

# Application: NYC Autism Charter School Bronx

Erin Solomon - esolomon@nycacharterschool.org  
2023-2024 Annual Report

## Entry 1 – School Information and Cover Page

Completed - Jul 19 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)

NYC AUTISM CHARTER SCHOOL BRONX 800000087932

#### b. Unofficial or Popular School Name

NYC Autism Charter School Bronx

**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 #12 - BRONX

**e. Date of Approved Initial Charter**

Aug 2 2016

**f. Date School First Opened for Instruction**

Sep 13 2017

**g. Approved School Mission and Key Design Elements**

*(Regents, NYCDOE and Buffalo BOE authorized schools only)*

N/A

**h. School Website Address**

<https://www.nycautismcharterschool.org/>

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

32

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

32

**k. Grades Served**

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

**Responses Selected:**

Ungraded

**l. 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	1180 Tinton Ave, 4th Floor Bronx, NY 10456	718-860-2580	NYC CSD 12	Ungraded	Ungraded	No



**m1a. Please provide the contact information for Site 1.**

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Julie Fisher	Executive Director	718-860-2580		<a href="mailto:jfisher@nycacharterschool.org">jfisher@nycacharterschool.org</a>
Operational Leader	Ashley Johnson	Administrative Director	718-860-2580		<a href="mailto:ajohnson@nycacharterschool.org">ajohnson@nycacharterschool.org</a>
Compliance Contact	Erin Solomon	Compliance Specialist	718-860-2580		<a href="mailto:esolomon@nycacharterschool.org">esolomon@nycacharterschool.org</a>
Complaint Contact	Julie Fisher	Executive Director	718-860-2580		<a href="mailto:jfisher@nycacharterschool.org">jfisher@nycacharterschool.org</a>
DASA Coordinator	Julie Fisher	Executive Director	718-860-2580		<a href="mailto:jfisher@nycacharterschool.org">jfisher@nycacharterschool.org</a>
Phone Contact for After Hours Emergencies	718-860-2580	NA	718-860-2580		

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

Public Space

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

**Responses Selected:**

Co-Located with a District School

**m1d. Please list the terms of your current co-location.**

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1		No		No		Yes

**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**

204

**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	102
February 2024	96
March 2024	114
April 2024	84
May 2024	132
June 2024	96
July 2023	114
August 2023	54
September 2023	96
October 2023	126
November 2023	114
December 2023	96

#### **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	Erin Solomon
Position	Compliance Specialist
Phone/Extension	929-686-9134
Email	<a href="mailto:esolomon@nycacharterschool.org">esolomon@nycacharterschool.org</a>

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):

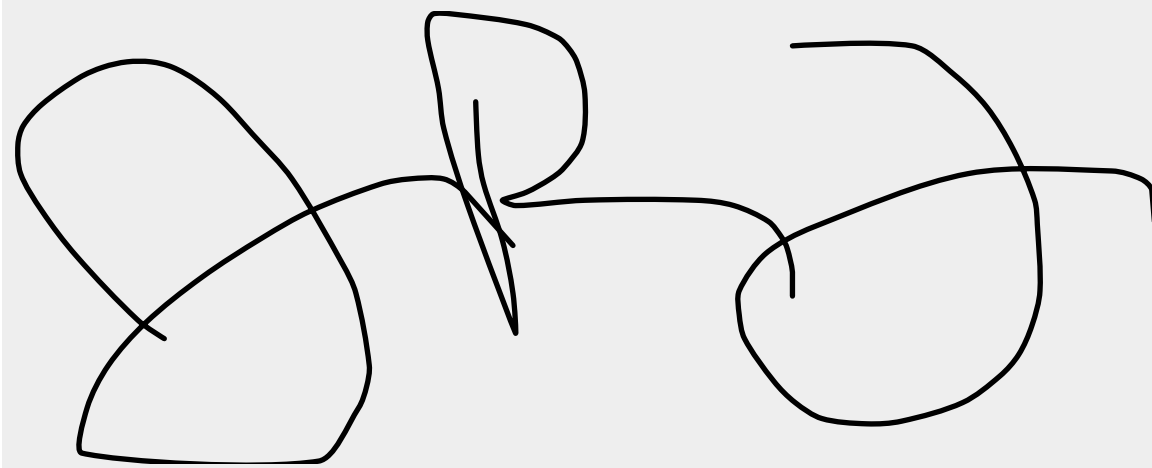
Our E-Signatures (not digital signatures) (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 7 and found in the [NYSED CSO Fingerprint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

