



Entry 1 School Information

Created: 07/13/2016

Last updated: 08/01/2016

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 or you may not be assigned the correct tasks.

Page 1

a. SCHOOL NAME AND BEDS#

(Select name from the drop down menu)

East Harlem Scholars Academy Charter School II (SUNY) 310400861046

b. CHARTER AUTHORIZER

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

SUNY-Authorized Charter School

c. DISTRICT / CSD OF LOCATION

NYC CSD 4

d1. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	1573 Madison Avenue Room#320A	212-348-2518	212-423-0206	

d2. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Jeffrey Rodriguez
Title	Director of Operations

Emergency Phone Number (###-###-####)



e. SCHOOL WEB ADDRESS (URL)

<http://www.eastharlemscholarsii.org/>

f. DATE OF INITIAL CHARTER

08/2013

g. DATE FIRST OPENED FOR INSTRUCTION

08/2013

i. TOTAL ENROLLMENT ON JUNE 30, 2016

251

j. GRADES SERVED IN SCHOOL YEAR 2015-16

Check all that apply

Grades Served

K, 1, 2, 3

k1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

Yes

k2. NAME OF CMO/EMO AND ADDRESS

NAME OF CMO/EMO	East Harlem Tutorial Program
PHYSICAL STREET ADDRESS	2050 2nd Avenue
CITY	New York

STATE	NY
ZIP CODE	10029
EMAIL ADDRESS	(No response)

Page 2

I1. FACILITIES

Does the school maintain or operate multiple sites?

No, just one site.

I2. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	1573 Madison Avenue, Room#320A	212-348-2518	MANHATTAN (TOTAL)	K-3	No	DOE space
Site 2						
Site 3						

I2a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Hannah Kehn	[REDACTED]		[REDACTED]
Operational Leader	Jeffrey Rodriguez	[REDACTED]	[REDACTED]	[REDACTED]
Compliance Contact	Jeffrey Rodriguez	[REDACTED]		[REDACTED]
Complaint Contact	Hannah Kehn	[REDACTED]		[REDACTED]

n1. Were there any revisions to the school's charter during the 2015-16 school year? (Please include approved or pending material and non-material charter revisions).

No

o. Name and Position of Individual(s) Who Completed the 2015-16 Annual Report.

Jeffrey Rodriguez, Director of Operations / Chandra Williams, Assistant Principal / Eric Borcharding, Director of Culture

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).**

Responses Selected:

Yes

Signature, Head of Charter School

Three handwritten signatures in black ink on a light gray background. The first signature is a stylized 'C' followed by a flourish. The second signature is 'Chandra Williams'. The third signature is 'Eric Borcharding'.

Signature, President of the Board of Trustees

Jean Solotar

Date

2016/08/01

Thank you.



Entry 2 Link

Created: 07/19/2016

Last updated: 07/24/2016

Page 1

1. NEW YORK STATE REPORT CARD

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

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

<https://data.nysed.gov/profile.php?instid=800000076141>



Entry 4 Expenditures per Child

Created: 07/21/2016

Last updated: 08/01/2016

Page 1

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 2015-16 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	4454959
Line 2: Year End FTE student enrollment	250
Line 3: Divide Line 1 by Line 2	17820

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 2015-16 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)	30499
Line 2: Management and General Cost (Column)	103086
Line 3: Sum of Line 1 and Line 2	133585
Line 5: Divide Line 3 by the Year End FTE student enrollment	534

Thank you.



Entry 6a Audited Statements

Created: 07/19/2016

Last updated: 07/29/2016

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

Page 1

School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Lauren Goldstein	lgoldstein@ehpt.org	212-831-0650

Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Anan Samara	asamara@pkfod.com	212-286-2600	5

If Applicable:

	Outsourced Financial Services Firm Name	Outsourced Financial Services Contact	Outsourced Financial Services Email	Outsourced Financial Services Phone	Years Working With This Firm

Please upload as one combined file:

- a. the independent auditor's report on financial statements and notes; and**
- b. reports on internal controls over financial reporting and compliance**

