

# I. SCHOOL INFORMATION AND COVER PAGE

Created Monday, July 21, 2014

Updated Wednesday, July 30, 2014

## Page 1

### 1. SCHOOL NAME

(Select School name from dropdown menu; BEDS # appears first)

331300860902 ACHVMNT FIRST ENDEAVOR CS

### 2. CHARTER AUTHORIZER

NYCDOE-Authorized Charter School

### 3. DISTRICT / CSD OF LOCATION

NYC CSD 16

### 4. SCHOOL INFORMATION

PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
510 Waverly Avenue	718-622-5994	718-622-5999	[REDACTED]

### 4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Tsehaia Brown
Title	Regional Director of Operations
Emergency Phone Number (###-###-####)	[REDACTED]

### 5. SCHOOL WEB ADDRESS (URL)

<http://www.achievementfirst.org/schools/new-york-schools/>

### 6. DATE OF INITIAL CHARTER

2006-07-01 00:00:00

### 7. DATE FIRST OPENED FOR INSTRUCTION

2006-09-01 00:00:00

### 8. TOTAL NUMBER OF STUDENTS ENROLLED IN 2013-14 (as reported on BEDS Day)

(as reported on BEDS Day)

## 9. GRADES SERVED IN SCHOOL YEAR 2013-14

Check all that apply

- K
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12

## 10. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

Yes/No	Name of CMO/EMO
Yes	Achievement First

10a. Please provide the name and contact information for each of the following individuals who are management level personnel associated with the CMO.

	Name	Work Phone	Alternate Phone	Email Address	Contact this individual also in emergencies
CEO (e.g., network superintendent)	Dacia Toll	[REDACTED]		[REDACTED]	No
CFO (e.g., network CFO)	Max Polaner	[REDACTED]		[REDACTED]	No
Compliance Contact	Tony Siddall	[REDACTED]		[REDACTED]	Yes
Complaint Contact	Tony Siddall	[REDACTED]		[REDACTED]	No

## 11. FACILITIES

Will the School maintain or operate multiple sites?

No, just one site.

## 12. SCHOOL SITES

Please list the sites where the school will operate in 2014-15.

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	510 Waverly Ave	7186225994	CSD 16	K-8	No	Own

12a. Please provide the contact information for Site 1 (same as the primary site).

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Tom Kaiser	[REDACTED]		[REDACTED]
Operational Leader	Priscilla Espinoza	[REDACTED]		[REDACTED]
Compliance Contact	tonysiddall@achievementfirst.org	[REDACTED]		[REDACTED]
Complaint Contact	tonysiddall@achievementfirst.org	[REDACTED]		[REDACTED]

13. Are the School sites co-located?

No

14. Were there any revisions to the school's charter during the 2013-2014 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).

Yes

15. 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 admissions/enrollment policy	Revised enrollment policy to establish weighted at-risk criteria, rather than absolute at-risk criteria, per federal guidance	June 2014	June 2014

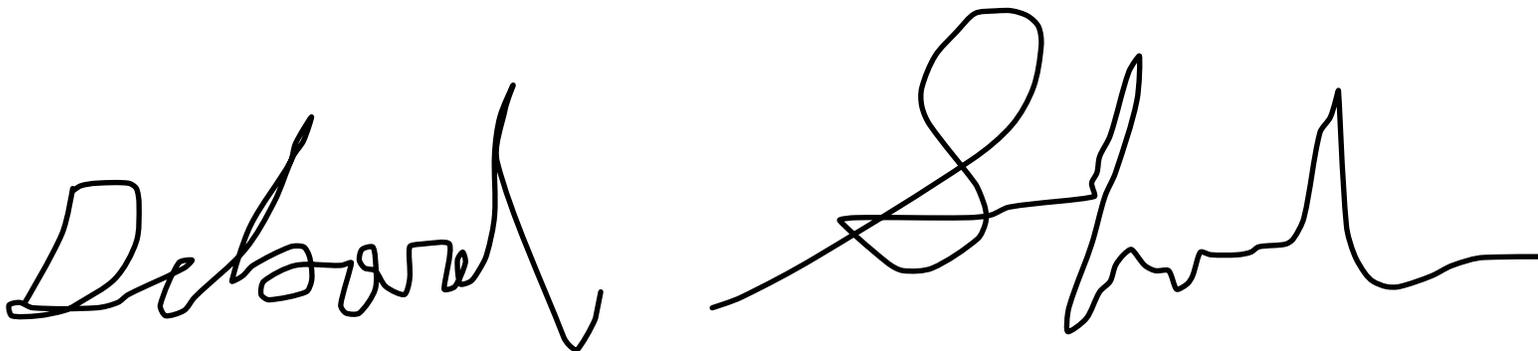
16. Our signatures below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in 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 use the mouse on your PC or the stylus on your mobile device to sign your name).

• Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Thank you.