### Responses Selected:

Yes

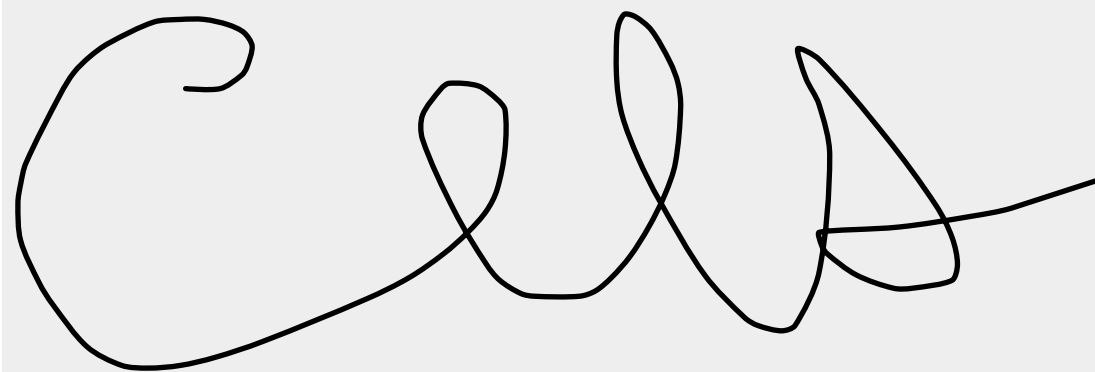
**Signature, Head of Charter School**

(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.)

A handwritten signature in black ink on a light gray background. The signature is stylized, starting with a large loop on the left, followed by a vertical stroke, and ending with a large loop on the right.

**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.)

A handwritten signature in black ink on a light gray background. The signature is stylized, starting with a large loop on the left, followed by a series of loops and a final horizontal stroke on the right.

**Date**

Jun 26 2024

**Thank you.**



## Entry 2 – Links to Critical Documents on School Website

Completed - Jul 19 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: NYC Autism Charter School Bronx

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**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)	<a href="https://www.nycautismcharterschool.org/annual-reports/">https://www.nycautismcharterschool.org/annual-reports/</a>
2. Board meeting notices, agendas and documents	<a href="https://www.nycautismcharterschool.org/board-meetings/">https://www.nycautismcharterschool.org/board-meetings/</a>
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.	<a href="https://data.nysed.gov/profile.php?instid=800000087932">https://data.nysed.gov/profile.php?instid=800000087932</a>
4a. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<a href="https://www.nycautismcharterschool.org/">https://www.nycautismcharterschool.org/</a>
4b. Authorizer-approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<a href="https://www.nycautismcharterschool.org/code-of-conduct/">https://www.nycautismcharterschool.org/code-of-conduct/</a>
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	<a href="https://www.nycautismcharterschool.org/nycacs-district-wide-safety-plan/">https://www.nycautismcharterschool.org/nycacs-district-wide-safety-plan/</a>
6. Authorizer-approved FOIL Policy	<a href="https://www.nycautismcharterschool.org/freedom-information-law/">https://www.nycautismcharterschool.org/freedom-information-law/</a>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<a href="https://www.nycautismcharterschool.org/">https://www.nycautismcharterschool.org/</a>

Thank you.



## Entry 3 – Board of Trustees Disclosure of Financial Interest Form

Completed - Jul 19 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.