<https://nysed-cso-reports.fluidreview.com/media/assets/survey-uploads/84001/6241709-F7wWrRhhE3/Scholars%20II-UnauditedFinancialStatementsTemplate2015-16.xls>

New York State Education Department

Request for Proposals to Establish Charter Schools Authorized by the Board of Regents

2015-16 Budget & Cash Flow Template

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

1	Complete ALL SIX columns in BLUE
2	Enter information into the GRAY cells
3	Cells containing RED triangles in the upper right corner in columns B through G contain guidance on that particular item
4	Funding by School District information for all NYS School district is located on the State Aid website at https://stateaid.nysed.gov/charter/ . Refer to this website for per-pupil tuition funding for all school districts. Rows may be inserted in the worksheet to accomodate additional districts if necessary.
5	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

East Harlem Scholars Academy II

PROJECTED BUDGET FOR 2016-2017

PROJECTED BUDGET FOR 2016-2017							Assumptions
July 1, 2016 to June 30, 2017							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	4,296,172	892,170	608,355	27,486	82,582	5,906,765	
Total Expenses	4,001,184	1,085,306	313,064	190,598	442,733	6,032,885	
Net Income	294,988	(193,136)	295,291	(163,112)	(360,151)	(126,120)	
Actual Student Enrollment	278	38					
Total Paid Student Enrollment	-	-					
	PROGRAM SERVICES			SUPPORT SERVICES			
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
REVENUE							
REVENUES FROM STATE SOURCES							
Per Pupil Revenue	CY Per Pupil Rate						
District of Location	\$14,027.00	3,899,506	-	-	-	3,899,506	
School District 2 (NYC)		-	-	-	-	-	
School District 3 (Enter Name)		-	-	-	-	-	
School District 4 (Enter Name)		-	-	-	-	-	
School District 5 (Enter Name)		-	-	-	-	-	
		3,899,506	-	-	-	3,899,506	
Special Education Revenue		-	717,315	-	-	717,315	
Grants							
Stimulus		125,100	-	-	-	125,100	one-time grant of \$450
Other		31,620	-	-	-	31,620	NYSSL Grant etc
Other State Revenue		-	-	591,192	-	591,192	pre-k students is in order (54tudents @\$10,948)
TOTAL REVENUE FROM STATE SOURCES		4,056,226	717,315	591,192	-	5,364,733	
REVENUE FROM FEDERAL FUNDING							
IDEA Special Needs		-	46,982	-	-	46,982	
Title I		-	75,060	-	-	75,060	
Title Funding - Other		-	4,726	-	-	4,726	
School Food Service (Free Lunch)		178,381	21,050	10,496	-	209,927	
Grants							
Charter School Program (CSP) Planning & Implementation		-	-	-	-	-	
Other		-	-	-	-	-	
Other Federal Revenue		-	-	-	-	-	
TOTAL REVENUE FROM FEDERAL SOURCES		178,381	147,818	10,496	-	336,695	
LOCAL and OTHER REVENUE							
Contributions and Donations, Fundraising		13,333	13,333	6,667	26,666	73,334	133,333
Erate Reimbursement		48,232	13,704	-	820	2,732	65,488
Interest Income, Earnings on Investments,		-	-	-	-	-	-
NYC-DYCD (Department of Youth and Community Developmt.)		-	-	-	-	-	-
Food Service (Income from meals)		-	-	-	-	-	-
Text Book		-	-	-	-	-	-
Other Local Revenue		-	-	-	-	6,516	6,516
TOTAL REVENUE FROM LOCAL and OTHER SOURCES		61,565	27,037	6,667	27,486	82,582	205,337
TOTAL REVENUE		4,296,172	892,170	608,355	27,486	82,582	5,906,765
EXPENSES							
ADMINISTRATIVE STAFF PERSONNEL COSTS	No. of Positions						
Executive Management	2.71	236,327	26,338	-	16,416	49,250	328,331
Instructional Management	-	-	-	-	-	-	-
Deans, Directors & Coordinators	5.00	324,636	36,179	-	22,551	67,653	451,019
CFO / Director of Finance	-	-	-	-	-	-	-
Operation / Business Manager	4.00	93,225	15,537	-	7,769	38,844	155,375
Administrative Staff	-	-	-	-	-	-	-
TOTAL ADMINISTRATIVE STAFF	12	654,188	78,054	-	46,736	155,747	934,725
INSTRUCTIONAL PERSONNEL COSTS							
Teachers - Regular	15.00	1,091,750	-	69,506	-	-	1,161,256
Teachers - SPED	5.00	-	334,840	-	-	-	334,840
Substitute Teachers	1.00	33,290	3,710	-	-	-	37,000
Teaching Assistants	5.00	17,500	-	141,000	-	-	158,500

