

Application: Broome Street Academy Charter High School

Keith Morton - kmorton@broomestreetacademy.org
2021-2022 Annual Report

Summary

ID: 0000000051

Labels: SUNY Trustees

Entry 1 School Info and Cover Page

Completed Sep 15 2022

[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 2021-2022 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, 2022)** 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, 2021)

Please select the correct authorizer as of June 30, 2022 or you may not be assigned the correct tasks.

SUNY BOARD OF TRUSTEES

d. DISTRICT / CSD OF LOCATION

CSD # 2 - MANHATTAN

e. DATE OF INITIAL CHARTER

10/2010

f. DATE FIRST OPENED FOR INSTRUCTION

8/2011

c. School Unionized

Is your charter school unionized?

No

h. SCHOOL WEB ADDRESS (URL)

<https://broomestreetacademy.org>

i. Total Approved Charter Enrollment for 2021-2022 School Year (exclude Pre-K program enrollment)

320

j. Total Enrollment on June 30, 2022 (exclude Pre-K program enrollment)

294

k. Grades Served during the 2021-2022 School Year (exclude Pre-K program students)

Check all that apply

Grades Served	9, 10, 11, 12
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I1. 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 2022-2023?

No, just one site.

BROOME STREET ACADEMY CHARTER HIGH SCHOOL 800000069913

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	212-453-0295	NYC CSD 2	9-12	12

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Matthew Molloy	Interim Head of School	212-453-0295		mmolloy@brookmestreetacademy.org
Operational Leader	Keith Morton	Senior Director of Operations	212-453-0295		kmorton@brookmestreetacademy.org
Compliance Contact	Keith Morton	Senior Director of Operations	212-453-0295		kmorton@brookmestreetacademy.org
Complaint Contact	David Zurndorfer	Board President	212-453-0295		mzurndorfer@proskauer.com
DASA Coordinator	Kelly Thomas	Dean of Students	212-453-0295		kethomas@brookmestreetacademy.org
Phone Contact for After Hours Emergencies	Matthew Molloy	Interim Head of School	212-453-0295		mmolloy@brookmestreetacademy.org

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.

- **Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2021.**
- **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, 2022.**

Site 1 Certificate of Occupancy (COO)

[555 Broome TCO issued 6.29.22 \(002\).pdf](#)

Filename: 555 Broome TCO issued 6.29.22 (002).pdf **Size:** 57.7 kB

Site 1 Fire Inspection Report

CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2021-2022 school year? (Please include approved or pending material and non-material charter revisions).

No

o. Has your school's Board of Trustee's approved a budget for the 2021-2022 FY?

Yes

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	Keith Morton
Position	Senior Director of Operations
Phone/Extension	212-453-0268
Email	kmorton@broomestreetacademy.org

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 [NYSED 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).**

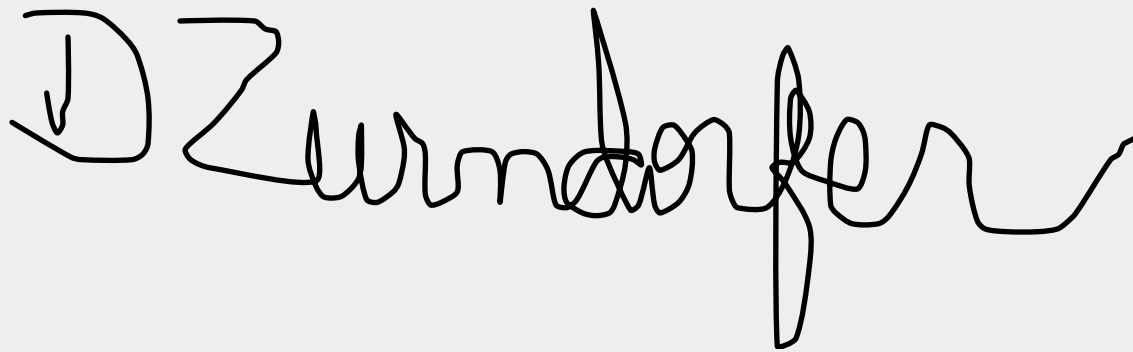
Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

Aug 1 2022

Thank you.



Entry 3 Accountability Plan Progress Reports

Incomplete

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 SUNY Epicenter system by **September 15, 2022**. SUNY CSI will forward to NYSED CSO.

