

Application: Brighter Choice Charter School for Girls

Jen Pasek - jen@pasekconsulting.com
2022-2023 Annual Report

Summary

ID: 0000000303

Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed - Oct 31 2023

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 2022-2023 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, 2023**) or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

BRIGHTER CHOICE CHARTER SCHOOL FOR GIRLS 800000055503

a1. Popular School Name

BCCSG

b. CHARTER AUTHORIZER (As of June 30th, 2023)

Please select the correct authorizer as of June 30, 2023 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. School Unionized

Is your charter school unionized?

No

d. DISTRICT / CSD OF LOCATION

ALBANY CITY SD

e. Date of Approved Initial Charter

Jan 1 2001

f. Date School First Opened for Instruction

Aug 20 2002

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

The mission of Brighter Choice Charter Schools is to empower our scholars to become responsible learners competent in reading, writing and mathematics and to develop their social-emotional skills. Brighter Choice Charter Schools is committed to providing a well-rounded academic program to all scholars that will enable them to realize their highest potential.

KDE 1 An Engaging, Standards-Based Academic Program including Integrated Studies

KDE 2 Character Development Aligned to the BCCS Core Values

KDE 3 High Impact Professional Development for Educators

KDE 4 A Focus on Data to Drive Instruction

KDE 5 Parent and Community Partnerships

KDE 6 More Time for Learning through an Extended Day and Year

KDE 7 Single Gender Program

h. School Website Address

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

i. Total Approved Charter Enrollment for 2022-2023 School Year

325

j. Total Enrollment on June 30, 2023 - excluding Pre-K program enrollment

316

k. Grades Served

Grades served during the 2022-2023 school year (exclude Pre-K program students):

Use the CTRL button to select multiple grades to accurately capture every grade level served.

Responses Selected:

k
1
2
3
4
5

I. Charter Management Organization

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

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2023-2024?

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 to be Served at Site for previous year (K-5, 6-9, etc.)	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	250 Central Ave, Albany, NY 12206	518-694-4100	Albany	K-5	K-5	No

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Kristina Ford	Principal	518-694-4100		kford@brighterchoice.org
Operational Leader	Luke Licygiewicz	Operations Manager	518-694-4100		LLicygiewicz@brighterchoice.org
Compliance Contact	Kristina Ford	Principal	518-694-4100		kford@brighterchoice.org
Complaint Contact	Kristina Ford	Principal	518-694-4100		kford@brighterchoice.org
DASA Coordinator	Caitlin Appleby	Social Worker	518-694-4100		cappleby@brighterchoice.org
Phone Contact for After Hours Emergencies	Luke Licygiewicz	Operations Manager	518-603-2032		LLicygiewicz@brighterchoice.org

m1b. Is site 1 in public (co-located) space or in private space?

Private Space

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

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2023.

- **Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.**
- **If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2023.**

Site 1 Certificate of Occupancy (COO)

[BCCSG CO.pdf](#)

Filename: BCCSG CO.pdf **Size:** 29.9 kB

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

[BCCSG Fire 08.09.2023.pdf](#)

Filename: BCCSG Fire 08.09.2023.pdf **Size:** 179.1 kB

n. List of owned, rented, leased facilities not used to educate students

Separate by semi-colon (;)

N/A

CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

o. Were there any revisions to the school's charter during the 2022-2023 school year? (Please include approved or pending material and non-material charter revisions).

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

No

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).

Name	Jen Pasek
Position	Consultant
Phone/Extension	518-542-9810
Email	jen@pasekconsulting.com

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 10:

Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES** to agree.

