

Application: Broome Street Academy Charter High School

Lynnette Ford - LFord@broomestreetacademy.org
2023-2024 Annual Report

Summary

ID: 0000000317

Status: Annual Report Submission

Last submitted: Aug 1 2024 10:15 PM (EDT)

Entry 1 – School Information and Cover Page

Completed - Aug 1 2024

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 2023-2024 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, 2024**) or you may not be assigned the correct tasks.

BASIC INFORMATION

a. LEGAL SCHOOL NAME (as chartered)

(Select name from the drop down menu)

BROOME STREET ACADEMY CHARTER HIGH SCHOOL 800000069913

b. Unofficial or Popular School Name

BSA

c. CHARTER AUTHORIZER (As of June 30th, 2024)

Please select the correct authorizer as of June 30, 2024 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)

The Broome Street Academy Charter High School will prepare our young people for post -secondary success that leads to positive life outcomes. We value student strengths and will provide multiple pathways to success through a curriculum of rigorous academic, career and social instruction grounded in the principles of positive youth development.

h. School Website Address

<https://broomestreetacademy.org>

i. Total Approved Charter Enrollment for 2023-2024 School Year

320

j. Total Enrollment on June 30, 2024 - excluding Pre-K program enrollment

292

k. Grades Served

Grades served during the 2023-2024 school year (exclude Pre-K program students):

Responses Selected:

9
10
11
12

I. Charter Management Organization/Educational Management Organization

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

No

FACILITIES INFORMATION

m. FACILITIES: Owned, rented, leased to educate students

Will the school maintain or operate multiple sites in 2024-2025?

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 Served at Site for 2023-2024 School Year (K-5, 6-9, etc.)	Grades to be Served at Site for 2024-2025 school 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	Lynnette Ford	Head of School			
Operational Leader	Lester Jones	Sr. Director of Operations			
Compliance Contact	Lester Samson	Sr. Director of Operations			
Complaint Contact	M. David Zurndorfer	Board Chair			
DASA Coordinator	Danielle Glantz	Director of Social Emotional Learning			
Phone Contact for After Hours Emergencies	Lynnette Ford	Head of School			

m1b. Is site 1 in public space or in private space?

Private Space

m1c. Is site 1 in a co-located or not in a co-located facility?

Responses Selected:

Not Co-Located

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

m1e. 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, 2024.

Fire inspection certificates must be updated annually. For the upcoming school year 2024-2025, please submit a current fire inspection certificate.

If the fire inspection certificate will expire between the August 1, 2024, submission of the Annual Report and the November 1 Annual Report submission please submit the new certificate with the Annual Report entries due no later than 11:59 PM on November 1, 2024.

Site 1 Certificate of Occupancy (COO)

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 and the purpose of each.

Separate by semi-colon (;)

N/A

o1. Total Number of School Calendar Days

181

o2. Total Number of Instructional Hours by Month (Entries are required for all months. Enter a zero for months with no instructional hours.)

January 2024	112
February 2024	119
March 2024	126
April 2024	91
May 2024	133
June 2024	49
July 2023	7
August 2023	77
September 2023	133
October 2023	133
November 2023	112
December 2023	112

CHARTER REVISIONS DURING THE 2023-2024 SCHOOL YEAR

p. Summary of Material and Non-Material Charter Revisions approved or pending in 2023-2024, including updates to the school's board of trustees' bylaws, enrollment policy, discipline policy, or complaint policy.

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

Does the school have any material or non-material revisions approved or pending?

No

ATTESTATIONS

q. Name/Position of Person Completing/Submitting the 2023-2024 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	(No response)
Position	(No response)
Phone/Extension	(No response)
Email	(No response)

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 7 (Employee Fingerprint Requirements Attestation):

