



Entry 1 School Information

Created: 07/10/2017 • 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 PREP 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 4

d1. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	240 East 123rd Street New York, NY 10035			

d2. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Benjamin Feit
Title	Chief of Staff
Emergency Phone Number (###-###-####)	

e. SCHOOL WEB ADDRESS (URL) <http://hpes.democracyprep.org/>

f. DATE OF INITIAL CHARTER 05/2001

g. DATE FIRST OPENED FOR INSTRUCTION 07/2001

i. TOTAL ENROLLMENT ON JUNE 30, 2017 817

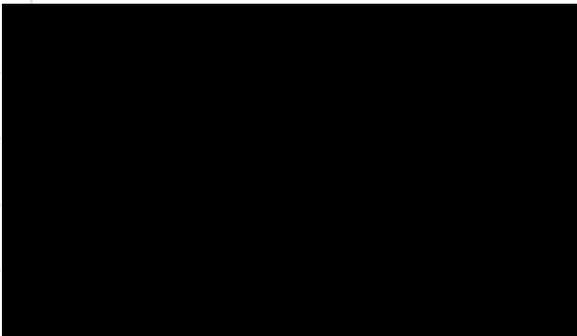
j. GRADES SERVED IN SCHOOL YEAR 2016-17

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5, 6, 7, 8, 9
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k1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION? Yes

k2. NAME OF CMO/EMO AND ADDRESS

NAME OF CMO/EMO	DEMOCRACY PREP PUBLIC SCHOOLS
PHYSICAL STREET ADDRESS	
CITY	
STATE	
ZIP CODE	
EMAIL ADDRESS	

l1. FACILITIES

Does the school maintain or operate multiple sites?

	Yes, 2 sites
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12. 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)	240 East 123rd Street New York, NY 10035		CSD 4	K-5, 9	Yes	Rent/Lease
Site 2	232 East 103rd Street New York, NY 10029		CSD 4	6-8	Yes	DOE space
Site 3						

12a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Steve Cunning			
Operational Leader	Amanda Torres			
Compliance Contact	Benjamin Feit			
Complaint Contact	Benjamin Feit			

13. Please provide the contact information for Site 2.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Steve Cunning			
Operational Leader	Michelle Herrera			
Compliance Contact	Benjamin Feit			
Complaint Contact	Benjamin Feit			

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	Permanent Siting	No		No		Yes
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). Yes

n2. Summary of Charter Revisions

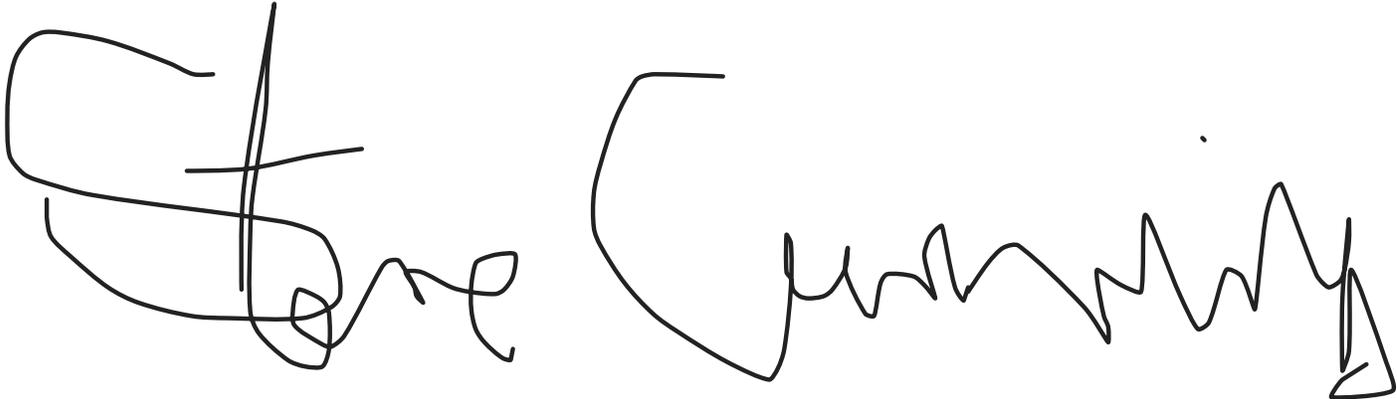
	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in organizational structure	Board members approved a motion to adopt a resolution regarding approval of the merger of Democracy Preparatory Charter School, Democracy Prep Harlem Charter School, Democracy Prep Endurance Charter School and Harlem Prep Charter School into Bronx Prep Charter School, with Bronx Prep Charter School surviving that Merger, pursuant to Education Law §223.	12/6/2016	03/2017
2				
3				
4				
5				

o. Name and Position of Individual(s) Who Completed the 2016-17 Annual Report. Seun Shokunbi, Staff Writer

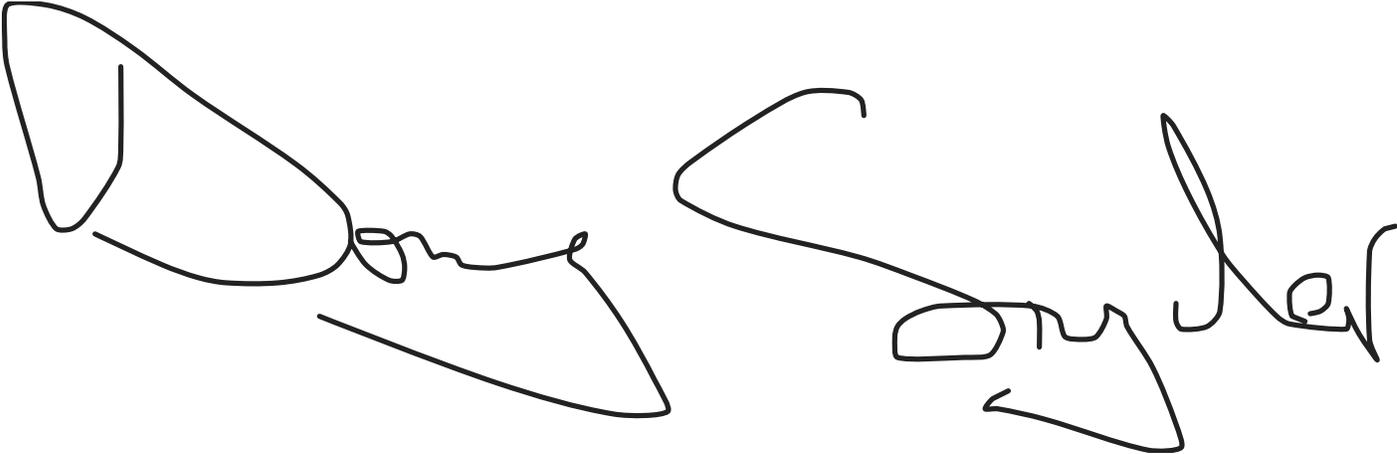
p. Our signatures below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any 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 "Steve Cunningham". The signature is fluid and cursive, with a large initial "S" and a long, sweeping underline.

Signature, President of the Board of Trustees

A handwritten signature in black ink, appearing to read "Steve Cunningham". The signature is fluid and cursive, with a large initial "S" and a long, sweeping underline.

Date

2017/08/01

Thank you.



Entry 2 NYS School Report Card Link

Created: 07/10/2017 • Last updated: 08/01/2017

1. NEW YORK STATE REPORT CARD

<https://data.nysed.gov/reportcard.php?year=2016&instid=800000034143>

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

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



Entry 4 Expenditures per Child

Created: 07/10/2017 • Last updated: 08/01/2017

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	13281549
Line 2: Year End FTE student enrollment	817
Line 3: Divide Line 1 by Line 2	16254

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)	1105309
Line 2: Management and General Cost (Column)	2074514
Line 3: Sum of Line 1 and Line 2	3179823
Line 5: Divide Line 3 by the Year End FTE student enrollment	3891

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 Prep Charter School

SCHOOL

Name:	Harlem Prep Charter School
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CONTACT INFORMATION

Contact Name:	Greg Spreeman
Contact Title:	Chief Financial Officer
Contact Email:	[REDACTED]
Contact Phone:	[REDACTED]

REPORT PERIOD

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

PLAN - FULL TIME EQUIVALENT

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
0.0
5.0
10.0
3.0
3.0
21.0

ANNUAL BUDGETED FTE							
Q1		Q2		Q3		Q4	
Original	Revised	Original	Revised	Original	Revised	Original	Revised
0.0							
7.0		7.0		7.0		7.0	
6.0		6.0		6.0		6.0	
3.0		3.0		3.0		3.0	
4.0		4.0		4.0		4.0	
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
48.0
14.0
7.0
5.0
74.0

ANNUAL BUDGETED FTE							
Q1		Q2		Q3		Q4	
Original	Revised	Original	Revised	Original	Revised	Original	Revised
46.0		46.0		46.0		46.0	
17.0		17.0		17.0		17.0	
2.0		2.0		2.0		2.0	
6.0		6.0		6.0		6.0	
5.0		5.0		5.0		5.0	
76.0	0.0	76.0	0.0	76.0	0.0	76.0	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
1.0
1.0

ANNUAL BUDGETED FTE							
Q1		Q2		Q3		Q4	
Original	Revised	Original	Revised	Original	Revised	Original	Revised
1.0		1.0		1.0		1.0	
1.0	0.0	1.0	0.0	1.0	0.0	1.0	0.0

TOTAL PERSONNEL SERVICE FTE	TOTAL PERSONNEL SERVICE FTE

96.0

97.0	0.0	97.0	0.0	97.0	0.0	97.0	0.0
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**HARLEM PREP CHARTER SCHC
2017-18**

PLAN - FULL TIME EQUIVALENT

**NOTE: Enter the number of FTE positions in the "blue" cells.
 /d 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 PREP CHARTER SCHOOL Budget / Operating Plan 2017-18							
Total Revenue	11,922,303	3,996,856	-	-	3,996,856	-	-	3,996,856
Total Expenses	12,805,200	3,909,503	-	-	3,909,503	-	-	3,909,503
Net Income	(882,897)	87,352	-	-	87,352	-	-	87,352
Actual Student Enrollment	872	929	-	-	929	-	-	929
	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
Grants				-			-	
Charter School Program (CSP) Planning & Implementation				-			-	
Other				-			-	
Other				-			-	
TOTAL REVENUE FROM FEDERAL SOURCES	394,275	114,159	-	-	114,159	-	-	114,159
LOCAL and OTHER REVENUE								
Contributions and Donations	4,500			-			-	
Fundraising				-			-	
Erate Reimbursement		66,151		-	66,151		-	66,151
Earnings on Investments				-			-	
Interest Income		833		-	833		-	833
Food Service (Income from meals)				-			-	
Text Book		18,261		-	18,261		-	18,261
OTHER	690			-			-	
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	5,190	85,244	-	-	85,244	-	-	85,244
TOTAL REVENUE	11,922,303	3,996,856	-	-	3,996,856	-	-	3,996,856

HARLEM PREP CHARTER SCHOOL
Budget / Operating Plan
2017-18

Total Revenue	11,922,303	3,996,856	-	-	3,996,856	-	-	3,996,856
Total Expenses	12,805,200	3,909,503	-	-	3,909,503	-	-	3,909,503
Net Income	(882,897)	87,352	-	-	87,352	-	-	87,352
Actual Student Enrollment	872	929	-	-	929	-	-	929
	Prior Year Actual	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter
	2016-17	Original	Revised		Original	Revised		Original
	Revenue Per Pupil	Budget	Budget	Variance	Budget	Budget	Variance	Budget