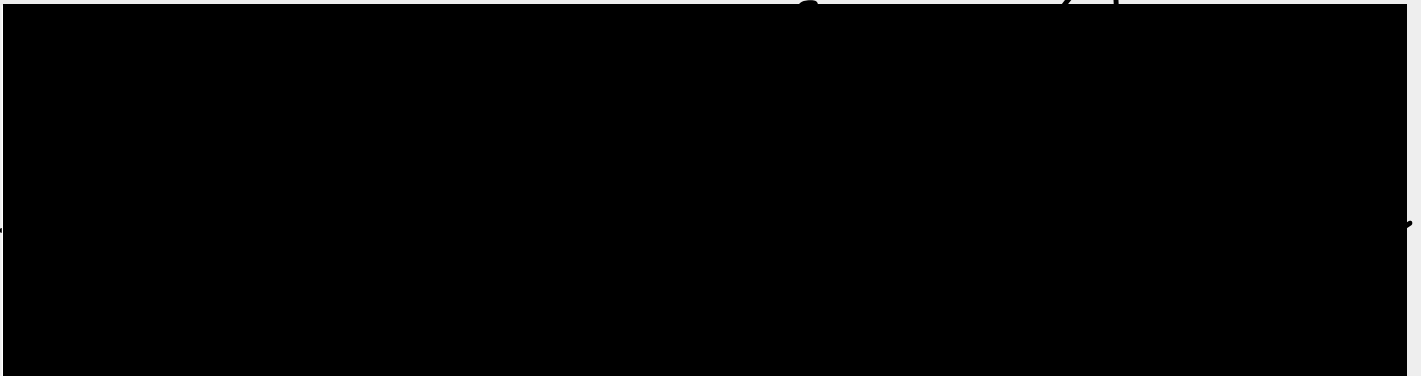
Responses Selected:

Yes

Signature, Head of Charter School

A large black rectangular redaction box covers the signature of the Head of Charter School. The signature is completely obscured.

Signature, President of the Board of Trustees

A large black rectangular redaction box covers the signature of the President of the Board of Trustees. The signature is completely obscured.

Date

Oct 31 2023



Thank you.

Entry 2 Links to Critical Documents on School Website

Completed - Oct 31 2023

Instructions

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy, and NYSED-Approved School Discipline Policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#));
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

[\[1\]](#) Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Report when financials have been submitted in November.)

Form for Entry 2 Links to Critical Documents on School Website

School Name: **Brighter Choice Charter School for Girls**

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the **link** from the school's website for each of the items:

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	https://www.brighterchoice.org/?page_id=3845
2. Board meeting notices, agendas and documents	https://app2.boardontrack.com/public/ZMGdjp/home
3. New York State School Report Card	https://www.brighterchoice.org/?page_id=3845
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.brighterchoice.org/?page_id=3845
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo)	https://www.brighterchoice.org/?page_id=3845
6. Authorizer-approved FOIL Policy	https://www.brighterchoice.org/?page_id=3845
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://www.brighterchoice.org/?page_id=3845

Thank you.



Entry 3 Progress Toward Goals

Completed - Oct 31 2023

Instructions

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. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 1, 2023.

1. ACADEMIC STUDENT PERFORMANCE GOALS

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. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	Performance Framework: NYS ELA Test Scores vs District	NYS ELA Exam ELA BCCSG Gr 3 63% Gr 4 51% Gr 5 39% All 3-5 51% District results are not available.	Unable to Assess	
Academic Goal 2		Statewide NYS ELA Exam Proficiency Rates have not been publicly released.	Unable to Assess	
Academic Goal 3	Performance Framework: NYS Math Test Scores vs District	NYS Math Exam Math BCCSG Gr 3 70% Gr 4 40% Gr 5 26% All 3-5 45% District results are not available.	Unable to Assess	
Academic Goal 4	Performance Framework: NYS Math Test Scores vs NYS	Statewide NYS Math Exam Proficiency Rates have not been publicly released.	Unable to Assess	
Academic Goal 5				

Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2022-2023 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2022-2023 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1				
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2022-2023 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete - Hidden from applicant

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, 2023.

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

Entry 4 - Audited Financial Statements

Completed - Oct 30 2023

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 **November 1, 2023**. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2023**. 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 2023 but will be identified as a required task thereafter and due on November 1, 2023. This is a required task, and it is marked optional for administrative purposes only.