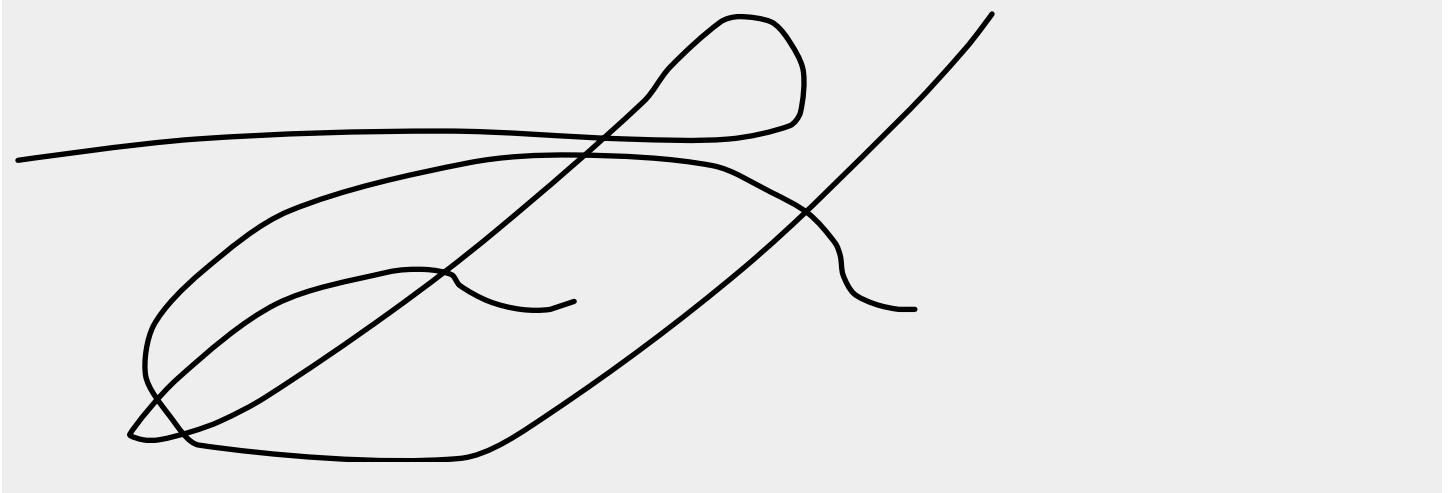
Our E-Signatures (not digital signatures) (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 7 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click [YES](#) to agree.

Responses Selected:

Yes

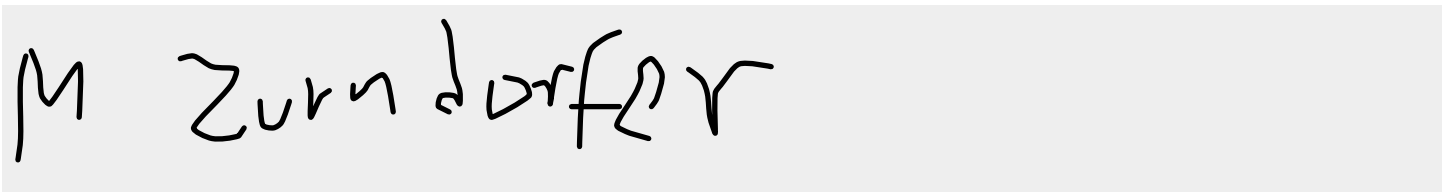
Signature, Head of Charter School

(If you are not signing the application now, please click "Clear" on both signature fields before saving this task or else the system will return an error.)



Signature, President of the Board of Trustees

(If you are not signing the application now, please click "Clear" on both signature fields before saving this task or else the system will return an error.)



Date

Aug 1 2024

Thank you.



Entry 2 – Links to Critical Documents on School Website

Completed - Aug 1 2024

[Instructions](#)

Required of ALL Charter Schools (Note that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved Dignity for All Students Act (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. All links must be readily found on the school's website.

1. Current Annual Report (i.e., 2023-2024 Annual Report);^[1]
2. Board meeting notices, agendas and documents;
3. New York State School Report Card. This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State law;^[2] (Even if there is no school data yet reported, provide a direct web link to the most recent [New York State School Report Card](#) for the charter school.
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 July 2023 [Emergency Response Plan Memo](#) – Charter Schools Only);
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.)

^[2] SRC data is included in the reporting requirements for New York charter schools in 8 NYCRR 119.3.

Entry 2 – Links to Critical Documents on School Website

School Name: Broome Street Academy Charter High School

Required of ALL Charter Schools (Note that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved Dignity for All Students Act (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. All links must be readily found on the school's website.

