME AND BEDS# HARLEM LINK CS (SUNY Trustees)

(Select name from the drop down menu)

b. CHARTER AUTHORIZER SUNY-Authorized Charter School

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

c. DISTRICT / CSD OF LOCATION NYC CSD 3

d1. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	20 West 112th Street, New York, NY 10026	[REDACTED]		

d2. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Steven Evangelista
Title	Principal & Co-Founder
Emergency Phone Number (###-###-####)	[REDACTED]

e. SCHOOL WEB ADDRESS (URL) <http://www.harlemlink.org/>

f. DATE OF INITIAL CHARTER 09/2004

g. DATE FIRST OPENED FOR INSTRUCTION 09/2005

i. TOTAL ENROLLMENT ON JUNE 30, 2017 410

j. GRADES SERVED IN SCHOOL YEAR 2016-17

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5
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k1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION? No

I1. FACILITIES

Does the school maintain or operate multiple sites?

No, just one site.

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	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	20 West 112th Street New York, NY 10026		CSD 3	K-5	Yes	DOE space
Site 2						
Site 3						

I2a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Steve Evangelista			
Operational Leader	Andrew Group			
Compliance Contact	Steve Evangelista			
Complaint Contact	Steve Evangelista			

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

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

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

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

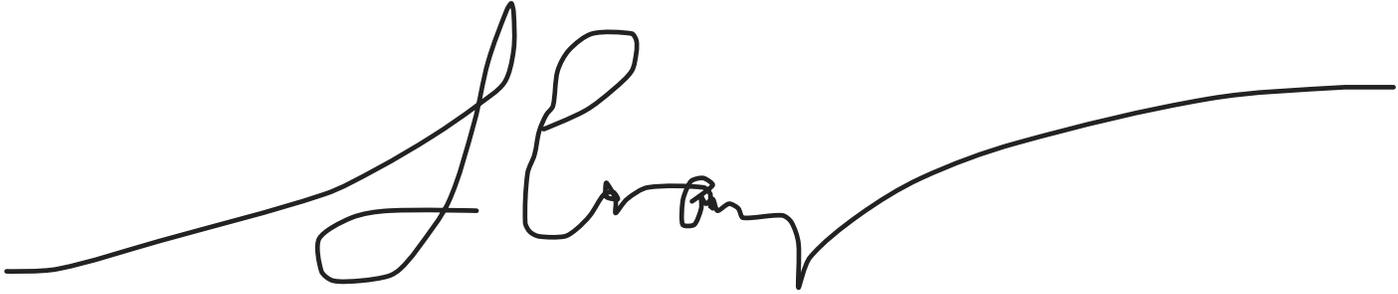
o. Name and Position of Individual(s) Who Completed the 2016-17 Annual Report.

Steven Evangelista, Principal & Co-Founder

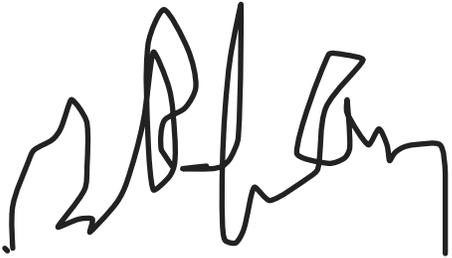
p. Our signatures below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any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

Yes

Signature, Head of Charter School

A handwritten signature in black ink, appearing to read 'S. Evangelista', written in a cursive style.

Signature, President of the Board of Trustees

A handwritten signature in black ink, appearing to read 'M. [unclear]', written in a cursive style.

Date

2017/08/01

Thank you.



Entry 2 NYS School Report Card Link

Last updated: 07/12/2017

1. NEW YORK STATE REPORT CARD

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

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

<https://data.nysed.gov/reportcard.php?instid=800000058135&year=2016&createreport=1&enrollments=1&avgclasssize=1&freelunch=1&attendance=1&suspensions=1&teacherqual=1&teacherturnover=1&staffcounts=1&38ELA=1&38MATH=1&48SCI=1&naep=1&elemELA=1&elemMATH=1&elemSci=1&unweighted=1>



Entry 4 Expenditures per Child

Last updated: 07/30/2017

Financial Information

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

1. Total Expenditures Per Child

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

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

Line 1: Total Expenditures	6445327
Line 2: Year End FTE student enrollment	364
Line 3: Divide Line 1 by Line 2	17725

2. Administrative Expenditures per Child

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

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

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

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

Line 1: Relevant Personnel Services Cost (Row)	600298
Line 2: Management and General Cost (Column)	183371
Line 3: Sum of Line 1 and Line 2	783669
Line 5: Divide Line 3 by the Year End FTE student enrollment	2155

Thank you.



**GENERAL INSTRUCTIONS FOR
ANNUAL BUDGET/QUARTERLY REPORT**

TEMPLATE TABS

1- GRAY tab contains the Instructions

Instructions	Provides description of tabs and input requirements.
Funding by District	Charter School Tuition Rates

2- BLUE tabs require input of information

1.) Name of School	>Select school name from list. >Enter contact information.
2.) Enrollment	Enter enrollment information for Annual Budget (& Revisions) and Quarterly Actuals. Includes: >Enrollment by Grade >Enrollment by District
3.) Staffing Plan	Enter staffing plan information for Annual Budget (& Revisions) and Quarterly Actuals. Includes: >Full Time Equivalent (FTE), by Position Category, By Quarter
4.) Yearly Budget	Enter Yearly Budget information. Includes: >"Pior Year" column may be completed based upon preliminary data, and adjusted with Annual Audited data when the Quarter 2 Actuals are being submitted. (Note: Quarterly Revenue allocation may be set) >Budgeted Enrollment data and Per Pupil Revenue for the current year are populated based upon input on tab "2.) Enrollment." >Budgeted FTE for current year is populated based upon input on tab "3.) Staffing Plan." >All other sources of revenue >All expenses >Budget Revisions, as necessary and <i>approved</i> by the school's Board of Directors, should be submitted when submitting Quarterly Actuals
5.) Balance Sheet	Enter Balance Sheet information for EdCorps. Separate schools merged into a primary EdCorp should NOT use this tab. >"Pior Year" column may be completed based upon preliminary data, and adjusted with Annual Audited data when the Quarter 2 Actuals are being submitted.

6.) Quarterly Report	Enter Actual Quarterly Report information . Includes: >Actual Enrollment data and Per Pupil Revenue for the current year are populated based upon input on tab "2.) Enrollment." >Actual FTE for current year is populated based upon input on tab "3.) Staffing Plan." >All other sources of revenue >All expenses
7.) Annual Report Requirement	Complete when submitting Actual Quarter 4.

CELL COLORS & GUIDANCE COMMENTS

-  = Enter information into the light BLUE shaded cells.
-  = Cells labeled in ORANGE containe guidance regarding the input of information.
-  = Cells containing RED triangles in the upper right corner contain "guidance comments" on that particular line item. Please "mouse-over" the triangle to reveal each comment.

Charter Funding Alphabetical By NYS School District
*** (Sum of Charter School Basic Tuition and Supplemental Basic Tuition)**



ANNUAL BUDGET & QUARTERLY REPORT TEMPLATE

Harlem Link Charter School

SCHOOL

Name:	Harlem Link Charter School
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CONTACT INFORMATION

Contact Name:	William Harney
Contact Title:	Director of Finance
Contact Email:	[REDACTED]
Contact Phone:	[REDACTED]

REPORT PERIOD

Current Academic Year:	2017-18
Prior Academic Year:	2016-17

PLAN - FULL TIME EQUIVALE

STAFFING PLAN - FULL TIME EQUIVALENT ("FTE")

***NOTE:** Enter the number of FTE positions in the "blue" cells.

***NOTE:** Enter the number of FTE positions in the "blue" cells.

***NOTE:** If there are NO budget revisions at the time of quarterly submittal leave the 'REVISED' Column(s) COMPLETELY BLANK.

ADMINISTRATIVE PERSONNEL FTE	ADMINISTRATIVE PERSONNEL FTE
Executive Management	Executive Management
Instructional Management	Instructional Management
Deans, Directors & Coordinators	Deans, Directors & Coordinators
CFO / Director of Finance	CFO / Director of Finance
Operation / Business Manager	Operation / Business Manager
Administrative Staff	Administrative Staff
TOTAL ADMINISTRATIVE STAFF	TOTAL ADMINISTRATIVE STAFF

PRIOR YEAR
2016-17
ACTUAL
1.0
3.0
11.0
1.0
1.0
2.0
19.0

ANNUAL BUDGETED FTE							
Q1		Q2		Q3		Q4	
Original	Revised	Original	Revised	Original	Revised	Original	Revised
1.0		1.0		1.0		1.0	
4.0		4.0		4.0		4.0	
12.0		12.0		12.0		12.0	
1.0		1.0		1.0		1.0	
1.0		1.0		1.0		1.0	
1.0		1.0		1.0		1.0	
20.0	0.0	20.0	0.0	20.0	0.0	20.0	0.0

INSTRUCTIONAL PERSONNEL FTE	INSTRUCTIONAL PERSONNEL FTE
Teachers - Regular	Teachers - Regular
Teachers - SPED	Teachers - SPED
Substitute Teachers	Substitute Teachers
Teaching Assistants	Teaching Assistants
Specialty Teachers	Specialty Teachers
Aides	Aides
Therapists & Counselors	Therapists & Counselors
Other	Other
TOTAL INSTRUCTIONAL	TOTAL INSTRUCTIONAL

PRIOR YEAR
2016-17
ACTUAL
31.0
3.0
4.0
2.0
40.0

ANNUAL BUDGETED FTE							
Q1		Q2		Q3		Q4	
Original	Revised	Original	Revised	Original	Revised	Original	Revised
33.0		33.0		33.0		33.0	
4.0		4.0		4.0		4.0	
4.0		4.0		4.0		4.0	
2.0		2.0		2.0		2.0	
43.0	0.0	43.0	0.0	43.0	0.0	43.0	0.0

NON-INSTRUCTIONAL PERSONNEL FTE	NON-INSTRUCTIONAL PERSONNEL FTE
Nurse	Nurse
Librarian	Librarian
Custodian	Custodian
Security	Security
Other	Other
TOTAL NON-INSTRUCTIONAL	TOTAL NON-INSTRUCTIONAL

PRIOR YEAR
2016-17
ACTUAL
0.0

ANNUAL BUDGETED FTE							
Q1		Q2		Q3		Q4	
Original	Revised	Original	Revised	Original	Revised	Original	Revised
0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

TOTAL PERSONNEL SERVICE FTE	TOTAL PERSONNEL SERVICE FTE
59.0	59.0

59.0

ANNUAL BUDGETED FTE							
Q1		Q2		Q3		Q4	
Original	Revised	Original	Revised	Original	Revised	Original	Revised
63.0	0.0	63.0	0.0	63.0	0.0	63.0	0.0

**HARLEM LINK CHARTER SCHO
2017-18**

PLAN - FULL TIME EQUIVALENT

**NOTE: Enter the number of FTE positions in the "blue" cells.*

Id be input.

**NOTE: State the assumptions that are being made for personnel FTE levels.*

ADMINISTRATIVE PERSONNEL FTE	Q4
	Actual
Executive Management	
Instructional Management	
Deans, Directors & Coordinators	
CFO / Director of Finance	
Operation / Business Manager	
Administrative Staff	
TOTAL ADMINISTRATIVE STAFF	0.0

Description of Assumptions

INSTRUCTIONAL PERSONNEL FTE	Q4
	Actual
Teachers - Regular	
Teachers - SPED	
Substitute Teachers	
Teaching Assistants	
Specialty Teachers	
Aides	
Therapists & Counselors	
Other	
TOTAL INSTRUCTIONAL	0.0

Description of Assumptions

NON-INSTRUCTIONAL PERSONNEL FTE	Q4
	Actual
Nurse	
Librarian	
Custodian	
Security	
Other	
TOTAL NON-INSTRUCTIONAL	0.0

Description of Assumptions

TOTAL PERSONNEL SERVICE FTE	0.0
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HARLEM LINK CHARTER SCHOOL
Budget / Operating Plan
2017-18

Total Revenue	-	1,752,973	-	-	1,752,973	-	-	1,752,973
Total Expenses	-	1,723,865	-	-	1,723,865	-	-	1,723,865
Net Income	-	29,108	-	-	29,108	-	-	29,108
Actual Student Enrollment	365	390	-	-	390	-	-	390

	Prior Year Actual 2016-17 Revenue Per Pupil	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter - 1/1 - 3/31 Original Budget
		Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	

REVENUE

REVENUES FROM STATE SOURCES

2017-18
Per Pupil Rate

Allocate Per Pupil Revenue by Quarter

***NOTE: If there are NO budget revisions at the time of quarterly submittal leave the "REVISED" column blank. If budget revisions ARE made, the entire "REVISED" budget columns for the affected quarter must be revised.**