# Appendix A: Progress Toward Goals

Created Wednesday, July 30, 2014

## Page 1

Charter School Name: 331300860902 ACHVMNT FIRST ENDEAVOR CS

### 1. NEW YORK STATE REPORT CARD

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

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

<http://data.nysed.gov/profile.php?instid=800000059324>

### 2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

#### 2a. ACADEMIC STUDENT PERFORMANCE GOALS

If the results are not available by August 1st, please list the goals and explain this in the "progress toward goal attainment" column. This task will reopen for the school to update and finalize by the November 1, 2014 due date.

#### 2013-14 Progress Toward Attainment of Academic Goals

Academic Student Performance Goal	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
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#### 2a1. Do have more academic goals to add?

(No response)

#### 2013-14 Progress Toward Attainment of Academic Goals

Academic Student Performance Goal	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
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#### 2a2. Do have more academic goals to add?

(No response)

#### 2013-14 Progress Toward Attainment of Academic Goals

Academic Student Performance Goal	Measure Used to Evaluate Progress	2013-14 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
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## 2b. ORGANIZATIONAL GOALS

### 2013-14 Progress Toward Attainment of Organizational Goals

Organizational Goal	Measure Used to Evaluate Progress	2013-14 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
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#### 2b.1 Do you have more organizational goals to add?

(No response)

### 2013-14 Progress Toward Attainment of Organizational Goals

Organizational Goal	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
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## 2c. FINANCIAL GOALS

### 2013-14 Progress Toward Attainment of Financial Goals

Financial Goals	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
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# Appendix I: Teacher and Administrator Attrition

Created Wednesday, July 09, 2014

Updated Friday, August 01, 2014

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## Page 1

Charter School Name: 331300860902 ACHVMNT FIRST ENDEAVOR CS

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

ALL charter schools should provide, for teachers and administrators only, the full time equivalent (FTE) of staff on June 30, 2013, the FTE for added staff from July 1, 2013 through June 30, 2014, and the FTE for any departed staff from July 1, 2013 through June 30, 2014 using the two tables provided.

### 2013-14 Teacher Attrition Table

FTE Teachers on June 30, 2013	FTE Teachers Additions 7/1/13 – 6/30/14	FTE Teacher Departures 7/1/13 – 6/30/14
101	3	3

### 2013-14 Administrator Position Attrition Table

FTE Administrator Positions On 6/30/2013	FTE Administrator Additions 7/1/13 – 6/30/14	FTE Administrator Departures 7/1/13 – 6/30/14
15	1	

Thank you

# Appendix J: Uncertified Teachers

Created Friday, August 01, 2014

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Charter School Name: 331300860902 ACHVMNT FIRST ENDEAVOR CS

### Note Definition of FTE:

Full-time equivalent employees equal the number of employees on full-time schedules plus the number of employees on part-time schedules converted to a full-time basis. The number of full-time equivalent employees in each industry is the product of the total number of employees and the ratio of average weekly hours per employee for all employees to average weekly hours per employee on full-time schedules. An industry's full-time equivalent employment will be less than the number of its employees on full- and part-time schedules, unless it has no part-time employees (U.S. Commerce--Bureau of Economic Analysis at: [http://www.bea.gov/faq/index.cfm?faq\\_id=368#sthash.8Rbj89kq.dpuf](http://www.bea.gov/faq/index.cfm?faq_id=368#sthash.8Rbj89kq.dpuf))

How many UNCERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of last day of school in 2013-14?

For each applicable category (i-iv), input the relevant full time equivalent (FTE) count of teachers.