EXPENSES

ADMINISTRATIVE STAFF PERSONNEL COSTS

Avg. No. of Positions

Executive Management	-	107,608		-			-	
Instructional Management	7.00	539,632	170,781	-	170,781		-	170,781
Deans, Directors & Coordinators	6.00	118,042	76,205	-	76,205		-	76,205
CFO / Director of Finance	-			-			-	
Operation / Business Manager	3.00	182,324	52,978	-	52,978		-	52,978
Administrative Staff	4.00	192,266	30,513	-	30,513		-	30,513
TOTAL ADMINISTRATIVE STAFF	20.00	1,139,872	330,476	-	330,476	-	-	330,476

INSTRUCTIONAL PERSONNEL COSTS

Teachers - Regular	46.00	2,765,907	852,488	-	852,488		-	852,488
Teachers - SPED	17.00	967,437	296,192	-	296,192		-	296,192
Substitute Teachers	-			-			-	
Teaching Assistants	2.00	15,210	29,375	-	29,375		-	29,375
Specialty Teachers	6.00	305,387	116,237	-	116,237		-	116,237
Aides	-			-			-	
Therapists & Counselors	5.00	316,394	137,097	-	137,097		-	137,097
Other	-	866,813		-			-	
TOTAL INSTRUCTIONAL	76.00	5,237,148	1,431,389	-	1,431,389	-	-	1,431,389

NON-INSTRUCTIONAL PERSONNEL COSTS

Nurse	-			-			-	
Librarian	-			-			-	
Custodian	1.00	18,070	13,833	-	13,833		-	13,833
Security	-			-			-	
Other	-	350,521	83,341	-	83,341		-	83,341
TOTAL NON-INSTRUCTIONAL	1.00	368,591	97,174	-	97,174	-	-	97,174

SUBTOTAL PERSONNEL SERVICE COSTS

	97.00	6,745,610	1,859,040	-	1,859,040	-	-	1,859,040
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PAYROLL TAXES AND BENEFITS

Payroll Taxes		515,010	149,765	-	149,765		-	149,765
Fringe / Employee Benefits		430,182	136,114	-	136,114		-	136,114

		HARLEM PREP CHARTER SCHOOL Budget / Operating Plan 2017-18							
Total Revenue		11,922,303	3,996,856	-	-	3,996,856	-	-	3,996,856
Total Expenses		12,805,200	3,909,503	-	-	3,909,503	-	-	3,909,503
Net Income		(882,897)	87,352	-	-	87,352	-	-	87,352
Actual Student Enrollment		872	929	-	-	929	-	-	929
		Prior Year Actual	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter
		2016-17	Original	Revised		Original	Revised		Original
		Revenue Per Pupil	Budget	Budget	Variance	Budget	Budget	Variance	Budget
Retirement / Pension		<u>212,136</u>	60,362		-	60,362		-	60,362
TOTAL PAYROLL TAXES AND BENEFITS		1,157,328	346,241	-	-	346,241	-	-	346,241
TOTAL PERSONNEL SERVICE COSTS									
	97.00	7,902,939	2,205,281	-	-	2,205,281	-	-	2,205,281
CONTRACTED SERVICES									
Accounting / Audit		19,067	5,200		-	5,200		-	5,200
Legal					-			-	
Management Company Fee		1,522,229	479,899		-	479,899		-	479,899
Nurse Services					-			-	
Food Service / School Lunch					-			-	
Payroll Services		17,935	5,990		-	5,990		-	5,990
Special Ed Services					-			-	
Titlement Services (i.e. Title I)					-			-	
Other Purchased / Professional / Consulting		<u>47,296</u>	<u>3,900</u>		-	<u>3,900</u>		-	<u>3,900</u>
TOTAL CONTRACTED SERVICES		1,606,526	494,989	-	-	494,989	-	-	494,989

HARLEM PREP CHARTER SCHOOL
Budget / Operating Plan
2017-18

	11,922,303	3,996,856	-	-	3,996,856	-	-	3,996,856
Total Revenue								
Total Expenses								
Net Income								
Actual Student Enrollment								
	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
SCHOOL OPERATIONS								
Board Expenses				-			-	
Classroom / Teaching Supplies & Materials	147,808	44,304		-	44,304		-	44,304
Special Ed Supplies & Materials	106,660			-			-	
Textbooks / Workbooks	16,739	39,583		-	39,583		-	39,583
Supplies & Materials other	71,519	16,668		-	16,668		-	16,668
Equipment / Furniture	84,896	41,820		-	41,820		-	41,820
Telephone	69,003	27,002		-	27,002		-	27,002
Technology	71,200	153,770		-	153,770		-	153,770
Student Testing & Assessment	26,141	14,515		-	14,515		-	14,515
Field Trips	91,345	42,200		-	42,200		-	42,200
Transportation (student)				-			-	
Student Services - other	188,884	21,230		-	21,230		-	21,230
Office Expense	43,110	30,760		-	30,760		-	30,760
Staff Development	138,667	49,647		-	49,647		-	49,647
Staff Recruitment	6,862	3,900		-	3,900		-	3,900
Student Recruitment / Marketing	13,063	7,800		-	7,800		-	7,800
School Meals / Lunch	19,550	17,553		-	17,553		-	17,553
Travel (Staff)	5,026	322		-	322		-	322
Fundraising				-			-	
Other	83,013	9,553		-	9,553		-	9,553
TOTAL SCHOOL OPERATIONS	1,183,487	520,628		-	520,628		-	520,628
FACILITY OPERATION & MAINTENANCE								
Insurance	82,716	17,798		-	17,798		-	17,798
Janitorial	224,100	22,900		-	22,900		-	22,900
Building and Land Rent / Lease / Facility Finance Interest	1,112,645	369,970.30		-	369,970.30		-	369,970.30
Repairs & Maintenance	47,234	12,700		-	12,700		-	12,700
Equipment / Furniture	84			-			-	
Security	140,935	12,500		-	12,500		-	12,500
Utilities	8,438	17,900		-	17,900		-	17,900
TOTAL FACILITY OPERATION & MAINTENANCE	1,616,152	453,768		-	453,768		-	453,768
DEPRECIATION & AMORTIZATION	511,851	114,933		-	114,933		-	114,933
RESERVES / CONTINGENCY	(15,754)	119,906		-	119,906		-	119,906

HARLEM PREP CHARTER SCHOOL
Budget / Operating Plan
2017-18

Total Revenue	11,922,303	3,996,856	-	-	3,996,856	-	-	3,996,856
Total Expenses	12,805,200	3,909,503	-	-	3,909,503	-	-	3,909,503
Net Income	(882,897)	87,352	-	-	87,352	-	-	87,352
Actual Student Enrollment	872	929	-	-	929	-	-	929
	Prior Year Actual	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd C
	2016-17	Original	Revised		Original	Revised		Original
	Revenue Per	Budget	Budget	Variance	Budget	Budget	Variance	Budget
	Pupil							
TOTAL EXPENSES	12,805,200	3,909,503	-	-	3,909,503	-	-	3,909,503
NET INCOME	(882,897)	87,352	-	-	87,352	-	-	87,352

		HARLEM PREP CHARTER SCHOOL Budget / Operating Plan 2017-18							
Total Revenue	11,922,303	3,996,856	-	-	3,996,856	-	-	3,996,856	
Total Expenses	12,805,200	3,909,503	-	-	3,909,503	-	-	3,909,503	
Net Income	(882,897)	87,352	-	-	87,352	-	-	87,352	
Actual Student Enrollment	872	929	-	-	929	-	-	929	
	Prior Year Actual 2016-17 Revenue Per Pupil	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter	
		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	872	929	-	-	929	-	-	929	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	
ALL OTHER School Districts: (Weighted Avg)	-	-	-	-	-	-	-	-	
TOTAL ENROLLMENT	872	929	-	-	929	-	-	929	
REVENUE PER PUPIL	13,672	4,302	-	-	4,302	-	-	4,302	
EXPENSES PER PUPIL	14,685	4,208	-	-	4,208	-	-	4,208	

Total Revenue	-	-	3,996,856	-	-
Total Expenses	-	-	3,909,503	-	-
Net Income	-	-	87,352	-	-
Actual Student Enrollment	-	-	929	-	-
	Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30		
	Revised Budget	Variance	Original Budget	Revised Budget	Variance
Grants					
Charter School Program (CSP) Planning & Implementation		-			-
Other		-			-
Other		-			-
TOTAL REVENUE FROM FEDERAL SOURCES	-	-	114,159	-	-
LOCAL and OTHER REVENUE					
Contributions and Donations		-			-
Fundraising		-			-
Erate Reimbursement		-	66,151		-
Earnings on Investments		-			-
Interest Income		-	833		-
Food Service (Income from meals)		-			-
Text Book		-	18,261		-
OTHER		-			-
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	-	-	85,244	-	-
TOTAL REVENUE	-	-	3,996,856	-	-

Total Revenue		-	-	3,996,856	-
Total Expenses		-	-	3,909,503	-
Net Income		-	-	87,352	-
Actual Student Enrollment		-	-	929	-
		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	-				
Instructional Management	7.00			170,781	
Deans, Directors & Coordinators	6.00			76,205	
CFO / Director of Finance	-				
Operation / Business Manager	3.00			52,978	
Administrative Staff	4.00			30,513	
TOTAL ADMINISTRATIVE STAFF	20.00	-	-	330,476	-
INSTRUCTIONAL PERSONNEL COSTS					
Teachers - Regular	46.00			852,488	
Teachers - SPED	17.00			296,192	
Substitute Teachers	-				
Teaching Assistants	2.00			29,375	
Specialty Teachers	6.00			116,237	
Aides	-				
Therapists & Counselors	5.00			137,097	
Other	-				
TOTAL INSTRUCTIONAL	76.00	-	-	1,431,389	-
NON-INSTRUCTIONAL PERSONNEL COSTS					
Nurse	-				
Librarian	-				
Custodian	1.00			13,833	
Security	-				
Other	-			83,341	
TOTAL NON-INSTRUCTIONAL	1.00	-	-	97,174	-
SUBTOTAL PERSONNEL SERVICE COSTS					
	97.00	-	-	1,859,040	-
PAYROLL TAXES AND BENEFITS					
Payroll Taxes				149,765	
Fringe / Employee Benefits				136,114	

Total Revenue		-	-	3,996,856	-	-
Total Expenses		-	-	3,909,503	-	-
Net Income		-	-	87,352	-	-
Actual Student Enrollment		-	-	929	-	-
		Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30		
		Revised Budget	Variance	Original Budget	Revised Budget	Variance
Retirement / Pension			=	60,362		=
TOTAL PAYROLL TAXES AND BENEFITS		-	-	346,241	-	-
TOTAL PERSONNEL SERVICE COSTS						
	97.00	-	-	2,205,281	-	-
CONTRACTED SERVICES						
Accounting / Audit			-	5,200		-
Legal			-			-
Management Company Fee			-	479,899		-
Nurse Services			-			-
Food Service / School Lunch			-			-
Payroll Services			-	5,990		-
Special Ed Services			-			-
Titlement Services (i.e. Title I)			-			-
Other Purchased / Professional / Consulting			=	3,900		=
TOTAL CONTRACTED SERVICES		-	-	494,989	-	-