[BCCS - Girls and Boys - FS 2023 FINAL](#)

Filename: BCCS_-_Girls_and_Boys_-_FS_2023_FI_7XM1yK1.pdf Size: 1.4 MB

Entry 4a – Audited Financial Report Template (SUNY)

Incomplete - Hidden from applicant

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

SUNY-authorized schools must download the Excel spreadsheet entitled “Audited Financial Statement Template” at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**.

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

Entry 4b – Audited Financial Report Template (BOR/NYC/BOE)

Completed - Oct 31 2023

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

Regents-authorized schools must download and complete the Excel spreadsheet entitled “Audited Financial Report Template” from the online portal or the [2022-2023 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2023**.

Please complete one spreadsheet at the Education Corporation level and submit the same spreadsheet for each of the schools.

EDUCATION CORPORATIONS WITH MORE THAN ONE SCHOOL SHOULD COMPLETE THE EXCEL SPREADSHEET FOR THE EDUCATION CORPORATION AS A WHOLE, NOT FOR THE INDIVIDUAL SCHOOLS. PLEASE SUBMIT THE SAME EXCEL SPREADSHEET FOR EACH OF THE SCHOOLS.

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

[BCCS - Girls and Boys 2022-23 Audit Template-NYSED and NYCDOE](#)

Filename: BCCS_-_Girls_and_Boys_2022-23_Aud_VjiJPCp.xlsx Size: 75.9 kB

Entry 4c – Additional Financial Documents

Completed - Oct 31 2023

Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2023**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a “federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold.”

1. Advisory and/or Management letter
2. Federal Single Audit
3. Agreed-Upon Procedure Report

- 4. Evidence of Required Escrow Account for each school^[1]
- 5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

^[1] Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

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

[BCCSG Escrow 1704 June 2023](#)

Filename: BCCSG_Escrow_1704_June_2023.pdf Size: 481.6 kB

Entry 4d - Financial Contact Information

Completed - Oct 31 2023

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2023**.

Form for "Financial Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Lukasz Licygiewicz	llicygiewicz@brighterchoice.org	518-694-4100

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Cusack & Company	CPAS@CUSACKCPAS.COM	518-786-3550	15

3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm
	BoostED Finance	Ingrid Casio	135 W 41st Street, 5th Floor New York, NY 10036	icasio@weboosted.com	212-786-7900	7

Entry 5 – Fiscal Year 2023-2024 Budget

Completed - Oct 31 2023

SUNY-authorized charter schools should download the [2023-2024 Budget and Quarterly Report Template and the 2023-2024 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 November 1, 2023.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the [2023-2024 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due November 1, 2023.**

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.

[BCCS Girls 2023-2024 BudgetTemplate](#)

Filename: BCCS_Girls_2023-2024_BudgetTemplate.xlsx Size: 40.6 kB

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Oct 31 2023

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 2022-2023 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) is due on August 1, 2023. 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 2022-2023 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.

[BCCS M Snyder 2022-23 BOT Disclosure of Financial Interest](#)

Filename: BCCS_M_Snyder_2022-23_BOT_Disclosure_nKA371a.pdf Size: 459.3 kB

[Nicole Katz BCCS 2022-23 BOT Disclosure of Financial Interest - signed](#)

Filename: Nicole_Katz_BCCS_2022-23_BOT_Disclosure_2Ch1wHS.pdf Size: 458.2 kB

[Zoe Nelson BCCS 2022-23 BOT Disclosure of Financial Interest](#)

Filename: Zoe_Nelson_BCCS_2022-23_BOT_Disclosure_WYX2QVE.pdf Size: 457.6 kB

[Nilsa Velilla BCCS 2022-23 BOT Disclosure of Financial Interest](#)

Filename: Nilsa_Velilla_BCCS_2022-23_BOT_Disclosure_ZyMWWId.pdf Size: 457.6 kB

[Trudy Hanmer BCCS 2022-23 BOT Disclosure of Financial Interest](#)

