

Application: Broome Street Academy

Jen Pasek - jen@pasekconsulting.com
2020-2021 Annual Report

Entry 1 School Info and Cover Page

In Progress Last edited: Nov 2 2021

Instructions

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2020-2021 school year are not required to complete or submit an annual report this year).

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 school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2021)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

BROOME STREET ACADEMY CHARTER HIGH SCHOOL 310200860992

a1. Popular School Name

BSA

b. CHARTER AUTHORIZER (As of June 30th, 2021)

Please select the correct authorizer as of June 30, 2021 or you may not be assigned the correct tasks.

SUNY BOARD OF TRUSTEES

c. DISTRICT / CSD OF LOCATION

CSD # 2 - MANHATTAN

d. DATE OF INITIAL CHARTER

10/2010

e. DATE FIRST OPENED FOR INSTRUCTION

8/2011

h. SCHOOL WEB ADDRESS (URL)

<https://broomestreetacademy.org/>

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2020-2021 SCHOOL YEAR (exclude Pre-K program enrollment)

360

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2021 (exclude Pre-K program enrollment)

314

k. GRADES SERVED IN SCHOOL YEAR 2020-2021 (exclude Pre-K program students)

Check all that apply

Grades Served

9, 10, 11, 12

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

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2021-2022?

No, just one site.


School Site 1 (Primary)

m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	121 Avenue of the Americas 5th Floor	212-453-0295	NYC CSD 2	9-12	12

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Melissa Silberman			
Operational Leader	Keith Morton			
Compliance Contact	Keith Morton			
Complaint Contact	David Zurndorfer			
DASA Coordinator	Carl Allen			
Phone Contact for After Hours Emergencies	Melissa Silberman			

m1b. Is site 1 in public (co-located) space or in private space?

Private Space

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2021.

Site 1 Certificate of Occupancy (COO)

[B A C of O .docx](#)

Filename: B A C of O .docx **Size:** 12.0 kB

Site 1 Fire Inspection Report

[B A fire inspection.docx](#)

Filename: B A fire inspection.docx **Size:** 11.9 kB

CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR

n1. Were there any revisions to the school’s charter during the 2020-2021 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 admissions/enrollment policy	Nonmaterial revisions to admissions policy	July 21, 2020	March 9, 2021
2	Change in mission, vision or philosophy	Nonmaterial revision to mission statement	July 21, 2020	March 9, 2021
3	Other	Nonmaterial revision to key design element #4	August 4, 2020	March 9, 2021
4	Change in complaint policy	Nonmaterial updates to complaint policy	July 21, 2020	March 9, 2021
5	Change in Bylaws	Nonmaterial updates to bylaws	August 4, 2020	March 9, 2021

More revisions to add?

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)
6	Change in discipline or code of conduct policy	Nonmatieral updates to discipline policy	August 4, 2020	March 9, 2021
7				
8				
9				
10				

o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?

Yes

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report.

Name	Jen Pasek
Position	Consultant
Phone/Extension	518-542-9810
Email	jen@pasekconsulting.com

p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYS ED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES** to agree.

Responses Selected:

Yes

q. Our signatures (Executive Director/School Leader/Head of School and Board President) 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. Click **YES** to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).

Responses Selected:

Yes

Signature, Head of Charter School

A handwritten signature in black ink on a light gray background. The signature is cursive and appears to read "M. D. H. L." followed by a flourish.

Signature, President of the Board of Trustees

A handwritten signature in black ink on a light gray background. The signature starts with the initials 'M.' followed by a series of loops and a long horizontal stroke at the end.

Date

Nov 1 2021

Thank you.



Entry 3 Accountability Plan Progress Reports

Completed Nov 1 2021

Instructions

SUNY-Authorized Charter Schools ONLY

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report template](#). After completing, schools must upload the document into the SUNY Epicenter system by **August 16, 2021**.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[BSA 2020-21 APPR 100721_FINAL](#)

Filename: BSA 2020 21 APPR 100721 FINAL.docx Size: 73.0 kB

Entry 4 - Audited Financial Statements

Incomplete

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements in .pdf format into the

SUNY Epicenter system no later than **November 1, 2021**. SUNY CSI will forward to NYSED CSO.

