

Application: Buffalo Academy of Science Charter School

Joseph Polat - polat@buffsci.org
2022-2023 Annual Report

Summary

ID: 0000000091

Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed - Aug 18 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)

BUFFALO ACADEMY OF SCIENCE CHARTER SCHOOL 800000057454

a1. Popular School Name

BuffSci

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

BUFFALO CITY SD

e. Date of Approved Initial Charter

Jan 12 2004

f. Date School First Opened for Instruction

Sep 13 2004

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

Mission Statement and Key Design Elements

Mission Statement

Mission: Buffalo Academy of Science Charter School (BASCS) is a tuition-free, college preparatory public charter school whose mission is to provide an excellent K-12 academic experience that ensures all students are prepared for college and careers of the highest potential as academically, socially, emotionally, and physically well-rounded and contributing citizens.

Vision: BASCS envisions a society where historical urban academic and income disparities are eliminated and students are ready to carry the torch of knowledge, freedom, equity, and prosperity.

Key Design Elements

- STEM-infused
- Data-driven decision-making and continuous improvement
- Challenging curriculum—proven to eliminate academic disparities—and higher graduation requirements including Honors classes, Advanced Placement classes, Regents diploma with advanced designations, Regents Seal of Biliteracy
- Closing the gaps by providing instructional support for all students through intervention, special programs, remediation, tutoring, after-school enrichment, and instructional modifications that accelerate student movement between proficiency levels
- Character development, social-emotional-physical well-being, healthy lifestyles
- Teacher training—ongoing, strong teacher professional development, coaching, mentorship, and professional learning communities enabling all teachers to be highly qualified and highly competent
- Parents as partners, partnership-and-participation atmosphere, student-parent-teacher triads
- College for all, college planning, and guidance counseling

h. School Website Address

www.buffsci.org

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

928

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

874

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 |
| 6 |
| 7 |
| 8 |
| 9 |
| 10 |
| 11 |
| 12 |

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?

Yes, 3 sites

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 | 190 Franklin Street Buffalo NY 14211 | 716-854-2490 | Buffalo | 9-12 | 9-12 | No |

m1a. Please provide the contact information for Site 1.

| | Name | Title | Work Phone | Alternate Phone | Email Address |
|---|--------------------|----------------------|--------------|-----------------|--|
| School Leader | Giray Gebes | Principal | 716-854-2490 | | gebesci.org |
| Operational Leader | Murat Kucukdugenic | Chief Operation Ofcr | 716-854-2490 | | kucukdugenic@buffsci.org |
| Compliance Contact | John Kaya | Director of Data | 716-854-2490 | | kaya@buffsci.org |
| Complaint Contact | Ginger Ragland | Executive Assistant | 716-854-2490 | | ginger@buffsci.org |
| DASA Coordinator | Brittney Collins | Dean of Students | 716-854-2490 | | collins@buffsci.org |
| Phone Contact for After Hours Emergencies | Giray Gebes | Principal | 716-854-2490 | | gebesci.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)

[180 FRANKLIN-CERTIFICATE OF OCCUPANCY SEP-2022.pdf](#)

Filename: 180 FRANKLIN-CERTIFICATE OF OCCUPANCY SEP-2022.pdf **Size:** 777.4 kB

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

[FRANKLIN FIRE CERTIFICATION.pdf](#)

Filename: FRANKLIN FIRE CERTIFICATION.pdf **Size:** 604.9 kB

School Site 2

m2. SCHOOL SITES

Please provide information on Site 2 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 2 | 100 Poplar St Buffalo NY 14211 | 716-854-2490 | Buffalo | 5-8 | 5-8 | No |

m2a. Please provide the contact information for Site 2.

| | Name | Title | Work Phone | Alternate Phone | Email Address |
|---|--------------------|-------------------------|--------------|-----------------|--|
| School Leader | Kelly Wilczak | Principal | 716-854-2490 | | wilczak@buffsci.org |
| Operational Leader | Murat Kucukdugenci | Chief Operation Officer | 716-854-2490 | | kucukdugenci@buffsci.org |
| Compliance Contact | John Kaya | Director of Data | 716-854-2490 | | kaya@buffsci.org |
| Complaint Contact | Ginger Ragland | Executive Assistant | 716-854-2490 | | ginger@buffsci.org |
| DASA Coordinator | Justin Scibetta | Dean of Students | 716-854-2490 | | scibetta@buffsci.org |
| Phone Contact for After Hours Emergencies | Kelly Wilczak | Principal | 716-854-2490 | | wilczak@buffsci.org |

m2b. Is site 2 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 2 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)

[100 Poplar new COO Oct-2020 \(1\).pdf](#)

Filename: 100 Poplar new COO Oct-2020 (1).pdf **Size:** 133.5 kB

Site 2 Fire Inspection Report

This is required, marked optional for administrative purposes.