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

Entry 4 - Audited Financial Statements

Incomplete

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO. **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, 2022**. 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 2022 but will be identified as a required task thereafter and due on November 1, 2022. 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 no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO.

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 and submit by **November 1, 2022**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a "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

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2022**.

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 2022-2023 Budget

Incomplete

SUNY-authorized charter schools should download the [2022-23 Budget and Quarterly Report Template and the 2022-23 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed template into Epicenter. SUNY CSI will forward to NYSED CSO. **Due November 1, 2022.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the [2022-2023 Budget Template](#) in the portal or from the Annual Report website. **Due November 1, 2022.**

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.

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

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed Sep 15 2022

Due on August 1, 2022, 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 2021-2022 school year must complete and sign a [Trustee Disclosure of Financial Interest Form](#). Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for completing the form for trustees who left the board during the reporting year.**

Forms completed from past years will not be accepted. **Only the latest version of the form** (updated in April, 2022) is acceptable.).

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.

[Alexandra Wood](#)

Filename: Alexandra Wood.pdf **Size:** 1.2 MB

[David Zurndorfer](#)

Filename: David Zurndorfer.pdf **Size:** 1.2 MB

[Cathy Aquila](#)

Filename: Cathy Aquila.pdf **Size:** 1.2 MB

[John Quinn](#)

Filename: John Quinn.pdf **Size:** 178.7 kB

[Elaine Schott](#)

Filename: Elaine Schott.pdf **Size:** 1.1 MB

[Gail Schargel](#)

Filename: Gail Schargel.pdf **Size:** 1.8 MB

[Lauren Blum](#)

Filename: Lauren Blum.pdf **Size:** 1.2 MB

[Monica De la Torre](#)

Filename: Monica De la Torre.pdf **Size:** 1.4 MB

[Sarah Weeks](#)

Filename: Sarah Weeks.pdf **Size:** 1.3 MB

[Jeffrey Katzin](#)

Filename: Jeffrey Katzin.pdf **Size:** 1.2 MB

[Stephanie Durden Barfield](#)

Filename: Stephanie Durden Barfield.pdf **Size:** 11.9 MB

[Fernando Snowden-Lorence](#)

Filename: Fernando Snowden Lorence.pdf **Size:** 2.4 MB

[Vanda Belusic Disclosure](#)

Filename: Vanda Belusic Disclosure.pdf **Size:** 120.7 kB

[Noah Leff Disclosure](#)

Filename: Noah Leff Disclosure.pdf **Size:** 1.1 MB

[Kathryn Jaxheimer Disclosure](#)

Filename: Kathryn Jaxheimer Disclosure.pdf **Size:** 5.2 MB

Entry 7 BOT Membership Table

Completed Sep 15 2022

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.

BROOME STREET ACADEMY CHARTER HIGH SCHOOL 80000069913

Authorizer:

Who is the authorizer of your charter school?

SUNY

1. 2021-2022 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 2021-2022
1	M. David Zurndorfer		Chair	Executive	Yes	6	10/01/2021	09/30/2023	12
2	Monica de la Torre		Vice Chair	Executive, Grievance, Development	Yes	6	10/01/2021	09/30/2023	9
				Executive					

3	Noah Leff		Treasurer	e, Finance, Audit	Yes	6	10/01/2021	09/30/2023	10
4	Catherin Aquila		Secretary	Executive, Development	Yes	2	10/01/2021	09/30/2023	12
5	Herbert Elish		Trustee/Member	Executive, Program, Finance	Yes	4	10/01/2021	09/30/2023	12
6	Katie Jaxheimer Agarwal		Trustee/Member	Program, Finance, Grievance	Yes	2	10/01/2021	09/30/2023	12
7	Joaquin Pichardo		Parent Rep		Yes	1	09/02/2019	09/30/2021	5 or less
8	Gail Schargel		Trustee/Member		Yes	2	10/01/2021	05/24/2022	10
9	Elaine Schott		Trustee/Member	Development	Yes	4	10/01/2021	09/30/2022	7