Total Revenue	-	-	3,996,856	-	-
Total Expenses	-	-	3,909,503	-	-
Net Income	-	-	87,352	-	-
Actual Student Enrollment	-	-	929	-	-
	Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30		
	Revised		Original	Revised	
	Budget	Variance	Budget	Budget	Variance
SCHOOL OPERATIONS					
Board Expenses		-			-
Classroom / Teaching Supplies & Materials		-	44,304		-
Special Ed Supplies & Materials		-			-
Textbooks / Workbooks		-	39,583		-
Supplies & Materials other		-	16,668		-
Equipment / Furniture		-	41,820		-
Telephone		-	27,002		-
Technology		-	153,770		-
Student Testing & Assessment		-	14,515		-
Field Trips		-	42,200		-
Transportation (student)		-			-
Student Services - other		-	21,230		-
Office Expense		-	30,760		-
Staff Development		-	49,647		-
Staff Recruitment		-	3,900		-
Student Recruitment / Marketing		-	7,800		-
School Meals / Lunch		-	17,553		-
Travel (Staff)		-	322		-
Fundraising		-			-
Other		-	9,553		-
TOTAL SCHOOL OPERATIONS	-	-	520,628	-	-
FACILITY OPERATION & MAINTENANCE					
Insurance		-	17,798		-
Janitorial		-	22,900		-
Building and Land Rent / Lease / Facility Finance Interest		-	369,970.30		-
Repairs & Maintenance		-	12,700		-
Equipment / Furniture		-			-
Security		-	12,500		-
Utilities		-	17,900		-
TOTAL FACILITY OPERATION & MAINTENANCE	-	-	453,768	-	-
DEPRECIATION & AMORTIZATION		-	114,933		-
RESERVES / CONTINGENCY		-	119,906		-

Total Revenue	-	-	3,996,856	-	-
Total Expenses	-	-	3,909,503	-	-
Net Income	-	-	87,352	-	-
Actual Student Enrollment	-	-	929	-	-
	Quarter - 1/1 - 3/31		4th Quarter - 4/1 - 6/30		
	Revised		Original	Revised	
	Budget	Variance	Budget	Budget	Variance
TOTAL EXPENSES	-	-	3,909,503	-	-
NET INCOME	-	-	87,352	-	-

	HARLEM PREP CHARTER SCHOOL					DESCRIPTION OF ASSUMPTIONS
	Budget / Operating Plan				2017-18	
	15,987,423	15,987,423	-	4,065,120	4,065,120	
Total Revenue	15,987,423	15,987,423	-	4,065,120	4,065,120	
Total Expenses	15,638,014	15,638,014	-	(2,832,814)	(2,832,814)	
Net Income	349,409	349,409	-	1,232,306	1,232,306	
Actual Student Enrollment						
	Total Year			VARIANCE		
	Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget vs. PY Budget	
Grants						
Charter School Program (CSP) Planning & Implementation	-	-	-	-	-	
Other	-	-	-	-	-	
Other	-	-	-	-	-	
TOTAL REVENUE FROM FEDERAL SOURCES	456,635	456,635	-	62,360	62,360	
LOCAL and OTHER REVENUE						
Contributions and Donations	-	-	-	(4,500)	(4,500)	
Fundraising	-	-	-	-	-	
Erate Reimbursement	264,602	264,602	-	264,602	264,602	
Earnings on Investments	-	-	-	-	-	
Interest Income	3,330	3,330	-	3,330	3,330	
Food Service (Income from meals)	-	-	-	-	-	
Text Book	73,042	73,042	-	73,042	73,042	
OTHER	-	-	-	(690)	(690)	
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	340,975	340,975	-	335,785	335,785	
TOTAL REVENUE	15,987,423	15,987,423	-	4,065,120	4,065,120	

HARLEM PREP CHARTER SCHOOL
Budget / Operating Plan
2017-18

Total Revenue	15,987,423	15,987,423	-	4,065,120	4,065,120
Total Expenses	15,638,014	15,638,014	-	(2,832,814)	(2,832,814)
Net Income	349,409	349,409	-	1,232,306	1,232,306
Actual Student Enrollment					
	Total Year			VARIANCE	
	Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget vs. PY Budget

DESCRIPTION OF ASSUMPTIONS

EXPENSES

ADMINISTRATIVE STAFF PERSONNEL COSTS

Avg. No.
of Positions

Executive Management	-	-	-	107,608	107,608
Instructional Management	7.00	683,125	683,125	-	(143,493)
Deans, Directors & Coordinators	6.00	304,819	304,819	-	(186,777)
CFO / Director of Finance	-	-	-	-	-
Operation / Business Manager	3.00	211,912	211,912	-	(29,588)
Administrative Staff	4.00	122,050	122,050	-	70,216
TOTAL ADMINISTRATIVE STAFF	20.00	1,321,906	1,321,906	-	(182,034)

INSTRUCTIONAL PERSONNEL COSTS

Teachers - Regular	46.00	3,409,951	3,409,951	-	(644,044)
Teachers - SPED	17.00	1,184,766	1,184,766	-	(217,329)
Substitute Teachers	-	-	-	-	-
Teaching Assistants	2.00	117,500	117,500	-	(102,290)
Specialty Teachers	6.00	464,949	464,949	-	(159,562)
Aides	-	-	-	-	-
Therapists & Counselors	5.00	548,389	548,389	-	(231,994)
Other	-	-	-	866,813	866,813
TOTAL INSTRUCTIONAL	76.00	5,725,555	5,725,555	-	(488,407)

NON-INSTRUCTIONAL PERSONNEL COSTS

Nurse	-	-	-	-	-
Librarian	-	-	-	-	-
Custodian	1.00	55,332	55,332	-	(37,262)
Security	-	-	-	-	-
Other	-	333,366	333,366	-	17,155
TOTAL NON-INSTRUCTIONAL	1.00	388,698	388,698	-	(20,107)

SUBTOTAL PERSONNEL SERVICE COSTS

	97.00	7,436,158	7,436,158	-	(690,548)
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PAYROLL TAXES AND BENEFITS

Payroll Taxes		599,061	599,061	-	(84,051)
Fringe / Employee Benefits		544,455	544,455	-	(114,272)

HARLEM PREP CHARTER SCHOOL
Budget / Operating Plan
2017-18

Total Revenue	15,987,423	15,987,423	-	4,065,120	4,065,120
Total Expenses	15,638,014	15,638,014	-	(2,832,814)	(2,832,814)
Net Income	349,409	349,409	-	1,232,306	1,232,306
Actual Student Enrollment					
	Total Year			VARIANCE	
	Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget vs. PY Budget
Retirement / Pension	241,449	241,449	-	(29,313)	(29,313)
TOTAL PAYROLL TAXES AND BENEFITS	1,384,965	1,384,965	-	(227,637)	(227,637)
TOTAL PERSONNEL SERVICE COSTS	8,821,123	8,821,123	-	(918,184)	(918,184)
CONTRACTED SERVICES					
Accounting / Audit	20,800	20,800	-	(1,733)	(1,733)
Legal	-	-	-	-	-
Management Company Fee	1,919,595	1,919,595	-	(397,366)	(397,366)
Nurse Services	-	-	-	-	-
Food Service / School Lunch	-	-	-	-	-
Payroll Services	23,962	23,962	-	(6,027)	(6,027)
Special Ed Services	-	-	-	-	-
Titlement Services (i.e. Title I)	-	-	-	-	-
Other Purchased / Professional / Consulting	15,600	15,600	-	31,696	31,696
TOTAL CONTRACTED SERVICES	1,979,956	1,979,956	-	(373,430)	(373,430)

97.00

DESCRIPTION OF ASSUMPTIONS

		HARLEM PREP CHARTER SCHOOL					DESCRIPTION OF ASSUMPTIONS
		Budget / Operating Plan					
					2017-18		
		15,987,423	15,987,423	-	4,065,120	4,065,120	
Total Revenue		15,987,423	15,987,423	-	4,065,120	4,065,120	
Total Expenses		15,638,014	15,638,014	-	(2,832,814)	(2,832,814)	
Net Income		349,409	349,409	-	1,232,306	1,232,306	
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		177,216	177,216	-	(29,408)	(29,408)	
Special Ed Supplies & Materials		-	-	-	106,660	106,660	
Textbooks / Workbooks		158,333	158,333	-	(141,594)	(141,594)	
Supplies & Materials other		66,670	66,670	-	4,849	4,849	
Equipment / Furniture		167,280	167,280	-	(82,384)	(82,384)	
Telephone		108,010	108,010	-	(39,006)	(39,006)	
Technology		615,080	615,080	-	(543,880)	(543,880)	
Student Testing & Assessment		58,060	58,060	-	(31,919)	(31,919)	
Field Trips		168,800	168,800	-	(77,455)	(77,455)	
Transportation (student)		-	-	-	-	-	
Student Services - other		84,920	84,920	-	103,964	103,964	
Office Expense		123,042	123,042	-	(79,932)	(79,932)	
Staff Development		198,588	198,588	-	(59,921)	(59,921)	
Staff Recruitment		15,600	15,600	-	(8,738)	(8,738)	
Student Recruitment / Marketing		31,200	31,200	-	(18,137)	(18,137)	
School Meals / Lunch		70,212	70,212	-	(50,662)	(50,662)	
Travel (Staff)		1,286	1,286	-	3,740	3,740	
Fundraising		-	-	-	-	-	
Other		38,213	38,213	-	44,800	44,800	
TOTAL SCHOOL OPERATIONS		2,082,510	2,082,510	-	(899,023)	(899,023)	
FACILITY OPERATION & MAINTENANCE							
Insurance		71,190	71,190	-	11,526	11,526	
Janitorial		91,600	91,600	-	132,500	132,500	
Building and Land Rent / Lease / Facility Finance Interest		1,479,881	1,479,881	-	(367,236)	(367,236)	
Repairs & Maintenance		50,800	50,800	-	(3,566)	(3,566)	
Equipment / Furniture		-	-	-	84	84	
Security		50,000	50,000	-	90,935	90,935	
Utilities		71,600	71,600	-	(63,163)	(63,163)	
TOTAL FACILITY OPERATION & MAINTENANCE		1,815,071	1,815,071	-	(198,920)	(198,920)	
DEPRECIATION & AMORTIZATION							
		459,730	459,730	-	52,120	52,120	
RESERVES / CONTINGENCY							
		479,623	479,623	-	(495,377)	(495,377)	

HARLEM PREP CHARTER SCHOOL
Budget / Operating Plan
2017-18

Total Revenue	15,987,423	15,987,423	-	4,065,120	4,065,120
Total Expenses	15,638,014	15,638,014	-	(2,832,814)	(2,832,814)
Net Income	349,409	349,409	-	1,232,306	1,232,306
Actual Student Enrollment					
	Total Year			VARIANCE	
	Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget vs. PY Budget
TOTAL EXPENSES	15,638,014	15,638,014	-	(2,832,814)	(2,832,814)
NET INCOME	349,409	349,409	-	1,232,306	1,232,306

DESCRIPTION OF ASSUMPTIONS

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

DO NOT ENTER BALANCE SHEET DATA ON THIS
TEMPLATE

Balance sheet data should for the Ed Corp:
Democracy Prep New York Charter Schools
should be entered on the template for
Bronx Preparatory Charter School.