List exact titles and staff FTE's (Full time equivalent)

East Harlem Scholars Academy II

PROJECTED BUDGET FOR 2016-2017

PROJECTED BUDGET FOR 2016-2017							Assumptions
July 1, 2016 to June 30, 2017							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	4,296,172	892,170	608,355	27,486	82,582	5,906,765	
Total Expenses	4,001,184	1,085,306	313,064	190,598	442,733	6,032,885	
Net Income	294,988	(193,136)	295,291	(163,112)	(360,151)	(126,120)	
Actual Student Enrollment	278	38				-	
Total Paid Student Enrollment	-	-				-	
	PROGRAM SERVICES			SUPPORT SERVICES			
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Specialty Teachers	9.00	557,528	62,134	-	-	619,662	
Aides	4.00	131,382	14,642	-	-	146,024	
Therapists & Counselors	4.00	-	264,215	-	-	264,215	
Other	-	69,279	7,721	-	-	77,000	
TOTAL INSTRUCTIONAL	43	1,900,729	687,262	210,506	-	2,798,497	
NON-INSTRUCTIONAL PERSONNEL COSTS							
Nurse	-	-	-	-	-	-	
Librarian	-	-	-	-	-	-	
Custodian	-	-	-	-	-	-	
Security	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL NON-INSTRUCTIONAL	-	-	-	-	-	-	
SUBTOTAL PERSONNEL SERVICE COSTS	55	2,554,917	765,316	210,506	46,736	3,733,222	
PAYROLL TAXES AND BENEFITS							
Payroll Taxes	-	209,899	63,981	15,288	3,828	12,755	305,751
Fringe / Employee Benefits	-	230,124	70,146	16,761	4,197	13,985	335,213
Retirement / Pension	-	35,924	10,951	2,617	655	2,183	52,330
TOTAL PAYROLL TAXES AND BENEFITS	-	475,947	145,078	34,666	8,680	28,923	693,294
TOTAL PERSONNEL SERVICE COSTS		3,030,864	910,394	245,172	55,416	184,670	4,426,516
CONTRACTED SERVICES							
Accounting / Audit	-	-	-	-	16,232	16,232	
Legal	774	220	-	13	44	1,051	
Management Company Fee	-	-	-	-	-	-	
Nurse Services	-	-	-	-	-	-	
Food Service / School Lunch	-	-	-	-	-	-	
Payroll Services	9,310	2,838	678	170	566	13,562	
Special Ed Services	-	-	-	-	-	-	
Titlement Services (i.e. Title I)	-	-	-	-	-	-	
Other Purchased / Professional / Consulting	166,915	29,455	-	127,641	166,915	490,926	
TOTAL CONTRACTED SERVICES	176,999	32,513	678	127,824	183,757	521,771	
SCHOOL OPERATIONS							
Board Expenses	-	-	-	-	618	618	
Classroom / Teaching Supplies & Materials	74,559	8,867	5,000	-	-	88,426	
Special Ed Supplies & Materials	-	-	-	-	-	-	
Textbooks / Workbooks	52,529	5,577	2,500	-	-	60,606	
Supplies & Materials other	-	-	-	-	-	-	
Equipment / Furniture	42,400	11,183	6,000	789	2,628	63,000	
Telephone	30,142	8,632	2,500	546	1,821	43,641	
Technology	86,363	25,106	2,000	1,502	5,005	119,976	
Student Testing & Assessment	12,147	1,354	-	-	-	13,501	
Field Trips	12,118	1,350	-	-	-	13,468	
Transportation (student)	-	-	-	-	-	-	
Student Services - other	86,998	9,641	4,500	-	-	101,139	
Office Expense	-	-	-	-	53,887	53,887	
Staff Development	25,057	8,352	2,088	2,088	4,176	41,761	
Staff Recruitment	17,447	5,816	1,454	1,454	2,908	29,079	
Student Recruitment / Marketing	16,290	4,654	2,328	-	-	23,272	
School Meals / Lunch	283,103	35,496	35,399	-	-	353,998	
Travel (Staff)	923	262	-	16	52	1,253	
Fundraising	-	-	-	-	-	-	