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 2021-2022
10	Vanda Belusic - Voller		Trustee/Member	Program	Yes	2	10/01/2020	09/30/2022	9
11	Stephanie Durden Barfield		Trustee/Member	Audit	Yes	2	10/01/2020	09/30/2022	11
12	Jeffrey Katzin		Trustee/Member	Program, Audit, Development	Yes	2	10/01/2020	09/30/2022	9
13	Lauren Blum		Trustee/Member	Finance	Yes	1	10/01/2020	09/30/2022	9
14	John Quinn		Trustee/Member	Grievance, Development	Yes	1	10/01/2020	09/30/2022	9
15	Fernando Snowden-Lorence		Trustee/Member	Program, Development	Yes		10/01/2020	09/30/2022	9

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

Yes

1d. 2021-2022 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 2021-2022
16	Sarah Weeks		Trustee/Member	Program	Yes		08/05/2021	04/13/2022	9
17	Alexandra Wood		Trustee/Member	Development	Yes		10/01/2020	09/30/2022	12
18	Marlene Nadal		Trustee/Member		Yes	6	09/02/2019	09/30/2021	5 or less
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, 2022	14
b.Total Number of Members Added During 2021-2022	2
c. Total Number of Members who Departed during 2021-2022	4
d.Total Number of members, as set in Bylaws, Resolution or Minutes	18

3. Number of Board meetings held during 2021-2022

12

4. Number of Board meetings scheduled for 2022-2023

12

Total number of Voting Members on June 30, 2022:

14

Total number of Voting Members added during the 2021-2022 school year:

2

Total number of Voting Members who departed during the 2021-2022 school year:

4

Total Maximum Number of Voting members in 2021-2022, as set by the board in bylaws, resolution, or minutes:

18

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 a complete set of monthly board meeting minutes (July 2021-June 2022), which should match the number of meetings held during the 2021-2022 school year, as 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 as one single combined file. Board meeting minutes must be submitted by **August 1, 2022**.

Entry 9 Enrollment & Retention

Completed Sep 15 2022

[Instructions for submitting Enrollment and Retention Efforts](#)

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2021-2022 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 2022-2023.

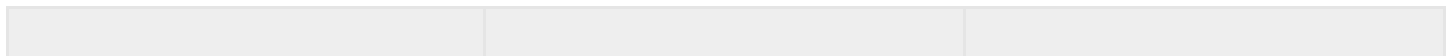
Entry 9 Enrollment and Retention of Special Populations

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
Economically Disadvantaged	<p>BSA 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 care, or otherwise involved in the child welfare system. In 2021-2022 BSA's ED student enrollment again, as in previous years, was higher than that of CSD 2. BSA's recruitment efforts are targeted to areas and schools that serve high percentages of students who are ED, SWD, and ELLs, as well as community based organizations that server homeless youth. As in previous years BSA has consistently met it's targets for economically disadvantaged students. We have actively and intentionally advertised in print and digital media in the neighborhoods where these students live, invited families for in-person tours, made partnerships with government agencies and CBOs serving ED youth, and strengthened our partnership with our institutional partner The Door.</p>	<p>We will continue with strategies from the prior year, however with an expansion of efforts into neighborhoods that experienced declines or reallocation of income due to the pandemic, those experiencing unprecedented food insecurity due to inflation and rent increases, learning loss due to the pandemic, and other co-existing variables that did not exist in previous years. If the NYCDOE fully returns to in-person welcome centers and high school fairs in the fall we will join as we did prior to the pandemic.</p>
	<p>To support recruitment of ELLs we hired a bilingual Spanish speaking Recruitment and Enrollment Counselor, and targeted Spanish speaking</p>	

<p>English Language Learners</p>	<p>neighborhoods for outreach through school mailings, direct mail, and print/digital advertising in Spanish. We also conduct outreach in neighborhoods in all five boroughs with significant Arabic and French speakers, as well as those representing several African dialects. We also advertised for the first time in a newspaper serving immigrants and families originally from India. The majority of our ELLs are Spanish-speaking, however our application is available in English, Spanish, Mandarin, French, and Arabic and we conduct outreach in neighborhoods with those populations.</p>	<p>In 2022-2023 we will continue to analyze the city's trends in immigrant languages spoken and continue to identify neighborhoods with underserved populations of ELLs. BSA proudly educates students from all five boroughs and originating from five continents - we are committed to identifying where the need is and conducting outreach in those areas. Outreach will be in person and in print and digital media.</p>
<p>Students with Disabilities</p>	<p>BSA is committed to recruiting students with disabilities. We consistently serve a population higher than the city average. We explicitly state in all of our outreach materials that we welcome all students, including those with IEPs. Additionally, we are located in a fully accessible building with multiple elevators. We advertise and conduct outreach activities in neighborhoods with high rates of underserved students with disabilities and believe that diversity comes in a variety of different forms, and pride ourselves in welcoming all students.</p>	<p>We will continue to give voice to our duty and responsibility as a public charter school to be an inclusive, and safe place to learn for all NYC high school students. Our well developed outreach strategies to SWD will continue and we will actively enroll this population as in years past.</p>