		PPR %/Qtr->						
Per Pupil Revenue		25.0%	25.0%	25.0%	25.0%	25.0%	25.0%	25.0%
NYC CHANCELLOR'S OFFICE	14,527		1,416,383	-	-	1,416,383	-	-
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HARLEM LINK CHARTER SCHOOL								
Budget / Operating Plan								
2017-18								
Total Revenue	-	1,752,973	-	-	1,752,973	-	-	1,752,973
Total Expenses	-	1,723,865	-	-	1,723,865	-	-	1,723,865
Net Income	-	29,108	-	-	29,108	-	-	29,108
Actual Student Enrollment	365	390	-	-	390	-	-	390
	Prior Year Actual	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Q
	2016-17	Original	Revised		Original	Revised		Original
	Revenue Per	Budget	Budget	Variance	Budget	Budget	Variance	Budget
	Pupil							
Charter School Program (CSP) Planning & Implementation				-			-	
Other				-			-	
Other				-			-	
TOTAL REVENUE FROM FEDERAL SOURCES	-	37,500	-	-	37,500	-	-	37,500
LOCAL and OTHER REVENUE								
Contributions and Donations		41,250		-	41,250		-	41,250
Fundraising		1,000		-	1,000		-	1,000
Erate Reimbursement				-			-	
Earnings on Investments				-			-	
Interest Income		250		-	250		-	250
Food Service (Income from meals)				-			-	
Text Book				-			-	
OTHER				-			-	
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	-	42,500	-	-	42,500	-	-	42,500
TOTAL REVENUE	-	1,752,973	-	-	1,752,973	-	-	1,752,973

HARLEM LINK CHARTER SCHOOL
Budget / Operating Plan
2017-18

Total Revenue	-	1,752,973	-	-	1,752,973	-	-	1,752,973
Total Expenses	-	1,723,865	-	-	1,723,865	-	-	1,723,865
Net Income	-	29,108	-	-	29,108	-	-	29,108
Actual Student Enrollment	365	390	-	-	390	-	-	390
	Prior Year Actual	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Q
	2016-17	Original	Revised		Original	Revised		Original
	Revenue Per	Budget	Budget	Variance	Budget	Budget	Variance	Budget
	Pupil							

EXPENSES

ADMINISTRATIVE STAFF PERSONNEL COSTS

Avg. No.
of Positions

Executive Management	1.00	39,315		-	39,315		-	39,315
Instructional Management	4.00	127,800		-	127,800		-	127,800
Deans, Directors & Coordinators	12.00	129,234		-	129,234		-	129,234
CFO / Director of Finance	1.00	43,749		-	43,749		-	43,749
Operation / Business Manager	1.00	20,601		-	20,601		-	20,601
Administrative Staff	1.00	39,963		-	39,963		-	39,963
TOTAL ADMINISTRATIVE STAFF	20.00	400,662	-	-	400,662	-	-	400,662

INSTRUCTIONAL PERSONNEL COSTS

Teachers - Regular	33.00	619,330		-	619,330		-	619,330
Teachers - SPED	4.00	68,814		-	68,814		-	68,814
Substitute Teachers	-	1,875		-	1,875		-	1,875
Teaching Assistants	-			-			-	
Specialty Teachers	4.00	68,814		-	68,814		-	68,814
Aides	-			-			-	
Therapists & Counselors	2.00	42,108		-	42,108		-	42,108
Other	-			-			-	
TOTAL INSTRUCTIONAL	43.00	800,941	-	-	800,941	-	-	800,941

NON-INSTRUCTIONAL PERSONNEL COSTS

Nurse	-			-			-	
Librarian	-			-			-	
Custodian	-			-			-	
Security	-			-			-	
Other	-			-			-	
TOTAL NON-INSTRUCTIONAL	-							

SUBTOTAL PERSONNEL SERVICE COSTS

	63.00	-	1,201,603	-	-	1,201,603	-	-	1,201,603
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PAYROLL TAXES AND BENEFITS

Payroll Taxes		105,510		-	105,510		-	105,510
Fringe / Employee Benefits		170,751		-	170,751		-	170,751

		HARLEM LINK CHARTER SCHOOL Budget / Operating Plan 2017-18							
Total Revenue		-	1,752,973	-	-	1,752,973	-	-	1,752,973
Total Expenses		-	1,723,865	-	-	1,723,865	-	-	1,723,865
Net Income		-	29,108	-	-	29,108	-	-	29,108
Actual Student Enrollment		365	390	-	-	390	-	-	390
		Prior Year Actual	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter
		2016-17 Revenue Per Pupil	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget
Retirement / Pension					-			-	
TOTAL PAYROLL TAXES AND BENEFITS		-	276,261	-	-	276,261	-	-	276,261
TOTAL PERSONNEL SERVICE COSTS									
		63.00	1,477,864	-	-	1,477,864	-	-	1,477,864
CONTRACTED SERVICES									
Accounting / Audit			31,000		-	31,000		-	31,000
Legal			3,000		-	3,000		-	3,000
Management Company Fee					-			-	
Nurse Services					-			-	
Food Service / School Lunch			4,500		-	4,500		-	4,500
Payroll Services			1,000		-	1,000		-	1,000
Special Ed Services					-			-	
Titlement Services (i.e. Title I)			750		-	750		-	750
Other Purchased / Professional / Consulting			5,000		-	5,000		-	5,000
TOTAL CONTRACTED SERVICES		-	45,250	-	-	45,250	-	-	45,250

HARLEM LINK CHARTER SCHOOL
Budget / Operating Plan
2017-18

Total Revenue	-	1,752,973	-	-	1,752,973	-	-	1,752,973
Total Expenses	-	1,723,865	-	-	1,723,865	-	-	1,723,865
Net Income	-	29,108	-	-	29,108	-	-	29,108
Actual Student Enrollment	365	390	-	-	390	-	-	390

	Prior Year Actual	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Q
	2016-17 Revenue Per Pupil	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget

SCHOOL OPERATIONS

Board Expenses				-			-	
Classroom / Teaching Supplies & Materials		13,749		-	13,749		-	13,749
Special Ed Supplies & Materials				-			-	
Textbooks / Workbooks		2,751		-	2,751		-	2,751
Supplies & Materials other		16,248		-	16,248		-	16,248
Equipment / Furniture				-			-	
Telephone		3,501		-	3,501		-	3,501
Technology		21,250		-	21,250		-	21,250
Student Testing & Assessment		2,001		-	2,001		-	2,001
Field Trips		1,251		-	1,251		-	1,251
Transportation (student)		2,000		-	2,000		-	2,000
Student Services - other		1,250		-	1,250		-	1,250
Office Expense		91,099		-	91,099		-	91,099
Staff Development		25,001		-	25,001		-	25,001
Staff Recruitment		2,500		-	2,500		-	2,500
Student Recruitment / Marketing		5,000		-	5,000		-	5,000
School Meals / Lunch				-			-	
Travel (Staff)		250		-	250		-	250
Fundraising		1,250		-	1,250		-	1,250
Other		250		-	250		-	250
TOTAL SCHOOL OPERATIONS	-	189,351	-	-	189,351	-	-	189,351

FACILITY OPERATION & MAINTENANCE

Insurance		11,400		-	11,400		-	11,400
Janitorial				-			-	
Building and Land Rent / Lease / Facility Finance Interest				-			-	
Repairs & Maintenance				-			-	
Equipment / Furniture				-			-	
Security				-			-	
Utilities				-			-	
TOTAL FACILITY OPERATION & MAINTENANCE	-	11,400	-	-	11,400	-	-	11,400

DEPRECIATION & AMORTIZATION
RESERVES / CONTINGENCY

				-			-	
				-			-	

		HARLEM LINK CHARTER SCHOOL Budget / Operating Plan 2017-18						
Total Revenue	-	1,752,973	-	-	1,752,973	-	-	1,752,973
Total Expenses	-	1,723,865	-	-	1,723,865	-	-	1,723,865
Net Income	-	29,108	-	-	29,108	-	-	29,108
Actual Student Enrollment	365	390	-	-	390	-	-	390
	Prior Year Actual	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter
	2016-17 Revenue Per Pupil	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget
TOTAL EXPENSES	-	1,723,865	-	-	1,723,865	-	-	1,723,865
NET INCOME	-	29,108	-	-	29,108	-	-	29,108

		2017-18 HARLEM LINK CHARTER SCHOOL Budget / Operating Plan 2017-18							
Total Revenue	-	1,752,973	-	-	1,752,973	-	-	1,752,973	
Total Expenses	-	1,723,865	-	-	1,723,865	-	-	1,723,865	
Net Income	-	29,108	-	-	29,108	-	-	29,108	
Actual Student Enrollment	365	390	-	-	390	-	-	390	
	Prior Year Actual 2016-17 Revenue Per Pupil	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Q	
		Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget	
ENROLLMENT - *School Districts Are Linked To Above Entries*									
Number of Districts:	1	1	-	-	1	-	-	1	
NYC CHANCELLOR'S OFFICE	365	390	-	-	390	-	-	390	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
ALL OTHER School Districts: (Weighted Avg)	-	-	-	-	-	-	-	-	
TOTAL ENROLLMENT	365	390	-	-	390	-	-	390	
REVENUE PER PUPIL	-	4,495	-	-	4,495	-	-	4,495	
EXPENSES PER PUPIL	-	4,420	-	-	4,420	-	-	4,420	

Total Revenue	-	-	1,752,979	-	-
Total Expenses	-	-	1,723,865	-	-
Net Income	-	-	29,114	-	-
Actual Student Enrollment	-	-	390	-	-
	Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30		
	Revised Budget	Variance	Original Budget	Revised Budget	Variance
Charter School Program (CSP) Planning & Implementation		-			-
Other		-			-
Other		=			=
TOTAL REVENUE FROM FEDERAL SOURCES	-	-	37,500	-	-
LOCAL and OTHER REVENUE					
Contributions and Donations		-	41,250		-
Fundraising		-	1,000		-
Erate Reimbursement		-			-
Earnings on Investments		-			-
Interest Income		-	250		-
Food Service (Income from meals)		-			-
Text Book		-			-
OTHER		=			=
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	-	-	42,500	-	-
TOTAL REVENUE	=	=	1,752,979	=	=

Total Revenue		-	-	1,752,979	-
Total Expenses		-	-	1,723,865	-
Net Income		-	-	29,114	-
Actual Student Enrollment		-	-	390	-
		Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30	
		Revised		Original	Revised
		Budget	Variance	Budget	Budget
					Variance
EXPENSES					
ADMINISTRATIVE STAFF PERSONNEL COSTS		Avg. No. of Positions			
Executive Management	1.00		-	39,315	-
Instructional Management	4.00		-	127,800	-
Deans, Directors & Coordinators	12.00		-	129,234	-
CFO / Director of Finance	1.00		-	43,749	-
Operation / Business Manager	1.00		-	20,601	-
Administrative Staff	1.00		-	39,963	-
TOTAL ADMINISTRATIVE STAFF	20.00	-	-	400,662	-
INSTRUCTIONAL PERSONNEL COSTS					
Teachers - Regular	33.00		-	619,330	-
Teachers - SPED	4.00		-	68,814	-
Substitute Teachers	-		-	1,875	-
Teaching Assistants	-		-		-
Specialty Teachers	4.00		-	68,814	-
Aides	-		-		-
Therapists & Counselors	2.00		-	42,108	-
Other	-		-		-
TOTAL INSTRUCTIONAL	43.00	-	-	800,941	-
NON-INSTRUCTIONAL PERSONNEL COSTS					
Nurse	-		-		-
Librarian	-		-		-
Custodian	-		-		-
Security	-		-		-
Other	-		-		-
TOTAL NON-INSTRUCTIONAL	-	-	-	-	-
SUBTOTAL PERSONNEL SERVICE COSTS					
	63.00	-	-	1,201,603	-
PAYROLL TAXES AND BENEFITS					
Payroll Taxes			-	105,510	-
Fringe / Employee Benefits			-	170,751	-

Total Revenue		-	-	1,752,979	-	-
Total Expenses		-	-	1,723,865	-	-
Net Income		-	-	29,114	-	-
Actual Student Enrollment		-	-	390	-	-
		Quarter - 1/1 - 3/31			4th Quarter - 4/1 - 6/30	
		Revised Budget	Variance	Original Budget	Revised Budget	Variance
Retirement / Pension			-			-
TOTAL PAYROLL TAXES AND BENEFITS		-	-	276,261	-	-
TOTAL PERSONNEL SERVICE COSTS						
	63.00	-	-	1,477,864	-	-
CONTRACTED SERVICES						
Accounting / Audit			-	31,000		-
Legal			-	3,000		-
Management Company Fee			-			-
Nurse Services			-			-
Food Service / School Lunch			-	4,500		-
Payroll Services			-	1,000		-
Special Ed Services			-			-
Titlement Services (i.e. Title I)			-	750		-
Other Purchased / Professional / Consulting			-	5,000		-
TOTAL CONTRACTED SERVICES		-	-	45,250	-	-