Filename: Trudy_Hanmer_BCCS_2022-23_BOT_Disclosure_2TX214U.pdf Size: 459.1 kB

[BCCS R McLaughlin 2022-23 BOT Disclosure of Financial Interest](#)

Filename: BCCS_R_McLaughlin_2022-23_BOT_Disclosure_ov5clN6.pdf Size: 460.5 kB

Entry 7 BOT Membership Table

Completed - Oct 31 2023

Instructions

Required of ALL charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

Entry 7 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

1. 2022-2023 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	Martha Snyder	[REDACTED]	Chair	Education	Yes	4	7/1/2021	6/30/2024	11
2	Trudy Hanmer	[REDACTED]	Vice Chair	Education	Yes	3	7/1/2021	6/30/2024	12
3	Zoe Nelson	[REDACTED]	Secretary	Higher Ed	Yes	5	7/1/2021	6/30/2024	10
4	Nilsa Velilla	[REDACTED]	Trustee/Member	Human Resources	Yes	6	7/1/2021	6/30/2024	8
5	Robert McLaughlin	[REDACTED]	Trustee/Member	Law	Yes	2	12/01/2021	11/30/2024	8
6	Nicole Maresca/Katz	[REDACTED]	Treasurer	Finance	Yes	1	04/01/2022	04/28/2025	5 or less
7	Patrick Romain	[REDACTED]	Trustee/Member	Higher Ed	Yes	1	04/15/2021	04/13/2024	11
8									
9									

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2023	7
b.Total Number of Members Added During 2022-2023	0
c. Total Number of Members who Departed during 2022-2023	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	7

3. Number of Board meetings held during 2022-2023

12

4. Number of Board meetings scheduled for 2023-2024

12

Total number of Voting Members on June 30, 2023:

7

Total number of Voting Members added during the 2022-2023 school year:

0

Total number of Voting Members who departed during the 2022-2023 school year:

0

Total Maximum Number of Voting members in 2022-2023, as set by the board in bylaws, resolution, or minutes:

7

Total number of Non-Voting Members on June 30, 2023:

0

Total number of Non-Voting Members added during the 2022-2023 school year:

0

Total number of Non-Voting Members who departed during the 2022-2023 school year:

0

Total Maximum Number of Non-Voting members in 2022-2023, as set by the board in bylaws, resolution or minutes:

0

Thank you.

Entry 8 Board Meeting Minutes

Completed - Oct 31 2023

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

Schools must upload a complete set of monthly board meeting minutes (July 2022-June 2023), which should match the number of meetings held during the 2022-2023 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2023**.

BCCSMinutes_22_23(MissingAug)

Filename: BCCSMinutes_22_23MissingAug.pdf Size: 1.7 MB

Entry 9 Enrollment & Retention

Completed - Oct 31 2023

Instructions for submitting Enrollment and Retention Efforts

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2022-2023 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2023-2024.

***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 9 Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	<p>"School continues to use targeted language in marketing and enrollment events to ensure that families understand how BCCSG strives to fulfill needs of economically disadvantaged students including: free uniform, community eligibility status for breakfast and lunch, a supper program, backpack program, additional transportation within mile and a half radius of school and Schenectady and Troy bussing.- Employed parent coordinator will continue to focus on serving parents and any special family needs. Parent coordinator will also oversee school identified recruitment strategies to ensure high enrollment of economically disadvantaged students. These include:</p> <ul style="list-style-type: none"> -Duplicating our top performing strategies -Holding open house recruitment events -Building and establishing a presence in community events -Advertising in low income areas -Mail campaigns <p>Continuing with the partnership with APD's -Handle with Care program with a direct relationship with the school counselor to provide group and individual counseling.</p> <ul style="list-style-type: none"> -Continued implementation of targeted Social-Emotional programs by classroom teachers and a Character Education Teacher -Form relationships with community stakeholders and develop a 	<p>In the 2022-23 school year, our enrollment for ED students was 77% and the local district enrolled 58% ED students in similar grades. Going forward, we will:</p> <p>Strategic Initiatives for Enrollment Increase</p> <p>BCCS Scholars hired a Director of Recruitment to be more aggressive with our efforts to maintain our enrollment goals, recruit new families, build our waiting lists and employ innovative, forward-thinking practices to build and monitor our enrollment.</p> <p>We will increase Niche Marketing & Outreach</p> <ul style="list-style-type: none"> -10, 000 direct monthly postcard mailings: March – August. <p>Household targeted demographics: Ages 4 – 12; Household Income \$0 - \$75,000; Mailed to Zip Codes in Albany, Schenectady, and Troy with the highest concentration of targeted population and accessible bussing options to Brighter Choice.</p> <ul style="list-style-type: none"> -Correlating on-line marketing advertisement to households that were targeted with monthly postcard mailings:238,834 Google Ad Displays, 72,132 Facebook Ad Displays, 18,887 You Tube Ads, 7,547 Email Ads. -Geo targeting campaign which consisted of "boys' and girls'" ads, "girls' ads" and "boys' ads" of same demographic & zip code in postcard campaign. Strategically "fenced" key locations that were near both public & charter schools that share similar