ALL Regents, NYCDOE, and Buffalo BOE authorized charter schools must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2021**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report one submission, combined into .PDF file, ensuring that security features such as password protection are turned off.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 4a - Audited Financial Report Template (SUNY)

Incomplete

Instructions - SUNY-Authorized Charter Schools ONLY

SUNY-authorized schools must download the Excel spreadsheet entitled "Audited Financial Report Template" at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the SUNY Epicenter system by **November 1**.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 4c - Additional Financial Documents

Incomplete Hidden from applicant

Instructions - Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents in this section **by November 1, 2021**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, "federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold."

1. Advisory and/or Management letter
2. Federal Single Audit
3. CSP Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school^[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

^[1] Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 4d - Financial Services Contact Information

Incomplete Hidden from applicant

Instructions: Please enter the contact information for school staff, firms or other entities providing financial services to the education corporation **by November 1, 2021**.

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm

3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

Entry 5 - Fiscal Year 2021-2022 Budget

Completed Nov 1 2021

Instructions - Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload copy of the school's FY21 Budget using the 2021-2022 [Projected Annual Budget template](#) in the portal or from the Annual Report website **by November 1, 2021**.

The assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, 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.

Instructions - SUNY authorized charter schools should download the [2021-2022 Budget and Quarterly Report Template](#) on the SUNY website or Epicenter and upload the completed template into the portal **by November 1, 2021**.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[BSA BUDGET FY 2021 - 2022 APPROVED BUDGET](#)

Filename: BSA BUDGET FY 2021 2022 APPROVED BUDGET.xlsx **Size:** 762.7 kB

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed Nov 1 2021

Required of ALL Charter Schools by August 2

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2020-2021 school year must complete a signed:

- Regents, NYCDOE, and Buffalo BOE Authorized Schools: [Disclosure of Financial Interest Form](#)
- SUNY- Authorized Charter Schools: [SUNY Trustee Financial Disclosure Form](#)

All completed forms must be collected and uploaded in .PDF format for each individual member. **If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee.** (Forms completed from past years will not be accepted).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the **education** corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation. Note: Docusign is accepted.

BOT Files v2

Filename: BOT Files v2.pdf Size: 2.5 MB

BSA BOT Nov 1 upload

Filename: BSA BOT Nov 1 upload.pdf Size: 1.6 MB

Entry 7 BOT Membership Table

Completed Nov 1 2021

Instructions

Required of All charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

Entry 7 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

1. 2020-2021 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2020-2021
1	M. David Zurndorfer		Chair	Executive	Yes	6	09/02/2019	09/30/2021	12
2	Monica de la Torre		Vice Chair	Executive, Grievance, Development	Yes	6	09/02/2019	09/30/2021	12
3	Noah Leff		Treasurer	Executive, Finance, Audit	Yes	6	09/02/2019	09/30/2021	9
4	Catherine Aquila		Secretary	Executive, Development	Yes	2	09/02/2019	09/30/2021	12
5	Marlene Nadel		Trustee/Member	Finance	Yes	6	09/02/2019	09/30/2021	7
6	Kate Jaxheimer		Trustee/Member	--	Yes	1	09/02/2019	9/30/2021	12

	Agarwal								
7	Joaquin Pichardo		Parent Rep	--	Yes	1	09/02/2019	9/30/2021	5 or less
8	Gail Schargel		Trustee/Member	Program, Investment, Grievance	Yes	2	9/2/2019	9/30/2021	12
9	Elaine Schott		Trustee/Member	Program, Development	Yes	4	09/02/2020	9/30/2022	7

1a. Are there more than 9 members of the Board of Trustees?