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2023-2024 Annual Report)	https://broomestreetacademy.org/compliance/
2. Board meeting notices, agendas and documents	https://broomestreetacademy.org/compliance/
3. New York State School Report Card. This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State law; (Even if there is no school data yet reported, provide a direct web link to the most recent New York State School Report Card for the charter school.	https://www.schools.nyc.gov/schools/M522
4a. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.datocms-assets.com/95661/1689809686-dasa-policy.pdf
4b. Authorizer-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://www.datocms-assets.com/95661/1689808483-bsa-district-wide-safety-plan-2023-update-public-facing-docx-updated-2-2023.pdf
6. Authorizer-approved FOIL Policy	https://www.datocms-assets.com/95661/1689809668-foil-policy-public-notice.pdf
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://broomestreetacademy.org/compliance/



Thank you.

Entry 3 – Board of Trustees Disclosure of Financial Interest Form

Completed - Aug 1 2024

Required of ALL Charter Schools

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 2023-2024 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) due **no later than 11:59 PM on August 1, 2024**. 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)

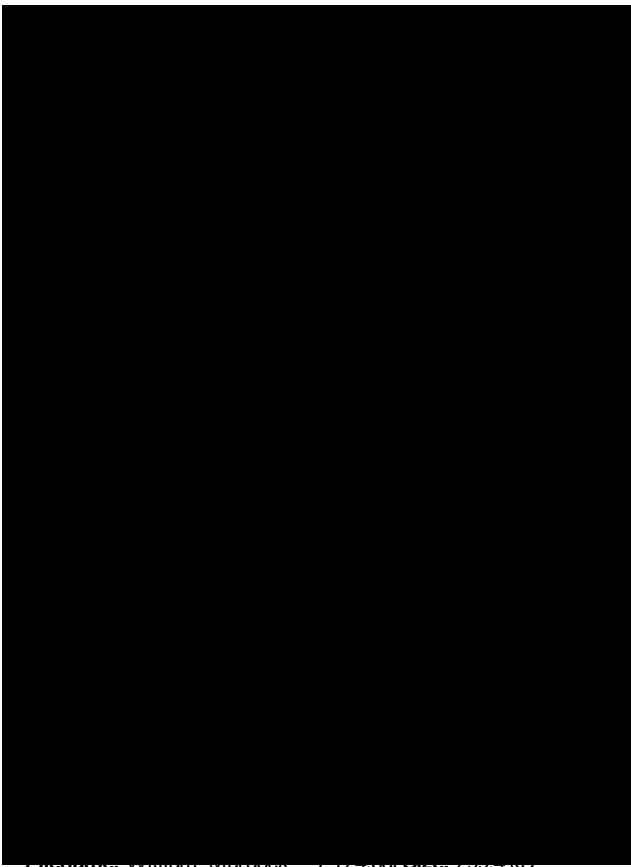
All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for ensuring that each member who served on the board during the 2023-2024 school year completes the form.**

Charter schools **must** submit the latest version of the form. 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 Trustee Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.



7 kB



Entry 4 – Board of Trustees Membership Table

Completed - Aug 1 2024

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 4 – Board of Trustees Membership 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.

Authorizer:

Who is the authorizer of your charter school?

SUNY

1. 2023-2024 Board Member Information (Enter info for each BOT member)

	Voting Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliation (s)	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 2023-2024
1	M. David Zurndorfer		Chair	Executive	Yes	7	9/30/2023	9/30/2025	12
2	Monica de la Torre		Vice Chair	Executive, Grievance, Development.	Yes	7	9/20/2023	9/30/2025	9
3	Lauren Blum		Treasurer	Finance, Audit, Executive	Yes	2	9/30/2022	9/30/2024	12
4	Herb Elish		Trustee/Member	Executive, Program, Finance	Yes	6	9/30/2022	9/30/2024	8
5	Catherine Aquila		Secretary	Executive, Development	Yes	3	9/30/2023	9/30/2025	11
6	Stephanie Durden Barfield		Trustee/Member	Audit	Yes	4	9/30/2022	9/30/2024	10
7	Kathryn Jaxheimer Agarwal		Trustee/Member	Program, Finance, Grievance	Yes	4	9/30/2022	9/30/2024	9

8	JeffreyK atzin		Trustee/ Member	Program, Finance, Audit, & Develop ment	Yes	4	9/30/202 2	9/30/202 4	10
9	Fernand o Snowde n- Lorence		Trustee/ Member	Program, Develop ment	Yes	2	9/30/202 2	9/30/202 4	11