	<p>marketing presence.</p> <p>-We offer an incentivized attendance program for scholars with low attendance.</p> <p>Integrating more technology in relationship with the school counselor to provide group and individual counseling.</p> <p>-Continued implementation of targeted Social-Emotional programs by classroom teachers and Counselor</p> <p>-Form relationships with community stakeholders and develop a marketing presence.</p> <p>Integrating more technology in the classroom to increase engagement and address different learning styles.</p> <p>-Initiating a parent referral program "</p>	<p>demographics. I.e., Boys & Girls Clubs, Governmental Housing, Fast food restaurants.</p> <p>-Hosted and partnered recruitment events with organizations that already had a significant number of members of targeted demographics: Hoops House of Hoods, local, non-profit basketball community center approximately 1.5 mile from BCCS schools. Masjid As-lam, mosque and religious school for children, .03 miles from BCCS schools.</p> <p>-Partnered with Albany Head Start Family Coordinators to distribute information directly to Head Start families with children entering K.</p> <p>-Targeted Facebook marketing towards lower elementary grades to support long term classroom mode capacity goals of K, 1, & 2 grades enrolling the highest capacity of students.</p> <p>-Sponsoring back to school supply events with local non-profits that serve similar demographics.</p> <p>-Contracted Schola, an educational recruitment company, to target boys' grades K-5 with on-line ads and recruitment specialist outreach: March – August.</p> <p>-Partnered with Albany Housing Authority to distribute flyers, send texts, and host movie nights for tenants.</p>
<p>English Language Learners</p>	<p>Our Director of Recruitment oversees: -BCCS marketing plans continue to include targeted language and videos on our social media platforms to represent our efforts to meet the needs of SWD.</p> <p>-Marketing materials will include the related services and various BCCS-G programming for SWDs.</p> <p>- Hosted a virtual special education</p>	<p>In addition to the strategies listed on the left, we will:</p> <p>-Contract Fastfield Forms; an on-line application that provides accessible mobile digital forms and reports. This application allows parent/guardians to provide immediate digital release signatures granting BCCS permission to access to academic, special education, 504 plans, and</p>

information session for our families.

- Include social media videos highlighting stories from families with SWDs.
- Financial Assistance offered to SWDs
- Budgeted line for reasonable accommodations for SWDs.

School continues to be intentional about seeking out prospective staff members who are dual certified to serve SWD. School will continue to employ a parent coordinator position focused on serving parents and any special family needs.