East Harlem Scholars Academy II

PROJECTED BUDGET FOR 2016-2017

PROJECTED BUDGET FOR 2016-2017							Assumptions
July 1, 2016 to June 30, 2017							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
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Net Income	294,988	(193,136)	295,291	(163,112)	(360,151)	(126,120)	
Actual Student Enrollment	278	38				-	
Total Paid Student Enrollment	-	-				-	
	PROGRAM SERVICES			SUPPORT SERVICES			
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Other	16,263	4,622	-	276	921	22,082	
TOTAL SCHOOL OPERATIONS	756,339	130,912	63,769	6,671	72,016	1,029,707	
FACILITY OPERATION & MAINTENANCE							
Insurance	28,071	8,557	2,045	512	1,706	40,891	
Janitorial	-	-	-	-	-	-	
Building and Land Rent / Lease	-	-	-	-	-	-	
Repairs & Maintenance	8,911	2,930	1,400	175	584	14,000	
Equipment / Furniture	-	-	-	-	-	-	
Security	-	-	-	-	-	-	
Utilities	-	-	-	-	-	-	
TOTAL FACILITY OPERATION & MAINTENANCE	36,982	11,487	3,445	687	2,290	54,891	
DEPRECIATION & AMORTIZATION	-	-	-	-	-	-	
DISSOLUTION ESCROW & RESERVES / CONTIGENCY	-	-	-	-	-	-	
TOTAL EXPENSES	4,001,184	1,085,306	313,064	190,598	442,733	6,032,885	
NET INCOME	294,988	(193,136)	295,291	(163,112)	(360,151)	(126,120)	
ENROLLMENT - *School Districts Are Linked To Above Entries*	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED				
District of Location	278	38	316				
School District 2 (NYC)			-		54	370	54 Students for Pre-k is in Management and General
School District 3 (Enter Name)			-				
School District 4 (Enter Name)			-				
School District 5 (Enter Name)			-				
TOTAL ENROLLMENT	278	38	316				
REVENUE PER PUPIL	15,454	23,478	1,925				
EXPENSES PER PUPIL	14,393	28,561	991				

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

Trustee Name:

Joan Solotar

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

East Harlem Schoars Academy

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

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

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

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

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

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

<i>Please write "None" if applicable. Do not leave this space blank.</i>			
None	None	None	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>				
East Harlem Tutorial Program (EHTP)	Shared services agreement		Chair the Board of EHTP	