Yes

1b. Current Board Member Information

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2020-2021
10	Herbert Elish		Trustee/Member	Finance, Executive	Yes	4	9/2/2020	9/30/2022	12
11	Vanda Belusic-Vollor		Trustee/Member	Program	Yes	2	09/02/2020	9/30/2022	11
12	Benjamin Felt		Trustee/Member	Finance, Investment, Development	Yes	3	09/02/2020	3/17/2021	9
13	Stephanie Durden Barfield		Trustee/Member	Program, Finance, Audit	Yes	2	09/30/2020	09/30/2022	9
14	Jeffrey Katzin		Trustee/Member	Program, Investment, Development, Audit	Yes	2	9/30/2020	9/30/2022	10
15	Lauren Blum		Trustee/Member	Investment	Yes	1	2/1/2021	9/30/2022	5 or less

1c. Are there more than 15 members of the Board of Trustees?

Yes

1d. 2020-2021 Board Member Information

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2020-2021
16	John Quinn		Trustee/Member	--	Yes	1	3/18/2021	9/30/2022	5 or less
17	Fernando Snowden-Lorence		Trustee/Member	--	Yes	1	6/21/2021	9/30/2022	5 or less
18									
19									
20									
21									

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2021	16
b.Total Number of Members Added During 2020-2021	3
c. Total Number of Members who Departed during 2020-2021	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	16

3. Number of Board meetings held during 2020-2021

12

4. Number of Board meetings scheduled for 2021-2022

12

Thank you.

Entry 8 Board Meeting Minutes

Incomplete Hidden from applicant

Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY

Schools must upload complete set of monthly board meeting minutes (July 2020-June 2021), which should match the number of meetings held during the 2020-2021 school year, indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or one single combined file. Board meeting minutes must be submitted by August 2, 2021.

Entry 9 Enrollment & Retention

Completed Nov 1 2021

Instructions for submitting Enrollment and Retention Efforts

ALL charter schools must complete this section. Describe the good faith efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), 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 2021-2022.

Entry 9 Enrollment and Retention of Special Populations

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2020-2021 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 2021-2022.

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
	B A is dedicated to serving students in the most vulnerable populations in the City, who are at the most risk for academic failure. Our lottery policy includes a 50% set-aside preference for students who indicate that they are homeless, transitionally housed, unaccompanied youth, in foster	

<p>Economically Disadvantaged</p>	<p>care, or otherwise involved in the child welfare system. B A's recruitment efforts are targeted to areas and at schools that serve high percentages of students who are ED, SWD, and ELLs, and community-based organizations with a focus on serving homeless youth. B A consistently meets our enrollment targets for ED students. We continue to refine our targeted mailings to middle schools to ensure that we are reaching families with ED students. Due to COVID-19, we did not conduct in-person recruitment. We participated in the New York City Charter Center's virtual recruitment fair in 2021.</p>	<p>In 2020-2021, our enrollment of ED students again substantially exceeded that of CSD 2. Going forward, we will continue to implement the strategies listed to the left. B A will use these strategies, with adjustments as needed to respond to enrollment trends and any changes in the conditions for returning to the physical building full time.</p>
<p>English Language Learners</p>	<p>To recruit ELLs, we conduct outreach in communities and Family Welcome Centers in Queens, Manhattan, and Brooklyn where families speak languages other than English or Spanish, including Arabic, Mandarin, and Cantonese. In addition, members of the B A team canvas in neighborhoods on the Lower East Side and in Brooklyn that have large concentrations of ELLs. We also run advertisements in El Diario, a Spanish-language newspaper. As the majority of our ELL population are Spanish-speaking, we offer materials translated in Spanish. The paper application is available in English, Spanish, Mandarin, and Arabic and SchoolMint offers a Spanish</p>	<p>In 2020-2021, our enrollment of ELLs was within several percentage points of CSD 2. Going forward, we will continue to implement the strategies listed to the left (resuming in-person activities) and will ensure that translation and one-on-one support for enrollment are available for ELLs and their families.</p>