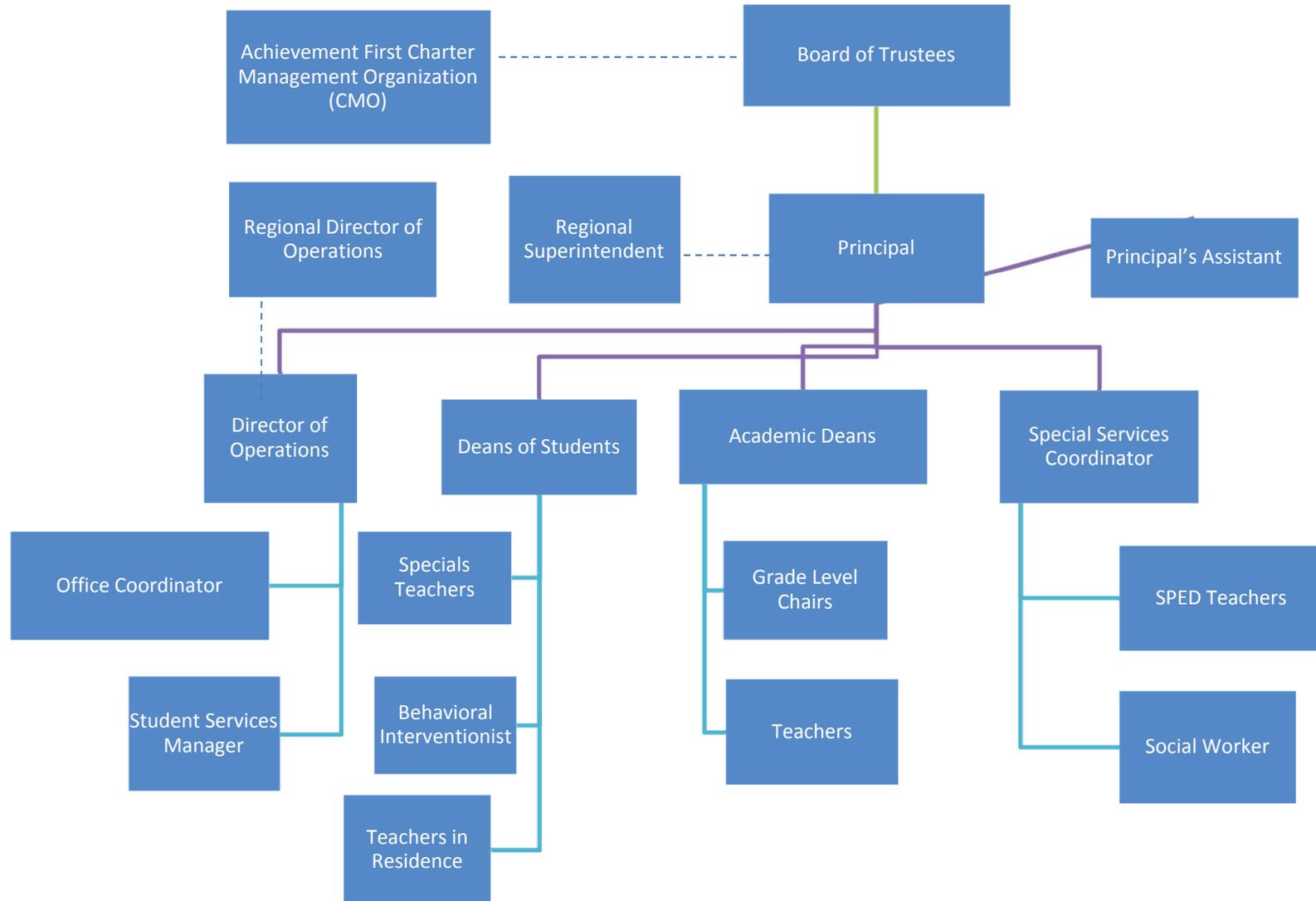
	FTE
(i) uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience	4
(iv) individuals who possess exceptional business, professional, artistic, athletic, or military experience	3
Total FTE (Sum of all Uncertified Teaching Staff)	7

How many CERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of the last day of school in 2013-14?

87

Thank you.

# Academy Organizational Chart



# Appendix B: Total Expenditures and Administrative Expenditures per Child

Created Wednesday, July 09, 2014  
Updated Friday, August 01, 2014

## Page 1

Charter School Name: 331300860902 ACHVMNT FIRST ENDEAVOR CS

### B. 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 2013-14 Schedule of Functional Expenses) and divide by the count of students you reported on of BEDS Day. (Integers Only. No dollar signs or commas).

1. Total Expenditures Per Child   Line 1: Total Expenditures	1353258
1. Total Expenditures Per Child   Line 2: BEDS Day Pupil Count	853
1. Total Expenditures Per Child   Line 3: Divide Line 1 by Line 2	15864

#### 2. Administrative Expenditures per Child

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2013-14 Schedule of Functional Expenses) and divide by the BEDS per pupil count. 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 officers, the treasurer, the finance or business offices, the purchasing unit, the employee personnel offices, the records management offices, or a public information and services offices. 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.

Please note the following:

Do not include the FTE of personnel dedicated to administration of the instructional programs.

Do not include Employee Benefit costs or expenditures in the above calculations.

A template for the Schedule of Functional Expenses is provided on page 21 of the 2012 Annual Report Guidelines to assist schools identify the categories of expenses needed to compute the two per pupil calculations. This template does not need to be completed or submitted on August 1st as it will be submitted November 1st as part of the audited financial statements. Therefore schools should use unaudited amounts for these per pupil calculations. (See the 2013-14 Annual Report Guidelines in "Resources" area of your portal task page).

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).   Line 1: Relevant Personnel Services Cost (Row)	682827
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).   Line 2: Management and General Cost (Column)	682827
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).   Line 3: Sum of Line 1 and Line 2	1365653
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).   Line 4: BEDS Day Pupil Count	853
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).   Line 5: Divide Line 3 by the BEDS Day Pupil Count	1601

Thank you.