- School will build on the relationship with the organization Spotted Zebra and begin to cultivate a relationship with Capital District Beginnings.
- School will continue to employ a certified Special Education Coordinator responsible for overseeing programs that provide educational assistance to IEP scholars as well and providing special education services to IEP scholars.
- School will keep a revised open house that includes a time for prospective parents to connect with teachers and school leaders to discuss student needs, and begin to build relationships; school will ensure that the SPED Coordinator is present to help and field questions.
- Continue school admission policy which has established a system for a weighted lottery for students with disabilities.
- Brighter Choice continues to cultivate a relationship with Saint Rose in order to host student teachers who are enrolled in Special Education courses.
- SPED coordinator will continue the Student Support Team process

other relevant information from an applying student's prior school

- increasing turn-around time for staff review of records and acceptance notifications.
- 40, 000 Postcards to target demographics highlighting BCCS accommodations of students with disabilities, English Language Learners, and free and reduced meal programs.
- Partnered with Albany Head Start Family Coordinators to distribute information directly to Head Start families with children entering K.

	<p>which entails meeting regularly concerning at-risk students for initial and follow-up meetings. This allows our staff to be responsive to the needs of our students and identify students who may need further evaluation or identification.</p> <p>-Brighter Choice continues to be flexible to meet the needs of all students. BCCS served the needs of students with disabilities with one co-teach classroom along with consultant teacher services being provided to two other classrooms. BCCS will continue to make internal schedule changes to specific homeroom schedules as needed in order to meet student needs. We continue to explore additional programming options in order to attract and retain Students with Disabilities.</p>	
<p>Students with Disabilities</p>	<p>Our Director of Recruitment oversees:</p> <ul style="list-style-type: none"> -BCCS marketing plans continue to include targeted language and videos on our social media platforms to represent our efforts to meet the needs of SWD. -Marketing materials will include the related services and various BCCS-G programming for SWDs. - Hosted a virtual special education information session for our families. -Include social media videos highlighting stories from families with SWDs. -Financial Assistance offered to SWDs -Budgeted line for reasonable accommodations for SWDs. <p>School continues to be intentional about seeking out prospective staff members who are dual certified to serve SWD. School will continue to employ a parent coordinator position</p>	<p>In addition to the strategies listed on the left, we will:</p> <ul style="list-style-type: none"> -Contract Fastfield Forms; an on-line application that provides accessible mobile digital forms and reports. This application allows parent/guardians to provide immediate digital release signatures granting BCCS permission to access to academic, special education, 504 plans, and other relevant information from an applying student's prior school increasing turn-around time for staff review of records and acceptance notifications. -40, 000 Postcards to target demographics highlighting BCCS accommodations of students with disabilities, English Language Learners, and free and reduced meal programs. -Partnered with Albany Head Start

focused on serving parents and any special family needs.

-School will build on the relationship with the organization Spotted Zebra and begin to cultivate a relationship with Capital District Beginnings.

-School will continue to employ a certified Special Education Coordinator responsible for overseeing programs that provide educational assistance to IEP scholars as well and providing special education services to IEP scholars.

-School will keep a revised open house that includes a time for prospective parents to connect with teachers and school leaders to discuss student needs, and begin to build relationships; school will ensure that the SPED Coordinator is present to help and field questions.

-Continue school admission policy which has established a system for a weighted lottery for students with disabilities.

-Brighter Choice continues to cultivate a relationship with Saint Rose in order to host student teachers who are enrolled in Special Education courses.

-SPED coordinator will continue the Student Support Team process which entails meeting regularly concerning at-risk students for initial and follow-up meetings. This allows our staff to be responsive to the needs of our students and identify students who may need further evaluation or identification.

-Brighter Choice continues to be flexible to meet the needs of all students. BCCS served the needs of students with disabilities with one co-teach classroom along with consultant teacher services being

Family Coordinators to distribute information directly to Head Start families with children entering K.

provided to two other classrooms. BCCS will continue to make internal schedule changes to specific homeroom schedules as needed in order to meet student needs. We continue to explore additional programming options in order to attract and retain Students with Disabilities.

Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	<p>"This year we:</p> <ul style="list-style-type: none"> - Continue to focus and support families who are experiencing economic hardship. - Utilize a counselor to support families with counseling appointments or any follow up appointments. · Continue to extend supper program to serve scholars participating in backpack program and afterschool programs. Include afterschool tutoring during the school year. -In addition, we continued the food pantry program this year which provided 30 or more families with more food options than the traditional backpack program. Families are able to shop for meat, produce and other pantry items. · Continue to provide transportation for students less than 1.5 mile radius and Schenectady transportation. · Continue to implement an incentivized attendance program for scholars with low attendance. Social media is the main tool we are using to maintain consistent family engagement. Students are continuing with instruction through our Brighter Choice Charter School for Girls Youtube channel where their teachers are posting daily videos. Teachers are also maintaining weekly contact with scholar families. The school held a reverse parade for scholars and families. We also send blast 	<p>73% of our eligible ED students returned in the fall 2022 from the previous year. Given that we have a significant population of ED students, we have well-developed supports for this group that we will continue to implement in the upcoming school year. ""This year we:</p> <ul style="list-style-type: none"> - Continue to focus and support families who are experiencing economic hardship. - Utilize a counselor to support families with counseling appointments or any follow up appointments. · Continue to extend supper program to serve scholars participating in backpack program and afterschool programs. Include afterschool tutoring during the school year. -In addition, we continued the food pantry program this year which provided 30 or more families with more food options than the traditional backpack program. Families are able to shop for meat, produce and other pantry items. · Continue to provide transportation for students less than 1.5 mile radius and Schenectady transportation. · Continue to implement an incentivized attendance program for scholars with low attendance. Social media is the main tool we are using to maintain consistent family engagement. Students are continuing with instruction through

	<p>communication regarding all important updates."</p>	<p>our Brighter Choice Charter School for Girls Youtube channel where their teachers are posting daily videos. Teachers are also maintaining weekly contact with scholar families. The school held a reverse parade for scholars and families. We also send blast communication regarding all important updates.</p>
<p>English Language Learners</p>	<p>BCCSG offers the following supports for ELLs: We employ a full time ESL teacher. In addition, our support staff includes a School Counselor, two Rtl teachers, a SPED Coordinator and a SPED-certified teacher. In addition, our Parent Coordinator focuses on serving parents and any special family needs. We established an ELL community liaison position to support a connection between BCCSG and prospective families. We recruit prospective staff members who are bilingual and can support families of ELL students. We provided translation support in Spanish and Arabic at orientations, enrollment events, and at other occasions as needed. We have a relationship with the US Committee for Refugees and Immigrants (USCRI http://refugees.org/field-office/albany/) to support current families by connecting networks of support. We continue to build capacity with current staff to service the needs of ELL students through professional development opportunities with CASDA and University of Albany and opportunities for collaboration with the ELL teacher at BCCS-B.</p>	<p>73% of English Language Learners returned in 2022-23. We have a robust ELL program that will continue in the 2023-24 school year in order to support the retention of this group. BCCSG offers the following supports for ELLs: We employ a full time ESL teacher and an additional part time ESL teacher. In addition, our support staff includes a School Counselor, two Rtl teachers, a SPED Coordinator and two SPED-certified teacher. In addition, our Parent Coordinator focuses on serving parents and any special family needs. We established an ELL community liaison position to support a connection between BCCSG and prospective families. We recruit prospective staff members who are bilingual and can support families of ELL students. We provided translation support in various languages at orientations, enrollment events, and at other occasions as needed. We have a relationship with the US Committee for Refugees and Immigrants (USCRI http://refugees.org/field-office/albany/) to support current families by connecting networks of support.</p>