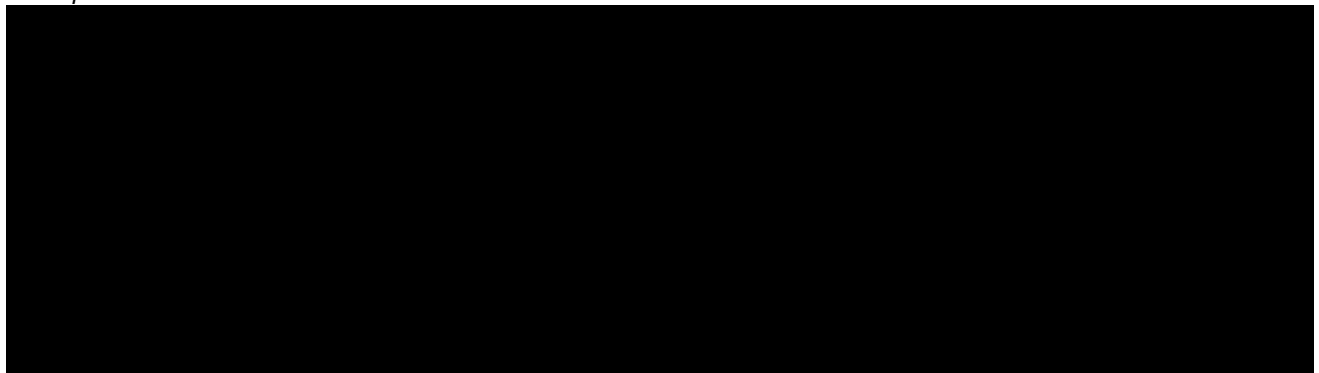
Joan Salotar

 Signature

7/28/16

 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.





Entry 9 BOT Table

Created: 07/24/2016

Last updated: 07/29/2016

Page 1

1. Current Board Member Information

	Trustee Name	Email Address	Position on the Board	Committee Affiliations	Voting Member? (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)
1	Iris Chen		Secretary	Secretary	Yes	Education	Mar-11 to Jun-13; Jun-13 to Jun-15; Jul-15 to Jun-17
2	Brian Gavin		Treasurer	Treasurer	Yes	Finance/Fund Development	Mar-11 to Jun-13; Jun-13 to Jun-15; Jul-15 to Jun-17
3	Jamie Kiggen		Trustee/Member	Trustee/Member	Yes	Finance/Planning	Jun-13 to Jun-15; Jul-15 to Jun-17
4	Lili Lynton		Trustee/Member	Trustee/Member	Yes	Fund Development/Planning	Jun-12 to Jun-14; Jul-14 to Jun-16; Jul-16 to Jun-18
5	Carlos Morales		Trustee/Member	Trustee/Member	Yes	Legal	Mar-11 to Jun-12; Jul-12 to Jun-14; Jul-14 to Jun-16; Jul-16 to Jun-18

6	Marilyn Simons		Trustee/Member	Trustee/Member	Yes	Governance	Jul-14 to Jun-16 Jul-16 to Jun-18
7	Joan Solotar		Chair/Board President	Chair/Board President	Yes	Management	Jul-12 to Jun-14; Jul-14 to Jun-16; Jul-16 to Jun-18
8	Saskia Levy Thompson		Trustee/Member	Trustee/Member	Yes	Education	Jul-15 to Jun-17
9	David Wildermuth		Trustee/Member	Trustee/Member	Yes	Finance	Jul-13 to Jun-15; Jul-15 to Jun-17
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

2. Total Number of Members on June 30, 2015

8

3. Total Number of Members Joining the Board 2015-16 School Year

1

4. Total Number of Members Departing the Board during the 2015-16 School Year

0

5. Number of Voting Members 2015-16, as set by the by-laws, resolution or minutes

9

6. Number of Board Meetings Conducted in the 2015-16 School Year

6

7. Number of Board Meetings Scheduled for the 2016-17 School Year

6

Thank you.

2015-16 Outreach

East Harlem Scholars Academies' admission policy is non-sectarian and does not discriminate against any student on the basis of ethnicity, national origin, gender, disability or any other ground that would be unlawful if done by a school. Admission to East Harlem Scholars Academies is not limited on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion or ancestry. Any child who is qualified under New York State law for admission to a public school is qualified for admission to East Harlem Scholars Academies. The School complies 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.

In its admission policies and procedures, East Harlem Scholars Academies did not engage in any of the following:

1. Requiring parents to attend meetings or information workshops as a condition of enrollment
2. Having an unduly narrow enrollment period (e.g. fewer than 30 days);
3. Giving enrollment preference to children of members of East Harlem Scholars Academies Board or founders group;
4. Requiring parents to sign agreements or contracts imposing certain responsibilities or commitments to East Harlem Scholars Academies, regardless of their virtue, as a condition of enrolling their children (e.g. correcting a child's homework, volunteering, etc.);
5. Mandating that students or parents agree with East Harlem Scholars Academies' mission or philosophy; or
6. Giving preference to or unduly targeting students interested or talented in a particular East Harlem Scholars Academies program (e.g. sports or arts).

