



# New York State Education Department

## [2019-2020 Annual Report Guidelines for New York State Charter Schools](#)

The Regents of the University of the State of New York

Charter School Office  
89 Washington Avenue  
Albany, New York 12234

## **Acknowledgements**

The Board of Regents (BOR) and the New York State Education Department (NYSED) wish to specifically acknowledge and thank the State University of New York's Charter Schools Institute (SUNY CSI), the New York City Department of Education (NYC DOE), and the Board of Education of Buffalo Public Schools for their contributions and collaborative efforts in creating this Annual Report.

### **SUNY Charter Schools Institute**

SUNY Plaza

353 Broadway

Albany, NY 12246

<http://www.newyorkcharters.org/>

### **New York City Department of Education**

52 Chambers Street

New York, NY 10007

<http://schools.nyc.gov/charters/>

### **Board of Education of the Buffalo City School District**

712 City Hall

Buffalo, NY 14202

<http://www.buffaloschools.org/>

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## Introduction and Overview

By August 1 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's Charter School Office (NYSED CSO) and to the school's charter entity. **Each charter school is required to make the Annual Report publicly available by August 1 and post on the charter school's website.**<sup>1</sup> (Since August 1 falls on the weekend this year, the deadline for submission of the 2019-2020 Annual Report is August 3). 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 3 deadline.

The [2019-2020 Annual Report Guidelines](#) include general instructions for submission, report content requirements, and key inquiries that highlight academic, organization, 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 schools through and supplement the prompts in the online [Annual Report portal](#). All New York State charter schools, regardless of authorizer, must submit their school's 2019-2020 Annual Report through the online portal by August 3, 2020 or no later than the dates specified in the applicable sections of the guidance. Schools should make note of individual authorizer requirements in the Guidelines and within the portal.

A charter school's Annual Report provides information about its performance over the prior academic year, as well as a report on progress toward performance goals agreed upon in the charter contract.<sup>2</sup> 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 to complete this statutory requirement.

Charter schools are not asked and are not required to submit personally identifiable student information. Please DO NOT include or attach this information.

Additionally, all charter schools in New York must comply with reporting requirements set forth in the Regulations of the Commissioner<sup>3</sup> and are held accountable for ensuring accurate data sharing through the NYSED's information management systems.

## Submission Instructions

All Annual Reports must be submitted through the NYSED's Charter School Office (NYSED CSO) [Annual Report portal](#). All four authorizers in New York State access their respective annual reports through this portal. Therefore, charter schools are not required to e-mail or submit hard copies of the Annual Report to their respective authorizers. Waivers or extended deadline requests will not be granted.

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<sup>1</sup> [New York State Education Law](#) Section 2857(2).

<sup>2</sup> [New York State Education Law](#) Section 2857(2)(b).

<sup>3</sup> See, 8 NYCRR 119.3.

**Schools that changed to another authorizer (through an education corporation merger) during the 2019-2020 school year should follow the submission requirements of the authorizer overseeing the school as of June 30, 2020.**

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.

A charter school’s Annual Report must be a clear and accessible document for parents, the charter school’s authorizer, 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 3** All schools must submit the first component of the Annual Report no later than 11:59 p.m. on August 3, 2020. This submission includes basic school information, progress toward charter goals, board of trustees’ meeting and membership information (including completed Trustee Financial Disclosure Forms). The specific requirements are described in the section heading labeled “Content Requirements” of the Guidelines.

**SUNY-authorized charter schools** must download an [Accountability Plan Progress Report template](#) and, after completion, schools must upload the document into the portal by September 15.

If, after reading the instructions carefully, there are questions about the required information, format or deadlines for the Annual Report, please contact the school’s authorizer:

- New York State Board of Regents (NYSED): [charterschools@nysed.gov](mailto:charterschools@nysed.gov)
- State University of New York Trustees (SUNY): [charters@suny.edu](mailto:charters@suny.edu)
- New York City Department of Education (NYCDOE): [charteroversight@schools.nyc.gov](mailto:charteroversight@schools.nyc.gov)
- Buffalo Board of Education: Ebony Bullock [EBullock@buffaloschools.org](mailto:EBullock@buffaloschools.org)

Questions about the submission process may be directed to the [Charter School Office](#).