	<p>version for the online application. Due to COVID-19, we were unable to visit the family welcome centers or visit in-person recruitment locations. We participated in the New York City Charter Center's virtual recruitment fair in 2021.</p>	
Students with Disabilities	<p>B A consistently exceeds our enrollment targets for SWD. Our recruitment efforts are concentrated on a list of middle schools, High School Fairs, and Family Welcome Centers throughout the City. This comprehensive approach to recruitment has resulted in B A consistently enrolling more SWD than both our district and the City. At the annual citywide High School Fairs and at Family Welcome Centers we distribute marketing materials that clearly state that all learners are welcome. Due to COVID-19, we did not conduct in-person recruitment. Instead we focused on targeted mailings. We participated in the New York City Charter Center's virtual recruitment fair in 2021.</p>	<p>In 2020-2021, our enrollment of SWD again substantially exceeded that of CSD 2. Going forward, we will continue to implement the strategies listed to the left. B A has developed a strong reputation as a school with a robust program for SWD and we are confident that our well-developed outreach strategies will continue ensuring enrollment of this population.</p>

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
	<p>Our entire program is designed to support students who are ED or in vulnerable categories. Strategies to support these students include:</p>	

Economically Disadvantaged

-Providing three meals a day prepared by a chef at no cost to any B A students. We continue to modify and improve recipes to ensure that students enjoy the offerings. As a school food authority, we are able to provide high-quality meals and most of our students choose to eat on campus.

-Offering extracurricular activities such as sports and clubs.

-Students also have the option to participate in after-school activities at The Door, our partner organization. These activities include dance, music, visual arts, tutoring, enrichment and community service, and are open to both Broome Street Academy students and other Door members ages 12-21. After-school Door programming extends until 8pm every weekday, with extended hours until 10pm on Wednesdays. In 2019-20, 85% of B A students engaged in enrichment activities at The Door before or after the school day. After-school Door programming extends until 8pm every weekday, with extended hours until 10pm on Wednesdays. In 2019-20, 85% of B A students engaged in enrichment activities at The Door before or after the school day.

In addition, through B A's partnership with The Door, these students have access (at no cost) to all wraparound services offered at The Door, including: Medical, dental, and vision services through The Door's

We will continue implementing the strategies listed to the left to ensure retention of ED students going forward. In addition, as students return to in-person instruction in 2021-22, B A is focused on training teachers in trauma-informed instruction and will be focused on mitigating learning loss due to the COVID-19 pandemic.

	<p>Adolescent Health Center; Counseling provided by The Door’s therapists and psychiatrists through the Mental Health Clinic; Legal services; Other academic supports including free AT prep, tutoring, and peer education; and Work-readiness programs (e.g., Service Works and This Way Ahead), where students have the opportunity to gain work-related skills through service-learning and acquire life and work skills via internships.</p>	
<p>English Language Learners</p>	<p>B A continues to implement the retention strategies in place. For all students, in 2020-21, we will be focused on maintaining frequent communication to ensure that students are engaged in a remote or hybrid learning model. We are providing all students with a Chromebook in 2020-21 to ensure access to our remote and hybrid programs. We are also preparing to address the mental health needs for students who will be impacted by the trauma of the COVID-19 pandemic. For our ELLs, we will continue to ensure that our ELL teacher is available to support students virtually during our hybrid and remote programs.</p>	<p>We will continue implementing the strategies listed to the left to ensure retention of ELLs going forward. In addition, as described above, our whole-school plans for returning to school after the COVID-19 pandemic are designed to support retention of students in all at-risk subgroups.</p>
	<p>B A continues to implement the retention strategies listed in prior years. To support teachers in effectively implementing an ICT model, we introduced the position of Dean of Diversity, Equity, and Inclusion in 2020-21.</p>	

Students with Disabilities

This Dean will observe co-planning sessions on a weekly basis. In addition, co-teaching pairs were required to submit lesson plans to the Director of Special Education weekly. For all students in 2020-21, we focused on maintaining frequent communication to ensure that students are engaged in a remote or hybrid learning model. We provided all students with a Chromebook in 2020-21 to ensure access to our remote and hybrid programs. We began addressing the mental health needs for students who were impacted by the trauma of the COVID-19 pandemic. For SWD, we continue to provide the same level of support through ICT classrooms while virtual, as well as responsive one-on-one outreach and support to ensure that SWD can successfully learn in our remote and hybrid programs.