Achievement First Endeavor Budget / Operating Plan 2014-15														
		4,258,813		4,258,813		4,257,521		4,257,521		4,258,813		4,257,521		
Total Revenue		-		-		-		-		-		-		
Total Expenses		4,257,521		4,257,521		1,293		1,293		1,293		1,293		
Net Income		1,293		1,293		-		-		-		-		
Actual Student Enrollment		-		-		-		-		-		-		
Total Paid Student Enrollment		808		808		808		808		808		808		
		Prior Year Actual	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter - 1/1 - 3/31			4th Quarter - 4/1 - 6/30		
		2013-14	Original	Current	Variance	Original	Current	Variance	Original	Current	Variance	Original	Current	Variance
<b>EXPENSES</b>														
<b>ADMINISTRATIVE STAFF PERSONNEL COSTS</b>														
	No. of Positions													
69	Executive Management	-	-	-	-	-	-	-	-	-	-	-	-	-
70	Instructional Management	-	-	-	-	-	-	-	-	-	-	-	-	-
71	Deans, Directors & Coordinators	12.00	376,596	-	-	376,596	-	-	376,596	-	-	376,596	-	-
72	CFD / Director of Finance	-	-	-	-	-	-	-	-	-	-	-	-	-
73	Operation / Business Manager	8.00	166,750	-	-	166,750	-	-	166,750	-	-	166,750	-	-
74	Administrative Staff	-	-	-	-	-	-	-	-	-	-	-	-	-
75	TOTAL ADMINISTRATIVE STAFF	20.00	543,346	-	-	543,346	-	-	543,346	-	-	543,346	-	-
76														
77														
78	<b>INSTRUCTIONAL PERSONNEL COSTS</b>													
79	Teachers - Regular	72.00	1,551,864	-	-	1,551,864	-	-	1,551,864	-	-	1,551,864	-	-
80	Teachers - SPED	-	-	-	-	-	-	-	-	-	-	-	-	-
81	Substitute Teachers	-	604	-	-	604	-	-	604	-	-	604	-	-
82	Teaching Assistants	-	-	-	-	-	-	-	-	-	-	-	-	-
83	Specialty Teachers	-	-	-	-	-	-	-	-	-	-	-	-	-
84	Aides	-	-	-	-	-	-	-	-	-	-	-	-	-
85	Therapists & Counselors	5.00	87,258	-	-	87,258	-	-	87,258	-	-	87,258	-	-
86	Other	-	121,363	-	-	121,363	-	-	121,363	-	-	121,363	-	-
87	TOTAL INSTRUCTIONAL	77.00	1,761,089	-	-	1,761,089	-	-	1,761,089	-	-	1,761,089	-	-
88														
89	<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>													
90	Nurse	-	-	-	-	-	-	-	-	-	-	-	-	-
91	Librarian	-	-	-	-	-	-	-	-	-	-	-	-	-
92	Custodian	-	36,183	-	-	36,183	-	-	36,183	-	-	36,183	-	-
93	Security	-	24,043	-	-	24,043	-	-	24,043	-	-	24,043	-	-
94	Other	-	20,364	-	-	20,364	-	-	20,364	-	-	20,364	-	-
95	TOTAL NON-INSTRUCTIONAL	-	80,590	-	-	80,590	-	-	80,590	-	-	80,590	-	-
96														
97	<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>													
98		97.00	2,385,025	-	-	2,385,025	-	-	2,385,025	-	-	2,385,025	-	-
99														
100	<b>PAYROLL TAXES AND BENEFITS</b>													
101	Payroll Taxes	-	207,805	-	-	207,805	-	-	207,805	-	-	207,805	-	-
102	Fringe / Employee Benefits	-	290,063	-	-	290,063	-	-	290,063	-	-	290,063	-	-
103	Retirement / Pension	-	40,364	-	-	40,364	-	-	40,364	-	-	40,364	-	-
104	TOTAL PAYROLL TAXES AND BENEFITS	-	538,231	-	-	538,231	-	-	538,231	-	-	538,231	-	-
105														
106	<b>TOTAL PERSONNEL SERVICE COSTS</b>													
107		97.00	2,923,257	-	-	2,923,257	-	-	2,923,257	-	-	2,923,257	-	-
108														
109	<b>CONTRACTED SERVICES</b>													
110	Accounting / Audit	-	8,970	-	-	8,970	-	-	8,970	-	-	8,970	-	-
111	Legal	-	3,003	-	-	3,003	-	-	3,003	-	-	3,003	-	-
112	Management Company Fee	-	389,174	-	-	389,174	-	-	389,174	-	-	389,174	-	-
113	Nurse Services	-	-	-	-	-	-	-	-	-	-	-	-	-
114	Food Service / School Lunch	-	-	-	-	-	-	-	-	-	-	-	-	-
115	Payroll Services	-	6,238	-	-	6,238	-	-	6,238	-	-	6,238	-	-
116	Special Ed Services	-	-	-	-	-	-	-	-	-	-	-	-	-
117	Talentment Services (i.e. Title I)	-	-	-	-	-	-	-	-	-	-	-	-	-
118	Other Purchased / Professional / Consulting	-	72,093	-	-	72,093	-	-	72,093	-	-	72,093	-	-
119	TOTAL CONTRACTED SERVICES	-	479,479	-	-	479,479	-	-	479,479	-	-	479,479	-	-
120														
121	<b>SCHOOL OPERATIONS</b>													
122	Board Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-
123	Classroom / Teaching Supplies & Materials	-	51,078	-	-	51,078	-	-	51,078	-	-	51,078	-	-
124	Special Ed Supplies & Materials	-	3,628	-	-	3,628	-	-	3,628	-	-	3,628	-	-
125	Textbooks / Workbooks	-	29,455	-	-	29,455	-	-	29,455	-	-	29,455	-	-
126	Supplies & Materials other	-	3,012	-	-	3,012	-	-	3,012	-	-	3,012	-	-
127	Equipment / Furniture	-	21,007	-	-	21,007	-	-	21,007	-	-	21,007	-	-
128	Telephone	-	15,247	-	-	15,247	-	-	15,247	-	-	15,247	-	-
129	Technology	-	151,570	-	-	151,570	-	-	151,570	-	-	151,570	-	-
130	Student Testing & Assessment	-	14,899	-	-	14,899	-	-	14,899	-	-	14,899	-	-
131	Field Trips	-	28,538	-	-	28,538	-	-	28,538	-	-	28,538	-	-
132	Transportation (student)	-	2,675	-	-	2,675	-	-	2,675	-	-	2,675	-	-
133	Student Services - other	-	24,340	-	-	24,340	-	-	24,340	-	-	24,340	-	-
134	Office Expense	-	50,117	-	-	50,117	-	-	50,117	-	-	50,117	-	-
135	Staff Development	-	38,389	-	-	38,389	-	-	38,389	-	-	38,389	-	-
136	Staff Recruitment	-	11,354	-	-	11,354	-	-	11,354	-	-	11,354	-	-
137	Student Recruitment / Marketing	-	503	-	-	503	-	-	503	-	-	503	-	-
138	School Meals / Lunch	-	35,837	-	-	35,837	-	-	35,837	-	-	35,837	-	-
139	Travel (Staff)	-	544	-	-	544	-	-	544	-	-	544	-	-
140	Fundraising	-	-	-	-	-	-	-	-	-	-	-	-	-
141	Other	-	42,085	-	-	42,085	-	-	42,085	-	-	42,085	-	-
142	TOTAL SCHOOL OPERATIONS	-	524,279	-	-	524,279	-	-	524,279	-	-	524,279	-	-
143														
144	<b>FACILITY OPERATION &amp; MAINTENANCE</b>													
145	Insurance	-	31,684	-	-	31,684	-	-	31,684	-	-	31,684	-	-
146	Janitorial	-	49,202	-	-	49,202	-	-	49,202	-	-	49,202	-	-
147	Building and Land Rent / Lease	-	45,544	-	-	45,544	-	-	45,544	-	-	45,544	-	-
148	Repairs & Maintenance	-	54,828	-	-	54,828	-	-	54,828	-	-	54,828	-	-
149	Equipment / Furniture	-	-	-	-	-	-	-	-	-	-	-	-	-
150	Security	-	-	-	-	-	-	-	-	-	-	-	-	-
151	Utilities	-	96,686	-	-	96,686	-	-	96,686	-	-	96,686	-	-
152	TOTAL FACILITY OPERATION & MAINTENANCE	-	277,944	-	-	277,944	-	-	277,944	-	-	277,944	-	-
153														
154	<b>DEPRECIATION &amp; AMORTIZATION</b>													
155	RESERVES / CONTINGENCY	-	52,562	-	-	52,562	-	-	52,562	-	-	52,562	-	-
156														
157	<b>TOTAL EXPENSES</b>													
158		-	4,257,521	-	-	4,257,521	-	-	4,257,521	-	-	4,257,521	-	-
159														
160	<b>NET INCOME</b>													
161		-	1,293	-	-	1,293	-	-	1,293	-	-	1,293	-	-