Total Revenue	-	-	1,752,979	-	-
Total Expenses	-	-	1,723,865	-	-
Net Income	-	-	29,114	-	-
Actual Student Enrollment	-	-	390	-	-
	Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30		
	Revised Budget	Variance	Original Budget	Revised Budget	Variance
SCHOOL OPERATIONS					
Board Expenses		-			-
Classroom / Teaching Supplies & Materials		-	13,749		-
Special Ed Supplies & Materials		-			-
Textbooks / Workbooks		-	2,751		-
Supplies & Materials other		-	16,248		-
Equipment / Furniture		-			-
Telephone		-	3,501		-
Technology		-	21,250		-
Student Testing & Assessment		-	2,001		-
Field Trips		-	1,251		-
Transportation (student)		-	2,000		-
Student Services - other		-	1,250		-
Office Expense		-	91,099		-
Staff Development		-	25,001		-
Staff Recruitment		-	2,500		-
Student Recruitment / Marketing		-	5,000		-
School Meals / Lunch		-			-
Travel (Staff)		-	250		-
Fundraising		-	1,250		-
Other		-	250		-
TOTAL SCHOOL OPERATIONS	-	-	189,351	-	-
FACILITY OPERATION & MAINTENANCE					
Insurance		-	11,400		-
Janitorial		-			-
Building and Land Rent / Lease / Facility Finance Interest		-			-
Repairs & Maintenance		-			-
Equipment / Furniture		-			-
Security		-			-
Utilities		-			-
TOTAL FACILITY OPERATION & MAINTENANCE	-	-	11,400	-	-
DEPRECIATION & AMORTIZATION		-			-
RESERVES / CONTINGENCY		-			-

Total Revenue	-	-	1,752,979	-	-
Total Expenses	-	-	1,723,865	-	-
Net Income	-	-	29,114	-	-
Actual Student Enrollment	-	-	390	-	-
	Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30		
	Revised		Original	Revised	
	Budget	Variance	Budget	Budget	Variance
TOTAL EXPENSES	-	-	<u>1,723,865</u>	-	-
NET INCOME	-	-	<u>29,114</u>	-	-

Total Revenue	-	-	1,752,979	-	-
Total Expenses	-	-	1,723,865	-	-
Net Income	Quarter - 1/1 - 3/31		29,114	-	-
Actual Student Enrollment	-	-	390	-	-
	Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30		
	Revised Budget	Variance	Original Budget	Revised Budget	Variance
ENROLLMENT - *School Districts Are Linked To Above Entries*					
Number of Districts:	-	-	1	-	-
NYC CHANCELLOR'S OFFICE	-	-	390	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
ALL OTHER School Districts: (Weighted Avg)	-	-	-	-	-
TOTAL ENROLLMENT	-	-	390	-	-
REVENUE PER PUPIL	-	-	4,495	-	-
EXPENSES PER PUPIL	-	-	4,420	-	-

		HARLEM LINK CHARTER SCHOOL				
		Budget / Operating Plan				
		2017-18				
Total Revenue		7,011,896	7,011,896	-	7,011,896	7,011,896
Total Expenses		6,895,460	6,895,460	-	(6,895,460)	(6,895,460)
Net Income		116,436	116,436	-	116,436	116,436
Actual Student Enrollment						
		Total Year			VARIANCE	
		Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget vs. PY Budget
REVENUE						
REVENUES FROM STATE SOURCES						
		2017-18				
Per Pupil Revenue		Per Pupil Rate				
NYC CHANCELLOR'S OFFICE	14,527	5,665,530	5,665,530	-	5,665,530	5,665,530
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
ALL OTHER School Districts: (Weighted Avg)	-	-	-	-	-	-
TOTAL Per Pupil Revenue (Weighted Average Per Pupil Funding)	14,527	5,665,530	5,665,530	-	5,665,530	5,665,530
Special Education Revenue		666,366	666,366	-	666,366	666,366
Grants						
Stimulus		-	-	-	-	-
DYCD (Department of Youth and Community Development)		-	-	-	-	-
Other		-	-	-	-	-
NYC DoE Rental Assistance		-	-	-	-	-
Other		360,000	360,000	-	360,000	360,000
TOTAL REVENUE FROM STATE SOURCES		6,691,896	6,691,896	-	6,691,896	6,691,896
REVENUE FROM FEDERAL FUNDING						
IDEA Special Needs		-	-	-	-	-
Title I		140,000	140,000	-	140,000	140,000
Title Funding - Other		10,000	10,000	-	10,000	10,000
School Food Service (Free Lunch)		-	-	-	-	-
Grants						

DESCRIPTION OF ASSUMPTIONS

	HARLEM LINK CHARTER SCHOOL					DESCRIPTION OF ASSUMPTIONS
	Budget / Operating Plan				2017-18	
Total Revenue	7,011,896	7,011,896	-	7,011,896	7,011,896	
Total Expenses	6,895,460	6,895,460	-	(6,895,460)	(6,895,460)	
Net Income	116,436	116,436	-	116,436	116,436	
Actual Student Enrollment						
	Total Year			VARIANCE		
	Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget vs. PY Budget	
Charter School Program (CSP) Planning & Implementation	-	-	-	-	-	
Other	-	-	-	-	-	
Other	-	-	-	-	-	
TOTAL REVENUE FROM FEDERAL SOURCES	150,000	150,000	-	150,000	150,000	
LOCAL and OTHER REVENUE						
Contributions and Donations	165,000	165,000	-	165,000	165,000	
Fundraising	4,000	4,000	-	4,000	4,000	
Erate Reimbursement	-	-	-	-	-	
Earnings on Investments	-	-	-	-	-	
Interest Income	1,000	1,000	-	1,000	1,000	
Food Service (Income from meals)	-	-	-	-	-	
Text Book	-	-	-	-	-	
OTHER	-	-	-	-	-	
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	170,000	170,000	-	170,000	170,000	
TOTAL REVENUE	7,011,896	7,011,896	-	7,011,896	7,011,896	

		HARLEM LINK CHARTER SCHOOL					DESCRIPTION OF ASSUMPTIONS
		Budget / Operating Plan			2017-18		
		7,011,896	7,011,896	-	7,011,896	7,011,896	
		6,895,460	6,895,460	-	(6,895,460)	(6,895,460)	
		116,436	116,436	-	116,436	116,436	
		Total Year			VARIANCE		
		Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget vs. PY Budget	
Total Revenue		7,011,896	7,011,896	-	7,011,896	7,011,896	
Total Expenses		6,895,460	6,895,460	-	(6,895,460)	(6,895,460)	
Net Income		116,436	116,436	-	116,436	116,436	
Actual Student Enrollment							
EXPENSES							
ADMINISTRATIVE STAFF PERSONNEL COSTS							
	Avg. No. of Positions						
Executive Management	1.00	157,260	157,260	-	(157,260)	(157,260)	
Instructional Management	4.00	511,200	511,200	-	(511,200)	(511,200)	
Deans, Directors & Coordinators	12.00	516,936	516,936	-	(516,936)	(516,936)	
CFO / Director of Finance	1.00	174,996	174,996	-	(174,996)	(174,996)	
Operation / Business Manager	1.00	82,404	82,404	-	(82,404)	(82,404)	
Administrative Staff	1.00	159,852	159,852	-	(159,852)	(159,852)	
TOTAL ADMINISTRATIVE STAFF	20.00	1,602,648	1,602,648	-	(1,602,648)	(1,602,648)	
INSTRUCTIONAL PERSONNEL COSTS							
Teachers - Regular	33.00	2,477,320	2,477,320	-	(2,477,320)	(2,477,320)	
Teachers - SPED	4.00	275,256	275,256	-	(275,256)	(275,256)	
Substitute Teachers	-	7,500	7,500	-	(7,500)	(7,500)	
Teaching Assistants	-	-	-	-	-	-	
Specialty Teachers	4.00	275,256	275,256	-	(275,256)	(275,256)	
Aides	-	-	-	-	-	-	
Therapists & Counselors	2.00	168,432	168,432	-	(168,432)	(168,432)	
Other	-	-	-	-	-	-	
TOTAL INSTRUCTIONAL	43.00	3,203,764	3,203,764	-	(3,203,764)	(3,203,764)	
NON-INSTRUCTIONAL PERSONNEL COSTS							
Nurse	-	-	-	-	-	-	
Librarian	-	-	-	-	-	-	
Custodian	-	-	-	-	-	-	
Security	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL NON-INSTRUCTIONAL	-	-	-	-	-	-	
SUBTOTAL PERSONNEL SERVICE COSTS		63.00	4,806,412	4,806,412	-	(4,806,412)	
PAYROLL TAXES AND BENEFITS							
Payroll Taxes		422,040	422,040	-	(422,040)	(422,040)	
Fringe / Employee Benefits		683,004	683,004	-	(683,004)	(683,004)	

HARLEM LINK CHARTER SCHOOL
Budget / Operating Plan
2017-18

	Total Year			VARIANCE	
	Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget vs. PY Budget
Total Revenue	7,011,896	7,011,896	-	7,011,896	7,011,896
Total Expenses	6,895,460	6,895,460	-	(6,895,460)	(6,895,460)
Net Income	116,436	116,436	-	116,436	116,436
Actual Student Enrollment					
Retirement / Pension	-	-	-	-	-
TOTAL PAYROLL TAXES AND BENEFITS	1,105,044	1,105,044	-	(1,105,044)	(1,105,044)
TOTAL PERSONNEL SERVICE COSTS	5,911,456	5,911,456	-	(5,911,456)	(5,911,456)
CONTRACTED SERVICES					
Accounting / Audit	124,000	124,000	-	(124,000)	(124,000)
Legal	12,000	12,000	-	(12,000)	(12,000)
Management Company Fee	-	-	-	-	-
Nurse Services	-	-	-	-	-
Food Service / School Lunch	18,000	18,000	-	(18,000)	(18,000)
Payroll Services	4,000	4,000	-	(4,000)	(4,000)
Special Ed Services	-	-	-	-	-
Titlement Services (i.e. Title I)	3,000	3,000	-	(3,000)	(3,000)
Other Purchased / Professional / Consulting	20,000	20,000	-	(20,000)	(20,000)
TOTAL CONTRACTED SERVICES	181,000	181,000	-	(181,000)	(181,000)

63.00

DESCRIPTION OF ASSUMPTIONS

HARLEM LINK CHARTER SCHOOL						DESCRIPTION OF ASSUMPTIONS
Budget / Operating Plan						
2017-18						
		Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	
Total Revenue	7,011,896	7,011,896	-	7,011,896	7,011,896	
Total Expenses	6,895,460	6,895,460	-	(6,895,460)	(6,895,460)	
Net Income	116,436	116,436	-	116,436	116,436	
Actual Student Enrollment						
	Total Year			VARIANCE		
	Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget vs. PY Budget	
SCHOOL OPERATIONS						
Board Expenses	-	-	-	-	-	
Classroom / Teaching Supplies & Materials	54,996	54,996	-	(54,996)	(54,996)	
Special Ed Supplies & Materials	-	-	-	-	-	
Textbooks / Workbooks	11,004	11,004	-	(11,004)	(11,004)	
Supplies & Materials other	64,992	64,992	-	(64,992)	(64,992)	
Equipment / Furniture	-	-	-	-	-	
Telephone	14,004	14,004	-	(14,004)	(14,004)	
Technology	85,000	85,000	-	(85,000)	(85,000)	
Student Testing & Assessment	8,004	8,004	-	(8,004)	(8,004)	
Field Trips	5,004	5,004	-	(5,004)	(5,004)	
Transportation (student)	8,000	8,000	-	(8,000)	(8,000)	
Student Services - other	5,000	5,000	-	(5,000)	(5,000)	
Office Expense	364,396	364,396	-	(364,396)	(364,396)	
Staff Development	100,004	100,004	-	(100,004)	(100,004)	
Staff Recruitment	10,000	10,000	-	(10,000)	(10,000)	
Student Recruitment / Marketing	20,000	20,000	-	(20,000)	(20,000)	
School Meals / Lunch	-	-	-	-	-	
Travel (Staff)	1,000	1,000	-	(1,000)	(1,000)	
Fundraising	5,000	5,000	-	(5,000)	(5,000)	
Other	1,000	1,000	-	(1,000)	(1,000)	
TOTAL SCHOOL OPERATIONS	757,404	757,404	-	(757,404)	(757,404)	
FACILITY OPERATION & MAINTENANCE						
Insurance	45,600	45,600	-	(45,600)	(45,600)	
Janitorial	-	-	-	-	-	
Building and Land Rent / Lease / Facility Finance Interest	-	-	-	-	-	
Repairs & Maintenance	-	-	-	-	-	
Equipment / Furniture	-	-	-	-	-	
Security	-	-	-	-	-	
Utilities	-	-	-	-	-	
TOTAL FACILITY OPERATION & MAINTENANCE	45,600	45,600	-	(45,600)	(45,600)	
DEPRECIATION & AMORTIZATION	-	-	-	-	-	
RESERVES / CONTINGENCY	-	-	-	-	-	

		HARLEM LINK CHARTER SCHOOL				
		Budget / Operating Plan				
		2017-18				
		Total Year			VARIANCE	
		Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget vs. PY Budget
Total Revenue		7,011,896	7,011,896	-	7,011,896	7,011,896
Total Expenses		6,895,460	6,895,460	-	(6,895,460)	(6,895,460)
Net Income		116,436	116,436	-	116,436	116,436
Actual Student Enrollment						
TOTAL EXPENSES		<u>6,895,460</u>	<u>6,895,460</u>	-	<u>(6,895,460)</u>	<u>(6,895,460)</u>
NET INCOME		<u>116,436</u>	<u>116,436</u>	-	<u>116,436</u>	<u>116,436</u>