[Certificate of Fire Inspection 190 Frankin.pdf](#)

Filename: Certificate of Fire Inspection 190 Frankin.pdf **Size:** 583.3 kB

School Site 3

m3. SCHOOL SITES

Please provide information on site 3 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 3 | 241 Oneida Street Buffalo NY 14206 | 716-854-2490 | Buffalo | K-4 | k-4 | No |

m3a. Please provide the contact information for Site 3.

| | Name | Title | Work Phone | Alternate Phone | Email Address |
|---|---------------------|-------------------------|--------------|-----------------|--|
| School Leader | Ashley Piazza | Principal | 716-854-2490 | | piazza@buffsci.org |
| Operational Leader | Murat Kucukdugenici | Chief Operation Officer | 716-854-2490 | | kucukdugenici@buffsci.org |
| Compliance Contact | John Kaya | Director of Data | 716-854-2490 | | kaya@buffsci.org |
| Complaint Contact | Ginger Ragland | Executive Assistant | 716-854-2490 | | ginger@buffsci.org |
| DASA Coordinator | Kelly Lowe | Dean of Students | 716-854-2490 | | lowe@buffsci.org |
| Phone Contact for After Hours Emergencies | Ashley Piazza | Principal | 716-854-2490 | | piazza@buffsci.org |

m3b. Is site 3 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 3 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)

[241 ONEIDA CERTIFICATE OF OCCUPANCY.pdf](#)

Filename: 241 ONEIDA CERTIFICATE OF OCCUPANCY.pdf **Size:** 641.2 kB

Site 3 Fire Inspection Report

This is required, marked optional for administrative purposes.

[241 Onieda CERTIFICATION.pdf](#)

Filename: 241 Onieda CERTIFICATION.pdf **Size:** 590.7 kB

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

Separate by semi-colon (;)

None

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 | Joseph Polat |
| Position | Executive Director |
| Phone/Extension | 716-854-2490-1111 |
| Email | polat@buffsci.org |

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

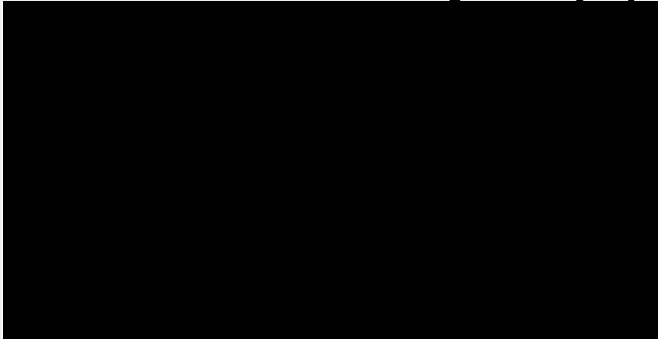
As outlined in ENTRY 10:

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.

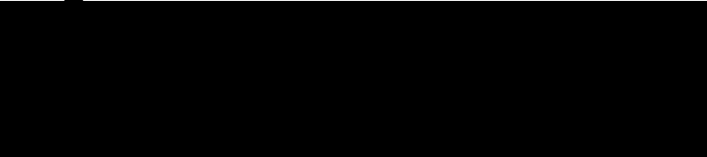
Responses Selected:

Yes

Signature, Head of Charter School

A large black rectangular redaction box covers the signature of the Head of Charter School. The top and bottom edges of the box are irregular, with several thin black lines extending upwards and downwards from the corners, suggesting the original signature was partially visible but 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 box is solid black and covers the entire signature area.

Date

Aug 1 2023



Thank you.

Entry 2 Links to Critical Documents on School Website

Completed - Aug 25 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: **Buffalo Academy of Science Charter School**

