

Application: Broome Street Academy Charter High School

Lester Samson - lsamson@broomestreetacademy.org
2022-2023 Annual Report

Summary

ID: 0000000265

Last submitted: Nov 2 2023 07:28 AM (EDT)

Entry 1 School Info and Cover Page

Completed - Aug 23 2023

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 the [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 2022-2023 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, 2023**) 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 800000069913

a1. Popular School Name

Broome Street Academy

b. CHARTER AUTHORIZER (As of June 30th, 2023)

Please select the correct authorizer as of June 30, 2023 or you may not be assigned the correct tasks.

SUNY BOARD OF TRUSTEES

c. School Unionized

Is your charter school unionized?

No

d. DISTRICT / CSD OF LOCATION

CSD # 2 - MANHATTAN

e. Date of Approved Initial Charter

Oct 1 2010

f. Date School First Opened for Instruction

Sep 1 2011

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

SUNY authorized

h. School Website Address

www.broomestreetacademy.org

i. Total Approved Charter Enrollment for 2022-2023 School Year

320

j. Total Enrollment on June 30, 2023 - excluding Pre-K program enrollment

289

k. Grades Served

Grades served during the 2022-2023 school year (exclude Pre-K program students):

Use the CTRL button to select multiple grades to accurately capture every grade level served.

Responses Selected:

9

10

11

12

I. Charter Management Organization

Do you have a [Charter Management Organization](#)?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2023-2024?

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 previous year (K-5, 6-9, etc.)	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	9-12	12

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Derek Jones				
Operational Leader	Lester Samson				
Compliance Contact	Lester Samson				
Complaint Contact	M. David. Zurndorfer				
DASA Coordinator	Meredith Soffrin				
Phone Contact for After Hours Emergencies	Derek Jones				

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, 2023.

- **Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.**
- **If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2023.**

Site 1 Certificate of Occupancy (COO)

[555 Broome St - TCO - May 2023 - Aug 2023.pdf](#)

Filename: 555 Broome St - TCO - May 2023 - Aug 2023.pdf **Size:** 57.7 kB

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

n. List of owned, rented, leased facilities not used to educate students

Separate by semi-colon (;)

N/A

CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

o. Were there any revisions to the school's charter during the 2022-2023 school year? (Please include approved or pending material and non-material charter revisions).

Please note, listing the revisions here does not constitute a request. Schools are advised to seek revision requests through their authorizer directly.

No

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).

Name	Lester Samson
Position	Sr. Director of Operations
Phone/Extension	(No response)
Email	lsamson@broomestreetacademy.org

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

As outlined in ENTRY 10:

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 [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES** to agree.

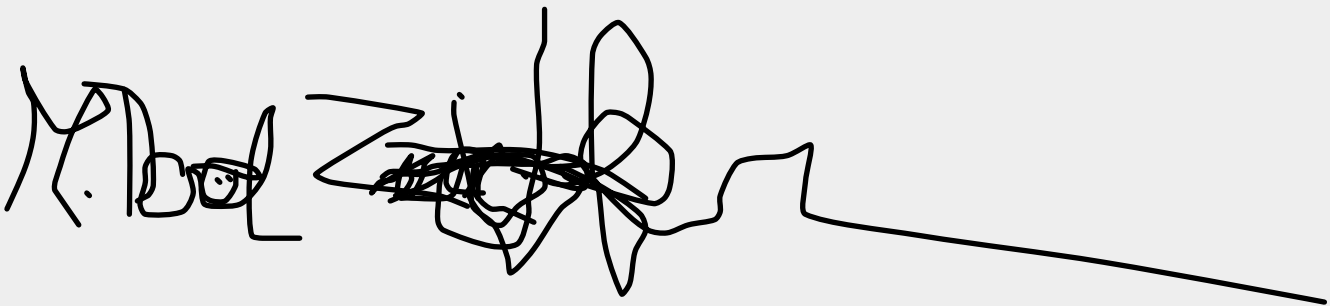
Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

Aug 1 2023

Thank you.