Achievement First Endeavor Budget / Operating Plan 2014-15						DESCRIPTION OF ASSUMPTIONS
6	Total Revenue	17,035,254	17,035,254	-	17,035,254	17,035,254
7	Total Expenses	17,030,063	17,030,063	-	(17,030,063)	(17,030,063)
8	Net Income	5,171	5,171	-	5,171	5,171
9	Actual Student Enrollment					
10	Total Paid Student Enrollment					
11						
12						
13						
14						
15	<b>REVENUE</b>					
16	<b>REVENUES FROM STATE SOURCES</b>					
17	Per Pupil Revenue	CY Per Pupil Rate				
18	School District 1 (Enter Name)	13,777	13,364,838	13,364,838	-	13,364,838
19	School District 2 (Enter Name)	-	-	-	-	-
20	School District 3 (Enter Name)	-	-	-	-	-
21	School District 4 (Enter Name)	-	-	-	-	-
22	School District 5 (Enter Name)	-	-	-	-	-
23	School District 6 (Enter Name)	-	-	-	-	-
24	School District 7 (Enter Name)	-	-	-	-	-
25	School District 8 (Enter Name)	-	-	-	-	-
26	School District 9 (Enter Name)	-	-	-	-	-
27	School District 10 (Enter Name)	-	-	-	-	-
28	School District 11 (Enter Name)	-	-	-	-	-
29	School District 12 (Enter Name)	-	-	-	-	-
30	School District 13 (Enter Name)	-	-	-	-	-
31	School District 14 (Enter Name)	-	-	-	-	-
32	School District 15 (Enter Name)	-	-	-	-	-
33	School District - ALL OTHER	-	-	-	-	-
34	TOTAL Per Pupil Revenue (Average Districts Per Pupil Funding)	13,777	13,364,838	13,364,838	-	13,364,838
35	Special Education Revenue		1,464,391	1,464,391	-	1,464,391
36	Grants					
37	Stimulus		-	-	-	-
38	DYCD (Department of Youth and Community Developmt.)		-	-	-	-
39	Other		-	-	-	-
40	Other		270,018	270,018	-	270,018
41	TOTAL REVENUE FROM STATE SOURCES		15,099,247	15,099,247	-	15,099,247
42						
43	<b>REVENUE FROM FEDERAL FUNDING</b>					
44	IDEA Special Needs		100,054	100,054	-	100,054
45	Title I		482,114	482,114	-	482,114
46	Title Funding - Other		12,510	12,510	-	12,510
47	School Food Service (Free Lunch)		-	-	-	-
48	Grants					
49	Charter School Program (CSP) Planning & Implementation		-	-	-	-
50	Other		-	-	-	-
51	Other		-	-	-	-
52	TOTAL REVENUE FROM FEDERAL SOURCES		594,679	594,679	-	594,679
53						
54	<b>LOCAL and OTHER REVENUE</b>					
55	Contributions and Donations		-	-	-	-
56	Fundraising		-	-	-	-
57	Erate Reimbursement		143,039	143,039	-	143,039
58	Earnings on Investments		-	-	-	-
59	Interest Income		6,007	6,007	-	6,007
60	Food Service (Income from meals)		-	-	-	-
61	Text Book		-	-	-	-
62	OTHER		1,192,282	1,192,282	-	1,192,282
63	TOTAL REVENUE FROM LOCAL and OTHER SOURCES		1,341,328	1,341,328	-	1,341,328
64						
65	<b>TOTAL REVENUE</b>		<b>17,035,254</b>	<b>17,035,254</b>	<b>-</b>	<b>17,035,254</b>
66						