### [Alvin Shih](#)

Filename: Alvin\_Shih\_C3SsVCL.pdf Size: 380.7 kB

### [Ashley Garrett](#)

Filename: Ashley\_Garrett\_oPaqni8.pdf Size: 483.3 kB

### [Ben Hartman](#)

Filename: Ben\_Hartman\_yNP5wu0.pdf Size: 497.8 kB

### [Alysia Steinmann](#)

Filename: Alysia\_Steinmann\_HNZQLLr.pdf Size: 459.8 kB

### [Christine Sandler](#)

Filename: Christine\_Sandler\_n0quY6V.pdf Size: 578.7 kB

### [Carol Santiago](#)

Filename: Carol\_Santiago\_cwGWwwg.pdf Size: 1.3 MB

### [Elaine Florio](#)

Filename: Elaine\_Florio\_KyJWFmG.pdf Size: 323.1 kB

### [Mark Saretsky](#)

Filename: Mark\_Saretsky\_wSBDDqt.pdf Size: 130.7 kB



## [Hannah Hoch](#)

Filename: Hannah\_Hoch\_1ykXsVt.pdf Size: 591.6 kB

## [Ilene Lainer](#)

Filename: Ilene\_Lainer\_7VmFDMD.pdf Size: 472.8 kB

## [Mitchel Baum](#)

Filename: Mitchel\_Baum\_lbNB2ju.pdf Size: 544.4 kB

## [Naeema Livingston](#)

Filename: Naeema\_Livingston\_tr2ke5G.pdf Size: 334.4 kB

## [Paul O'Neill](#)

Filename: Paul\_ONeill\_T7oe9oT.pdf Size: 1.5 MB

# Entry 4 – Board of Trustees Membership Table

Completed - Jul 19 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.

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**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	Mitchel Baum	<a href="mailto:mbaum591@gmail.com">mbaum591@gmail.com</a>	Other	Operations Committee	Yes	4	06/01/2022	06/01/2025	8
2	Elaine Florio	<a href="mailto:eflorio@fortress.com">eflorio@fortress.com</a>	Other	Development Committee	Yes	1	06/1/2022	06/01/2025	10
3	Ashley Garrett	<a href="mailto:ashleygarrettphotography@gmail.com">ashleygarrettphotography@gmail.com</a>	Vice Chair	VP, Secretary, Executive Committee, Development Committee Chair, Operations Committee Chair	Yes	4	07/1/2024	07/01/2027	11
4	Benjamin Hartman	<a href="mailto:bhartman@yahoo.com">bhartman@yahoo.com</a>	Other	Finance Committee	Yes	4	06/12/2023	06/12/2026	9
5	Hannah Hoch	<a href="mailto:drhoch@gmail.com">drhoch@gmail.com</a>	Other	Other Operations Committee	Yes	3	07/1/2024	07/01/2027	11

6	Ilene Lainer	<a href="mailto:ilenelainer@gmail.com">ilenelainer@gmail.com</a>	Other	Governance Committee	Yes	6	06/12/2023	06/12/2026	9
7	Naeema Livingston	<a href="mailto:naeemalivingston@gmail.com">naeemalivingston@gmail.com</a>	Other	Operations Committee	Yes	2	06/12/2023	06/12/2026	5 or less
8	Paul O'Neill	<a href="mailto:ptponeill@gmail.com">ptponeill@gmail.com</a>	Other	Executive Committee, Governance Committee Chair	Yes	3	07/1/2024	07/01/2027	8
9	Christine Sandler	<a href="mailto:christin.sandler@gmail.com">christin.sandler@gmail.com</a>	Other	Finance Committee, Development Committee	Yes	2	06/12/2023	06/12/2026	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	Carol Santiago	<a href="mailto:mom2rael@gmail.com">mom2rael@gmail.com</a>	Chair	President, Executive Committee Chair, Governance Committee	Yes	5	7/1/2024	7/1/2027	10
11	Mark Saretsky	<a href="mailto:marksaretz@nycgm.com">marksaretz@nycgm.com</a>	Other	Finance Committee	Yes	1	6/12/2023	6/12/2026	12
12	Alvin Shih	<a href="mailto:alvin.shih@morganstanley.com">alvin.shih@morganstanley.com</a>	Other	Operations Committee	Yes	2	8/9/2021	7/1/2024	12
13	Alysia Steinmann	<a href="mailto:alysia.steinmann@ey.com">alysia.steinmann@ey.com</a>	Other	Executive Committee, Finance Committee Chair	Yes	2	6/12/2023	6/12/2026	7
14									
15									

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	13
b. Total number of Voting Members added during the 2023-2024 school year	0
c. Total number of Voting Members who left the board during 2023-2024 school year	1
d. Total Maximum Number of Voting Members in 2023-2024; as set by the board in bylaws, resolution, or minutes	18

Thank you.