We will continue implementing the strategies listed to the left to ensure the retention of SWD going forward. As we return to in-person instruction, we are focusing on whole-school strategies (as described above) to support students' success.

Entry 10 - Teacher and Administrator Attrition

Completed Nov 1 2021

Form for "Entry 10 - Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation

A. TEACH System - Employee Clearance

Charter schools must ensure that all prospective employees^[1] receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

^[1] Employees that must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must simultaneously request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at

<http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf>.

Attestation

Responses Selected:

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

Entry 11 Percent of Uncertified Teachers

Incomplete Hidden from applicant

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	
Total Category A: 5 or 30% whichever is less	0

CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	
. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	
Total Category B: not to exceed 5	0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	
. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	
Total Category C: not to exceed 5	0

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	



Thank you.

Entry 12 Organization Chart

Incomplete Hidden from applicant

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

Upload the 2020-2021 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart

Entry 13 School Calendar

Completed Nov 1 2021

Instructions for submitting School Calendar

Required of ALL Charter Schools

Given these uncertain and changing times, charter schools may or may not have school calendar ready to upload by the submission deadline this year of August 2, 2021. If the charter school has tentative calendar based on available information and guidance at the time, please submit with the August 2nd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2021**.

School calendars must meet the [minimum instructional requirements](#) required of other public schools *"... unless the school's charter requires more instructional time than is required under the regulations."*

Board of Regents-authorized charter schools are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

BSA 2021-2022 School Break Calendar (1)

Filename: BSA 2021 2022 School Break Calendar 1.pdf **Size:** 214.2 kB

Entry 14 Links to Critical Documents on School Website

Completed Nov 1 2021

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Most recently filed Annual Report (i.e., 2019-2020 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

Form for Entry 14 Links to Critical Documents on School Website

School Name: **Broome Street Academy**

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school’s website for each of the items:

	Link to Documents
1. Most Recent Annual Report (i.e., 2019-20)	https://broomestreetacademy.org/compliance/
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	https://broomestreetacademy.org/compliance/
2a. Webcast of Board Meetings (per Governor's Executive Order)	https://broomestreetacademy.org/compliance/
3. Link to NYS School Report Card	https://broomestreetacademy.org/compliance/
4. Lottery Notice announcing date of lottery	https://broomestreetacademy.org/compliance/
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	
6. District-wide Safety Plan	https://broomestreetacademy.org/compliance/
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	https://broomestreetacademy.org/compliance/
7. Authorizer-Approved FOIL Policy	https://broomestreetacademy.org/compliance/
8. Subject matter list of FOIL records	https://broomestreetacademy.org/compliance/

Thank you.



Entry 15 Staff Roster

Incomplete Hidden from applicant

INSTRUCTIONS

Required of Regents-Authorized Charter Schools ONLY

Please click on [the MS Excel Staff Roster Template](#) and provide the following information for ANY and ALL instructional and non-instructional employees.

- Full name for any and all employees
- TEACH IDs for any and all employees
- Using the drop down menu, select role/position (or the best fit) for each employee in the charter school. (Please provide additional information to the Notes Section of the Staff Roster Template necessary)
- Date of hire and employment start dates
- Number of years each employee has had in their respective professions
- Number of years each employee has had in their current role in the charter school
- Using the drop down menu, select the correct explanation to why teacher is teaching outside of their certification area.