Achievement First Endeavor Budget / Operating Plan 2014-15						DESCRIPTION OF ASSUMPTIONS
6	Total Revenue	17,035,254	17,035,254	-	17,035,254	17,035,254
7	Total Expenses	17,030,083	17,030,083	-	(17,030,083)	(17,030,083)
8	Net Income	5,171	5,171	-	5,171	5,171
9	Actual Student Enrollment					
10	Total Paid Student Enrollment					
11						
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58						
68	<b>EXPENSES</b>					
69	<b>ADMINISTRATIVE STAFF PERSONNEL COSTS</b>					
70	Executive Management	No. of Positions	-	-	-	-
71	Instructional Management	12.00	1,506,384	1,506,384	(1,506,384)	(1,506,384)
72	Deans, Directors & Coordinators	-	-	-	-	-
73	CFO / Director of Finance	-	-	-	-	-
74	Operation / Business Manager	8.00	667,001	667,001	(667,001)	(667,001)
75	Administrative Staff	-	-	-	-	-
76	TOTAL ADMINISTRATIVE STAFF	20.00	2,173,385	2,173,385	(2,173,385)	(2,173,385)
77						
78	<b>INSTRUCTIONAL PERSONNEL COSTS</b>					
79	Teachers - Regular	72.00	6,207,456	6,207,456	(6,207,456)	(6,207,456)
80	Teachers - SPED	-	-	-	-	-
81	Substitute Teachers	-	2,416	2,416	(2,416)	(2,416)
82	Teaching Assistants	-	-	-	-	-
83	Specialty Teachers	-	-	-	-	-
84	Aides	-	-	-	-	-
85	Therapists & Counselors	5.00	349,032	349,032	(349,032)	(349,032)
86	Other	-	485,452	485,452	(485,452)	(485,452)
87	TOTAL INSTRUCTIONAL	77.00	7,044,356	7,044,356	(7,044,356)	(7,044,356)
88						
89	<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>					
90	Nurse	-	-	-	-	-
91	Librarian	-	-	-	-	-
92	Custodian	-	144,733	144,733	(144,733)	(144,733)
93	Security	-	96,172	96,172	(96,172)	(96,172)
94	Other	-	81,455	81,455	(81,455)	(81,455)
95	TOTAL NON-INSTRUCTIONAL	-	322,361	322,361	(322,361)	(322,361)
96						
97	<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>	97.00	9,540,102	9,540,102	(9,540,102)	(9,540,102)
98						
99	<b>PAYROLL TAXES AND BENEFITS</b>					
100	Payroll Taxes	-	831,220	831,220	(831,220)	(831,220)
101	Fringe / Employee Benefits	-	1,160,250	1,160,250	(1,160,250)	(1,160,250)
102	Retirement / Pension	-	161,455	161,455	(161,455)	(161,455)
103	TOTAL PAYROLL TAXES AND BENEFITS	-	2,152,925	2,152,925	(2,152,925)	(2,152,925)
104						
105	<b>TOTAL PERSONNEL SERVICE COSTS</b>	97.00	11,693,027	11,693,027	(11,693,027)	(11,693,027)
106						
107	<b>CONTRACTED SERVICES</b>					
108	Accounting / Audit	-	35,879	35,879	(35,879)	(35,879)
109	Legal	-	12,013	12,013	(12,013)	(12,013)
110	Management Company Fee	-	1,556,695	1,556,695	(1,556,695)	(1,556,695)
111	Nurse Services	-	-	-	-	-
112	Food Service / School Lunch	-	-	-	-	-
113	Payroll Services	-	24,954	24,954	(24,954)	(24,954)
114	Special Ed Services	-	-	-	-	-
115	Tilement Services (i.e. Title I)	-	-	-	-	-
116	Other Purchased / Professional / Consulting	-	288,373	288,373	(288,373)	(288,373)
117	TOTAL CONTRACTED SERVICES	-	1,917,915	1,917,915	(1,917,915)	(1,917,915)
118						
119	<b>SCHOOL OPERATIONS</b>					
120	Board Expenses	-	-	-	-	-
121	Classroom / Teaching Supplies & Materials	-	204,312	204,312	(204,312)	(204,312)
122	Special Ed Supplies & Materials	-	14,513	14,513	(14,513)	(14,513)
123	Textbooks / Workbooks	-	117,822	117,822	(117,822)	(117,822)
124	Supplies & Materials other	-	12,049	12,049	(12,049)	(12,049)
125	Equipment / Furniture	-	84,027	84,027	(84,027)	(84,027)
126	Telephone	-	60,989	60,989	(60,989)	(60,989)
127	Technology	-	606,280	606,280	(606,280)	(606,280)
128	Student Testing & Assessment	-	59,595	59,595	(59,595)	(59,595)
129	Field Trips	-	114,150	114,150	(114,150)	(114,150)
130	Transportation (student)	-	10,700	10,700	(10,700)	(10,700)
131	Student Services - other	-	97,360	97,360	(97,360)	(97,360)
132	Office Expense	-	200,449	200,449	(200,449)	(200,449)
133	Staff Development	-	153,557	153,557	(153,557)	(153,557)
134	Staff Recruitment	-	45,416	45,416	(45,416)	(45,416)
135	Student Recruitment / Marketing	-	2,013	2,013	(2,013)	(2,013)
136	School Meals / Lunch	-	143,349	143,349	(143,349)	(143,349)
137	Travel (Staff)	-	2,174	2,174	(2,174)	(2,174)
138	Fundraising	-	-	-	-	-
139	Other	-	168,342	168,342	(168,342)	(168,342)
140	TOTAL SCHOOL OPERATIONS	-	2,097,118	2,097,118	(2,097,118)	(2,097,118)
141						
142	<b>FACILITY OPERATION &amp; MAINTENANCE</b>					
143	Insurance	-	126,734	126,734	(126,734)	(126,734)
144	Janitorial	-	196,807	196,807	(196,807)	(196,807)
145	Building and Land Rent / Lease	-	182,177	182,177	(182,177)	(182,177)
146	Repairs & Maintenance	-	219,311	219,311	(219,311)	(219,311)
147	Equipment / Furniture	-	-	-	-	-
148	Security	-	-	-	-	-
149	Utilities	-	386,746	386,746	(386,746)	(386,746)
150	TOTAL FACILITY OPERATION & MAINTENANCE	-	1,111,776	1,111,776	(1,111,776)	(1,111,776)
151						
152	<b>DEPRECIATION &amp; AMORTIZATION</b>					
153	RESERVES / CONTINGENCY	-	210,248	210,248	(210,248)	(210,248)
154						
155	<b>TOTAL EXPENSES</b>		17,030,083	17,030,083	(17,030,083)	(17,030,083)
156						
157	<b>NET INCOME</b>		5,171	5,171	5,171	5,171
158						