East Harlem Scholars Academies offered a 100 percent lottery preference for Community School District (CSD) 4 students and a 20% lottery preference for English Language Learners (ELLs). The CSD 4 preference innately meant that the school drew primarily from a population that has a large percentage of of English Language Learners, special education students, and students living in poverty. In CSD 4, 15 percent of students are ELLs, 18 percent receive special education services, and 78 percent live in poverty.

East Harlem Scholars Academies completed the measures below to recruit student applicants. The School provided translation services for all promotional materials and any person-to-person interaction requiring an English translation. Outreach included:

Admission and Retention Targets

1. Posting flyers and placing notices in local, supermarkets, communities of faith, community centers and apartment complexes;
2. Conducting school tours and open houses at the Jackie Robinson Educational Complex
3. Leveraging the relationships and network of contacts of the Applicant Team and the East Harlem Tutorial Program;
4. Displaying advertisements on MTA buses that have routes in East Harlem
5. Canvassing neighborhoods in East Harlem to further reach interested families, specifically targeting NYCHA public housing buildings in lower East Harlem.
6. Providing applications to the school's Committee on Special Education so that families would be made aware of the school

East Harlem Scholars Academies does not discriminate in its admission or enrollment policies on the basis of students having or being suspected of having a disability. The school provides instruction to students with disabilities in the most inclusive environment possible with their non-disabled peers to the extent appropriate and subject in all instances to the requirements and restrictions included in each student's IEP prepared by the Committee on Special Education (CSE) of the student's district of residence and in accordance with all applicable federal and state laws and regulations (e.g. IDEA).

East Harlem Scholars Academies ensures the special education programs and services as indicated on each student's IEP are provided directly to the student during school hours. The school provides support services to students to ensure that IEP mandates and measurable goals are met, including a Collaborative Team Teaching (CTT) classroom in each grade level. Special education students at East Harlem Scholars Academies, when appropriate according to their IEPs, receive their adapted curriculum work and other therapies such as speech-language therapy and occupational therapy, within a regular education classroom. Special educators and related-service providers (i.e. speech and language, occupational and physical therapists) provides both push-in and pull-out services to special education students as required by their IEPs.

East Harlem Scholars Academies had the capacity to undertake an extensive student outreach plan to ensure that a broad range of families in East Harlem were informed about the school and could apply to enroll their age-eligible children. In particular, East Harlem Scholars Academies' Applicant Team and founding Board have tremendous connections and visibility in East Harlem,



ment and Retention Targets

as does the East Harlem Tutorial Program, which has served the community for more than half a century.

The outreach plan included an intensive, targeted (and ongoing) community information strategy, which was conducted by the Applicant Team, School Leadership and the East Harlem Tutorial Program. The plan aimed to:

- a) build widespread community awareness about East Harlem Scholars Academies
- b) demonstrate to parents and youth in the community the importance of education and the critical role of parental involvement and decision-making in the academic achievement and outcomes of children
- c) inform parents and youth about East Harlem Scholars Academies' curriculum and academic model.

East Harlem Scholars Academies also established a website during the charter term that conveyed information about the School, its curriculum and its events and activities. Our website focuses on the following:

- a) East Harlem Scholars Academies' commitment to educational excellence, strong academic focus, rigorous curriculum and instructional staff, as well as its relationship with the East Harlem Tutorial Program
- b) the extended day program
- c) the use of data-driven decision-making, innovative instructional practices and comprehensive academic support to help students achieve.

Retention of ELL and Students Receiving Special Education Services

The school has taken several measures to ensure that its ELL and special education students return to the school each year. All of the school's ELL and special education students have stated that they are returning next year.

The school has two full-time ELL specialists who see small groups of students daily and meets with families regularly to offer them support. All of the school documents and verbal presentations are translated for the school's ELL families.