Entry 6 – Enrollment & Retention

## 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**

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## Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2023-2024	Describe Recruitment Plans in 2024-2025
Students with Disabilities	<p>100% of NYC Autism Charter Schools' students are designated as Students with Disabilities, surpassing the district enrollment. As defined by the school's charter, NYC Autism Charter School serves only students falling on the severe to moderate end of the autism spectrum who need a highly structured, staffing-intensive special education setting.</p>	<p>Students with Disabilities, specifically those with a diagnosis of Autism Spectrum Disorder or a classification of autism, will continue to make up 100% of the school's enrollment, as per the school's charter.</p>
English Language Learners	<p>NYC Autism Charter Schools actively recruit high need students from heavily Spanish speaking neighborhoods in the local community, providing both English and Spanish literature and virtual presentations.</p> <p>Additionally, translation services are utilized to reach families for whom the home language is other than English or Spanish. However, the school's effective outreach and recruitment practices are not correlated with the enrollment of ELL designated students for the following reason: all NYC Autism Charter School students have an autism diagnosis or classification and demonstrate significant language impairment as a component of their autism.</p> <p>Because they lack functional language skills, they are generally not evaluated by the Committees on Special Education using the English Language Learner (ELL) assessments that are otherwise</p>	<p>NYC Autism Charter Schools will continue to serve students who, as a component of their autism diagnosis, are significantly language impaired. Recruitment efforts will continue to reach out to families in heavily Spanish speaking neighborhoods and neighborhoods in which multiple languages are spoken.</p>

	<p>given to the general education student population. As a result, NYC Autism Charter School students are not designated as ELL students and are not recommended for an ELL instructional program. Instead of an ELL-specific program, NYC Autism Charter School students are recommended for a program of intensive, individually designed language instruction to address deficits in the speech, language, and communication arena.</p>	
Economically Disadvantaged	<p>NYC Autism Charter Schools consistently serve a high percentage of students eligible for FRPL. Within the context of enrolling high need/under-served students, the school made the following outreach efforts: print and/or electronic admission ads in English and Spanish in El Diario and the Bronx Times; posting of a Virtual Open House/Information Session on the schools website; and distribution of flyers and/or electronic notices to community organizations, service agencies, daycare facilities and city administrative councils. In addition, recruitment and outreach to communities served by our sister school NYC Autism Charter School East Harlem also bolstered recruitment at the Bronx school, as parents were invited to submit lottery applications to both schools. Additionally, NYCACS made the application process much easier through electronic access and submission and, as a result, had one of the largest applicant pools in any year since opening its doors.</p>	<p>NYC Autism Charter School student recruitment will continue to target high need neighborhoods with a particular emphasis on East Harlem and the South Bronx. Electronic and print ads in English and Spanish will be placed in local publications. The school will continue to reach out to a wide variety of community organizations and agencies, in particular those in high need/under-served neighborhoods working with preschool aged children and their families. The school will make increased use of social media in order to reach as broad an audience as possible.</p>