DESCRIPTION OF ASSUMPTIONS

**HARLEM LINK CHARTER SCHOOL
BALANCE SHEET
2017-18**

	<u>Prior Year</u>	Q1	Q2	Q3	Q4
	<u>2016-17</u>	<u>As of 9/30</u>	<u>As of 12/31</u>	<u>As of 3/31</u>	<u>As of 6/30</u>
<u>ASSETS</u>					
<u>CURRENT ASSETS</u>					
Cash and cash equivalents	-	-	-	-	-
Grants and contracts receivable	-	-	-	-	-
Accounts receivables	-	-	-	-	-
Prepaid Expenses	-	-	-	-	-
Contributions and other receivables	-	-	-	-	-
TOTAL CURRENT ASSETS	-	-	-	-	-
<u>PROPERTY, BUILDING AND EQUIPMENT, net</u>	-	-	-	-	-
<u>OTHER ASSETS</u>	-	-	-	-	-
TOTAL ASSETS	-	-	-	-	-
<u>LIABILITIES AND NET ASSETS</u>					
<u>CURRENT LIABILITIES</u>					
Accounts payable and accrued expenses	-	-	-	-	-
Accrued payroll and benefits	-	-	-	-	-
Deferred Revenue	-	-	-	-	-
Current maturities of long-term debt	-	-	-	-	-
Short Term Debt - Bonds, Notes Payable	-	-	-	-	-
Other	-	-	-	-	-
TOTAL CURRENT LIABILITIES	-	-	-	-	-
<u>LONG-TERM DEBT and NOTES PAYABLE, net current maturities</u>	-	-	-	-	-
TOTAL LIABILITIES	-	-	-	-	-
<u>NET ASSETS</u>					
Unrestricted	-	-	-	-	-
Temporarily restricted	-	-	-	-	-
TOTAL NET ASSETS	-	-	-	-	-
TOTAL LIABILITIES AND NET ASSETS	-	-	-	-	-

Total Revenue	-	1,752,973	-	-	1,752,973	-	-
Total Expenses	-	1,723,865	-	-	1,723,865	-	-
Net Income	-	29,108	-	-	29,108	-	-
Actual Student Enrollment	-	390	-	-	390	-	-

	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter
	Actual	Current Budget	Variance	Actual	Current Budget	Variance	Actual
	<p>*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed</p>						
Other		-	-		-	-	
TOTAL REVENUE FROM FEDERAL SOURCES	-	37,500	-	-	37,500	-	-
LOCAL and OTHER REVENUE							
Contributions and Donations		41,250	-		41,250	-	
Fundraising		1,000	-		1,000	-	
Erate Reimbursement		-	-		-	-	
Earnings on Investments		-	-		-	-	
Interest Income		250	-		250	-	
Food Service (Income from meals)		-	-		-	-	
Text Book		-	-		-	-	
OTHER		-	-		-	-	
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	-	42,500	-	-	42,500	-	-
TOTAL REVENUE	-	1,752,973	-	-	1,752,973	-	-

Total Revenue	-	1,752,973	-	-	1,752,973	-	-
Total Expenses	-	1,723,865	-	-	1,723,865	-	-
Net Income	-	29,108	-	-	29,108	-	-
Actual Student Enrollment	-	390	-	-	390	-	-

*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter
	Actual	Current Budget	Variance	Actual	Current Budget	Variance	Actual

EXPENSES

Quarter 0

ADMINISTRATIVE STAFF PERSONNEL COSTS

No. of Positions

Executive Management	-	39,315	-	-	39,315	-	-
Instructional Management	-	127,800	-	-	127,800	-	-
Deans, Directors & Coordinators	-	129,234	-	-	129,234	-	-
CFO / Director of Finance	-	43,749	-	-	43,749	-	-
Operation / Business Manager	-	20,601	-	-	20,601	-	-
Administrative Staff	-	39,963	-	-	39,963	-	-
TOTAL ADMINISTRATIVE STAFF	-	400,662	-	-	400,662	-	-

INSTRUCTIONAL PERSONNEL COSTS

Teachers - Regular	-	619,330	-	-	619,330	-	-
Teachers - SPED	-	68,814	-	-	68,814	-	-
Substitute Teachers	-	1,875	-	-	1,875	-	-
Teaching Assistants	-	-	-	-	-	-	-
Specialty Teachers	-	68,814	-	-	68,814	-	-
Aides	-	-	-	-	-	-	-
Therapists & Counselors	-	42,108	-	-	42,108	-	-
Other	-	-	-	-	-	-	-
TOTAL INSTRUCTIONAL	-	800,941	-	-	800,941	-	-

NON-INSTRUCTIONAL PERSONNEL COSTS

Nurse	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-
Custodian	-	-	-	-	-	-	-
Security	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
TOTAL NON-INSTRUCTIONAL	-	-	-	-	-	-	-

SUBTOTAL PERSONNEL SERVICE COSTS

	-	1,201,603	-	-	1,201,603	-	-
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PAYROLL TAXES AND BENEFITS

Payroll Taxes	-	105,510	-	-	105,510	-	-
Fringe / Employee Benefits	-	170,751	-	-	170,751	-	-
Retirement / Pension	-	-	-	-	-	-	-
TOTAL PAYROLL TAXES AND BENEFITS	-	276,261	-	-	276,261	-	-

TOTAL PERSONNEL SERVICE COSTS

	-	1,477,864	-	-	1,477,864	-	-
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Total Revenue	-	1,752,973	-	-	1,752,973	-	-
Total Expenses	-	1,723,865	-	-	1,723,865	-	-
Net Income	-	29,108	-	-	29,108	-	-
Actual Student Enrollment	-	390	-	-	390	-	-

*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter
	Actual	Current Budget	Variance	Actual	Current Budget	Variance	Actual
	CONTRACTED SERVICES						
Accounting / Audit		31,000	-		31,000	-	
Legal		3,000	-		3,000	-	
Management Company Fee		-	-		-	-	
Nurse Services		-	-		-	-	
Food Service / School Lunch		4,500	-		4,500	-	
Payroll Services		1,000	-		1,000	-	
Special Ed Services		-	-		-	-	
Titlement Services (i.e. Title I)		750	-		750	-	
Other Purchased / Professional / Consulting		5,000	-		5,000	-	
TOTAL CONTRACTED SERVICES		45,250	-		45,250	-	

Total Revenue	-	1,752,973	-	-	1,752,973	-	-
Total Expenses	-	1,723,865	-	-	1,723,865	-	-
Net Income	-	29,108	-	-	29,108	-	-
Actual Student Enrollment	-	390	-	-	390	-	-

<p>*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed</p>	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter
	Actual	Current Budget	Variance	Actual	Current Budget	Variance	Actual

SCHOOL OPERATIONS

Board Expenses	-	-	-	-	-	-	-
Classroom / Teaching Supplies & Materials	13,749	-	-	13,749	-	-	-
Special Ed Supplies & Materials	-	-	-	-	-	-	-
Textbooks / Workbooks	2,751	-	-	2,751	-	-	-
Supplies & Materials other	16,248	-	-	16,248	-	-	-
Equipment / Furniture	-	-	-	-	-	-	-
Telephone	3,501	-	-	3,501	-	-	-
Technology	21,250	-	-	21,250	-	-	-
Student Testing & Assessment	2,001	-	-	2,001	-	-	-
Field Trips	1,251	-	-	1,251	-	-	-
Transportation (student)	2,000	-	-	2,000	-	-	-
Student Services - other	1,250	-	-	1,250	-	-	-
Office Expense	91,099	-	-	91,099	-	-	-
Staff Development	25,001	-	-	25,001	-	-	-
Staff Recruitment	2,500	-	-	2,500	-	-	-
Student Recruitment / Marketing	5,000	-	-	5,000	-	-	-
School Meals / Lunch	-	-	-	-	-	-	-
Travel (Staff)	250	-	-	250	-	-	-
Fundraising	1,250	-	-	1,250	-	-	-
Other	250	-	-	250	-	-	-
TOTAL SCHOOL OPERATIONS	-	189,351	-	-	189,351	-	-

FACILITY OPERATION & MAINTENANCE

Insurance	11,400	-	-	11,400	-	-	-
Janitorial	-	-	-	-	-	-	-
Building and Land Rent / Lease / Facility Finance Interest	-	-	-	-	-	-	-
Repairs & Maintenance	-	-	-	-	-	-	-
Equipment / Furniture	-	-	-	-	-	-	-
Security	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-
TOTAL FACILITY OPERATION & MAINTENANCE	-	11,400	-	-	11,400	-	-

DEPRECIATION & AMORTIZATION RESERVES / CONTINGENCY

	-	-	-	-	-	-	-
	-	-	-	-	-	-	-

TOTAL EXPENSES

	=	1,723,865	=	=	1,723,865	=	=
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HARLEM LINK CHARTER SC
Budget / Operating Plan

2017-18

Total Revenue	-	1,752,973	-	-	1,752,973	-	-
Total Expenses	-	1,723,865	-	-	1,723,865	-	-
Net Income	-	29,108	-	-	29,108	-	-
Actual Student Enrollment	-	390	-	-	390	-	-

*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter
	Actual	Current Budget	Variance	Actual	Current Budget	Variance	Actual
	NET INCOME	-	29,108	-	-	29,108	-

2017-18

Total Revenue	-	1,752,973	-	-	1,752,973	-	-
Total Expenses	-	1,723,865	-	-	1,723,865	-	-
Net Income	-	29,108	-	-	29,108	-	-
Actual Student Enrollment	-	390	-	-	390	-	-

3rd C

1st Quarter - 7/1 - 9/30

2nd Quarter - 10/1 - 12/31

3rd C

*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed

	Actual	Current Budget	Variance	Actual	Current Budget	Variance	Actual
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ENROLLMENT - *School Districts Are Linked To Above Entries*

NYC CHANCELLOR'S OFFICE	-	390	-	-	390	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
ALL OTHER School Districts: (Count = 0)	-	-	-	-	-	-	-
TOTAL ENROLLMENT	-	390	-	-	390	-	-
REVENUE PER PUPIL	-	4,495	-	-	4,495	-	-
EXPENSES PER PUPIL	-	4,420	-	-	4,420	-	-

**SCHOOL
n**

Total Revenue	1,752,973	-	-	1,752,979	-
Total Expenses	1,723,865	-	-	1,723,865	-
Net Income	29,108	-	-	29,114	-
Actual Student Enrollment	390	-	-	390	-
	Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30		
*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed	Current			Current	
	Budget	Variance	Actual	Budget	Variance
Other	-	-		-	-
TOTAL REVENUE FROM FEDERAL SOURCES	37,500	-	-	37,500	-
LOCAL and OTHER REVENUE					
Contributions and Donations	41,250	-		41,250	-
Fundraising	1,000	-		1,000	-
Erate Reimbursement	-	-		-	-
Earnings on Investments	-	-		-	-
Interest Income	250	-		250	-
Food Service (Income from meals)	-	-		-	-
Text Book	-	-		-	-
OTHER	-	-		-	-
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	42,500	-	-	42,500	-
TOTAL REVENUE	1,752,973	-	-	1,752,979	-

SCHOOL
n

Total Revenue	1,752,973	-	-	1,752,979	-
Total Expenses	1,723,865	-	-	1,723,865	-
Net Income	29,108	-	-	29,114	-
Actual Student Enrollment	390	-	-	390	-

*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed	Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30		
	Current Budget	Variance	Actual	Current Budget	Variance

EXPENSES

ADMINISTRATIVE STAFF PERSONNEL COSTS

	Quarter 0 No. of Positions				
Executive Management	-	39,315	-	39,315	-
Instructional Management	-	127,800	-	127,800	-
Deans, Directors & Coordinators	-	129,234	-	129,234	-
CFO / Director of Finance	-	43,749	-	43,749	-
Operation / Business Manager	-	20,601	-	20,601	-
Administrative Staff	-	39,963	-	39,963	-
TOTAL ADMINISTRATIVE STAFF	-	400,662	-	400,662	-

INSTRUCTIONAL PERSONNEL COSTS

Teachers - Regular	-	619,330	-	619,330	-
Teachers - SPED	-	68,814	-	68,814	-
Substitute Teachers	-	1,875	-	1,875	-
Teaching Assistants	-	-	-	-	-
Specialty Teachers	-	68,814	-	68,814	-
Aides	-	-	-	-	-
Therapists & Counselors	-	42,108	-	42,108	-
Other	-	-	-	-	-
TOTAL INSTRUCTIONAL	-	800,941	-	800,941	-

NON-INSTRUCTIONAL PERSONNEL COSTS

Nurse	-	-	-	-	-
Librarian	-	-	-	-	-
Custodian	-	-	-	-	-
Security	-	-	-	-	-
Other	-	-	-	-	-
TOTAL NON-INSTRUCTIONAL	-	-	-	-	-