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.nysed.gov/sites/default/files/programs/charter-schools/buffalo-acad-of-sci-ar2122.pdf |
| 2. Board meeting notices, agendas and documents | https://docs.google.com/document/d/e/2PACX-1vRgu6OXd5H5DhJ9533IVV9FaysMBMXu4INMfxP3SczQ3D59-OeZjEY48BSJzIGhTPJ9YKOpheEFsAJL/pub |
| 3. New York State School Report Card | https://data.nysed.gov/essa.php?year=2022&instid=800000057454 |
| 4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY) | https://drive.google.com/file/d/1VjvHVRKVuf6n50ZnhbhHVbNH80OuWXrp/view https://drive.google.com/file/d/16OFY7wNa81IJ9ACM7L-b-xxRI5EhXzfJ/view |
| 5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo) | https://docs.google.com/document/d/e/2PACX-1vR3PjgrwOay7awwHbQQym6d2GUvySRnKOZqgY5zGx30v0HfSRX_I2iIYYg9qjRKnP0cV2eBrpQLSj-u/pub |
| 6. Authorizer-approved FOIL Policy | https://drive.google.com/file/d/1Fn1sZVzvJ2LtgZLPwdAsNgVEOQKDgX1J/view |
| 7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List) | https://drive.google.com/file/d/1Fn1sZVzvJ2LtgZLPwdAsNgVEOQKDgX1J/view |

Thank you.



Entry 3 Progress Toward Goals

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 | <p>Academic Goal 1</p> <p>BASCS students will possess math, reading and writing skills at or above grade level.</p> | <p>Absolute:</p> <p>BASCS's absolute goals for student achievement beginning in 2019-2020 are at least 75% of students who have attended the school for at least one year will score at Levels 2, 3, or 4 on the New York State ELA exam.</p> <p>Comparative: The percent of BASCS students scoring level 3 and 4 in 8th grade Math and ELA state tests will be at least 5% higher than BCS District.</p> | Unable to Assess | <p>BASCS will try to bridge the gap the pandemic elevated through more individual and group support as well as through utilizing recent tools and technologies.</p> |
| Academic Goal 2 | <p>Academic Goal 2:</p> <p>BASCS students will graduate college ready.</p> | <p>Metrics:</p> <p>Absolute</p> <p>BASCS' absolute goal for student achievement beginning in 2019-2020 is 90% of our students will have completed the</p> | Met | |

requirements of the Regents diploma within 4 years of their entrance in 9th grade in our school. This goal will be measured by five required New York State Regents examinations and required number of credits.

Growth

The percentage of BASCS students demonstrating proficiency on a given exam will represent a 10% reduction in the difference between 100% proficiency and the BASCS previous year's proficiency percentage.

Comparative

BASCS comparative goals for student achievement are to outperform the Buffalo City School District with at least 5% higher achievement (5% more students scoring above 65%). These goals will be measured by the 5 required Regents examinations. Percentages will be

| | | | | |
|------------------|--|---|-----|--|
| | | calculated using the August, January, and June examination periods for the same reporting period. | | |
| Academic Goal 3 | College Placement BASCS goal for college placement is 90%. This goal is measured by the number of seniors accepted by the colleges. | The percentage of BASCS seniors demonstrating college career ready defined by state (scoring Level3 or 4 in Math, and ELA) will represent a 5% reduction in the difference between 100% college ready and the BASCS previous year's college ready percentage. | Met | |
| Academic Goal 4 | | | | |
| 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 | BuffSci will have conservative and realistic budget projections. | Annual financial audits | Met | |
| 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 31 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.

Buffalo Academy of Science Charter School Final FS 2023

Filename: Buffalo_Academy_of_Science_Charter_uoq10Lu.pdf Size: 528.6 kB

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 - Nov 1 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.

23-1101 BuffSci Audited-financial-report-template-nysed (2)

Filename: 23-1101_BuffSci_Audited-financial_ZZQZNkb.xlsx Size: 93.4 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.

[BuffSci1 and BuffSci2 escrow corp stmt 2023-Jun-01 2023-Jun-30 \(1\)](#)

Filename: BuffSci1_and_BuffSci2_escrow_corp_ujmMOIL.pdf Size: 205.2 kB

[Buffalo Academy of Science Charter School Final RTB 2023](#)

Filename: Buffalo_Academy_of_Science_Charter_NCvh4GA.pdf Size: 181.5 kB

[23-1031 Entry 4c - Additional Financial Documents for Annual Report](#)

Filename: 23-1031_Entry_4c_-_Additional_Fina_lpm6dqw.pdf Size: 24.6 kB

Entry 4d - Financial Contact Information

Completed - Oct 23 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 |
|--|----------------------------------|--|-----------------------------------|
| | Graham VanderZanden | vanderzanden@buffsci.org | 716-854-2490 |

2. Audit Firm Contact Information

| | School Audit Contact Name | School Audit Contact Email | School Audit Contact Phone | Years Working With This Audit Firm |
|--|---------------------------|--|----------------------------|------------------------------------|
| | Brian Sawma | bsawma@efprgroup.com | 716-204-5733 | 3 |

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 |
|-----------------------|----------------|---|--|--------------|-----------------|
| Kirisits & Associates | Karen Burhans | 1231 Delaware Ave #6, Buffalo, NY 14209 | karenb@kirisitscpa.com | 716-881-0089 | 3 |

Entry 5 – Fiscal Year 2023-2024 Budget

Completed - Oct 27 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.

