



New York State Education Department

2015-2016 Annual Report Guidelines for New York State Charter Schools

The Regents of the University of the State of New York

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Introduction and Overview

By August 1st of each year, each charter school in New York State is required by law to complete and submit an Annual Report to the New York State Education Department (NYSED) Charter School Office (CSO) and to the school's charter entity, and to post the report on the charter school's website.¹

The Annual Report Guidelines include general instructions for submission, report content requirements, and key inquiries that highlight academic, organizational, and fiscal performance, as well as the extent to which a school is meeting the requirements of its charter. These Guidelines are intended to walk you through and supplement the prompts in the online Annual Report portal at <https://nysed-cso-reports.fluidreview.com>. All New York State charter schools, regardless of authorizer, must submit their school's 2015-2016 Annual Report **through the online portal no later than the dates specified below**. Schools should make note of individual authorizer requirements in the Guidelines and within the portal.

A charter school's Annual Report provides information about their performance over the prior academic year, as well as a report on progress toward performance goals agreed upon in the charter contract.² The components to be included in each section of the annual report are outlined in the Guidelines below. Please note that all required information must be clearly documented in order to complete this statutory requirement. Schools are able to download a completed report to make available to the public.

Additionally, all charter schools in New York must comply with reporting requirements set forth in the Regulations of the Commissioner³ and are held accountable for ensuring accurate data sharing through the Department's information management systems.

Please Note: *All Annual Reports shall be made publicly available and posted on the charter school website by August 1st each year.*⁴

¹ [New York State Education Law](#) Section 2857(2).

² [New York State Education Law](#) Section 2857(2)(b).

³ See, 8 NYCRR 119.3.

⁴ [New York State Education Law](#) Section 2857(2).

Report Submission Instructions

All Annual Reports must be submitted through the NYSED's Charter School Office online portal found at: <https://nysed-cso-reports.fluidreview.com>. All four authorizers in the state of New York access the reports through this portal, and schools are not required to e-mail authorizers a separate copy of the Annual Report submitted through the online portal. Waivers or extended deadline requests cannot be granted. Please do not submit a hard copy.

Schools that changed authorizer (through education corporation merger) during the 2015-2016 school year should follow the submission requirements of the authorizer overseeing the school on June 30, 2016.

There are multiple components to the Annual Report, some of which are required of all schools—regardless of the authorizer—and others which are specific to one or more authorizers. Format specifications and due dates of some information may also vary by authorizer. Therefore it is important for schools to read these Guidelines and instructions carefully. Schools must ensure that all required components are included as specified in these Guidelines. The information requested of schools is presented as “tasks” within the online system. **Instructions for using the online portal can be found at:** <http://www.p12.nysed.gov/psc/2015-16annualreport.html>

A charter school's Annual Report must be a clear and accessible document for parents, the charter school's authorizer, the NYSED's Charter School Office, and the general public. Any uploads submitted through the online portal should be clearly labeled. Uploads that consist of narrative must use standard one-inch margins, be clearly paginated, and use a clearly readable font no smaller in type size than 11 point. The text must be grammatically correct and free of jargon, undefined terms, and unexplained references.

DUE AUGUST 1: All schools must submit the first component of the Annual Report no later than 3:00 p.m. on Monday, August 1, 2016. This submission includes basic school information, the school's progress toward charter goals, fiscal performance data, board of trustee meeting and membership information (including completed Trustee Financial Disclosure Forms), as well as other information. The specific requirements are described in the Report Content Requirements on pages 7-14 of these Guidelines.

SUNY-authorized charter schools must download an Accountability Plan Progress Report template from SUNY Charter Schools Institute at:

<http://www.newyorkcharters.org/category/operational-resources/accountability/>.

After completing, schools must upload the document into the portal with a deadline of roughly 30 days after the release of the state test scores for K-8 schools and September 15 for schools with high school grades.

DUE NOVEMBER 1: The second submission for all schools is due no later than 3:00 p.m. on Tuesday, November 1, 2016, and includes the Independent Financial Audit. For Regents, NYCDOE, and Buffalo BOE authorized schools, final Progress Toward Charter Goals must also be submitted by that date.