	<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	-	-	-	-	-

HARLEM PREP CHARTER SCHOOL
Budget / Operating Plan
2017-18

Total Revenue	-	3,996,856	-	-	3,996,856	-	-																
Total Expenses	-	3,909,503	-	-	3,909,503	-	-																
Net Income	-	87,352	-	-	87,352	-	-																
Actual Student Enrollment	-	929	-	-	929	-	-																
2017-18																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%;"></td> <td colspan="3" style="text-align: center;">1st Quarter - 7/1 - 9/30</td> <td colspan="3" style="text-align: center;">2nd Quarter - 10/1 - 12/31</td> <td style="text-align: center;">3rd Quarter</td> </tr> <tr> <td style="text-align: center;">*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed</td> <td style="text-align: center;">Actual</td> <td style="text-align: center;">Current Budget</td> <td style="text-align: center;">Variance</td> <td style="text-align: center;">Actual</td> <td style="text-align: center;">Current Budget</td> <td style="text-align: center;">Variance</td> <td style="text-align: center;">Actual</td> </tr> </table>									1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter	*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
	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter																
*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																
Other		-	-		-	-																	
TOTAL REVENUE FROM FEDERAL SOURCES	-	114,159	-	-	114,159	-	-																
LOCAL and OTHER REVENUE																							
Contributions and Donations		-	-		-	-																	
Fundraising		-	-		-	-																	
Erate Reimbursement		66,151	-		66,151	-																	
Earnings on Investments		-	-		-	-																	
Interest Income		833	-		833	-																	
Food Service (Income from meals)		-	-		-	-																	
Text Book		18,261	-		18,261	-																	
OTHER		-	-		-	-																	
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	-	85,244	-	-	85,244	-	-																
TOTAL REVENUE	-	3,996,856	-	-	3,996,856	-	-																

HARLEM PREP CHARTER SCHOOL
Budget / Operating Plan
2017-18

Total Revenue	-	3,996,856	-	-	3,996,856	-	-
Total Expenses	-	3,909,503	-	-	3,909,503	-	-
Net Income	-	87,352	-	-	87,352	-	-
Actual Student Enrollment	-	929	-	-	929	-	-

<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

	Quarter 0 No. of Positions						
EXPENSES							
ADMINISTRATIVE STAFF PERSONNEL COSTS							
Executive Management	-	-	-	-	-	-	-
Instructional Management	-	170,781	-	-	170,781	-	-
Deans, Directors & Coordinators	-	76,205	-	-	76,205	-	-
CFO / Director of Finance	-	-	-	-	-	-	-
Operation / Business Manager	-	52,978	-	-	52,978	-	-
Administrative Staff	-	30,513	-	-	30,513	-	-
TOTAL ADMINISTRATIVE STAFF	-	330,476	-	-	330,476	-	-
INSTRUCTIONAL PERSONNEL COSTS							
Teachers - Regular	-	852,488	-	-	852,488	-	-
Teachers - SPED	-	296,192	-	-	296,192	-	-
Substitute Teachers	-	-	-	-	-	-	-
Teaching Assistants	-	29,375	-	-	29,375	-	-
Specialty Teachers	-	116,237	-	-	116,237	-	-
Aides	-	-	-	-	-	-	-
Therapists & Counselors	-	137,097	-	-	137,097	-	-
Other	-	-	-	-	-	-	-
TOTAL INSTRUCTIONAL	-	1,431,389	-	-	1,431,389	-	-
NON-INSTRUCTIONAL PERSONNEL COSTS							
Nurse	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-
Custodian	-	13,833	-	-	13,833	-	-
Security	-	-	-	-	-	-	-
Other	-	83,341	-	-	83,341	-	-
TOTAL NON-INSTRUCTIONAL	-	97,174	-	-	97,174	-	-
SUBTOTAL PERSONNEL SERVICE COSTS	-	1,859,040	-	-	1,859,040	-	-
PAYROLL TAXES AND BENEFITS							
Payroll Taxes		149,765	-		149,765	-	
Fringe / Employee Benefits		136,114	-		136,114	-	
Retirement / Pension		60,362	-		60,362	-	
TOTAL PAYROLL TAXES AND BENEFITS		346,241	-		346,241	-	
TOTAL PERSONNEL SERVICE COSTS	-	2,205,281	-	-	2,205,281	-	-

HARLEM PREP CHARTER SCHOOL
Budget / Operating Plan

2017-18

Total Revenue	-	3,996,856	-	-	3,996,856	-	-
Total Expenses	-	3,909,503	-	-	3,909,503	-	-
Net Income	-	87,352	-	-	87,352	-	-
Actual Student Enrollment	-	929	-	-	929	-	-

*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		5,200	-		5,200	-	
Legal		-	-		-	-	
Management Company Fee		479,899	-		479,899	-	
Nurse Services		-	-		-	-	
Food Service / School Lunch		-	-		-	-	
Payroll Services		5,990	-		5,990	-	
Special Ed Services		-	-		-	-	
Titlement Services (i.e. Title I)		-	-		-	-	
Other Purchased / Professional / Consulting		3,900	-		3,900	-	
TOTAL CONTRACTED SERVICES	-	494,989	-	-	494,989	-	-

Total Revenue	-	3,996,856	-	-	3,996,856	-	-
Total Expenses	-	3,909,503	-	-	3,909,503	-	-
Net Income	-	87,352	-	-	87,352	-	-
Actual Student Enrollment	-	929	-	-	929	-	-

*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
SCHOOL OPERATIONS							
Board Expenses		-	-		-	-	
Classroom / Teaching Supplies & Materials		44,304	-		44,304	-	
Special Ed Supplies & Materials		-	-		-	-	
Textbooks / Workbooks		39,583	-		39,583	-	
Supplies & Materials other		16,668	-		16,668	-	
Equipment / Furniture		41,820	-		41,820	-	
Telephone		27,002	-		27,002	-	
Technology		153,770	-		153,770	-	
Student Testing & Assessment		14,515	-		14,515	-	
Field Trips		42,200	-		42,200	-	
Transportation (student)		-	-		-	-	
Student Services - other		21,230	-		21,230	-	
Office Expense		30,760	-		30,760	-	
Staff Development		49,647	-		49,647	-	
Staff Recruitment		3,900	-		3,900	-	
Student Recruitment / Marketing		7,800	-		7,800	-	
School Meals / Lunch		17,553	-		17,553	-	
Travel (Staff)		322	-		322	-	
Fundraising		-	-		-	-	
Other		9,553	-		9,553	-	
TOTAL SCHOOL OPERATIONS		-	-		-	-	
FACILITY OPERATION & MAINTENANCE							
Insurance		17,798	-		17,798	-	
Janitorial		22,900	-		22,900	-	
Building and Land Rent / Lease / Facility Finance Interest		369,970	-		369,970	-	
Repairs & Maintenance		12,700	-		12,700	-	
Equipment / Furniture		-	-		-	-	
Security		12,500	-		12,500	-	
Utilities		17,900	-		17,900	-	
TOTAL FACILITY OPERATION & MAINTENANCE		-	-		-	-	
DEPRECIATION & AMORTIZATION		114,933	-		114,933	-	
RESERVES / CONTINGENCY		119,906	-		119,906	-	
TOTAL EXPENSES		=	3,909,503		=	3,909,503	

HARLEM PREP CHARTER SCHOOL
Budget / Operating Plan

2017-18

Total Revenue	-	3,996,856	-	-	3,996,856	-	-
Total Expenses	-	3,909,503	-	-	3,909,503	-	-
Net Income	-	87,352	-	-	87,352	-	-
Actual Student Enrollment	-	929	-	-	929	-	-

*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	-	87,352	-	-	87,352	-

HARLEM PREPARATORY SCHOOL
Budget Operating Plan
2017-18

Total Revenue	-	3,996,856	-	-	3,996,856	-	-
Total Expenses	-	3,909,503	-	-	3,909,503	-	-
Net Income	-	87,352	-	-	87,352	-	-
Actual Student Enrollment	-	929	-	-	929	-	-

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

ENROLLMENT - *School Districts Are Linked To Above Entries*							
NYC CHANCELLOR'S OFFICE	-	929	-	-	929	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
ALL OTHER School Districts: (Count = 0)	-	-	-	-	-	-	-
TOTAL ENROLLMENT	-	<u>929</u>	-	-	<u>929</u>	-	-
REVENUE PER PUPIL	-	<u>4,302</u>	-	-	<u>4,302</u>	-	-
EXPENSES PER PUPIL	-	<u>4,208</u>	-	-	<u>4,208</u>	-	-

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L**

Total Revenue	3,996,856	-	-	3,996,856	-												
Total Expenses	3,909,503	-	-	3,909,503	-												
Net Income	87,352	-	-	87,352	-												
Actual Student Enrollment	929	-	-	929	-												
<table style="width: 100%; border: none;"> <tr> <td style="width: 55%;"></td> <td style="width: 10%; text-align: center;">Quarter - 1/1 - 3/31</td> <td colspan="4" style="width: 25%; text-align: center;">4th Quarter - 4/1 - 6/30</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px;">*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed</td> <td style="text-align: center;">Current Budget</td> <td style="text-align: center;">Variance</td> <td style="text-align: center;">Actual</td> <td style="text-align: center;">Current Budget</td> <td style="text-align: center;">Variance</td> </tr> </table>							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
	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												
Other	-	-		-	-												
TOTAL REVENUE FROM FEDERAL SOURCES	114,159	-	-	114,159	-												
LOCAL and OTHER REVENUE																	
Contributions and Donations	-	-		-	-												
Fundraising	-	-		-	-												
Erate Reimbursement	66,151	-		66,151	-												
Earnings on Investments	-	-		-	-												
Interest Income	833	-		833	-												
Food Service (Income from meals)	-	-		-	-												
Text Book	18,261	-		18,261	-												
OTHER	-	-		-	-												
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	85,244	-	-	85,244	-												
TOTAL REVENUE	3,996,856	-	-	3,996,856	-												

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L**

Total Revenue	3,996,856	-	-	3,996,856	-
Total Expenses	3,909,503	-	-	3,909,503	-
Net Income	87,352	-	-	87,352	-
Actual Student Enrollment	929	-	-	929	-

*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	-	-	-	-	-
Instructional Management	-	170,781	-	170,781	-
Deans, Directors & Coordinators	-	76,205	-	76,205	-
CFO / Director of Finance	-	-	-	-	-
Operation / Business Manager	-	52,978	-	52,978	-
Administrative Staff	-	30,513	-	30,513	-
TOTAL ADMINISTRATIVE STAFF	-	330,476	-	330,476	-

INSTRUCTIONAL PERSONNEL COSTS

Teachers - Regular	-	852,488	-	852,488	-
Teachers - SPED	-	296,192	-	296,192	-
Substitute Teachers	-	-	-	-	-
Teaching Assistants	-	29,375	-	29,375	-
Specialty Teachers	-	116,237	-	116,237	-
Aides	-	-	-	-	-
Therapists & Counselors	-	137,097	-	137,097	-
Other	-	-	-	-	-
TOTAL INSTRUCTIONAL	-	1,431,389	-	1,431,389	-