East Harlem Scholars Academies also has both a full-time Special Education Coordinator and 2 full-time Social Workers. These staff members ensure that special education needs are being met for the scholars and that all related services are contracted in from the Department of Education. (Counseling is provided by the school's social worker.) In addition, the school hosted a very well-attended and informative parent workshop on special education. Each grade level has one Collaborative Team Teaching class so that the school is



Implementation and Retention Targets

able to meet the requirements of students who need to receive instruction from a certified special education teacher.

We plan to continue our efforts in these areas in 2016-17. We have been very successful at attracting and retaining students from CSD 4, including special education, ELL, and low-income families.



Entry 12 Teacher and Administrator Attrition

Created: 07/14/2016

Last updated: 07/29/2016

Report changes in teacher and administrator staffing.

Page 1

Instructions for completing the Teacher and Administrator Attrition Tables

The following tables reflect formatting in the online portal required for Regents authorized charter schools. Schools should provide, for teachers and administrators only, the full time equivalent (FTE) of staff on June 30, 2015; the FTE for added staff from July 1, 2015 through June 30, 2016; and the FTE for any departed staff from July 1, 2015 through June 30, 2016 using the two tables provided.

2015-16 Teacher Attrition Table

	FTE Teachers on June 30, 2015	FTE Teachers Departed 7/1/15 - 6/30/16	FTE Teachers Filling Vacant Positions 7/1/15 - 6/30/16	FTE Teachers Added in New Positions 7/1/15-6/30/16	FTE of Teachers on June 30, 2016
	18	3	3	12	28

2015-16 Administrator Position Attrition Table

	FTE Administrative Positions on June 30, 2015	FTE Administrators Departed 7/1/15 - 6/30/16	FTE Administrators Filling Vacant Positions 7/1/15 - 6/30/16	FTE Administrators Added in New Positions 7/1/15-6/30/16	FTE Administrative Positions on June 30, 2016
	3	1	1	1	4

Thank you

Scholars Academies
Family Calendar
2016-17

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

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

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

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

Nov-16						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	●	●	5
6	7	*	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

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

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

Feb-17						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	●	●	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				

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

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

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

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

Notes & Holidays - needs to be edited	
8/17/16	* First Day of School
9/5/16	Labor Day - No school
9/7/16	Pre-K Teacher Development - No School Pre-K only
10/3/16	Rosh Hashannah
10/4/16	All staff PD - No school
10/25/16	Half Day - Teacher Data Day
11/3/16	Family Conferences - After school
11/4/16	No school - Family Conferences
11/8/16	Pre-K Teacher Development - No School Pre-K only
11/11/16	All EHTP Retreat - No school
11/22/16	Community Feast
11/23/16 - 11/25/16	Thanksgiving Break - No school
12/19/2016 - 01/01/2016	Winter Break
1/2/17	All staff PD - No school
1/16/17	MLK Day - early dismissal
1/17/17	Pre-K Teacher Development - No School Pre-K only
1/24/17	Half Day - Teacher Data Day
2/2/17	Family Conferences - After school
2/3/17	No school - Family Conferences
2/17/17	All staff PD - No school
2/20/2017 - 2/24/2017	Mid-Winter Break
2/28/17	Half Day - Teacher Data Day
3/14/17	Pre-K Teacher Development - No School Pre-K only
3/28/17 - 3/30/17	NYS ELA Test
4/17/17	All EHTP Retreat - No school
4/20/17	Family Conferences - After school
4/21/17	No school - Family Conferences
4/10/2017 - 4/14/2017	Easter Break
5/2/17 - 5/4/17	NYS Math Test
5/29/17	Memorial Day - No school
5/24/17 - 6/2/17 & 6/5/17	NYS Science Test
6/6/17	Half Day - Teacher Data Day
6/14/17	Last Day of School - 1:30 p.m. dismissal

	All-Academies PD
	1:30pm dismissal
	State Testing
*	(Pre-K only) NO SCHOOL
	NO SCHOOL
●	Family Conferences
●	Family Conferences (No School)
*	Start Date
*	End Date

* Revised 07/27/2016