## Good Faith Efforts To Meet Retention Targets

	Describe Retention Efforts in 2023-2024	Describe Retention Plans in 2024-2025
Students with Disabilities	NYC Autism Charter School Bronx's retention of students with disabilities has historically been high, always surpassing the district's target. This past year, it was 100%.	Given the nature of the school's special education population and their specialized instructional needs, retention rates for Students with Disabilities will continue to be high, with the caveat that one of the school's accountability goals is to move 5% of its students to less restrictive placements over a five-year period.
English Language Learners	The district retention target for students designated as ELLs is not a meaningful target for NYC Autism, as its students are not designated as ELL students. This is due to the confounding nature of their significant language deficits, a component of their autism. Nonetheless, NYC Autism Charter Schools continue to work effectively with students with autism whose families speak languages other than or in addition to English.	NYC Autism Charter Schools will continue to work effectively with students with autism whose families speak languages other than or in addition to English.
Economically Disadvantaged	NYC Autism Charter Schools work diligently to retain economically disadvantaged students. Both schools engage in frequent communication with parents, and solicit feedback informally through meetings, and formally through surveys. Because of these efforts, we have retained ED students at a high level. 100% of students were retained this past school year.	Given the nature of the NYC Autism Charter Schools special education population and their specialized instructional needs, retention rates for all students will continue to be high, with the caveat that one of the school's accountability goals is to move 5% of its students to less restrictive placements over a five-year period.

## Entry 7 – Employee Fingerprint Requirements Attestation

Completed - Jul 19 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<sup>[1]</sup> 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.

<sup>[1]</sup> 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.

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## **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](#).

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### **Attestation**

#### **Responses Selected:**

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

## **Entry 9 – School Calendar**

Completed - Jul 19 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.

## Sample Calendar:

12 Month Calendar 2021-2022				
184 Instructional Days				
<b>July</b>				
Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
<b>August</b>				
Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
<b>September (18)</b>				
Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
<b>October (20)</b>				
Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
<b>November (18)</b>				
Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
<b>December (17)</b>				
Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
<b>January (20)</b>				
Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
<b>February (15)</b>				
Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				
<b>March (23)</b>				
Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
<b>April (15)</b>				
Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
<b>May (21)</b>				
Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
<b>June (17)</b>				
Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Staff Report - August 23rd

Early Dismissal Days

Holiday/Recess (No Students or Staff)

Superintendent's Conference Day (No School for Students)

Regents and School-level Exams

September 8, 2021 All Grade Levels Report

June 24, 2022 - Last Day of School

## [NYCACS School Year Calendar 2024-2025 \(Student\)](#)

Filename: NYCACS\_School\_Year\_Calendar\_2024-2\_OzuQx5m.pdf Size: 190.7 kB

## Entry 11 – Progress Toward Goals (SUNY-Authorized Charter Schools Only)

Completed - Sep 11 2024

## 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, 2024.

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

## [23 24 NYCACS Bronx APPR](#)

Filename: 23\_24\_NYCACS\_Bronx\_APPR.pdf Size: 670.6 kB

## Entry 12 – Audited Financial Statements

Completed - Oct 23 2024

### 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 11:59 PM on November 1, 2024**. 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 11:59 PM on November 1, 2024**. 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 2024 but will be identified as a required task thereafter and due on November 1, 2024. This is a required task, and it is marked optional for administrative purposes only.**

## [NYC AUTISM CHARTER SCHOOLS - 06](#)

Filename: NYC\_AUTISM\_CHARTER\_SCHOOLS\_-\_06.30\_Or8XeR3.pdf Size: 383.5 kB

## Entry 12a – Audited Financial Report Template (SUNY)

Incomplete

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

The Audited Financial Statement Template is no longer required by the SUNY Charter Schools Institute for school year 2023-24 annual reporting. This section is marked optional and no response is required for this section.

## Entry 13 – Fiscal Year 2024-2025 Budget

Completed - Oct 23 2024

**SUNY-authorized charter schools** should download the [2024-2025 Budget and Quarterly Report Template and the 2024-2025 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 no later than 11:59 PM on November 1, 2024.**

**Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY25 Budget using the [2024-2025 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due no later than 11:59 PM on November 1, 2024.**

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.**

## [SUNY CS Budget Narrative NYCACS](#)

**Filename:** SUNY\_CS\_Budget\_Narrative\_\_NYCACS.docx **Size:** 21.7 kB

## [2024-25-Budget-and-Quarterly-Report-NYCACS Bronx](#)

**Filename:** 2024-25-Budget-and-Quarterly-Repo\_CCSqG8E.xlsx **Size:** 540.9 kB

## Optional Additional Documents to Upload (BOR)

Incomplete