If, after reading instructions carefully, you have any questions about the required information, format or deadlines for the Annual Report, contact your authorizer:

- ❑ New York State Board of Regents (NYSED): charterschools@nysed.gov
- ❑ State University of New York Trustees (SUNY): charters@suny.edu
- ❑ New York City Department of Education (NYCDOE): charterschools@schools.nyc.gov
- ❑ Buffalo Board of Education: Contact Anne Fitzgerald: afitzgerald@buffaloschools.org

For questions about the submission process, send an email to:
charterschools@nysed.gov

Annual Report Content Requirements

Entry 1 – School Information and Cover Page

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 online portal at <https://nysed-cso-reports.fluidreview.com>.

When entering information in the portal, some of the following items may not appear, depending on authorizer and/or responses to related items.

- a. School Name/BEDS #
- b. Charter Authorizer
- c. District/CSD of Location
- d. Primary Address, Telephone, Fax, and School Email Address
Emergency Contact Name, Title, and Phone Number
- e. School Website Address
- f. Date of Initial Charter
- g. Date School First Opened for Instruction
- h. Approved School Mission and Key Design Elements (Regents, NYCDOE and Buffalo BOE authorized schools only)
- i. Total Enrollment on June 30, 2016
- j. Grades Served in 2015-2016
- k. Charter Management Organization/Educational Management Organization (if applicable), including contact information (name, email address, telephone number)
- l. Facility(ies) Information: physical address(es), phone number(s), district/CSD, grades served
- m. Co-Location Information
- n. Summary of Material and Non-Material Charter Revisions approved or pending in 2015-2016 (including updates to the school's board of trustee bylaws, enrollment policy, discipline policy, or complaint policy)
- o. Name and Position of Person who Completed the 2015-2016 Annual Report
- p. Signatures of the Charter School Leader(s) and Board Chair

Entry 2 – New York State School Report Card

Required of ALL Charter Schools

Provide a direct web link to the most recent New York State School Report Card for the charter school (see <http://data.nysed.gov/>). This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates,

as prescribed by New York State law.⁵

Entry 3 – Progress Toward Goals

SUNY Authorized Charter Schools ONLY

SUNY-authorized charter schools must download an Accountability Plan Progress Report template form from the SUNY Charter Schools Institute at:

<http://www.newyorkcharters.org/category/operational-resources/accountability/>

After completing, schools must upload the document into the portal with a **deadline of roughly 30 days after the release of the state test scores for K-8 schools, and of September 15 for schools with high school grades.**

Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. **Schools should report Progress Toward Charter Goals by August 1, 2016.** If the goals are based on student performance data that the school will not have access to before August 1, 2016 (e.g., the NYS Test results), explain this in the "2015-2016 Progress Toward Attainment of Goal" column. The information can be updated when available but **must be fully completed no later than November 1, 2016.**

Academic Student Performance Goals⁶

2015-2016 Progress Toward Attainment of Academic Charter Goals			
Academic student performance goal	Measure used to evaluate progress toward attainment of goal	2015-2016 progress toward attainment of goal Met/Partially Met/Not Met	If not met or partially met, describe efforts the school will take to meet goal

Organizational Goals

2015-2016 Progress Toward Attainment of Organizational Charter Goals			
Organizational goal	Measure used to evaluate progress toward attainment of goal	2015-2016 progress toward attainment of goal Met/Partially Met/Not Met	If not met or partially met, describe efforts the school will take to meet goal

⁵ SRC data is included in the reporting requirements for New York charter schools in 8 NYCRR 119.3.

Financial Goals

2015-2016 Progress Toward Attainment of Financial Charter Goals			
Financial goal	Measure used to evaluate progress toward attainment of goal	2015-2016 progress toward attainment of goal Met/Partially Met/Not Met	If not met or partially met, describe efforts the school will take to meet goal

Entry 4 – Total Expenditures and Administrative Expenditures per Child

Required of ALL Charter Schools

- Total Expenditures per Child:** To calculate “Total Expenditures per Child” take the total expenditures (from the unaudited 2015-2016 Schedule of Functional Expenses) and divide by the year-end FTE student enrollment.