NON-INSTRUCTIONAL PERSONNEL COSTS

Nurse	-	-	-	-	-
Librarian	-	-	-	-	-
Custodian	-	13,833	-	13,833	-
Security	-	-	-	-	-
Other	-	83,341	-	83,341	-
TOTAL NON-INSTRUCTIONAL	-	97,174	-	97,174	-

SUBTOTAL PERSONNEL SERVICE COSTS

-	1,859,040	-	-	1,859,040	-
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PAYROLL TAXES AND BENEFITS

Payroll Taxes	-	149,765	-	149,765	-
Fringe / Employee Benefits	-	136,114	-	136,114	-
Retirement / Pension	-	60,362	-	60,362	-
TOTAL PAYROLL TAXES AND BENEFITS	-	346,241	-	346,241	-

TOTAL PERSONNEL SERVICE COSTS

-	2,205,281	-	-	2,205,281	-
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CHOOL n					
Total Revenue	3,996,856	-	-	3,996,856	-
Total Expenses	3,909,503	-	-	3,909,503	-
Net Income	87,352	-	-	87,352	-
Actual Student Enrollment	929	-	-	929	-
		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		CHOOL n			
		Current Budget	Variance	Actual	Current Budget
CONTRACTED SERVICES					
Accounting / Audit	5,200	-		5,200	-
Legal	-	-		-	-
Management Company Fee	479,899	-		479,899	-
Nurse Services	-	-		-	-
Food Service / School Lunch	-	-		-	-
Payroll Services	5,990	-		5,990	-
Special Ed Services	-	-		-	-
Titlement Services (i.e. Title I)	-	-		-	-
Other Purchased / Professional / Consulting	<u>3,900</u>	-		<u>3,900</u>	-
TOTAL CONTRACTED SERVICES	494,989	-	-	494,989	-

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Total Revenue	3,996,856	-	-	3,996,856	-
Total Expenses	3,909,503	-	-	3,909,503	-
Net Income	87,352	-	-	87,352	-
Actual Student Enrollment	929	-	-	929	-

*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	44,304	-		44,304	-
Special Ed Supplies & Materials	-	-		-	-
Textbooks / Workbooks	39,583	-		39,583	-
Supplies & Materials other	16,668	-		16,668	-
Equipment / Furniture	41,820	-		41,820	-
Telephone	27,002	-		27,002	-
Technology	153,770	-		153,770	-
Student Testing & Assessment	14,515	-		14,515	-
Field Trips	42,200	-		42,200	-
Transportation (student)	-	-		-	-
Student Services - other	21,230	-		21,230	-
Office Expense	30,760	-		30,760	-
Staff Development	49,647	-		49,647	-
Staff Recruitment	3,900	-		3,900	-
Student Recruitment / Marketing	7,800	-		7,800	-
School Meals / Lunch	17,553	-		17,553	-
Travel (Staff)	322	-		322	-
Fundraising	-	-		-	-
Other	9,553	-		9,553	-
TOTAL SCHOOL OPERATIONS	520,628	-	-	520,628	-
FACILITY OPERATION & MAINTENANCE					
Insurance	17,798	-		17,798	-
Janitorial	22,900	-		22,900	-
Building and Land Rent / Lease / Facility Finance Interest	369,970	-		369,970	-
Repairs & Maintenance	12,700	-		12,700	-
Equipment / Furniture	-	-		-	-
Security	12,500	-		12,500	-
Utilities	17,900	-		17,900	-
TOTAL FACILITY OPERATION & MAINTENANCE	453,768	-	-	453,768	-
DEPRECIATION & AMORTIZATION	114,933	-		114,933	-
RESERVES / CONTINGENCY	119,906	-		119,906	-
TOTAL EXPENSES	3,909,503	-	-	3,909,503	-

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n					
Total Revenue	3,996,856	-	-	3,996,856	-
Total Expenses	3,909,503	-	-	3,909,503	-
Net Income	87,352	-	-	87,352	-
Actual Student Enrollment	929	-	-	929	-
		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	<u>87,352</u>	-	-	<u>87,352</u>	-

SCHOOL					
n					
Total Revenue	3,996,856	-	-	3,996,856	-
Total Expenses	3,909,503	-	-	3,909,503	-
Net Income	87,352	-	-	87,352	-
Actual Student Enrollment	929	-	-	929	-
		Quarter - 1/1 - 3/31			
		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
ENROLLMENT - *School Districts Are Linked To Above Entries*					
NYC CHANCELLOR'S OFFICE	929	-	-	929	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
ALL OTHER School Districts: (Count = 0)	-	-	-	-	-
TOTAL ENROLLMENT	929	-	-	929	-
REVENUE PER PUPIL	4,302	-	-	4,302	-
EXPENSES PER PUPIL	4,208	-	-	4,208	-

HARLEM PREP CHARTER SCHOOL
Budget / Operating Plan

2017-18

Total Revenue	-	-	-	15,987,423	(15,987,423)	-	-	15,987,423
Total Expenses	-	-	-	15,638,014	15,638,014	-	-	15,638,014
Net Income	-	-	-	349,409	(349,409)	-	-	349,409
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 -
REVENUE								
REVENUES FROM STATE SOURCES								
Per Pupil Revenue								
CY Per Pupil Rate								
NYC CHANCELLOR'S OFFICE				13,495,583	(13,495,583)			13,495,583
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
ALL OTHER School Districts: (Count = 0)				-	-	-	-	-
TOTAL Per Pupil Revenue (Weighted Average Per Pupil Funding)				13,495,583	(13,495,583)			13,495,583
Special Education Revenue				813,894	(813,894)			813,894
Grants								
Stimulus								
DYCD (Department of Youth and Community Development)								
Other								
NYC DoE Rental Assistance				880,336	(880,336)			880,336
Other								
TOTAL REVENUE FROM STATE SOURCES				15,189,813	(15,189,813)			15,189,813
REVENUE FROM FEDERAL FUNDING								
IDEA Special Needs				70,655	(70,655)			70,655
Title I				385,980	(385,980)			385,980
Title Funding - Other								
School Food Service (Free Lunch)								
Grants								
Charter School Program (CSP) Planning & Implementation								
Other								

HARLEM PREP CHARTER SCHOOL
Budget / Operating Plan

2017-18

Total Revenue	-	-	-	15,987,423	(15,987,423)	-	-	15,987,4
Total Expenses	-	-	-	15,638,014	15,638,014	-	-	15,638,0
Net Income	-	-	-	349,409	(349,409)	-	-	349,4
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	-	-	-	456,635	(456,635)	-	-	456,6
LOCAL and OTHER REVENUE								
Contributions and Donations	-	-	-	-	-	-	-	
Fundraising	-	-	-	-	-	-	-	
Erate Reimbursement	-	-	-	264,602	(264,602)	-	-	264,6
Earnings on Investments	-	-	-	-	-	-	-	
Interest Income	-	-	-	3,330	(3,330)	-	-	3,3
Food Service (Income from meals)	-	-	-	-	-	-	-	
Text Book	-	-	-	73,042	(73,042)	-	-	73,0
OTHER	-	-	-	-	-	-	-	
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	-	-	-	340,975	(340,975)	-	-	340,9
TOTAL REVENUE	-	-	-	15,987,423	(15,987,423)	-	-	15,987,4

HARLEM PREP CHARTER SCHOOL
Budget / Operating Plan

2017-18

Total Revenue	-	-	-	15,987,423	(15,987,423)	-	-	15,987,4
Total Expenses	-	-	-	15,638,014	15,638,014	-	-	15,638,0
Net Income	-	-	-	349,409	(349,409)	-	-	349,4
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 -
---------------	-----------------------------------------	----------------------------------	----------------------------	-------------------------------------	------------------------------------------	-----------------------------------	--------------------------

EXPENSES

ADMINISTRATIVE STAFF PERSONNEL COSTS

	Quarter 0 No. of Positions
Executive Management	-
Instructional Management	-
Deans, Directors & Coordinators	-
CFO / Director of Finance	-
Operation / Business Manager	-
Administrative Staff	-
TOTAL ADMINISTRATIVE STAFF	-

-	-	-	-	-	-	-	-
-	-	-	683,125	683,125	-	-	683,1
-	-	-	304,819	304,819	-	-	304,8
-	-	-	-	-	-	-	-
-	-	-	211,912	211,912	-	-	211,9
-	-	-	122,050	122,050	-	-	122,0
-	-	-	1,321,906	1,321,906	-	-	1,321,9

INSTRUCTIONAL PERSONNEL COSTS

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

-	-	-	3,409,951	3,409,951	-	-	3,409,9
-	-	-	1,184,766	1,184,766	-	-	1,184,7
-	-	-	-	-	-	-	-
-	-	-	117,500	117,500	-	-	117,5
-	-	-	464,949	464,949	-	-	464,9
-	-	-	-	-	-	-	-
-	-	-	548,389	548,389	-	-	548,3
-	-	-	-	-	-	-	-
-	-	-	5,725,555	5,725,555	-	-	5,725,5

NON-INSTRUCTIONAL PERSONNEL COSTS

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

-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	55,332	55,332	-	-	55,3
-	-	-	-	-	-	-	-
-	-	-	333,366	333,366	-	-	333,3
-	-	-	388,698	388,698	-	-	388,6

SUBTOTAL PERSONNEL SERVICE COSTS

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-	-	-	7,436,158	7,436,158	-	-	7,436,1
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PAYROLL TAXES AND BENEFITS

Payroll Taxes	
Fringe / Employee Benefits	
Retirement / Pension	
TOTAL PAYROLL TAXES AND BENEFITS	

-	-	-	599,061	599,061	-	-	599,0
-	-	-	544,455	544,455	-	-	544,4
-	-	-	241,449	241,449	-	-	241,4
-	-	-	1,384,965	1,384,965	-	-	1,384,9

TOTAL PERSONNEL SERVICE COSTS

-

-	-	-	8,821,123	8,821,123	-	-	8,821,1
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HARLEM PREP CHARTER SCHOOL
Budget / Operating Plan

2017-18

Total Revenue	-	-	-	15,987,423	(15,987,423)	-	-	15,987,423
Total Expenses	-	-	-	15,638,014	15,638,014	-	-	15,638,014
Net Income	-	-	-	349,409	(349,409)	-	-	349,409
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	-	-	-	20,800	20,800	-	-	20,800
Legal	-	-	-	-	-	-	-	-
Management Company Fee	-	-	-	1,919,595	1,919,595	-	-	1,919,595
Nurse Services	-	-	-	-	-	-	-	-
Food Service / School Lunch	-	-	-	-	-	-	-	-
Payroll Services	-	-	-	23,962	23,962	-	-	23,962
Special Ed Services	-	-	-	-	-	-	-	-
Titlement Services (i.e. Title I)	-	-	-	-	-	-	-	-
Other Purchased / Professional / Consulting	-	-	-	15,600	15,600	-	-	15,600
TOTAL CONTRACTED SERVICES	-	-	-	1,979,956	1,979,956	-	-	1,979,956

HARLEM PREP CHARTER SCHOOL
Budget / Operating Plan

2017-18

Total Revenue	-	-	-	15,987,423	(15,987,423)	-	-	15,987,423
Total Expenses	-	-	-	15,638,014	15,638,014	-	-	15,638,014
Net Income	-	-	-	349,409	(349,409)	-	-	349,409
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 -
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SCHOOL OPERATIONS