Achievement First Endeavor Budget / Operating Plan 2014-15						DESCRIPTION OF ASSUMPTIONS
	Original	Total Year Current	Variance	Original vs. PY	Current vs. PY	
6	<b>Total Revenue</b>					
7	17,035,254	17,035,254	-	17,035,254	17,035,254	
8	<b>Total Expenses</b>					
9	17,030,063	17,030,063	-	(17,030,063)	(17,030,063)	
10	<b>Net Income</b>					
11	5,171	5,171	-	5,171	5,171	
12	<b>Actual Student Enrollment</b>					
13	<b>Total Paid Student Enrollment</b>					
14						
15						
16	<b>ENROLLMENT - *School Districts Are Linked To Above Entries*</b>					
161	School District 1 (Enter Name)					
162	School District 2 (Enter Name)					
163	School District 3 (Enter Name)					
164	School District 4 (Enter Name)					
165	School District 5 (Enter Name)					
166	School District 6 (Enter Name)					
167	School District 7 (Enter Name)					
168	School District 8 (Enter Name)					
169	School District 9 (Enter Name)					
170	School District 10 (Enter Name)					
171	School District 11 (Enter Name)					
172	School District 12 (Enter Name)					
173	School District 13 (Enter Name)					
174	School District 14 (Enter Name)					
175	School District 15 (Enter Name)					
176	School District - ALL OTHER					
177	<b>TOTAL ENROLLMENT</b>					
178						
179	<b>REVENUE PER PUPIL</b>					
180						
181	<b>EXPENSES PER PUPIL</b>					

# Appendix E: Disclosure of Financial Interest Form

Created Friday, August 01, 2014

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Page 1

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An Appendix E: Disclosure of Financial Interest Form must be completed for each active Trustee who served on the charter school's Board of Trustees during the 2013-14 school year. Trustees are at times difficult to track down in the summer months. Trustees may complete and submit at their leisure (but before the deadline) their individual form at:

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/>. Trustees may download and/or email their forms to you upon completion.