Note: *The information on the Schedule of Functional Expenses on pages 41–43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:* <http://www.p12.nysed.gov/psc/AuditGuide.html>

- Administrative Expenditures per Child:** To calculate “Administrative Expenditures per Child” first *add* together the following:
 1. The relevant portion from the “personnel services cost” row and the “management and general” column (from the unaudited 2015-2016 Schedule of Functional Expenses)
 2. Any contracted administrative/management fee paid to other organizations or corporations
 3. Take the total from above and divide it by the year-end FTE enrollment. The relevant portion that must be included in this calculation is defined as follows:

Administrative Expenditures: Administration and management of the charter school includes the activities and personnel of the offices of the chief school officer, the finance or business offices, school operations personnel, data management and reporting, human resources, technology, etc. It also includes those administrative and management services provided by other organizations or corporations on behalf of the charter school for which the charter school pays a fee or other compensation. Do not include the FTE of personnel whose role is to directly support the instructional program.

Note: *The information on the Schedule of Functional Expenses on pages 41–43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:* <http://www.p12.nysed.gov/psc/AuditGuide.html>

Please note: Employee benefit costs or expenditures should not be reported in the above calculations.

Entry 5 – Unaudited Financial Statements

Required of Regents Authorized Charter Schools ONLY

Regents authorized schools only are required to provide the charter school's unaudited financial statements for the fiscal year ending June 30, 2016 (FY 2016). The unaudited financial statement must include the Statement of Financial Position (Balance Sheet) and the Statement of Activities (Income Statement). The information must be directly entered into the template provided for schools in the online portal <https://nysed-cso-reports.fluidreview.com>. The template can also be found on the NYSED's Charter School Office website⁷ as a stand-alone document. Download the document to enter information, and then upload it back into the school's Annual Report in **Entry 5 Unaudited Financial Statements**). DO NOT turn the document into a PDF—it should be uploaded as an Excel document.

Entry 6a – Final Audited Financial Statements

Required of ALL Charter Schools (as prescribed by their respective authorizers) by November 1

ALL charter schools must upload final, audited financial statements to the NYSED's Charter School Office no later than **November 1, 2016**. Please Note: This task will be visible on August 1 in the online portal but is clearly identified as a task due on November 1st.

Regents, NYCDOE, and Buffalo BOE authorized schools should enter the financial contact information requested and upload the independent auditor's report and internal controls report as one combined file.

SUNY-authorized schools must download the Excel spreadsheet titled Audited Financial Report Template at:

<http://www.newyorkcharters.org/annual-budgets-quarterly-reports-audits/>

After entering the information requested, then upload the file in Excel format.

Please also send an ELECTRONIC copy of the 2015-16 Audited Financial Report (and, if applicable, the management letter and response, and OMB Single Audit) to the NYS Education Department Office of Audit Services to fsanda133@nysed.gov.

Entry 6b – Required of Regents, NYCDOE, and Buffalo BOE authorized schools only

Regents, NYCDOE and Buffalo BOE authorized schools should enter the requested financial information and upload applicable financial documents in this section. The items listed below

⁷ <http://www.p12.nysed.gov/psc/documents/UnauditedFinancialStatementsTemplate2016.xls>

should be uploaded if applicable, with an explanation as to the reason(s) item(s) are not included if not applicable. For example, an item may not be included because a written management letter was not issued, or the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; etc.

Financial information to enter includes:

1. Management letter
2. Form 990
3. Federal Single Audit
4. CSP Agreed Upon Procedure Report
5. Evidence of Required Escrow Account
6. Corrective Action Plan for Audit Findings and Management Letter Recommendations

Entry 7 – Fiscal Year 2016-2017 Budget

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY16 Budget using the 2016-2017 Projected Annual Budget template found at <http://www.p12.nysed.gov/psc/2015-16annualreport.html>

SUNY authorized charter schools should upload a copy of the school's FY16 Budget using the Budget and Quarterly Report template found at <http://www.newyorkcharters.org/annual-budgets-quarterly-reports-audits/>

Entry 8 – Board of Trustees Disclosure of Financial Interest Form

Required of ALL Charter Schools by August 1

Trustee Disclosure of Financial Interest Forms must be completed and signed by each trustee who served on a charter school education corporation governing one or more charter schools, for any period of time during the 2015-2016 school year. The completed forms must be collected and uploaded by the individual responsible for completing the school's Annual Report.