Board Expenses	-	-	-	-	-	-	-	-
Classroom / Teaching Supplies & Materials	-	-	-	177,216	177,216	-	-	177,216
Special Ed Supplies & Materials	-	-	-	-	-	-	-	-
Textbooks / Workbooks	-	-	-	158,333	158,333	-	-	158,333
Supplies & Materials other	-	-	-	66,670	66,670	-	-	66,670
Equipment / Furniture	-	-	-	167,280	167,280	-	-	167,280
Telephone	-	-	-	108,010	108,010	-	-	108,010
Technology	-	-	-	615,080	615,080	-	-	615,080
Student Testing & Assessment	-	-	-	58,060	58,060	-	-	58,060
Field Trips	-	-	-	168,800	168,800	-	-	168,800
Transportation (student)	-	-	-	-	-	-	-	-
Student Services - other	-	-	-	84,920	84,920	-	-	84,920
Office Expense	-	-	-	123,042	123,042	-	-	123,042
Staff Development	-	-	-	198,588	198,588	-	-	198,588
Staff Recruitment	-	-	-	15,600	15,600	-	-	15,600
Student Recruitment / Marketing	-	-	-	31,200	31,200	-	-	31,200
School Meals / Lunch	-	-	-	70,212	70,212	-	-	70,212
Travel (Staff)	-	-	-	1,286	1,286	-	-	1,286
Fundraising	-	-	-	-	-	-	-	-
Other	-	-	-	38,213	38,213	-	-	38,213
TOTAL SCHOOL OPERATIONS	-	-	-	2,082,510	2,082,510	-	-	2,082,510

FACILITY OPERATION & MAINTENANCE

Insurance	-	-	-	71,190	71,190	-	-	71,190
Janitorial	-	-	-	91,600	91,600	-	-	91,600
Building and Land Rent / Lease / Facility Finance Interest	-	-	-	1,479,881	1,479,881	-	-	1,479,881
Repairs & Maintenance	-	-	-	50,800	50,800	-	-	50,800
Equipment / Furniture	-	-	-	-	-	-	-	-
Security	-	-	-	50,000	50,000	-	-	50,000
Utilities	-	-	-	71,600	71,600	-	-	71,600
TOTAL FACILITY OPERATION & MAINTENANCE	-	-	-	1,815,071	1,815,071	-	-	1,815,071

DEPRECIATION & AMORTIZATION

	-	-	-	459,730	459,730	-	-	459,730
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RESERVES / CONTINGENCY

	-	-	-	479,623	479,623	-	-	479,623
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TOTAL EXPENSES

	-	-	-	15,638,014	15,638,014	-	-	15,638,014
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HARLEM PREP CHARTER SCHOOL
Budget / Operating Plan

2017-18

Total Revenue	-	-	-	15,987,423	(15,987,423)	-	-	15,987,423
Total Expenses	-	-	-	15,638,014	15,638,014	-	-	15,638,014
Net Income	-	-	-	349,409	(349,409)	-	-	349,409
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		Current Budget	Actual vs. Current Budget	Current Budget - TY	Actual vs. Current Budget TY	Original Budget	Actual vs. Original Budget	Original Budget -
	Actual	(Current Quarter)				(Current Quarter)	Original Budget	
NET INCOME	=	=	=	<u>349,409</u>	<u>(349,409)</u>	=	=	<u>349,409</u>

HARLEM PREPARATORY SCHOOL
Budget / Operating Plan

2017-18

Total Revenue	-	-	-	15,987,423	(15,987,423)	-	-	15,987,4
Total Expenses	-	-	-	15,638,014	15,638,014	-	-	15,638,0
Net Income	-	-	-	349,409	(349,409)	-	-	349,4
Actual Student Enrollment	-	-	-			-	-	

TOTALS AND VARIANCE ANALYSIS

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

*** Enrollment Data Based on Last Actual Quarter Completed**

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

Total Revenue	(15,987,423)	-	-
Total Expenses	15,638,014	-	-
Net Income	(349,409)	-	-
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

REVENUE			
REVENUES FROM STATE SOURCES			
	CY Per Pupil Rate		
Per Pupil Revenue			
NYC CHANCELLOR'S OFFICE	14,527	(13,495,583)	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
ALL OTHER School Districts: (Count = 0)	-	-	-
TOTAL Per Pupil Revenue (Weighted Average Per Pupil Funding)	14,527	(13,495,583)	-
Special Education Revenue		(813,894)	-
Grants			
Stimulus		-	-
DYCD (Department of Youth and Community Development)		-	-
Other		-	-
NYC DoE Rental Assistance		(880,336)	-
Other		-	-
TOTAL REVENUE FROM STATE SOURCES		(15,189,813)	-
REVENUE FROM FEDERAL FUNDING			
IDEA Special Needs		(70,655)	-
Title I		(385,980)	-
Title Funding - Other		-	-
School Food Service (Free Lunch)		-	-
Grants			
Charter School Program (CSP) Planning & Implementation		-	-
Other		-	-

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Total Revenue	(15,987,423)	-	-
Total Expenses	15,638,014	-	-
Net Income	(349,409)	-	-
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	(456,635)	-	-
LOCAL and OTHER REVENUE			
Contributions and Donations	-	-	-
Fundraising	-	-	-
Erate Reimbursement	(264,602)	-	-
Earnings on Investments	-	-	-
Interest Income	(3,330)	-	-
Food Service (Income from meals)	-	-	-
Text Book	(73,042)	-	-
OTHER	-	-	-
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	(340,975)	-	-
TOTAL REVENUE	(15,987,423)	-	-

Total Revenue	(15,987,423)	-	-
Total Expenses	15,638,014	-	-
Net Income	(349,409)	-	-
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	-	-	-	-
Instructional Management	-	683,125	-	-
Deans, Directors & Coordinators	-	304,819	-	-
CFO / Director of Finance	-	-	-	-
Operation / Business Manager	-	211,912	-	-
Administrative Staff	-	122,050	-	-
TOTAL ADMINISTRATIVE STAFF	-	1,321,906	-	-
INSTRUCTIONAL PERSONNEL COSTS				
Teachers - Regular	-	3,409,951	-	-
Teachers - SPED	-	1,184,766	-	-
Substitute Teachers	-	-	-	-
Teaching Assistants	-	117,500	-	-
Specialty Teachers	-	464,949	-	-
Aides	-	-	-	-
Therapists & Counselors	-	548,389	-	-
Other	-	-	-	-
TOTAL INSTRUCTIONAL	-	5,725,555	-	-
NON-INSTRUCTIONAL PERSONNEL COSTS				
Nurse	-	-	-	-
Librarian	-	-	-	-
Custodian	-	55,332	-	-
Security	-	-	-	-
Other	-	333,366	-	-
TOTAL NON-INSTRUCTIONAL	-	388,698	-	-
SUBTOTAL PERSONNEL SERVICE COSTS	-	7,436,158	-	-
PAYROLL TAXES AND BENEFITS				
Payroll Taxes		599,061	-	-
Fringe / Employee Benefits		544,455	-	-
Retirement / Pension		241,449	-	-
TOTAL PAYROLL TAXES AND BENEFITS		1,384,965	-	-
TOTAL PERSONNEL SERVICE COSTS	-	8,821,123	-	-

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Total Revenue	(15,987,423)	-	-
Total Expenses	15,638,014	-	-
Net Income	(349,409)	-	-
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	20,800	-	-
Legal	-	-	-
Management Company Fee	1,919,595	-	-
Nurse Services	-	-	-
Food Service / School Lunch	-	-	-
Payroll Services	23,962	-	-
Special Ed Services	-	-	-
Titlement Services (i.e. Title I)	-	-	-
Other Purchased / Professional / Consulting	15,600	-	-
TOTAL CONTRACTED SERVICES	1,979,956	-	-

Total Revenue	(15,987,423)	-	-
Total Expenses	15,638,014	-	-
Net Income	(349,409)	-	-
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	177,216	-	-
Special Ed Supplies & Materials	-	-	-
Textbooks / Workbooks	158,333	-	-
Supplies & Materials other	66,670	-	-
Equipment / Furniture	167,280	-	-
Telephone	108,010	-	-
Technology	615,080	-	-
Student Testing & Assessment	58,060	-	-
Field Trips	168,800	-	-
Transportation (student)	-	-	-
Student Services - other	84,920	-	-
Office Expense	123,042	-	-
Staff Development	198,588	-	-
Staff Recruitment	15,600	-	-
Student Recruitment / Marketing	31,200	-	-
School Meals / Lunch	70,212	-	-
Travel (Staff)	1,286	-	-
Fundraising	-	-	-
Other	38,213	-	-
TOTAL SCHOOL OPERATIONS	2,082,510	-	-
FACILITY OPERATION & MAINTENANCE			
Insurance	71,190	-	-
Janitorial	91,600	-	-
Building and Land Rent / Lease / Facility Finance Interest	1,479,881	-	-
Repairs & Maintenance	50,800	-	-
Equipment / Furniture	-	-	-
Security	50,000	-	-
Utilities	71,600	-	-
TOTAL FACILITY OPERATION & MAINTENANCE	1,815,071	-	-
DEPRECIATION & AMORTIZATION	459,730	-	-
RESERVES / CONTINGENCY	479,623	-	-
TOTAL EXPENSES	15,638,014	-	-

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Total Revenue	(15,987,423)	-	-
Total Expenses	15,638,014	-	-
Net Income	(349,409)	-	-
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	(349,409)	-	-

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Total Revenue	(15,987,423)	-	-
Total Expenses	15,638,014	-	-
Net Income	(349,409)	-	-
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 PREP 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:

Roger E Berg

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

Harlem Prep Charter School

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

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

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

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

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

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

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

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

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

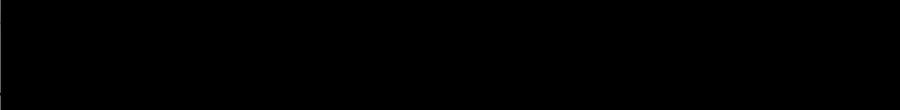
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps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

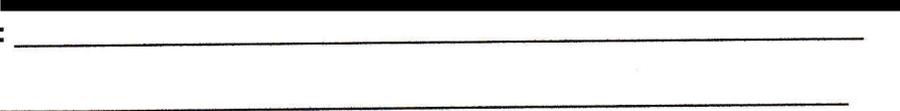
Roger E. Berg
Signature

6/27/17
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

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:

Kathryn Stanton (Katu Duffy)

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

Harlem Prep Charter School

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

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.