Trustees who are technologically advanced may complete the survey using their smartphones or other mobile devices by downloading the this bar code link to the survey <https://fluidsurveys.com/account/surveys/540612/publish/qrcode/>. (Make sure you have the bar code application reader on your phone).

If a Trustee is unable to complete the form by the deadline (i.e, out of the country), the school is responsible for submitting the information required on the form for that individual trustee.

Just send the links via email today to your Trustees requesting that they each complete their form as soon as possible.  
Thank you.

Yes, each member of the school's Board of Trustees has received a link to the Disclosure of Financial Interest Form.

Yes

Thank you.

# Appendix F: BOT Membership Table

Created Wednesday, July 09, 2014

Updated Monday, July 21, 2014

## Page 1

### 1. Current Board Member Information

	Full Name of Individual Trustees	Position on Board (Officer or Rep).	Voting Member	Area of Expertise &/or Additional Role	Terms Served & Length (include date of election and expiration)	Committee affiliations
1	Claire Robinson	Chair/President	Yes			
2	Justin Cohen	Member	Yes			
3	Ted Coons	Member	Yes			
4	Angela Edwards	Parent Rep	Yes			
5	Chris Growney	Treasurer	Yes			
6	Erika Phillips	Member	Yes	Achievement First Staff Representative		

### 2. Total Number of Members Joining Board during the 2013-14 school year

1

### 3. Total Number of Members Departing the Board during the 2013-14 school year

1

### 4. According to the School's by-laws, what is the maximum number of trustees that may comprise the governing board?

5

### 5. How many times did the Board meet during the 2013-14 school year?

6

### 6. How many times will the Board meet during the 2014-15 school year?

6

Thank you.

## Enrollment and Retention Targets

The schools partner with the Achievement First Network Support recruitment team to carry out a comprehensive recruitment strategy consisting of direct outreach, school-based open houses, presentations at community based organizations, targeted mailings, and both online and outdoor advertising. As the demand numbers above suggest, these techniques have been successful in generating applications. The efforts have also been very effective in sharing the opportunity to apply with low-income families. In 2009, all Achievement First schools implemented an at-risk preference for low-income families, and as a result virtually all entering families (with the exception of a few siblings of families that enrolled before the preferences were in place) have qualified for free or reduced-price lunch. As a result of extensive presentations to community organizations that serve low-income families, particularly Head Start and NYCHA daycare centers, the pool of free and reduced-price applicants has been large, and the preference has been effective at substantially matching the district percentages of low-income students for the incoming classes.

The AF student recruitment team has made extensive efforts to reach out to families who speak languages other than English. All outdoor signs are in both English and Spanish, as are all brochures and other marketing materials, including the Achievement First website page for student enrollment. Additionally, Spanish-speaking members of the recruitment team have presented in Spanish at head start daycares and community organizations (including The Coalition for Hispanic Family Services, El Puente Bushwick Center, and the Hispanic Service Society), and two members of the parent-led “street teams” that recruited directly in the community were Spanish speakers (in addition to one speaker of Haitian Creole). Collectively, these street teams logged nearly 240 person-hours of direct community outreach.

Efforts to recruit students with disabilities have focused primarily on making clear in promotional materials and presentations that the Achievement First is highly effective for special education students, and that we offer services in accordance with IEPs. In addition, the recruitment team reaches out annually to day care centers that are identified by the NYC Department of Education as serving students with disabilities. The AF student recruitment team has partnered with the network special services team to ensure that marketing materials capture the range of services available. We expect that in the 2012-13 recruiting season the network special services team will participate actively in student recruitment efforts. The AF External Relations team has reached out specifically to community organizations that serve at risk families with social and health services. One such organization, The Family Center, agreed to partner with the community outreach team to conduct a family focus group on how AF schools could best meet their needs. During this focus group, the mother of a student with a disability said that her greatest struggle was finding a public school option that held the highest academic standards for her child, despite his disability. The school is just such an option, committed to getting every scholar who walks through our doors to and through college. We believe that this sending this message to families with students who have special needs will be a powerful recruiting technique, and will help us meet the enrollment target for this population.

Retention of students at Achievement First schools is a network wide priority. The Achievement First report card sets a target of 5% loss attrition for each school, meaning if a school exceeds this level of student attrition the financial bonus of the leadership team is jeopardized. We believe that retention of students within at-risk populations depends primarily on the academic progress these students are making. As such, the most important retention efforts for at-risk populations will be great instruction, and regular review of data that ensures that students in these populations are receiving the supports

and services they need in order to be successful. Data—including academic performance, attendance, and behavior data—is disaggregated and shared with the school leadership team (by the network data team), so that early warning signs can be identified and appropriate interventions identified.