Entry 2 Links to Critical Documents on School Website

Completed - Aug 23 2023

Instructions

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

- Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
- Board meeting notices, agendas and documents;
- New York State School Report Card;
- Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
- District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#));
- Authorizer-approved FOIL Policy; and
- Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

[\[1\]](#) Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Report when financials have been submitted in November.)

Form for Entry 2 Links to Critical Documents on School Website

School Name: **Broome Street Academy Charter High School**

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved DASA policy and NYSED-Approved School Discipline 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:

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	https://broomestreetacademy.org/compliance/
2. Board meeting notices, agendas and documents	https://broomestreetacademy.org/compliance/
3. New York State School Report Card	https://broomestreetacademy.org/compliance/
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	https://broomestreetacademy.org/compliance/
6. Authorizer-approved FOIL Policy	https://broomestreetacademy.org/compliance/
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://broomestreetacademy.org/compliance/

Thank you.



Entry 3 Accountability Plan Progress Reports

Completed - Oct 23 2023

Instructions

SUNY-Authorized Charter Schools ONLY- Complete Template and Upload to Epicenter

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the Annual Report Portal, and into the SUNY Epicenter document management system by September 15, 2023.

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

[BSA SY22-23 APPR](#)

Filename: BSA_SY22-23_APPR.pdf Size: 437.9 kB

Entry 4 - Audited Financial Statements

Completed - Nov 1 2023

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

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, 2023**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2023 but will be identified as a required task thereafter and due on November 1, 2023. This is a required task, and it is marked optional for administrative purposes only.

[BSACHS FS23 Final](#)

Filename: BSACHS_FS23_Final.pdf Size: 508.1 kB

Entry 4a – Audited Financial Report Template (SUNY)

Completed - Nov 1 2023

[Instructions - SUNY-Authorized Charter Schools ONLY](#)

SUNY-authorized schools must download the Excel spreadsheet entitled “Audited Financial Statement Template” at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**.

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

[2022-23-Audited-Financial-Statement-Template BSA 11](#)

Filename: 2022-23-Audited-Financial-Stateme_3B4kYLj.xlsx Size: 175.2 kB

Entry 5 – Fiscal Year 2023-2024 Budget

Incomplete

SUNY-authorized charter schools should download the [2023-2024 Budget and Quarterly Report Template and the 2023-2024 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due November 1, 2023**.

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the [2023-2024 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due November 1, 2023**.

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

1. 2022-2023 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 Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	M.David Zurndorfer		Chair	Executive Committee	Yes	6	09/30/2021	09/30/2023	12
2	Monica de la Torre		Vice Chair	Executive Grievance Committee Development Committee	Yes	6	09/30/2021	09/30/2023	7
3	Lauren Blum		Treasurer	Finance Committee Audit Committee Executive Committee	Yes	1	09/30/2022	09/30/2024	11
4	Herb Elish		Trustee/Member	Executive Committee Program Committee	Yes	5	09/30/2022	09/30/2024	7

				e Finance Committee					
5	Catherine Aquila		Secretary	Executive Committee Development Committee	Yes	2	09/30/2021	09/30/2023	12
6	Stephanie Durden Barfield		Trustee/ Member	Audit Committee	Yes	3	09/30/2022	09/30/2024	8
7	Kathryn Jaxheimer Agarwal		Trustee/ Member	Program Committee Finance Committee Grievance Committee	Yes	3	09/30/2022	09/30/2024	10
8	Jeffrey Katzin		Trustee/ Member	Program Committee Audit Committee Development Committee	Yes	3	09/30/2022	09/30/2024	6
9	Fernando Snowden-Lorence		Trustee/ Member	Program Committee Development	Yes	1	09/30/2022	09/30/2024	8