CEO, Management [REDACTED] 7/1/13 (as CEO)

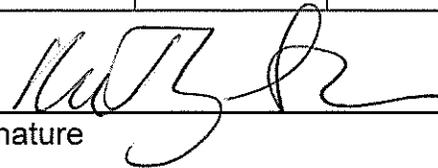
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the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

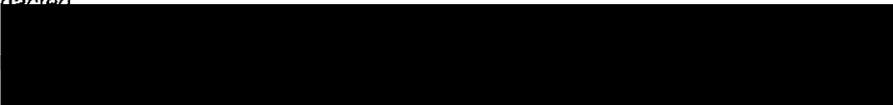
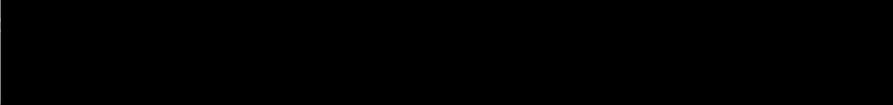
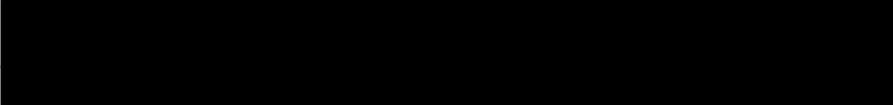
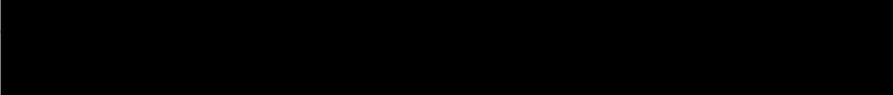
7/1/16 - 6/30/17	Management agreement	revised from job	self
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5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate 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
DPPS	management services	\$150M		revised


7/24/17
 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:

Jamal Epps

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

HARLEM PREP CHARTER SCHOOL

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

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

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

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

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

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

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

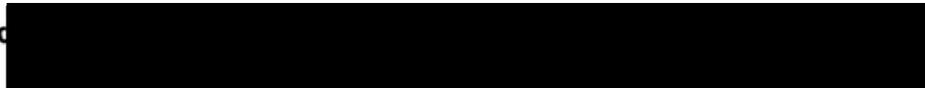
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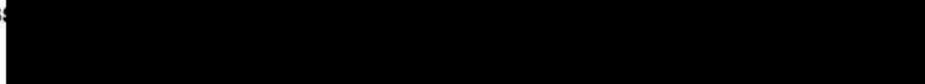
5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed 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**.

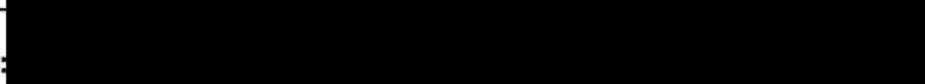
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
JPMorgan Chase & Co	Commercial Credit Card. Trustee is CFO of unit at JPMorgan	N/A	Jamal Epps	NEVER TO HOLD TREASURER POSITION

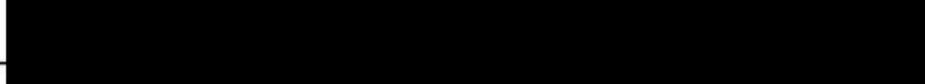
Signature  Date 7/12/17

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:

_____ Jake Foley III _____

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

_____ Harlem Prep Charter School _____

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

Board member, Vice Chair.

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

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

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

___ Yes ___x No

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

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

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

<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 7/11/2017

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.

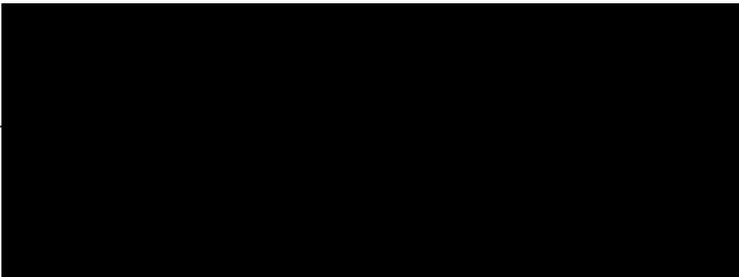
Business Telephone: _____

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:

Trevor Gibbons

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

Harlem Prep Charter School

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

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

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

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

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

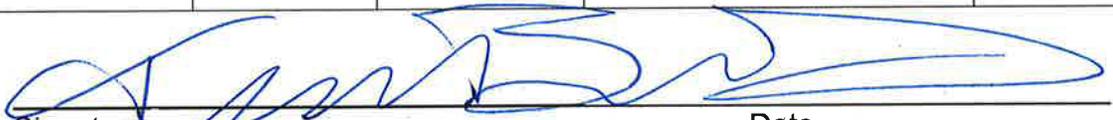
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the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

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

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

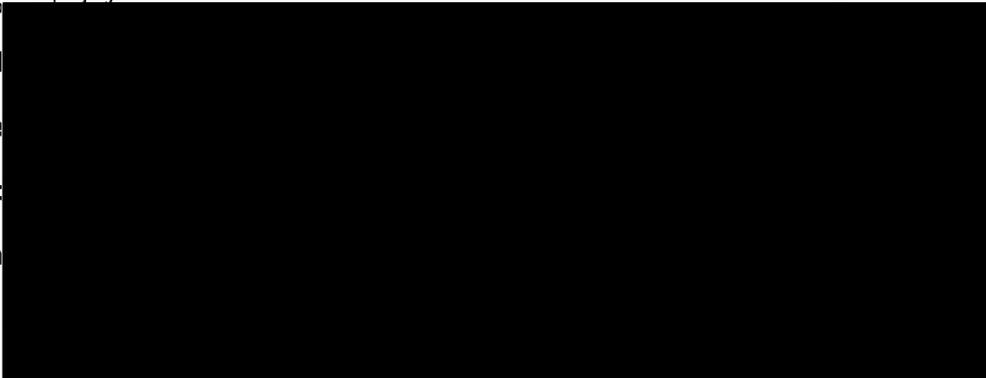
5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed 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>				
None				

Signature  Date

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

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



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

Trustee Name:

Preston Henske

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

Harlem Prep charter school

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

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

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

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

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

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

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

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

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

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

Preston Kembe

7/5/17

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.

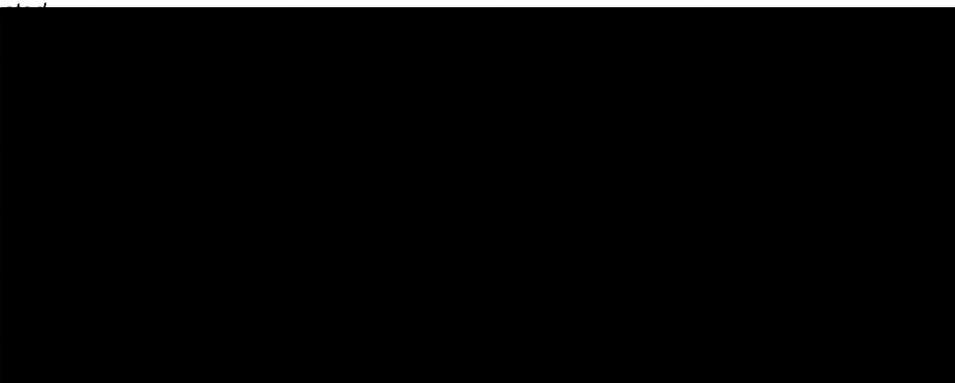
Business Telephone: _____

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:

THOMAS KEARNEY

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

MARLEN PREP

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

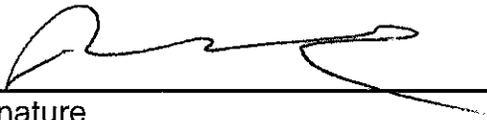
- Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the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

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

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

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

 _____ 7/31/2017 _____
 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:

Anthony Manley

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

Harlem Prep

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

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

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

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

Yes No

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

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

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

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

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

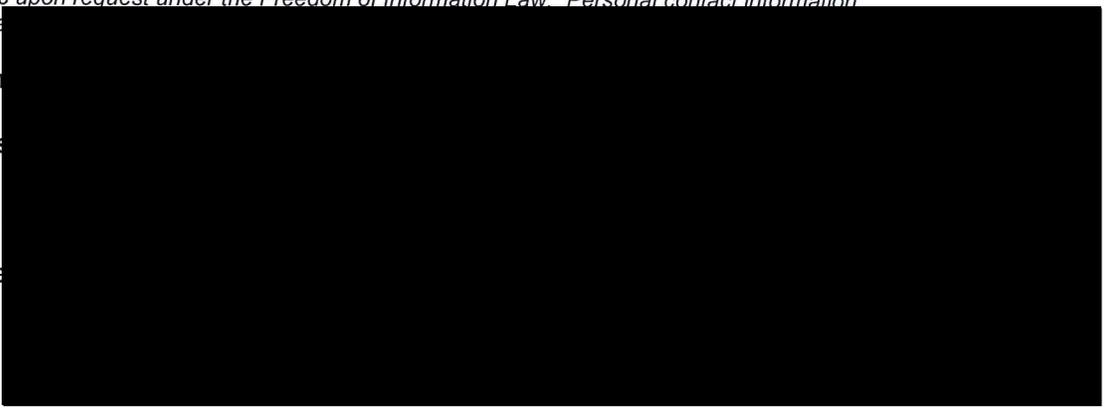
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps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


7-14-17

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:

Heather Nathrop

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

Harlem Prep Charter School

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

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

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

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

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

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

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

NONE	<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				

Peters Nadeep
7/10/2017

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: [REDACTED]

Business Address: [REDACTED]

E-mail Address: [REDACTED]

Home Telephone: [REDACTED]

Home Address: [REDACTED]

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

Trustee Name:

Douglas Singer

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

Harlem Prep Charter Schools

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

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

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

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

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

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

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

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

None

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

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



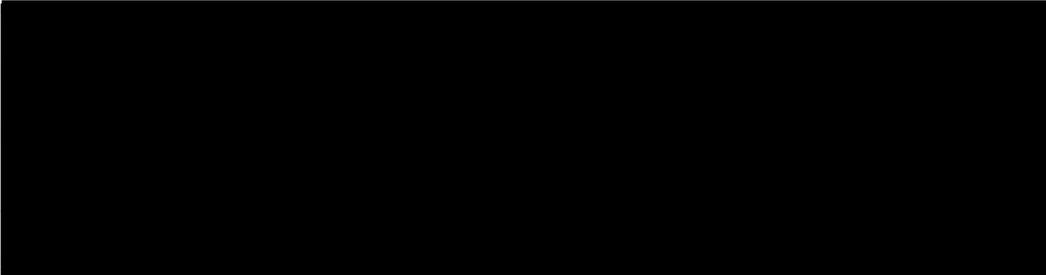
6.21.17

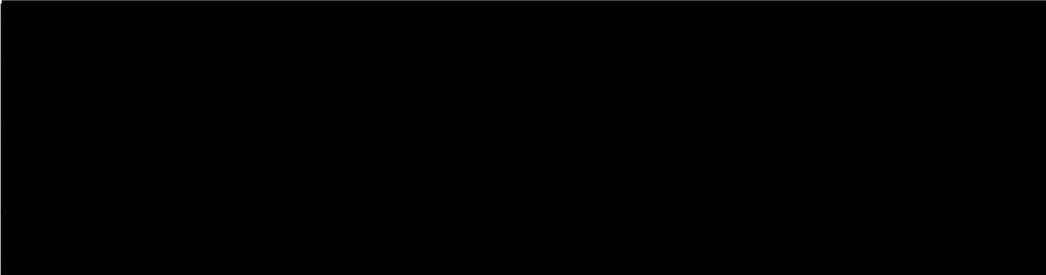
Signature

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

Business Telephone: 

Business Address: 

E-mail Address: 

Home Telephone: 

Home Address: _____



Entry 9 BOT Table

Created: 07/11/2017 • Last updated: 08/01/2017

(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	Doug Snyder		Chair/ Board President	Executive	Yes	finance, marketing	3 terms: 2011-2013; 2013-2015; 2015-2017	6
2	Colin Berne		Treasurer	Finance and Audit; Real Estate, Executive	Yes	finance	3 terms: 2011-2013; 2013-2015; 2015-2017	6
3	Roger Berg		Secretary	Executive, Governance, Family and Community, Real	Yes	legal	3 terms: 2011-2013; 2013-2015; 2015-2017	6