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

Yes

1b. Board Member Information

	Voting Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliation (s)	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 2023-2024
10	Elaine Schott		Trustee/Member	Program, Development	Yes	6	9/30/2022	9/30/2024	9
11	John Quinn		Trustee/Member	Grievance, Development	Yes	3	9/30/2022	9/30/2024	5 or less
12	Alexandra C. Wood		Trustee/Member	Development	Yes	2	9/30/2022	9/30/2024	10
13	Schnurnberger		Trustee/Member		Yes		4/16/2024	11/30/2025	5 or less
14	Susan Otkin		Trustee/Member		Yes		4/16/2024	11/30/2025	5 or less
15					Yes				

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

No

2. Number of board meetings conducted in 2023-2024

12

3. Number of board meetings scheduled for the 2024-2025 school year

12

4. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total number of Voting Members on June 30, 2024	14
b. Total number of Voting Members added during the 2023-2024 school year	2
c. Total number of Voting Members who left the board during 2023-2024 school year	3
d. Total Maximum Number of Voting Members in 2023-2024; as set by the board in bylaws, resolution, or minutes	14

Thank you.

Entry 6 – Enrollment & Retention

Completed - Aug 1 2024

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

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2023-2024 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWD), English Language Learner(s) (ELL), 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 2024-2025.

***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 6 – Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2023-2024	Describe Recruitment Plans in 2024-2025
Students with Disabilities	<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 2023-2024, 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>
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. We also run advertisements in El Diario, a Spanish-language newspaper. Through our marketing consultant we targeted high population of EI students. 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>At Broome Street Academy Charter School, we are committed to increasing our recruitment target for ELL families. To effectively reach and engage these families, we launched a targeted campaign in Especialito newspaper, a well-known publication within the ELL community.</p> <p>Our campaign efforts were designed to ensure that all communications are provided in both English and Spanish. By offering bilingual communication, we aim to make our school more accessible and welcoming to ELL families, ensuring that language is not a barrier to understanding the opportunities available at our school. Through our marketing consultant we targeted a high population of ELL students.</p>

Economically Disadvantaged

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.

Going forward we will continue implementing the strategies listed on the left. BSA will use these strategies with adjustments to respond to enrollment trends. In addition, we campaigned in New York for it to be distributed at Human Resource Centers.

Good Faith Efforts To Meet Retention Targets

	Describe Retention Efforts in 2023-2024	Describe Retention Plans in 2024-2025
Students with Disabilities	<p>BSA continues to implement the retention strategies listed in our Economically vulnerable population that also benefit our students with disabilities. In the 2023-2024 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. Through our SETTTS program, our students with additional needs received additional supports. Grade team meetings were also resumed this year to allow for teachers to share best practices and collaboratively define interventions for struggling 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.</p>	<p>We will continue to implement the strategies listed to the left to ensure the retention of students with disabilities. In addition, we will be increasing the number of special education teachers for the 2024-2025 school year to ensure more support in all core classes for students.</p>
English Language Learners	<p>The retention strategies listed above also benefit our English Language Learners. We continue to focus on maintaining frequent communication with students and their</p>	<p>We continue to have staff members who are bilingual in Spanish and Mandarin to communicate and collaborate with our ELL families thus further supporting retention</p>

	<p>parents/caregivers in their preferred language.</p>	<p>and success of our ELL students. We will train our staff to utilize translation services, so that all our staff members are able to communicate with families directly.</p>
<p>Economically Disadvantaged</p>	<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 we previously implemented to ensure the retention of economically disadvantaged students going forward. We will continue to strengthen our relationship with The Door and other community-based organizations to support our economically disadvantaged students.</p>

test prep, peer education, work readiness programs, Summer Youth Employment, and internships.
-We continued to provide 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.

Entry 7 – Employee Fingerprint Requirements Attestation

Completed - Aug 1 2024

Entry 7 – 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] 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 [NYSED CSO Employee Clearance and Fingerprint Memo](#) or visit the NYSED website at [Who Must Be Fingerprinted Charts](#) 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 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](#).

Attestation

Responses Selected:

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

Entry 9 – School Calendar

Completed - Aug 1 2024

[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 it **no later than 11:59 PM on August 1, 2024**. Charter schools must upload a final school calendar into the portal and may do so at any time but **no later than 11:59 PM on September 16, 2024**.

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.