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

Yes

1b. 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 2022-2023
10	Elaine Schott		Trustee/Member	Program Committee Development Committee	Yes	5	09/30/2022	09/30/2024	10
11	John Quinn		Trustee/Member	Grievance Committee Development Committee	Yes	2	09/30/2022	09/30/2024	7
12	Alexandra C. Wood		Trustee/Member	Development Committee	Yes	1	09/30/2022	9/30/2024	9
13	Noah Leff		Treasurer	Finance Committee	Yes	6	09/30/2021	06/13/2023	9
14	Vanda Belusic-Vollor		Trustee/Member	Program Committee	Yes	3	09/30/2022	06/13/2023	5 or less
15									

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

No

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, 2023	12
b.Total Number of Members Added During 2022-2023	0
c. Total Number of Members who Departed during 2022-2023	2
d.Total Number of members, as set in Bylaws, Resolution or Minutes	14

3. Number of Board meetings held during 2022-2023

12

4. Number of Board meetings scheduled for 2023-2024

12

Total number of Voting Members on June 30, 2023:

12

Total number of Voting Members added during the 2022-2023 school year:

0

Total number of Voting Members who departed during the 2022-2023 school year:

2

Total Maximum Number of Voting members in 2022-2023, as set by the board in bylaws, resolution, or minutes:

14

Thank you.

Entry 9 Enrollment & Retention

Completed - Aug 23 2023

Instructions for submitting Enrollment and Retention Efforts

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2022-2023 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 2023-2024.

*SUNY-authorized charter schools

The education corporation must include a plan for the charter to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the FRPL program. See the [enrollment and retention target calculator](#) to find specific targets.

Entry 9 Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	<p>BSA is dedicated to serving students in the most vulnerable populations in New York 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 care, or otherwise involved in the child welfare system. BSA's recruitment efforts are targeted to areas, community organizations, city agencies and schools that serve high percentages of students who are economically disadvantaged, homeless, students with disabilities, and English Language Learners. BSA consistently meets our targets for enrollment of students who are economically disadvantaged. We continue to refine our targeted recruitment strategies and the middle schools we partner with to ensure we reach families with economically disadvantaged students.</p>	<p>In 2022-2023, our enrollment of economically disadvantaged students exceeded that of CSD 2. Going forward, we will continue to implement the strategies listed to the left. BSA will use these strategies with adjustments as needed to respond to enrollment trends.</p>
English Language Learners	<p>To recruit English Language Learners, we conduct outreach in communities and the Family Welcome Centers in Queens, Manhattan, Brooklyn, and the Bronx with efforts to reach families who speak languages other than English. These languages include Spanish, Arabic, Mandarin, and Cantonese, and many other languages. In addition, members of the BSA team canvas neighborhoods on the Lower East</p>	<p>In 2022-2023, our enrollment of ELLs was lower, but within several percentage points of the enrollment average of CSD 2. For the 2023-24 school year we will continue to implement the strategies listed to the left and will build additional relationships with community based organizations and schools that serve significant numbers of families that speak languages other than English. In addition, we have added two new roles at the school that</p>

	<p>Side of Manhattan, and in Brooklyn and Queens that have large concentrations of families that speak languages other than English. We also run advertisements in El Diario, a Spanish-language newspaper. The majority of our ELL students are Spanish-speaking, and we provide all recruitment and enrollment materials in Spanish, Mandarin, and Arabic in addition to English.</p>	<p>support the recruitment, enrollment, and engagement of families that filled by staff members who speak both English and Spanish, and have added an academic counselor who speaks English and Mandarin.</p>
<p>Students with Disabilities</p>	<p>BSA consistently exceeds our enrollment targets for students with disabilities. Our recruitment efforts are concentrated on target and feeder middle schools, high school fairs and Family Welcome Centers throughout the city. This comprehensive approach has resulted in BSA consistently enrolling more students with disabilities than both our district and the city. At the annual High School Fairs and at Family Welcome Centers we distribute marketing materials that clearly state that all learners are welcome.</p>	<p>In 2022-2023, our enrollment of students with disabilities again exceeded that of CSD 2. Going forward, we will continue to implement the strategies listed to the left. BSA has developed a strong reputation as a school with a robust program for students with disabilities and we are confident that our well-developed outreach strategies will continue ensuring enrollment of this population.</p>

Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	<p>Our entire program is designed to support students who are economically disadvantaged or in vulnerable categories. Strategies to support these students include:</p> <ul style="list-style-type: none"> -Providing three meals a day prepared fresh by a chef at no cost to any BSA student. 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 for breakfast and lunch, and through our partnership with The Door, we also provide dinner. -Offering extracurricular activities such as varsity and junior varsity sports and clubs. -Access to after school activities in the same building with our partner organization, The Door. These activities include dance, music, visual arts, tutoring, enrichment, community service. These activities are available until 6pm every day. -We have four full time social workers to address the social emotional needs of students and support them in accessing resources both in and out of school. -Through BSA's partnership with The Door, students have access to all wraparound services offered at The Door at no cost. These services include: medical, dental, vision, psychiatry through the Adolescent Health Center; and therapists through the Mental Health Clinic; Legal Services; and academic and career supports including tutoring, 	<p>We will continue to implement the strategies to ensure the retention of economically disadvantaged students going forward.</p>

	<p>test prep, peer education, work readiness programs, Sumer Youth Employment, and internships.</p> <p>-We also added office hours led by teachers so that students can access individual and small group support up to four times a week in all core classes.</p>	
<p>English Language Learners</p>	<p>The retention strategies listed above also benefit our English Language Learners. We continue to focus on maintaining frequent communication with students and their parents/caregivers in their preferred language.</p>	<p>In addition to the strategies we implemented in 2022-23, in the 2023-24 school year we are adding another ESL licensed teacher to expand and improve our program for ELL students. We are also adding three new positions that are staffed by individuals who are bilingual in Spanish and Mandarin to communicate and collaborate with our ELL families thus further supporting retention and success of our ELL students.</p>
<p>Students with Disabilities</p>	<p>BSA continues to implement the retention strategies listed above that also benefit our students with disabilities. In the 2022-2023 school year, we increased the number of co-taught courses. All co-teaching pairs of teachers participated in professional development to support their successful collaboration in planning and teaching their classes using co-teaching models. All teachers also had professional development on understanding students IEPs, providing accommodations and modifications, and differentiation. We continue to work with teachers to strengthen their practices to support the success of all learners. Grade team meetings were also resumed this year to allow for teachers to share best practices and collaboratively define interventions for struggling</p>	<p>We will continue to implement the strategies listed to the left and above to ensure the retention of students with disabilities. In addition, we will be increasing the number of special education teachers for the 2023-24 school year to ensure more support in all core classes for students.</p>

students. We continue to collaborate closely with the NYC Committee on Special Education to ensure that student's IEPs are reflective of their current levels of performance and reflect the supports, modifications and accommodations that allow students to thrive in our inclusive setting.

Entry 10 – Teacher and Administrator Attrition

Completed - Aug 23 2023

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

A. TEACH System – Employee Clearance

Required of ALL Charter Schools

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 who 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. Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must 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 [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

^[1] Employees who 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.nysed.gov/common/nysed/files/programs/charter-schools/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

Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must 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 [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

Attestation

Responses Selected:

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

Entry 13 School Calendar

Completed - Aug 23 2023

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2023 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2023**.

School calendars must meet the [minimum instructional requirements](#) as 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 also 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 (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format and ensure there is a monthly tally of instructional days.

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

[BSA 2023-24 Calendar NYSED Compliance](#)

Filename: BSA_2023-24_Calendar_NYSED_Compliance.pdf Size: 132.7 kB