SUBTOTAL PERSONNEL SERVICE COSTS

PAYROLL TAXES AND BENEFITS

Payroll Taxes	-	105,510	-	105,510	-
Fringe / Employee Benefits	-	170,751	-	170,751	-
Retirement / Pension	-	-	-	-	-
TOTAL PAYROLL TAXES AND BENEFITS	-	276,261	-	276,261	-
TOTAL PERSONNEL SERVICE COSTS	-	1,477,864	-	1,477,864	-

SCHOOL					
n					
Total Revenue	1,752,973	-	-	1,752,979	-
Total Expenses	1,723,865	-	-	1,723,865	-
Net Income	29,108	-	-	29,114	-
Actual Student Enrollment	390	-	-	390	-
		Quarter - 1/1 - 3/31	4th Quarter - 4/1 - 6/30		
*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed		SCHOOL			
		n	Current Budget	Variance	Actual
CONTRACTED SERVICES					
Accounting / Audit	31,000	-		31,000	-
Legal	3,000	-		3,000	-
Management Company Fee	-	-		-	-
Nurse Services	-	-		-	-
Food Service / School Lunch	4,500	-		4,500	-
Payroll Services	1,000	-		1,000	-
Special Ed Services	-	-		-	-
Titlment Services (i.e. Title I)	750	-		750	-
Other Purchased / Professional / Consulting	5,000	-		5,000	-
TOTAL CONTRACTED SERVICES	45,250	-	-	45,250	-

SCHOOL
n

Total Revenue	1,752,973	-	-	1,752,979	-
Total Expenses	1,723,865	-	-	1,723,865	-
Net Income	29,108	-	-	29,114	-
Actual Student Enrollment	390	-	-	390	-

*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed	Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30		
	Current Budget	Variance	Actual	Current Budget	Variance

SCHOOL OPERATIONS					
Board Expenses	-	-		-	-
Classroom / Teaching Supplies & Materials	13,749	-		13,749	-
Special Ed Supplies & Materials	-	-		-	-
Textbooks / Workbooks	2,751	-		2,751	-
Supplies & Materials other	16,248	-		16,248	-
Equipment / Furniture	-	-		-	-
Telephone	3,501	-		3,501	-
Technology	21,250	-		21,250	-
Student Testing & Assessment	2,001	-		2,001	-
Field Trips	1,251	-		1,251	-
Transportation (student)	2,000	-		2,000	-
Student Services - other	1,250	-		1,250	-
Office Expense	91,099	-		91,099	-
Staff Development	25,001	-		25,001	-
Staff Recruitment	2,500	-		2,500	-
Student Recruitment / Marketing	5,000	-		5,000	-
School Meals / Lunch	-	-		-	-
Travel (Staff)	250	-		250	-
Fundraising	1,250	-		1,250	-
Other	250	-		250	-
TOTAL SCHOOL OPERATIONS	189,351	-	-	189,351	-
FACILITY OPERATION & MAINTENANCE					
Insurance	11,400	-		11,400	-
Janitorial	-	-		-	-
Building and Land Rent / Lease / Facility Finance Interest	-	-		-	-
Repairs & Maintenance	-	-		-	-
Equipment / Furniture	-	-		-	-
Security	-	-		-	-
Utilities	-	-		-	-
TOTAL FACILITY OPERATION & MAINTENANCE	11,400	-	-	11,400	-
DEPRECIATION & AMORTIZATION					
	-	-		-	-
RESERVES / CONTINGENCY					
	-	-		-	-
TOTAL EXPENSES	1,723,865	-	-	1,723,865	-

		SCHOOL		SCHOOL	
		n			
Total Revenue		1,752,973	-	-	1,752,979
Total Expenses		1,723,865	-	-	1,723,865
Net Income		29,108	-	-	29,114
Actual Student Enrollment		390	-	-	390
		Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30	
*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed		Quarter - 1/1 - 3/31			
		Current Budget	Variance	Actual	Current Budget
NET INCOME		29,108	-	-	29,114

SCHOOL
n

Total Revenue	1,752,973	-	-	1,752,979	-
Total Expenses	1,723,865	-	-	1,723,865	-
Net Income	29,108	-	-	29,114	-
Actual Student Enrollment	390	-	-	390	-

	Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30		
	Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30		
*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed	Current Budget	Variance	Actual	Current Budget	Variance

ENROLLMENT - *School Districts Are Linked To Above Entries*					
NYC CHANCELLOR'S OFFICE	390	-	-	390	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
ALL OTHER School Districts: (Count = 0)	-	-	-	-	-
TOTAL ENROLLMENT	390	-	-	390	-
REVENUE PER PUPIL	4,495	-	-	4,495	-
EXPENSES PER PUPIL	4,420	-	-	4,420	-

HARLEM LINK CHARTER SCHOOL
Budget / Operating Plan

2017-18

Total Revenue	-	-	-	7,011,896	(7,011,896)	-	-	7,011,896
Total Expenses	-	-	-	6,895,460	6,895,460	-	-	6,895,460
Net Income	-	-	-	116,436	(116,436)	-	-	116,436
Actual Student Enrollment	-	-	-			-	-	

TOTALS AND VARIANCE ANALYSIS

***NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed**

	Actual	Current Budget (Current Quarter)	Actual vs. Current Budget	Current Budget - TY	Actual vs. Current Budget TY	Original Budget (Current Quarter)	Actual vs. Original Budget	Original Budget -
Other	-	-	-	-	-	-	-	-
TOTAL REVENUE FROM FEDERAL SOURCES	-	-	-	150,000	(150,000)	-	-	150,000
LOCAL and OTHER REVENUE								
Contributions and Donations	-	-	-	165,000	(165,000)	-	-	165,000
Fundraising	-	-	-	4,000	(4,000)	-	-	4,000
Erate Reimbursement	-	-	-	-	-	-	-	-
Earnings on Investments	-	-	-	-	-	-	-	-
Interest Income	-	-	-	1,000	(1,000)	-	-	1,000
Food Service (Income from meals)	-	-	-	-	-	-	-	-
Text Book	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	-	-	-	170,000	(170,000)	-	-	170,000
TOTAL REVENUE	-	-	-	7,011,896	(7,011,896)	-	-	7,011,896

HARLEM LINK CHARTER SCHOOL
Budget / Operating Plan

2017-18

Total Revenue	-	-	-	7,011,896	(7,011,896)	-	-	7,011,896
Total Expenses	-	-	-	6,895,460	6,895,460	-	-	6,895,460
Net Income	-	-	-	116,436	(116,436)	-	-	116,436
Actual Student Enrollment	-	-	-			-	-	

***NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed**

TOTALS AND VARIANCE ANALYSIS

	Current Budget (Current Quarter)	Actual vs. Current Budget	Current Budget - TY	Actual vs. Current Budget TY	Original Budget (Current Quarter)	Actual vs. Original Budget	Original Budget -
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	Quarter 0 No. of Positions	Actual	Current Budget (Current Quarter)	Actual vs. Current Budget	Current Budget - TY	Actual vs. Current Budget TY	Original Budget (Current Quarter)	Actual vs. Original Budget	Original Budget -
EXPENSES									
ADMINISTRATIVE STAFF PERSONNEL COSTS									
Executive Management	-	-	-	-	157,260	157,260	-	-	157,260
Instructional Management	-	-	-	-	511,200	511,200	-	-	511,200
Deans, Directors & Coordinators	-	-	-	-	516,936	516,936	-	-	516,936
CFO / Director of Finance	-	-	-	-	174,996	174,996	-	-	174,996
Operation / Business Manager	-	-	-	-	82,404	82,404	-	-	82,404
Administrative Staff	-	-	-	-	159,852	159,852	-	-	159,852
TOTAL ADMINISTRATIVE STAFF	-	-	-	-	1,602,648	1,602,648	-	-	1,602,648
INSTRUCTIONAL PERSONNEL COSTS									
Teachers - Regular	-	-	-	-	2,477,320	2,477,320	-	-	2,477,320
Teachers - SPED	-	-	-	-	275,256	275,256	-	-	275,256
Substitute Teachers	-	-	-	-	7,500	7,500	-	-	7,500
Teaching Assistants	-	-	-	-	-	-	-	-	-
Specialty Teachers	-	-	-	-	275,256	275,256	-	-	275,256
Aides	-	-	-	-	-	-	-	-	-
Therapists & Counselors	-	-	-	-	168,432	168,432	-	-	168,432
Other	-	-	-	-	-	-	-	-	-
TOTAL INSTRUCTIONAL	-	-	-	-	3,203,764	3,203,764	-	-	3,203,764
NON-INSTRUCTIONAL PERSONNEL COSTS									
Nurse	-	-	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-	-	-
Custodian	-	-	-	-	-	-	-	-	-
Security	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-
TOTAL NON-INSTRUCTIONAL	-	-	-	-	-	-	-	-	-
SUBTOTAL PERSONNEL SERVICE COSTS	-	-	-	-	4,806,412	4,806,412	-	-	4,806,412
PAYROLL TAXES AND BENEFITS									
Payroll Taxes	-	-	-	-	422,040	422,040	-	-	422,040
Fringe / Employee Benefits	-	-	-	-	683,004	683,004	-	-	683,004
Retirement / Pension	-	-	-	-	-	-	-	-	-
TOTAL PAYROLL TAXES AND BENEFITS	-	-	-	-	1,105,044	1,105,044	-	-	1,105,044
TOTAL PERSONNEL SERVICE COSTS	-	-	-	-	5,911,456	5,911,456	-	-	5,911,456

HARLEM LINK CHARTER SCHOOL
Budget / Operating Plan

2017-18

Total Revenue	-	-	-	7,011,896	(7,011,896)	-	-	7,011,896
Total Expenses	-	-	-	6,895,460	6,895,460	-	-	6,895,460
Net Income	-	-	-	116,436	(116,436)	-	-	116,436
Actual Student Enrollment	-	-	-			-	-	

TOTALS AND VARIANCE ANALYSIS

***NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed**

	Actual	Current Budget (Current Quarter)	Actual vs. Current Budget	Current Budget - TY	Actual vs. Current Budget TY	Original Budget (Current Quarter)	Actual vs. Original Budget	Original Budget -
CONTRACTED SERVICES								
Accounting / Audit	-	-	-	124,000	124,000	-	-	124,000
Legal	-	-	-	12,000	12,000	-	-	12,000
Management Company Fee	-	-	-	-	-	-	-	
Nurse Services	-	-	-	-	-	-	-	
Food Service / School Lunch	-	-	-	18,000	18,000	-	-	18,000
Payroll Services	-	-	-	4,000	4,000	-	-	4,000
Special Ed Services	-	-	-	-	-	-	-	
Titlement Services (i.e. Title I)	-	-	-	3,000	3,000	-	-	3,000
Other Purchased / Professional / Consulting	-	-	-	20,000	20,000	-	-	20,000
TOTAL CONTRACTED SERVICES	-	-	-	181,000	181,000	-	-	181,000

HARLEM LINK CHARTER SCHOOL
Budget / Operating Plan

2017-18

Total Revenue	-	-	-	7,011,896	(7,011,896)	-	-	7,011,896
Total Expenses	-	-	-	6,895,460	6,895,460	-	-	6,895,460
Net Income	-	-	-	116,436	(116,436)	-	-	116,436
Actual Student Enrollment	-	-	-			-	-	

***NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed**

TOTALS AND VARIANCE ANALYSIS

Actual	Current Budget (Current Quarter)	Actual vs. Current Budget	Current Budget - TY	Actual vs. Current Budget TY	Original Budget (Current Quarter)	Actual vs. Original Budget	Original Budget -
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SCHOOL OPERATIONS

Board Expenses	-	-	-	-	-	-	-	-
Classroom / Teaching Supplies & Materials	-	-	-	54,996	54,996	-	-	54,996
Special Ed Supplies & Materials	-	-	-	-	-	-	-	-
Textbooks / Workbooks	-	-	-	11,004	11,004	-	-	11,004
Supplies & Materials other	-	-	-	64,992	64,992	-	-	64,992
Equipment / Furniture	-	-	-	-	-	-	-	-
Telephone	-	-	-	14,004	14,004	-	-	14,004
Technology	-	-	-	85,000	85,000	-	-	85,000
Student Testing & Assessment	-	-	-	8,004	8,004	-	-	8,004
Field Trips	-	-	-	5,004	5,004	-	-	5,004
Transportation (student)	-	-	-	8,000	8,000	-	-	8,000
Student Services - other	-	-	-	5,000	5,000	-	-	5,000
Office Expense	-	-	-	364,396	364,396	-	-	364,396
Staff Development	-	-	-	100,004	100,004	-	-	100,004
Staff Recruitment	-	-	-	10,000	10,000	-	-	10,000
Student Recruitment / Marketing	-	-	-	20,000	20,000	-	-	20,000
School Meals / Lunch	-	-	-	-	-	-	-	-
Travel (Staff)	-	-	-	1,000	1,000	-	-	1,000
Fundraising	-	-	-	5,000	5,000	-	-	5,000
Other	-	-	-	1,000	1,000	-	-	1,000
TOTAL SCHOOL OPERATIONS	-	-	-	757,404	757,404	-	-	757,404