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.

If a trustee is unable to complete the form by the deadline, the education corporation is responsible for listing the transactions and/or providing the information required on the form.

Entry 9 – Board of Trustees Membership Table

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal.

The table is reflective of the information collected through the online portal

Current Board Members					
Trustee Name and Email Address	Position on the Board (e.g., officers or constituent representatives)	Committee Affiliation(s)	Voting Member? (Y/N)	Area of Expertise, and/or Additional Role at School (parent, staff member etc.)	Number of Terms Served and Length of Each (include term start and end month/year)
Total members on June 30, 2015					
Total members joining the board in the 2015-2016 school year:					
Total members departing the board during the 2015-2016 school year:					
Number of voting members in 2015-2016, as set by the board in bylaws, resolution or minutes:					
Number of board meetings conducted in 2015-2016:					
Number of board meetings scheduled for the 2016-2017 school year:					

Entry 10 – Board Meeting Minutes

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

Schools must either provide a link to a complete set of minutes (July 2015 – June 2016) posted on the charter school website, or upload a complete set of board meeting minutes (July 2015- June 2016) Board Meeting Minutes must be submitted by August 1, 2016. The minutes provided must be the final version that has received board approval.

Entry 11 – Enrollment and Retention

Required of ALL Charter Schools

Describe the efforts the charter school has made in 2015-2016 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, and students who are eligible for free and reduced priced lunch. In addition, describe the school’s plans for meeting or making progress toward meeting its enrollment and retention targets in 2016-2017.

Entry 12 – Teacher and Administrator Attrition

Required of ALL Charter Schools

Charter schools must complete the two tables within the online portal **2015-2016 Teacher and Administrator Attrition** to report changes in teacher and administrator staffing in 2015-2016.

For teachers and administrators only, schools should provide the full time equivalent (FTE) of staff on June 30, 2015; the FTE for added staff from July 1, 2015 through June 30, 2016; and the FTE for any departed staff from July 1, 2015 through June 30, 2016 using the two tables provided.

The table below is reflective of the information collected through the online portal for changes in teaching staff.

2015-2016 Teacher Attrition				
FTE of Teachers on June 30, 2015	FTE Teachers that Departed 7/1/15 – 6/30/16	FTE Teachers Filling Vacant Positions 7/1/15 – 6/30/16	FTE Teachers Added in Newly Created Positions 7/1/15-6/30/16	FTE of Teachers on 6/30/16

The table below is reflective of the information collected through the online portal for changes in administrative staff.

2015-2016 Administrative Staff Attrition				
FTE Administrative Positions on June 30, 2015	FTE Administrators that Departed 7/1/15 – 6/30/16	FTE Administrators Filling Vacant Positions 7/1/15 – 6/30/16	FTE Administrators Added in Newly Created Positions 7/1/15-6/30/16	FTE Administrative Positions on 6/30/16

Entry 13 – Percent of Uncertified Teachers

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

The table below is reflective of the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications.⁸ Put 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 column applies to a particular teacher, please select one column for the FTE count.

Uncertified Teaching Staff (June 30, 2016)						
FTE count of Teachers (June 30, 2016) <i>Note: Columns to the right should sum to this column, and each teacher should be in only <u>one</u> column.</i>	FTE count of uncertified teachers (June 30, 2016)	FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (June 30, 2016)	FTE count of uncertified teachers who are tenured or tenure track college faculty (June 30, 2016)	FTE count of uncertified teachers with two years of Teach for America experience (June 30, 2016)	FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (June 30, 2016)	FTE count of uncertified teachers who do not fit into any of the prior four categories

Entry 14 – Organizational Chart

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

Upload the 2015-2016 **Organizational Chart**. The organizational chart should include position titles and reporting relationships. Employee names do not need to appear on the chart.

⁸ New York State Education Law 2854 (3) (a-1).

Entry 15 – School Calendar

Required of ALL Charter Schools

Upload the school calendar for 2016-2017. The school calendar should clearly indicate the start and end date of the instructional year and the total number of instructional days scheduled.