	<p>We also focused on identifying and addressing academic and social-emotional needs for ELLs as they return to in-person learning. We have on staff a half-time ELL teacher and a half-time Rtl teacher.</p>	<p>We continue to build capacity with current staff to service the needs of ELL students through professional development opportunities with BER and opportunities for collaboration with the ELL teacher at BCCS-B. We also focused on identifying and addressing academic and social-emotional needs for ELLs .</p>
<p>Students with Disabilities</p>	<p>BCCSG offers the following supports for students with disabilities: We employ a certified Special Education Coordinator who is responsible for overseeing programs that provide educational assistance to IEP scholars as well and providing special education services to IEP scholars. Our SPED coordinator re-initiated the Student Support Team which meets regularly concerning at-risk students for initial and follow-up meetings. This allows our staff to be responsive to the needs of our students and identify students who may need further evaluation or identification. In addition, our student support staff includes one School Counselor, two Rtl teachers, and two SPED-certified teachers including the coordinator. In addition, our Parent Coordinator focuses on serving parents and any special family needs. We are intentional about recruiting prospective staff members who are certified to serve SWD. Brighter Choice Girls has also cultivated a relationship with Saint Rose in order to host student teachers who are enrolled in Special Education courses. Brighter Choice Girls continues to be flexible to meet the needs of all students. We make internal schedule changes to</p>	<p>The retention rate of our students with disabilities who returned in the fall of 2022 was 68%. We will continue the strategies listed at the left as well as the overall retention strategies listed above.</p>

specific homeroom schedules as needed in order to meet student needs. We continue to explore additional programming options in order to attract and retain Students with Disabilities.

Entry 10 – Teacher and Administrator Attrition

Completed - Oct 31 2023

Form for "Entry 10 – Teacher and Administrator Attrition" Revised to 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. Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

^[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employeefingerprintoct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

Attestation

Responses Selected:

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

Entry 11 Percent of Uncertified Teachers

Completed - Oct 31 2023

Instructions

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

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	4
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
Total Category A: 5 or 30% whichever is less	4.0

CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.

	FTE Count
i. Mathematics	0
ii. Science	0
iii. Computer Science	0
iv. Technology	0
v. Career and Technical Education	0
Total Category B: not to exceed 5	0.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	4
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
Total Category C: not to exceed 5	4.0

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

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total	4

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	6

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	6

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	16

Thank you.



Entry 12 Organization Chart

Completed - Oct 31 2023

[Instructions](#)

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

Upload the 2022-2023 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

[BCCSG 2022-2023 Org Chart final](#)

Filename: BCCSG_2022-2023_Org_Chart_final.pdf Size: 64.4 kB

Entry 13 School Calendar

Completed - Oct 31 2023

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2023 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2023**.

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.

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

[BCCS '23-'24 Calendar](#)

Filename: BCCS_23-24_Calendar.pdf Size: 96.1 kB

Entry 14 Staff Roster

Completed - Oct 31 2023

[INSTRUCTIONS](#)

Required of Regents and NYCDOE-authorized Charter Schools ONLY

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees (all faculty and staff employed by the school during the 2022-2023 school year).

Use of the 2022-2023 Annual Report Faculty/Staff Roster Template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required.

Reminders: Please use the Notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

Here is the complete list of data elements in the roster template and an explanation of what information is required to correctly complete this task.

Roster Data Elements	Explanations
Authorizer NOTE: MUST BE DONE FIRST	Select your school's authorizer from the drop-down list first , before completing the roster.
School Name and Institution ID	Select your school's name from the drop-down list .
Faculty/Staff First Name	Enter the first name of the Faculty/Staff person.
Faculty/Staff Last Name	Enter the last name of the Faculty/Staff person.

TEACH ID	Enter the 7 digit TEACH ID for the Faculty/Staff person.
Role in School	Select the best choice of role of the Faculty/Staff person from the drop-down list .
CPR/AED Certification Status	Select the appropriate choice from the drop-down list .
Hire Date	Enter the date that the Faculty/Staff person was hired.
Start Date	Enter the date that the Faculty/Staff person actually began employment in this school.
Total Years' Experience in this Role	Enter Total Years of Experience that the Faculty/Staff person has in their current role.
Total Years at this School	Enter the Total Years that the Faculty/Staff person has been employed in this school.
Out-of-Certification Justification	Select the appropriate choice from the drop-down list .
Subject Taught	Select the appropriate choice from the drop-down list .
Notes	Optional

[**BCCS-Girls Staff Roster**](#)

Filename: BCCS-Girls_Staff_Roster.xlsx Size: 20.9 kB

Optional Additional Documents to Upload (BOR)

Incomplete