FACILITY OPERATION & MAINTENANCE

Insurance	-	-	-	45,600	45,600	-	-	45,600
Janitorial	-	-	-	-	-	-	-	-
Building and Land Rent / Lease / Facility Finance Interest	-	-	-	-	-	-	-	-
Repairs & Maintenance	-	-	-	-	-	-	-	-
Equipment / Furniture	-	-	-	-	-	-	-	-
Security	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-
TOTAL FACILITY OPERATION & MAINTENANCE	-	-	-	45,600	45,600	-	-	45,600

DEPRECIATION & AMORTIZATION

RESERVES / CONTINGENCY

	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
TOTAL EXPENSES	-	-	-	6,895,460	6,895,460	-	-	6,895,460

HARLEM LINK CHARTER SCHOOL
Budget / Operating Plan

2017-18

Total Revenue	-	-	-	7,011,896	(7,011,896)	-	-	7,011,896
Total Expenses	-	-	-	6,895,460	6,895,460	-	-	6,895,460
Net Income	-	-	-	116,436	(116,436)	-	-	116,436
Actual Student Enrollment	-	-	-			-	-	

TOTALS AND VARIANCE ANALYSIS

<p>*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed</p>								
	Actual	Current Budget (Current Quarter)	Actual vs. Current Budget	Current Budget - TY	Actual vs. Current Budget TY	Original Budget (Current Quarter)	Actual vs. Original Budget	Original Budget -
NET INCOME	-	-	-	<u>116,436</u>	<u>(116,436)</u>	-	-	<u>116,436</u>

Total Revenue	(7,011,896)	-	-
Total Expenses	6,895,460	-	-
Net Income	(116,436)	-	-
Actual Student Enrollment		-	-

*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed	Actual vs. Original Budget TY	PY Actual (PY TY / No. of COMPLETED Actual CY	Actual CY vs. Actual PY
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REVENUE			
REVENUES FROM STATE SOURCES			
	CY Per Pupil Rate		
Per Pupil Revenue			
NYC CHANCELLOR'S OFFICE	14,527	(5,665,530)	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
ALL OTHER School Districts: (Count = 0)	-	-	-
TOTAL Per Pupil Revenue (Weighted Average Per Pupil Funding)	14,527	(5,665,530)	-
Special Education Revenue		(666,366)	-
Grants			
Stimulus		-	-
DYCD (Department of Youth and Community Development)		-	-
Other		-	-
NYC DoE Rental Assistance		-	-
Other		(360,000)	-
TOTAL REVENUE FROM STATE SOURCES		(6,691,896)	-
REVENUE FROM FEDERAL FUNDING			
IDEA Special Needs		-	-
Title I		(140,000)	-
Title Funding - Other		(10,000)	-
School Food Service (Free Lunch)		-	-
Grants			
Charter School Program (CSP) Planning & Implementation		-	-
Other		-	-

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Total Revenue	(7,011,896)	-	-
Total Expenses	6,895,460	-	-
Net Income	(116,436)	-	-
Actual Student Enrollment		-	
*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed			
	Actual vs. Original Budget TY	PY Actual (PY TY / No. of COMPLETED Actual CY	Actual CY vs. Actual PY
Other	-	-	-
TOTAL REVENUE FROM FEDERAL SOURCES	(150,000)	-	-
LOCAL and OTHER REVENUE			
Contributions and Donations	(165,000)	-	-
Fundraising	(4,000)	-	-
Erate Reimbursement	-	-	-
Earnings on Investments	-	-	-
Interest Income	(1,000)	-	-
Food Service (Income from meals)	-	-	-
Text Book	-	-	-
OTHER	-	-	-
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	(170,000)	-	-
TOTAL REVENUE	(7,011,896)	-	-

Total Revenue	(7,011,896)	-	-
Total Expenses	6,895,460	-	-
Net Income	(116,436)	-	-
Actual Student Enrollment		-	-

*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed	Actual vs. Original Budget TY	PY Actual (PY TY / No. of COMPLETED Actual CY	Actual CY vs. Actual PY
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EXPENSES	Quarter 0 No. of Positions			
ADMINISTRATIVE STAFF PERSONNEL COSTS				
Executive Management	-	157,260	-	-
Instructional Management	-	511,200	-	-
Deans, Directors & Coordinators	-	516,936	-	-
CFO / Director of Finance	-	174,996	-	-
Operation / Business Manager	-	82,404	-	-
Administrative Staff	-	159,852	-	-
TOTAL ADMINISTRATIVE STAFF	-	1,602,648	-	-
INSTRUCTIONAL PERSONNEL COSTS				
Teachers - Regular	-	2,477,320	-	-
Teachers - SPED	-	275,256	-	-
Substitute Teachers	-	7,500	-	-
Teaching Assistants	-	-	-	-
Specialty Teachers	-	275,256	-	-
Aides	-	-	-	-
Therapists & Counselors	-	168,432	-	-
Other	-	-	-	-
TOTAL INSTRUCTIONAL	-	3,203,764	-	-
NON-INSTRUCTIONAL PERSONNEL COSTS				
Nurse	-	-	-	-
Librarian	-	-	-	-
Custodian	-	-	-	-
Security	-	-	-	-
Other	-	-	-	-
TOTAL NON-INSTRUCTIONAL	-	-	-	-
SUBTOTAL PERSONNEL SERVICE COSTS	-	4,806,412	-	-
PAYROLL TAXES AND BENEFITS				
Payroll Taxes		422,040	-	-
Fringe / Employee Benefits		683,004	-	-
Retirement / Pension		-	-	-
TOTAL PAYROLL TAXES AND BENEFITS		1,105,044	-	-
TOTAL PERSONNEL SERVICE COSTS	-	5,911,456	-	-

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Total Revenue	(7,011,896)	-	-
Total Expenses	6,895,460	-	-
Net Income	(116,436)	-	-
Actual Student Enrollment		-	
*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed			
	Actual vs. Original Budget TY	PY Actual (PY TY / No. of COMPLETED Actual CY	Actual CY vs. Actual PY
CONTRACTED SERVICES			
Accounting / Audit	124,000	-	-
Legal	12,000	-	-
Management Company Fee	-	-	-
Nurse Services	-	-	-
Food Service / School Lunch	18,000	-	-
Payroll Services	4,000	-	-
Special Ed Services	-	-	-
Titlment Services (i.e. Title I)	3,000	-	-
Other Purchased / Professional / Consulting	20,000	-	-
TOTAL CONTRACTED SERVICES	181,000	-	-

Total Revenue	(7,011,896)	-	-
Total Expenses	6,895,460	-	-
Net Income	(116,436)	-	-
Actual Student Enrollment		-	-
<p>*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed</p>			
	Actual vs. Original Budget TY	PY Actual (PY TY / No. of COMPLETED Actual CY	Actual CY vs. Actual PY
SCHOOL OPERATIONS			
Board Expenses	-	-	-
Classroom / Teaching Supplies & Materials	54,996	-	-
Special Ed Supplies & Materials	-	-	-
Textbooks / Workbooks	11,004	-	-
Supplies & Materials other	64,992	-	-
Equipment / Furniture	-	-	-
Telephone	14,004	-	-
Technology	85,000	-	-
Student Testing & Assessment	8,004	-	-
Field Trips	5,004	-	-
Transportation (student)	8,000	-	-
Student Services - other	5,000	-	-
Office Expense	364,396	-	-
Staff Development	100,004	-	-
Staff Recruitment	10,000	-	-
Student Recruitment / Marketing	20,000	-	-
School Meals / Lunch	-	-	-
Travel (Staff)	1,000	-	-
Fundraising	5,000	-	-
Other	1,000	-	-
TOTAL SCHOOL OPERATIONS	757,404	-	-
FACILITY OPERATION & MAINTENANCE			
Insurance	45,600	-	-
Janitorial	-	-	-
Building and Land Rent / Lease / Facility Finance Interest	-	-	-
Repairs & Maintenance	-	-	-
Equipment / Furniture	-	-	-
Security	-	-	-
Utilities	-	-	-
TOTAL FACILITY OPERATION & MAINTENANCE	45,600	-	-
DEPRECIATION & AMORTIZATION			
	-	-	-
RESERVES / CONTINGENCY			
	-	-	-
TOTAL EXPENSES	6,895,460	-	-

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Total Revenue	(7,011,896)	-	-
Total Expenses	6,895,460	-	-
Net Income	(116,436)	-	-
Actual Student Enrollment		-	
<p>*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed</p>			
	Actual vs. Original Budget TY	PY Actual (PY TY / No. of COMPLETED Actual CY	Actual CY vs. Actual PY
NET INCOME	(116,436)	-	-

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			-
Total Revenue	(7,011,896)		-
Total Expenses	6,895,460		=
Net Income	(116,436)		-
Actual Student Enrollment			-

*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed	Actual	PY Actual (PY TY	
	vs.	/ No. of	Actual CY
	Original	COMPLETED	vs.
	Budget TY	Actual CY	Actual PY

ENROLLMENT - *School Districts Are Linked To Above Entries*			
NYC CHANCELLOR'S OFFICE		-	-
-		-	-
-		-	-
-		-	-
-		-	-
-		-	-
-		-	-
-		-	-
-		-	-
-		-	-
-		-	-
-		-	-
-		-	-
-		-	-
-		-	-
-		-	-
ALL OTHER School Districts: (Count = 0)		-	-
TOTAL ENROLLMENT		-	-
REVENUE PER PUPIL		-	-
EXPENSES PER PUPIL		-	-



Annual Report Requirement
for SUNY Authorized Charter Schools
HARLEM LINK CHARTER SCHOOL
2017-18

Administrative
expenditures per pupil:

\$0.00

Per NYS Statute

Administrative expenditures per pupil: the sum of all general administration salaries and other general administration expenditures divided by the total number of enrolled students. Employee benefit costs or expenditures should not be reported here.

***NOTE: THIS TAB ONLY NEEDS TO BE COMPLETED FOR Q4**

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

Trustee Name: John Reddick

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

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

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. Founding Board member and Director of Afterschool Program, \$50,000.00 my salary, start date 2004.

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

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

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

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

Please write "None" if applicable. Do not leave this space blank.

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

Trustee Name:

Steven Evangelista

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

Hartem Unit CS

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

ex officio (school leader)

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.

Principal - 9/2004 [REDACTED]

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 *N/A*

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>			
<i>None</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>				
		<i>None</i>		


8/1/17

Signature Date

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

Business Telephone: _____
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:

Kenneth M. Catandella

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

Harlem Link Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). Chair, Development Committee, Executive Committee member, 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
<i>None</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
<i>None</i>				

[Handwritten Signature]

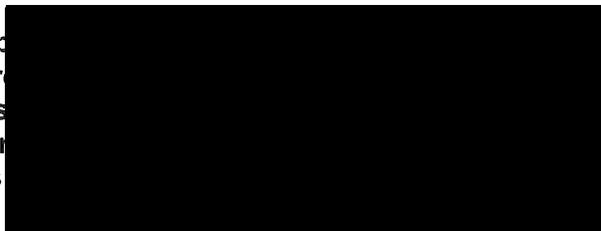
 Signature

7/26/17

 Date

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

Business Telephone
Business Address
E-mail Address
Home Telephone
Home Address



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

Trustee Name:

Rachel Field

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

Harlem Link Charter School

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

- 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.

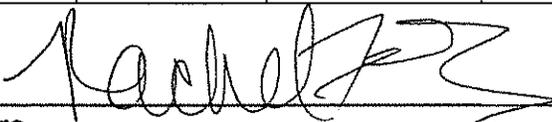
- Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the 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 Please write "None" if applicable. Do not leave this space blank.</p>			

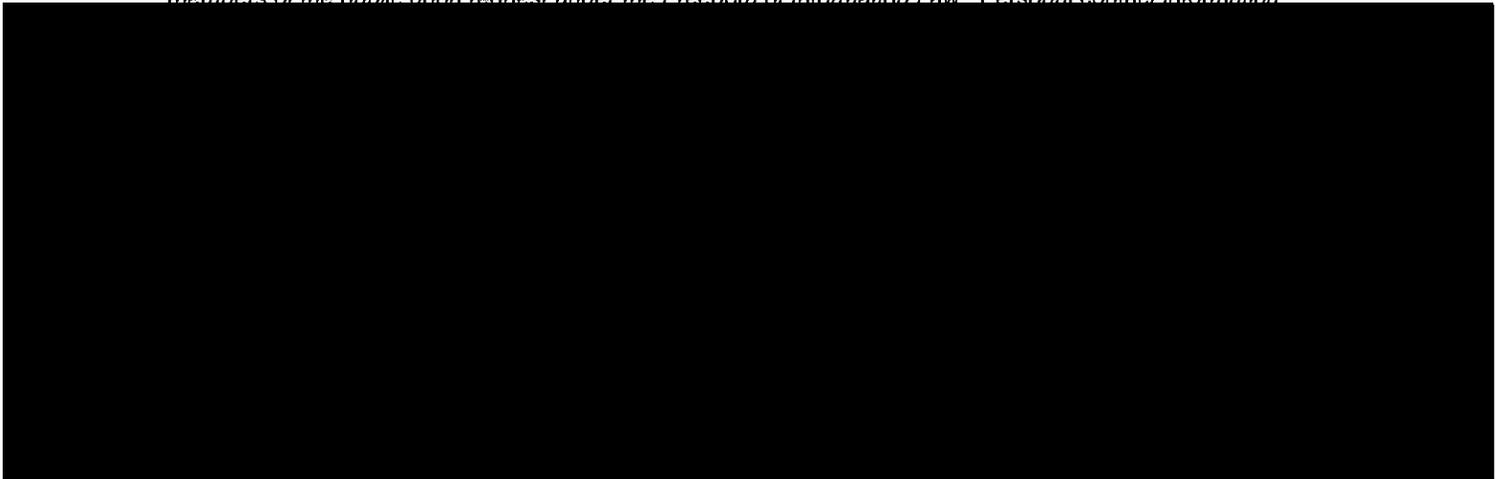
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5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group 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
<i>Please write "None" if applicable. Do not leave this space blank.</i>				
NONE				

Signature  Date 7/31/17

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



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

Trustee Name:

Bianna Cardinale

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

Harlem Link

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

- 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.