# 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 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.

- a. Official School Name (as chartered) and Popular School Name
- b. Charter Authorizer as of June 30, 2020
- c. District/CSD of Location
- d. Date of Initial Charter
- e. Date School First Opened for Instruction
- f. Approved School Mission (Regents, NYCDOE and Buffalo BOE authorized schools only)  
Key Design Elements (Regents, NYCDOE and Buffalo BOE authorized schools only)
- g. School Website Address
- h. Total Approved Chartered Enrollment for 2019-2020 SY
- i. Total Enrollment on June 30, 2020 – excluding Pre-K program enrollment and Grades Served during the 2019-2020 School Year
- j. [Charter Management Organization/Educational Management Organization](#) (if applicable), including contact information (name, email address, telephone number
- k. Facilities Contact Information: physical address(es), phone number(s), district/CSD, and grades served in 2019-2020 and to be served in 2020-2021; Emergency Contact Name, Title, and Phone Number (This information should match school information housed in the SEDREF system); Public (co-location) or Private Space Information for each site; and COO and Fire Inspection Documentation for each private site.<sup>4</sup>
- l. Summary of Material and Non-Material Charter Revisions approved or pending in 2019-2020 including updates to the school’s board of trustee bylaws, enrollment policy, discipline policy, or complaint policy
- m. Name and Position of Person who Completed/Submitted the 2019-2020 Annual Report
- n. Names and Signatures of the Charter School Leader(s) and Board Chair

## Entry 2 – New York State School Report Card

### **Required of SUNY-Authorized Charter Schools (ALL Other Schools See Entry 15)**

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. This report captures school-level enrollment and demographic information, staff qualifications, electronic student records,

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<sup>4</sup> 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, 2020.

and attendance rates, as prescribed by New York State law.<sup>5</sup>

### Entry 3 – Progress Toward Goals<sup>6</sup>

#### **SUNY-Authorized Charter Schools ONLY**

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report template](#). After completing, schools must upload the document into the by **September 15**.

#### **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 all Progress Toward Charter Goals as per their currently approved charters no later than November 2, 2020** (November 1 falls on a Sunday this year).

#### **Academic Student Performance Goals**

<b>2019-2020 Progress Toward Attainment of Academic Charter Goals</b>			
Academic student performance goals	Measure used to evaluate progress toward attainment of goal	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable

#### **Organization Goals**

<b>2019-2020 Progress Toward Attainment of Organization Charter Goals</b>			
Organization goals	Measure used to evaluate progress toward attainment of goal	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable

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

<sup>6</sup> The information requested in the “Goals” tables reflects the information collected through the online portal; however, the format of the table may differ in appearance.

## Financial Goals

2019-2020 Progress Toward Attainment of Financial Charter Goals			
Financial goals	Measure used to evaluate progress toward attainment of goal	2019-2020 progress toward attainment of goal Met/Not Met	If not met, describe efforts the school will take to meet goal.

### Entries 4, 5, 5a-5d and 6 – Per Pupil Expenditures, Audited Financial Statements, 2020-2021 Budget

CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS AND RELATED FISCAL DATA VIA ENTRY 4, 5, 5a-d AND 6 OF THE ANNUAL REPORT.

All charter schools will be required to report 2019-2020 school year fiscal data through the Every Student Succeeds Act (ESSA) Financial Transparency portal by **November 2, 2020** (November 1 falls on a Sunday this year). Guidance to charter schools is forthcoming from the NYSED Fiscal Analysis and Reporting Unit.

ESSA requires that State Report Cards include: “The per-pupil expenditures of Federal, State, and local funds, including actual personnel expenditures and actual non-personnel expenditures of Federal, State, and local funds, disaggregated by source of funds, for each local educational agency and each school in the State for the preceding fiscal year.”

### Entry 7 – Board of Trustees Disclosure of Financial Interest Form

#### Required of ALL Charter Schools by August 3

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 2019-2020 school year must complete a signed:

- Regents, NYCDOE, and Buffalo BOE Authorized Schools: [Disclosure of Financial Interest Form](#)
- SUNY- Authorized Charter Schools: [Trustee Financial Disclosure Form](#)

All completed forms must be collected and uploaded in .PDF format for each individual member. **If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee.** (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 Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

### **Entry 8 – Board of Trustees Membership Table<sup>7</sup>**

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.

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<sup>7</sup> The information requested in the “Trustee Membership” table reflects the information collected through the online portal; however, the format of the table may differ in appearance.

<b>INFORMATION ON CURRENT  VOTING MEMBERS OF THE BOARD OF TRUSTEES  FOR ALL CHARTER SCHOOLS</b>				
<b>Voting Trustee Name and Email Address</b>	<b>Position on the Board (e.g., officers, parent or other constituent representatives)</b>	<b>Committee Affiliation(s)</b>	<b>Number of Terms Served</b>	<b>Current Term Start and End MM/YY</b>
<b>INFORMATION ON CURRENT  NON-VOTING MEMBERS OF THE BOARD OF TRUSTEES  FOR REGENTS, NYC DOE AND BUFFALO BOE CHARTER SCHOOLS</b>				
<b>Non-Voting Trustee Name and Email Address</b>	<b>Parent or other Constituent Representatives</b>	<b>Committee Affiliation(s)</b>	<b>Number of Terms Served</b>	<b>Current Term Start and End MM/YY</b>
<b>All Schools</b>	<b>Total number of Voting Members on June 30, 2020:</b>			
	<b>Total number of Voting Members added during the 2019-2020 school year:</b>			
	<b>Total number of Voting Members who departed during the 2019-2020 school year:</b>			
	<b>Total Number of Voting members in 2019-2020, as set by the board in bylaws, resolution or minutes:</b>			
<b>Regents, NYCDOE, &amp; Buffalo BOE Schools</b>	<b>Total number of Non-Voting Members on June 30, 2020:</b>			
	<b>Total number of Non-Voting Members added during the 2019-2020 school year:</b>			
	<b>Total number of Non-Voting Members who departed during the 2019-2020 school year:</b>			
	<b>Total Number of Non-Voting members in 2019-2020, as set by the board in bylaws, resolution or minutes:</b>			
<b>All Schools</b>	<b>Number of board meetings conducted in 2019-2020:</b>			
	<b>Number of board meetings scheduled for the 2020-2021 school year:</b>			