				Estate				
4	Jamal Epps		Trustee/Member	Governance; Finance and Audit	Yes	finance	3 terms: 2012-2014; 2014-2016; 2016-2017	6
5	Jake Foley		Vice Chair/Vice President	Executive; Development	Yes	finance	3 terms: 2011-2013; 2013-2015; 2015-2017	5 or less
6	Preston Henske		Trustee/Member	Development; Academic	Yes	business	3 terms: 2011-2013; 2013-2015; 2015-2017	5 or less
7	Tom Kearney		Trustee/Member	Family & Community	Yes	finance	3 terms: 2011-2013; 2013-2015; 2015-2017	5 or less
8	Anthony Manley		Trustee/Member	Academic	Yes	education management	3 terms: 2011-2013; 2013-2015; 2015-2017	5 or less
9	Trevor Gibbons		Trustee/Member	Governance; Executive; Real Estate	Yes	finance; legal	2 terms: 2013-2015; 2015-2017	5 or less

10	Heather Northrop		Trustee/Member		Yes		1 term: 2015-2017	6
11	Katie Duffy		Trustee/Member		Yes	education management	2 terms: 2013-2015; 2015-2017	6
12								5 or less
13								
14								
15								
16								
17								
18								
19								
20								

2. Total Number of Members on June 30, 2016 13

3. Total Number of Members Joining the Board 2016-17 School Year 0

4. Total Number of Members Departing the Board during the 2016-17 School Year 2

5. Number of Voting Members 2016-17, as set by the by-laws, resolution or minutes 15

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

7. Number of Board Meetings 12
**Scheduled for the [2017-18](#)
School Year**

Thank you.



Entry 11 Enrollment and Retention of Special Populations

Created: 07/17/2017 • 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	<p>Harlem Prep is open to any child who is eligible under the laws of the State of New York for admission to a public school, and the school ensures compliance with all applicable anti-discrimination laws governing public schools, including Title VI of the Civil Rights Act and § 2854(2) of the New York Education Law, governing admission to a charter school. HPCS uses various outreach efforts to attract and retain students who are at risk of academic failure and will continue to adopt and implement new measures designed to sustain its comparatively large proportion of such students in 2016- 17 and beyond. Specifically, we contact guidance counselors in elementary, middle and high schools in Community School District 5 in order to identify high-needs students who could naturally feed into Harlem Prep Charter School. Because a reliance on data pervades all aspects of Harlem Prep’s no excuses culture, we also depend on analytical tools to inform recruitment decisions. With support from network resources, our school is informed on neighborhood demographic trends, application to acceptance conversion rates, and previous year’s retention rates. This equips canvassers with more targeted walk-lists and recruitment strategies.</p>	<p>Moving forward, Harlem Prep Charter School will continue to advertise open registration in January each year. Interested families will meet with staff and review the expectations of the school. Canvassing staff will visit, with permission, local elementary schools, after-school programs, and youth centers, organize numerous open houses, attend school enrollment fairs, canvass neighborhoods door-to-door to further reach interested families, mail applications to every eligible family in Harlem, and post flyers and notices in local newspapers, supermarkets and community centers.</p>
	HPCS contacts ELL instructors, and guidance	

English Language Learners	<p>counselors in the elementary, middle and high schools in Community School District 5 in order to identify high-needs students who could naturally feed into Harlem Prep Charter School. The school directly mails applications to all students in Upper Manhattan and the Bronx and canvasses each housing development in Upper Manhattan in order to drop off enrollment applications at each door irrespective of whether a school-aged student resides in that apartment. Native Spanish speakers, and in some cases French speakers, accompany canvassing efforts to ensure that Spanish and Francophone families are not precluded from applying. Most printed material also includes a Spanish version.</p>	<p>HPCS will provide translation services, if necessary, for all promotional materials (e.g. billboards, public transportation advertisements, and canvassing fliers) and any person-to-person interaction requiring an English translation. The school will continue to directly mail applications to all students in Upper Manhattan and the Bronx and canvass each housing development in Upper Manhattan in order to drop off enrollment applications at each door, particularly in areas where a language other than English is primarily spoken.</p>
Students with Disabilities	<p>HPCS contacts special education instructors and guidance counselors in elementary, middle and high schools in Community School District 5 in order to identify high-needs students who could naturally feed into Harlem Prep Charter School. HPCS does not collect SPED or ELL data during the application phase. Instead, authentic community engagement works in tandem with data metrics to form the crux of HPCS' enrollment efforts. Through programming such as DP Hearts Harlem and summer family ice cream socials, our school is able to establish a footprint in the community we serve and develop meaningful relationships with families by providing opportunities for them to meet principals and staff members in person to discuss HPCS' special education services.</p>	<p>HPCS strongly encourages a diverse community of students and families and does not discriminate against or limit the admission of any student on any unlawful basis including on the basis of disability or intellectual ability. HPCS will continue to contact special education instructors and guidance counselors in elementary, middle and high schools in Community School District 5 in order to identify high-needs students who could naturally feed into Harlem Prep Charter School. HPCS was founded with the intent of recruiting and serving an equal or higher proportion of students with disabilities than the surrounding district and will make a specific effort to recruit into the lottery applicant pool approximately 20% of students who have disabilities.</p>

Retention Efforts Toward Meeting Targets

	Describe Efforts Toward Meeting Retention Targets 2016-17)	Describe Plans Toward Meeting Retention Targets 2017-18)
Economically	<p>Learning support for HPCS scholars comes through multiple means, including: clear, engaging, high-quality lessons in the classroom with low student-to-teacher ratios; increased learning time relative to schools in the surrounding district; pull-out and push-in instruction by HPCS' Academic Collaboration Team (ACT) members and related services such as counseling, speech, and</p>	<p>HPCS' instructional model will continue to incorporate supports for all students struggling academically. All students falling substantially below grade level in reading and math — regardless of classification — will receive increased attention through small-group instruction, individual tutoring, and other intensive academic supports designed</p>

Disadvantaged	occupational and physical therapy for student who require it; and mandatory after-school and Saturday program tutoring for students who require additional individual and small-group attention, as determined by assessment data regardless of Special Education or English Language Learner classification.	to accelerate their academic growth. HPCS also will provide appropriate accommodations to all students progressing through the initial evaluation process prior to confirmation that the student is disabled and eligible for special education and related services.
English Language Learners	During the school year, the Academic Collaboration Team (or ACT Team), teachers, and leadership actively review the progress of ELL students to ensure scholars are supported to meet their goals. Teachers meet with scholars' families at the mid- and end-points of each trimester to monitor the progress towards their language development goals alongside the overarching promotional criteria. At the middle school level, this criteria includes reading level, math proficiency, number of classes passed, and attendance rates; at the high school, this criteria includes major courses being passed, cumulative GPA, SAT scores, and attendance rates.	Armed with an awareness of students' individualized learning plans, the ACT team, teachers, and leadership will work with scholars and families to ensure they are aware of both their individual development and progress towards promotion. The LAB-R test will be used to identify students who are entitled to our Structured English Immersion program for English Language Learners.
Students with Disabilities	During the school year, the Academic Collaboration Team (or ACT Team), teachers, and leadership actively review the progress of IEP students to ensure scholars are supported to meet their goals. Outside of IEP evaluations, teachers meet with scholars' families at the mid- and end-points of each trimester to monitor the progress towards their IEP goals alongside the overarching promotional criteria. At the middle school level, this criteria includes reading level, math proficiency, number of classes passed, and attendance rates; at the high school, this criteria includes major courses being passed, cumulative GPA, SAT scores, and attendance rates.	Armed with an awareness of students' individualized learning plans, the ACT team, teachers, and leadership will work with scholars and families to ensure they are aware of both their individual development and progress towards promotion. The upfront and transparent communication will allow for a richer academic dialogue around growth to better support the retention of our highest need students.



Entry 12 Classroom Teacher and Administrator Attrition

Created: 07/10/2017 • 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
	72	47	40	8	73

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
	4	1	0	1	4

Thank you

2017-2018 ACADEMIC YEAR

The calendar below highlights certain events that are relevant to all DPPS schools located in NY. These dates are subject to change.

For the most up-to-date details about the events here, see the *NY Regional Calendar* located on Google Calendar.



2017

Event	Date
Independence Day	7/4
Leader PD	7/5 - 7/7
Operations PD	7/10 - 7/14
NY Summer Academy	7/5 - 7/28
Summer PD	8/7 - 9/1
HS Network PD	8/16
MS Network PD	8/17
Arts PD, Lincoln Center	8/17
Civic Coordinator Training	8/22
Labor Day- No School	9/4
First Day of School	9/5
Fall MAP Window	9/18 - 9/29
MS Network PD	9/29
Doctor Day	10/6
Columbus Day- No School	10/9
Civics Coordinator PD	10/13
Arts PD, Lincoln Center	10/13
DP-YOU!	10/20 - 10/21
Halloween- 1pm Dismissal	10/31
MS Network PD	11/3
Election Day	11/7
Veteran's Day- No School	11/10
Thanksgiving Break	11/22 - 11/24
Staff PD Day (No Scholars)	12/8
T2 Begins	12/11
T1 Gradebooks Locked	12/12
MS Network PD	12/15
Arts PD, Lincoln Center	12/15
PT Conferences	12/18 - 12/21
Winter Break: NY	12/22 - 12/29

2018

Event	Date
Full Staff PD Day: NY	1/2
Scholars Return	1/3
MS Network PD	1/5 - 1/6
Civics Coordinator PD	1/11
Arts PD, Lincoln Center	1/12
MLK Day- No School	1/15
International Trip PD	1/19
Winter MAP Window	1/22 - 2/2
Network Town Hall	2/9
February Break	2/16 - 2/23
Civics Coordinator PD	3/1
Staff PD Day (No Scholars)	3/16
T3 Begins	3/19
T2 Gradebooks Locked	3/20
MS Network PD & Arts PD	3/23
PT Conferences	3/26 - 3/29
Spring Recess	4/2 - 4/6
NYS ELA Exams	4/10 - 4/13
Arts PD, Lincoln Center	4/20
NYS Math Exams	5/3 - 5/8
NYSESLAT Window	5/14 - 5/18
Week of Service	5/14 - 5/18
NYS Science Exams	5/23, 6/4
Memorial Day- No School	5/28
Spring MAP Window	5/29 - 6/8
Regents Scoring Day	6/22
T3 Gradebooks Locked	6/22
HS Graduation Day	6/25
Last Day of School	6/26
Last Day for All NY Staff	6/27

- Professional Development
- Civic Events
- Days Off
- Trimester Markers

JULY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

OCTOBER

S	M	T	W	T	F	S
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				

JANUARY

S	M	T	W	T	F	S
	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			

APRIL

S	M	T	W	T	F	S
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					

AUGUST

S	M	T	W	T	F	S
		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		

NOVEMBER

S	M	T	W	T	F	S
			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		

FEBRUARY

S	M	T	W	T	F	S
				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			

MAY

S	M	T	W	T	F	S
		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		

SEPTEMBER

S	M	T	W	T	F	S
					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

DECEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MARCH

S	M	T	W	T	F	S
				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

JUNE

S	M	T	W	T	F	S
					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