- 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.

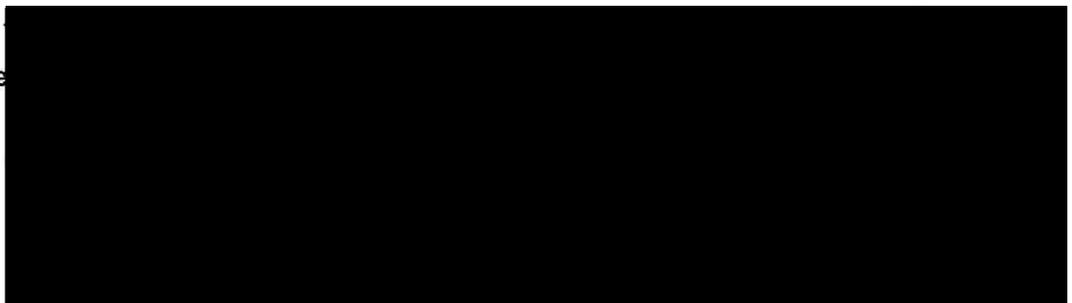
Business Telephone: _____

Business Address: _____

E-mail Address:

Home Telephone:

Home Address:



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

Trustee Name:

Brandilyn Dumas

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

Harlem Link

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

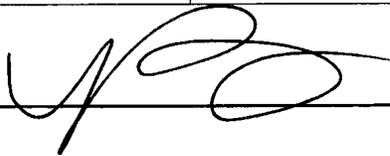
Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>Please write "None" if applicable. Do not leave this space blank.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

Signature



Date

7/27/17

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.

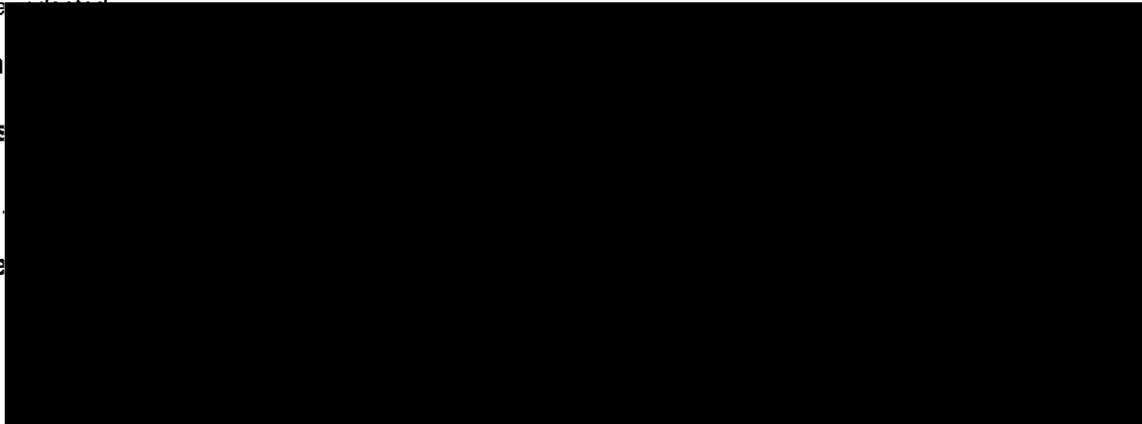
Business Telephone:

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:

Krista J. Barron

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

Harlem Link

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

member of the Ed. committee

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.

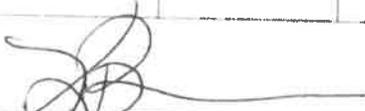
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the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

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



 Signature

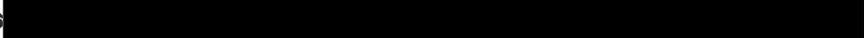
7/26/17

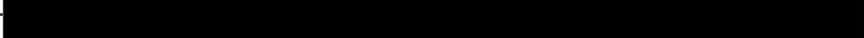
 Date

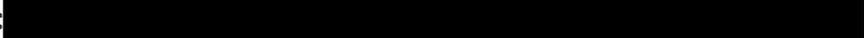
Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

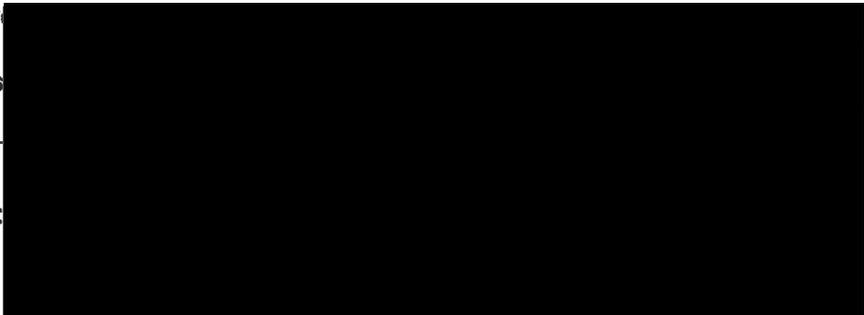
Business Telephone: _____

Business Address: 

E-mail Address: 

Home Telephone: 

Home Address: 



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

Trustee Name:

Naheem Harris

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

Harlem Link

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

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

Nabe Akh

8/1/17

Signature

Date

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

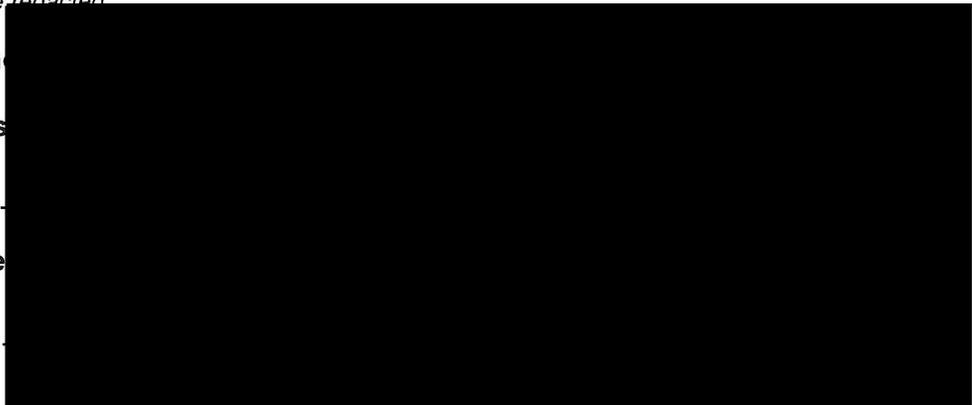
Business Telephone:

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: B. Peter Conway

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

Harrison Link Charter School

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

President

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

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

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

Yes No

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

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

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



Entry 9 BOT Table

Last updated: 07/28/2017

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

1. Current Board Member Information

	Trustee Name	Email Addresses	Position on the Board	Committee Affiliations	Voting Member Per By-Laws? (Y/N)	Area of Expertise, and/or Additional Role at School (parent, staff member, etc.)	Number of Terms Served and Length of Each (Include election date and term expiration)	Number of Board Mtgs Attended during 2016-17?
1	Jonathan Barrett		Treasurer		Yes	Finance	Jun-17	9
2	B. Peter Carry		Chair/ Board President		Yes	Business Management	Jun-18	10
3	Krista Barron		Trustee/Member		Yes	Education	Jun-17	6
4	Bianna Cardinale		Trustee/Member		Yes	Education	Jun-16	5 or less
5	Kenneth Catandella		Trustee/Member		Yes	Development	Jun-16	8
	Brandil		Trustee			Real		

6	yn Dumas		e/Mem ber		Yes	Estate Law	Jun-16	7
7	Naheem Harris		Trustee/Mem ber		Yes			5 or less
8	Rachel Field		Trustee/Mem ber		Yes	Financ e	Jun-18	5 or less
9	John Reddick		Trustee/Mem ber		No	Educ ation	N/A	9
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

2. Total Number of Members on June 30, 2016 9

3. Total Number of Members Joining the Board 2016-17 School Year 1

4. Total Number of Members Departing the Board during the 2016-17 School Year 1

5. Number of Voting Members 9
**2016-17, as set by the by-laws,
resolution or minutes**

6. Number of Board Meetings 10
**Conducted in the 2016-17 School
Year**

7. Number of Board Meetings 10
**Scheduled for the [2017-18](#)
School Year**

Thank you.



Entry 11 Enrollment and Retention of Special Populations

Last updated: 08/01/2017

Instructions for Reporting Enrollment and Retention Strategies

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

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Efforts Toward Meeting Recruitment Targets 2016-17)	Describe Plans Toward Meeting Recruitment Targets 2017-18)
Economically Disadvantaged	To recruit Economically Disadvantaged students (87% of students in 2016-17), Harlem Link conducts extensive outreach in high needs neighborhoods in District 3 and District 5. The school send mailings to zip codes with high populations of families experiencing economic hardship and distributes information and conducts information sessions at various community-based organizations, health care clinics, and housing complexes, such as Harlem GEMS, the Adair House, the Abyssinian Development Corporation, and the Goddard Riverside Head Start among others. At these and similar locations, the school encounters a high percentage of families living below the poverty line.	As we exceeded our enrollment target for Economically Disadvantaged students, Harlem Link plans to implement the same recruitment strategies in 2107-18.
English Language Learner	To recruit English Language Learners (7.5% of students in 2016-17), all recruitment mailings are translated into Spanish, focusing on zip codes with large immigrant populations. Student application completed at the school and on our website are available in in Spanish and French. In addition, the school partners with the New York City Charter Schools Center to participate in its recruitment efforts aimed at English Language Learners. Harlem Link was one of 20 schools to pilot the Charter Center’s 2011 initiative to create a common	As we met our enrollment target for this subgroup of students, Harlem Link plans to implement the same recruitment strategies targeted to English Language Learners in

s	<p>online application, for example, and has continued to participate in the program ever since. Translators are utilized at every presentation, recruitment fair and information session. To support this work, we have developed strong ties to community organizations that serve non-English speaking families, such as the East Harlem Bilingual Head Start Centers.</p>	2107-18.
Student s with Disabilit ies	<p>Our efforts to recruit Students with Disabilities (23.3% in 2016-17) are similar to those outlined above for Economically Disadvantaged students and English Language Learners. The school's comprehensive program services for students with special needs are clearly articulated in all recruitment materials, and specific neighborhoods are targeted for mailings based on their high percentages of students receiving services for disabilities. The school has also cultivated relationships with preschools that have large numbers of students with disabilities, such as the Annie G. Newsome Head Start, and the Union Street Settlement Associate Day Care.</p> <p>In its information sessions, orientation sessions and contact with parents prior to enrollment, the school does not ask families whether their children have been identified as having disabilities. Doing so could discourage families who fear the stigma of Individualized Education Programs (IEPs) from enrolling. Instead, the school uses the DOE's "SEIS" network to identify whether new enrollees are eligible for special education services. Also, the school promotes the fact that special education students are treated with a high level of attention and are integrated with other students throughout the school, mainly through the use of Collaborative Team Teaching on each grade level.</p>	<p>As we exceeded our enrollment target for this subgroup, Harlem Link plans to implement the same recruitment strategies targeted to Students with Disabilities in 2107-18.</p>

Retention Efforts Toward Meeting Targets

	Describe Efforts Toward Meeting Retention Targets 2016-17)	Describe Plans Toward Meeting Retention Targets 2017-18)
	With a high percentage of families qualifying for free or reduced price lunch throughout	

the school's history, the school has designed programs and structures with these students' needs in mind. For example, the school has always required students to wear uniforms, initially doing so in response to parent requests at the founding family input sessions. Parents expressed an interest in the sense of safety and unity conferred by uniforms, but also at the low cost. Since then, the school has always provided uniforms, including footwear, free of charge to families that express economic hardship.

The school operates on the theory that a high degree of poverty leads to a high instance of childhood trauma, and that this trauma (along with the material needs that accompany poverty noted above), preventing the development of executive functions and creating a sense of deficit, is a significant factor in the achievement gap.

An example of this approach is the partnership the school has developed with Bank Street College of Education's Safe and Sound Schools program. Through this program, the school is training teachers on understanding childhood trauma and providing therapeutic strategies in the classroom that allow children who have experienced trauma to adjust to the demands of a learning environment. The strategies are geared particularly toward students who are struggling to focus in light of abuse, neglect or other forms of trauma, but are appropriate for all students.