## Entry 9 – Board Meeting Minutes

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

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 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 3, 2020.

## Entry 10 – Enrollment and Retention

### **Required of ALL Charter Schools**

Describe the good faith efforts the charter school has made in 2019-2020 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), 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 2020-2021.

## Entry 11 – Teacher and Administrator Attrition

**The NYSED CSO will no longer collect Teacher and Administrator Attrition data via the Annual Report.**

### A. TEACH System – Employee Clearance

Charter schools must ensure that all prospective employees<sup>8</sup> receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel that 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.

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<sup>8</sup> Employees that 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.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/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.

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.

**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 simultaneously 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.

**Entry 12 – Percent of Uncertified Teachers**

**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.

<b>Uncertified Teaching Staff (June 30, 2020)<sup>9</sup></b> <b>Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner</b>		
If more than one line applies to a teacher, please include in only one FTE uncertified category. Please <b>do not</b> include paraprofessionals, such as teacher aides.		
<b>A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS</b>		<b>ENTER TOTAL FROM BELOW &gt;</b>
i.	FTE count of <b>uncertified</b> teacher with at least three years of elementary, middle or secondary classroom teaching experience (June 30, 2020)	
ii.	FTE count of <b>uncertified</b> teachers who are tenured or tenure track college faculty (June 30, 2020)	
iii.	FTE count of <b>uncertified</b> teachers with two years of Teach for America experience (June 30, 2020)	

<sup>9</sup> The information requested in the “Uncertified Teachers” table reflects the information collected through the online portal; however, the format of the table may differ in appearance.

iv.	FTE count of <b>uncertified</b> teachers with exceptional business, professional, artistic, athletic, or military experience (June 30, 2020)	
<b>B. PLUS FIVE UNCERTIFIED TEACHERS IN DISCIPLINES</b>		<b>ENTER TOTAL FROM BELOW &gt;</b>
i.	Mathematics	
ii.	Science	
iii.	Computer Science	
iv.	Technology	
v.	Career and Technical Education	
<b>C. PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS</b>		<b>ENTER TOTAL FROM BELOW &gt;</b>
i.	FTE count of <b>uncertified</b> teacher with at least three years of elementary, middle or secondary classroom teaching experience (June 30, 2020)	
ii.	FTE count of <b>uncertified</b> teachers who are tenured or tenure track college faculty (June 30, 2020)	
iii.	FTE count of <b>uncertified</b> teachers with two years of Teach for America experience (June 30, 2020)	
iv.	FTE count of <b>uncertified</b> teachers with exceptional business, professional, artistic, athletic, or military experience (June 30, 2020)	
<b>D. NUMBER OF UNCATEGORIZED TEACHERS</b>		<b>ENTER TOTAL &gt;</b>
<b>SUMMARY TOTALS</b>		
<b>TOTAL COUNT OF UNCERTIFIED Teachers</b>	<b>FTE count of <u>Uncertified</u> teachers (June 30, 2020) (Sum of Categories A, B AND C)</b>	
<b>TOTAL COUNT OF UNCATEGORIZED</b>	<b>FTE Count of <u>Uncategorized, Uncertified</u> Teachers (June 30, 2020) (Category D)</b>	
<b>Total Count of CERTIFIED Teachers</b>	<b>FTE count of <u>Certified</u> Teachers (June 30, 2020)</b>	
<b>Total</b>	<b>Total Number of Teachers in School</b>	

## Entry 13 – Organization Chart

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

Upload the 2019-2020 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart.

## Entry 14 – School Calendar

### **Required of ALL Charter Schools**

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3<sup>rd</sup> submission. Charter schools will be able to upload

an updated school calendar into the portal at any time but no later than **September 15, 2020**.

School calendars must meet the [minimum instructional requirements](#) adopted by the Board of Regents in 2018.

Board of Regents-authorized charter schools 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.

## **Entry 15 – Links to Critical Documents on School Website**

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

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. Most recently filed Annual Report (i.e., 2018-19 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor’s Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.

## **Entry 16 – COVID 19 Related Information**

### **Required of ALL charter schools**

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

**2019-2020 Attendance and Participation**

Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year

2019-2020 Assessment Participation Rate													
Assessment	K	1	2	3	4	5	6	7	8	9	10	11	12