Retention Efforts Toward Meeting Targets



	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
Economically Disadvantaged	<p>The BSA program was designed and chartered to recruit and retain students in vulnerable situations. The school chef provided, fresh, delicious, hot breakfast and lunches to our students, and through our partnership with The Door students had access to a food pantry for dinner.</p> <p>The school also offered a full sports program with boys and girls basketball, co-ed flag football, volleyball, track, and more. There were also after school clubs for music production, Anime, yoga, and several others.</p> <p>In addition, our community school model provides medical, dental, vision, counseling, and legal services at no cost through our partnership with The Door.</p> <p>As COVID 19 restrictions started to lessen, students gained access to The Door's Center Space after school to relax and socialize with friends and enjoy snacks.</p>	<p>We will continue with the previous year's retention efforts for ED students and offer robust wraparound services to these students. In addition there will be a return to dinner service at The Door as pandemic restrictions lessen, and understanding grows.</p> <p>Also, we are working on exciting new initiatives with The Door that will expand access to unique learning opportunities for this population. We will grow our post secondary readiness program efforts, which will uniquely engage ED students as in years past. We have also retained 10 tutoring fellows that will support our efforts to address learning loss for the incoming class of 9th graders and other high-need individuals. Lastly, we will continue with our one-to-one Chromebook model for all students.</p>
	<p>BSA is an inclusive environment and all students have access to the same resources as stated previously in the economically disadvantaged section.</p> <p>We also have several bilingual counseling, office and outreach staff that are able to communicate with families. We</p>	<p>We will continue with the prior year's efforts and use the tools</p>

English Language Learners	<p>have access to translation services as needed. We were excited to launch the communication tool ParentSquare that allows us to communicate in entirely new ways in a variety of languages.</p> <p>What's more, BSA also has a full-time ELLs teacher who provides push-in and pull-out services to students.</p>	that will allow us to communicate with our ELLs families and students in creative and forward thinking ways.
Students with Disabilities	<p>BSA serves a population larger than the city average of students with disabilities. We continue with retention strategies from prior years. This includes integrated co-teaching in core subjects, co-planning meetings with teaching teams, frequent communication with families, ICT classrooms, extensive therapeutic mental health supports post-quarantine, as well as an expanded SETSS program for intensive pull out support.</p>	BSA will continue with the previous year's plans and will continue to make education accessible and attainable in every classroom. We will continue to use the myriad of tools, add-ons, and plugins offered in Google Workspace for Education to support every learning need from dyslexia to information retention.

Entry 10 - Teacher and Administrator Attrition

Completed Sep 15 2022

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 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] 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 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, a 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, 2022)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	
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. Mathematics	
ii. Science	
iii. Computer Science	
iv. Technology	
v. Career and Technical Education	
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, 2022)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	
Total Category C: not to exceed 5	0

TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)

(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: 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 2021-2022 **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 Sep 15 2022

[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, 2022 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, 2022**.

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. See an example of a calendar showing the requested information. Schools are encouraged to use a calendar template 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 2022-2023 School Calendar

Filename: BSA 2022 2023 School Calendar.pdf Size: 176.7 kB

Entry 14 Links to Critical Documents on School Website

Completed Sep 15 2022

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:

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
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](#));
6. Authorizer-approved FOIL Policy; and
7. 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., Repost when financials have been submitted in November.)

Form for Entry 14 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:

	Link to Documents
1. Current Annual Report (i.e., 2021-2022 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 15 Staff Roster

Incomplete Hidden from applicant

[INSTRUCTIONS](#)

Required of Regents and NYCDOE-authorized Charter Schools ONLY

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

Use of the 2021-2022 Annual Report Faculty/Staff roster template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required. Reminders: Please use the notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Staff Roster Template will result in a resubmission of a fully corrected roster.

Please note the roster should include all staff employed any point from July 1, 2021 to June 30, 2022, including those employed on June 30th.