After identifying ELL students, the school begins providing services and supplemental resources, and collects and analyzes available data within the first 2 weeks of the school year. Harlem Link provides support for ELLs in two distinct ways: in-class differentiation, and for eligible students a pull-out English as a Second Language (ESL) program using the English Now! program. Both of these initiatives are research-based and follow recommendations from the New York City Charter Schools English Language Learner Consortium, of which Harlem Link is a member.

All Identified ELLs receive instructional

Economically Disadvantaged

Harlem Link's retention of Economically Disadvantaged students is strong. Therefore, no changes to our retention strategies are planned for the 2017-18 school year.

supports in the classroom. Teachers plan specific interventions as part of the school's revised lesson plan format, targeting the ELL students in their classes. These are research-based interventions that include: think time, talk time, nonlinguistic representation, tiered questioning and positive reinforcement with sentence corrections.

In addition, the following resources are available in the classroom to support ELL students: audiovisual equipment, books on tape, labels, manipulatives, picture Dictionaries and Thesauruses and an ever-growing vocabulary wall in each classroom utilizing pictures to depict word definitions.

Students scoring at a Beginning or Intermediate Performance level on the NYSESLAT or the LABr—and, depending on availability and space, all other students who are identified as ELL—receive pull-out ESL services a minimum of twice per week. The intervention teacher and classroom teacher will determine 2-3 academic goals for each student. This intervention may be provided in small groups with other ELLs in the K-1, 2-3, or 4-5 grade span or individually. In addition, the Manager of Coaching and Assessment oversees ELL student tutoring each morning, where students receive support in language acquisition as well as tutoring in their greatest areas of academic need.

The intervention instruction is based on the English Now! Secondary and Elementary curriculum for ELLs. This curriculum develops ELL students' reading, writing, listening, and speaking skills so that students can read with fluency, ask and answer questions, and orally retell a story. The program targets the four language modalities (speaking, listening, reading, and writing), has an elementary full-year program, an elementary intervention program, and a secondary program.

In addition, all ELLs and former ELLs may receive testing accommodations on all classroom tests created by the teacher or school and the ELA, Math, and Science state tests.

Harlem Link's retention of English Language Learners is strong. Therefore, no changes to our retention strategies are planned for the 2017-18 school year.

Each year, the school evaluates the program throughout the year by examining subgroup data and making a determination, as part of the leadership team summer strategic planning, about any changes that are needed for the program. Harlem Link will continue to work with the aforementioned Consortium to determine additional evaluation criteria and methods.

The school also provides translation services when needed and has hired many Spanish speaking staff members to assist with frequent translations.

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The school also provides translation services when needed and has hired many Spanish speaking staff members to assist with frequent translations.

The RTI process involves teams of educators joining together to review data and propose solutions to learning problems presented by students. Such teams include an AIS teacher, a social worker, a classroom teacher, an assistant principal and sometimes the Director of Curriculum and Professional Learning, who is the former principal of the school and now oversees the Student Support Team (of which RTI is one function). The process includes observing students, understanding their social and family history, examining their work and work habits, and understanding their place on the child development continuum. Solutions can include Tier II interventions (classroom-based), Tier III interventions (provided by a professional outside the classroom such as AIS or social worker) or Tier IV (referral to special education, which as mentioned above is a last resort).

Students with Disabilities

Harlem Link's retention of Students with Disabilities is strong. Therefore, no changes to our retention strategies are planned for the 2017-18 school year.



Entry 12 Classroom Teacher and Administrator Attrition

Last updated: 08/01/2017

Report changes in teacher and administrator staffing.

Instructions for completing the Classroom Teacher and Administrator Attrition Tables

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

Classroom Teacher Attrition Table

	FTE Classroom Teachers on June 30, 2016	FTE Classroom Teachers Departed 7/1/16 - 6/30/17	FTE Classroom Teachers Filling Vacant Positions 7/1/16 - 6/30/17	FTE Classroom Teachers Added in New Positions 7/1/16 - 6/30/17	FTE of Classroom Teachers on June 30, 2017
	33	8	0	3	44

Administrator Position Attrition Table

	FTE Administrative Positions on June 30, 2016	FTE Administrators Departed 7/1/16 - 6/30/17	FTE Administrators Filling Vacant Positions 7/1/16 - 6/30/17	FTE Administrators Added in New Positions 7/1/16 - 6/30/17	FTE Administrative Positions on June 30, 2017
	20	1	0	2	22

Thank you



August 2017



Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8 <u>Board Meeting</u>	9	10	11	12
13	14 New Teacher Orientation Day 1	15 New Teacher Orientation Day 2	16 Summer Institute begins <u>Critical Day</u>	17 <u>Critical Day</u>	18 <u>Critical Day</u>	19
20	21 <u>Critical Day</u> Staff Happy Hour	22 <u>Critical Day</u>	23 <u>Critical Day</u> Family BBQ	24 <u>Critical Day</u>	25 <u>Critical Day</u>	26
27	28 <u>Critical Day</u>	29 <u>Critical Day</u>	30 <u>Critical Day</u> First Day of School (Gr. PK. 1-5) K Placement Day A (12:30 dismissal)	31 K Placement Day B (12:30 dismissal)		



September 2017



Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 <u>Critical Day</u> K Placement Day C (12:30 dismissal)	2
3	4 School Closed Labor Day	5 <u>Critical Day</u> First Day of K 3:30 Regular Dismissal	6	7 First Day of DOE	8	9
10	11	12 Rotations Begin A	13	14 Rotations B Back to School/ El- ders and Ancestors Night?	15	16
17	18 Staff Happy Hour	19 Rotations C	20 <u>Critical Day</u>	21 School Closed Rosh Hashanah	22 School Closed Rosh Hashanah	23
24	25 <u>Critical Day</u>	26 Rotations D	27 Gr. 3-5 Assemblies Kick-Off (8:25)	28 Rotations A <u>Board Meeting</u>	29 Gr. 1-2 Assemblies Kick-Off (3:00)	30



October 2017



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 CGI Off-Site Training	3 Rotations B CGI Off-Site Training	4	5 Rotations C	6 <i>Critical Day</i> Gr. K Assemblies Kick-Off (3:00)	7
8	9 School Closed Columbus Day	10 Rotations D <i>Critical Day</i>	11	12 Rotations A Alumni Night	13	14
15	16	17 Rotations B	18	19 Rotations C	20 Middle School Mentoring Begins	21
22	23	24 Rotations D	25	26 Rotations A <u>Board Meeting</u>	27 Halloween Ball	28
29	30	31 No Late Tuesday				



November 2017



Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 Rotations B HL15 Reunion	3 Staff Holiday Party Planning Complete	4
5	6	7 <u>Critical Day</u> School Closed for Students Professional Day #1 Staff Happy Hour	8	9 Rotations C	10	11
12	13 Superman Day	14 Rotations D	15	16 Rotations A	17	18
19	20	21 Rotations B	22 <u>Critical Day</u> Half Day, 12:30 pm Dismissal	23 School Closed Thanksgiving	24 School Closed Thanksgiving	25
26	27 <u>Critical Day</u>	28 Rotations C Board Meeting	29 <u>Critical Day</u> Parent Conferences 12:30 Dismissal	30 <u>Critical Day</u> Parent Conferences (Evening)		



December 2017



Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 Rotations D	6	7 Rotations A Staff Holiday Party	8 Gr. 5 Science Expo	9
10	11	12 Rotations B	13	14 Rotations C Winter Festival	15	16
17	18	19 Rotations D <u>Board Meeting</u>	20	21 No Rotations	22 <u>Critical Day</u> Half Day, 12:30 pm Dismissal	23
24	25 Winter Recess School Closed	26	27	28	29	30
31						



January 2018



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 School Closed Winter Recess	2 Rotations A <u>Critical Day</u>	3	4 Rotations B	5	6
7	8	9 Rotations C Picture Day (Option 1)	10 Info Session 5 pm	11 Rotations D	12 <u>Critical Day</u> Gr. 1 Science Expo	13
14	15 School Closed Dr. King's Birthday	16 Rotations A <u>Critical Day</u>	17	18 Rotations B	19 BioBus	20
21	22 Wonder Woman Day	23 Rotations C	24	25 Rotations D <u>Board Meeting</u>	26	27
28	29	30 Rotations A 100th Day of School	31 <u>Critical Day</u> School Closed for Students Professional Day #2 Staff Happy Hour			



February 2018



Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Rotations B	2 Gr. 4 Science Expo	3
4	5	6 Rotations C	7 Picture Day (B)	8 Rotations D BHM Celebration	9 FOHL Meeting	10
11	12	13 Rotations A Info Session 5 pm	14	15 Rotations B <u>Critical Day</u>	16 School Closed Lunar New Year	17
18	19 School Closed Presidents' Week	20	21	22	23	24
25	26 <u>Critical Day</u>	27 Rotations C <u>Board Meeting</u>	28			



March 2018



Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Rotations D	2 Admin Pref Sheets Read Across America	3
4	5	6 Rotations A Info Session 5 pm	7	8 Rotations B Fashion Show	9 Gr. 2 Science Expo Adm. Pref Sheets Due	10 HL12 Reunion
11	12	13 Rotations C	14 <i>Critical Day</i> School Closed for Students Professional Day #3 Staff Happy Hour	15 Rotations D	16	17
18	19	20 Rotations A	21 <i>Critical Day</i> Parent Conferences 12:30 Dismissal Info Session 5 pm	22 <i>Critical Day</i> Evening Parent Conferences	23	24
25	26 Public Calendar Drafted	27 Rotations B <u>Board Meeting</u>	28 Admin Offer Letters Teacher Pref Sheets	29 Rotations C <i>Critical Day</i>	30 School Closed Spring Recess	31



April 2018



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 School Closed Spring Recess	3	4	5	6	7
8	9 <u>Critical Day</u>	10 Rotations D Admin Offer Letters, Tchr Pref. Sheets Due	11 <u>Critical Day</u>	12 <u>Critical Day</u>	13 <u>Critical Day</u>	14
			Grades 3-5 ELA Exam			
				Rotations A		
15	16	17 Rotations B	18	19 Rotations C	20	21
22	23	24 Rotations D	25	26 Rotations A <u>Board Meeting</u>	27	28
29	30 Teacher Offer Letters					



May 2018



Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<i>1 Critical Day</i> <div style="border: 1px solid black; padding: 2px; text-align: center;">Grades 3-5 Math Exam</div> Rotations B	<i>2 Critical Day</i>	<i>3 Critical Day</i> Rotations C	4	5
6	7 Tchr Off. Letters Due	8 No Rotations No Late Tuesday	9	10 Rotations D Spring Concert	11 Gr. K Science Expo	12
	<div style="border: 1px solid black; padding: 2px;">Teacher Appreciation Week</div>					
		Staff Happy Hour				
13	14 Master Calendar Drafted	15 Rotations A	16	17 Rotations B <u>Board Meeting</u>	18 Yr-End Staff Party Planning Complete	19 Orientation 12 pm
20	21	22 Rotations C	23	24 Rotations D	25	26
			<div style="border: 1px solid black; padding: 2px;">Grade 4 Science Exam Window</div>			
				Cocktail Party		
27	28 School Closed Memorial Day	29 Rotations A	30	31 Rotations B		
		<div style="border: 1px solid black; padding: 2px;">Grade 4 Science Exam Window</div>				
			Orientation 5 pm			



June 2018



Sun	Mon	Tue	Wed	Thu	Fri	Sat
		Grade 4 Science Exam Window			1	2
3	4 Grade 4 Science Written Exam	5 Rotations C	6 PK Moving-Up	7 Field Day No Rotations DOE Closed	8 HL18 Columbia Trip Gr. 3 Science Expo	9
10	11 <i>Critical Day</i> School Closed DOE Closed Professional Day #4 Yr-End Staff Party	12 Rotations D Last Rotation	13 <i>Critical Day</i> Parent Conferences 12:30 am Dismissal	14 <i>Critical Day</i> Parent Conferences (Evening) Orientation 5 pm	15 School Closed Eid al-Fitr	16
17	18 <i>Critical Day</i> <u>Board Meeting</u> K-4 Awards Picnic	19 Gr. 5 Graduation	20 Gr. 5 Block Party	21	22 Last Day of School Half Day, 12:30 pm Dismissal	23
24	25	26	27	28	29	30



July 2018



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Key Lists of Dates

Science Expo dates

12/8 fifth grade
1/12 or 1/19 first grade
2/2 fourth grade
3/9 second grade
5/11 K
6/1 third grade (or 6/8)

Pref Sheets and offer letters

Non-teachers:
Pref Sheets released 3/2, due 3/9
Offer letters 3/28, due 4/10

Teachers:
Pref sheets released 3/28, due 4/10
Offer letters 4/30, due 5/7

Alternative teacher schedule:

Pref sheets released 2/9, due 2/15
Offer letters 3/23, due 3.29

Student Recruitment

Info Session/Tour Dates

January 10th- 5PM
February 13th 5PM
March 6th- 5PM
March 21st- 5PM

Orientation

May 10th- 5PM
May 19th- 12PM
(Saturday)
May 30th- 5PM
June 14th- 5PM