[23-1023 BuffSci1 2023-24 Budget updated-2023-2024-ar-budget-template \(1\)](#)

Filename: 23-1023_BuffSci1_2023-24_Budget_u_X6dPozZ.xlsx Size: 37.8 kB

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Aug 18 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.

[BOT Disclosure Financial Forms 2023 Annual Report](#)

Entry 7 BOT Membership Table

Completed - Aug 18 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 | David Banks | dbank@buffalo.edu | Vice Chair | Academic Committee | Yes | 4 | 11/1/2021 | 11/04/2024 | 11 |
| 2 | Ismet Mamnoon | ismet@inovatibonbon.com | Chair | Governance & Strategic Planning Finance | Yes | 2 | 11/1/2022 | 11/1/2025 | 10 |

| | | | | | | | | | |
|---|---|--|---------------|---|-----|---|---------------|---------------|----|
| | | | | e Committe s | | | | | |
| 3 | Mu s t a f a G o k c e k | g o k c e k@ y a h o o . c o c | Treasure r | G o v e r a n c e & S t r a t e g i c p l a n n i g F i a n c e C o m m i t t e e | Yes | 6 | 10/1/202 1 | 10/1/202 4 | 11 |

| | | | | | | | | | |
|---|--|---|--------------------|---|-----|---|---------------|---------------|----|
| 4 | K a r e n W A L L A C E | K a r e n w a l l a c e @ g m a i l .com | Secretar y | A c a d e m i c C o m m i t t e e | Yes | 2 | 6/23/202 1 | 6/23/200 4 | 12 |
| 5 | B e t t y j e a n G r a n t | B e t t y j e a n g r a n t 1 0 0 @ g m a i l .com | Trustee/ Member | G o v e r a n c e & S t r a t e g i c P l a n n i n g F i | Yes | 2 | 11/1/202 2 | 11/1/202 5 | 8 |

| | | | | | | | | | |
|---|--|--|--|---|--|--|--|--|--|
| | | | | n a n c e C o m m i t t e e s | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |
| 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 | 5 |
| b.Total Number of Members Added During 2022-2023 | 0 |
| c. Total Number of Members who Departed during 2022-2023 | 2 |
| d.Total Number of members, as set in Bylaws, Resolution or Minutes | 7-9 |

3. Number of Board meetings held during 2022-2023

1255

4. Number of Board meetings scheduled for 2023-2024

12

Total number of Voting Members on June 30, 2023:

5

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:

2

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

9

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

Board members attending 8 or fewer meetings during 2022-2023

1

Thank you.

Entry 8 Board Meeting Minutes

Completed - Aug 18 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**.

[BuffSci 2 School Board Mtg Minutes 2022-2023](#)

Filename: BuffSci_2_School_Board_Mtg_Minutes_ztMXUnB.pdf Size: 2.6 MB

Entry 9 Enrollment & Retention

Completed - Aug 18 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>We tried to keep the percentage of economically disadvantage as high as possible (at around 85% or above). In keeping with the mission of preparing students for college from a community who are not served successfully, BuffSci makes efforts to reach populations who are unaware of our school and the benefits we have to offer. Outreach efforts consist of visits to Economically Disadvantaged area community sites where presentations can be made to students and parents (whenever possible) of diverse socioeconomic, religious and cultural backgrounds.</p> <p>Throughout the school year, the Outreach Coordinator goes many community centers around the city of Buffalo and outside districts. By doing this we are able to talk to many families that come from all different financial statuses, making our school attainable to anyone who wishes to attend. Most of the time moving up ceremonies, community events, and other organized social occasions are a good way of getting in contact with the parents and showing them what our school has to offer such as programs, after school help, clubs, etc.</p> | Continue and improve recruitment efforts and practices in place. |
| English Language Learners | We tried to keep the percentage of ELLs as high as possible but stayed at 10% despite all efforts. | Continue and recruitment efforts and practices in place. Add and/or assign |

| | | |
|-----------------------------------|--|---|
| | <p>The Outreach Coordinator does reach out to centers that work directly with refugee's or individuals who are working toward getting their U.S. Citizenship. Many of these centers include locations such as; The Belle Center, Journey's End, and Jericho Road. By utilizing Learner these facilities, we are able to drop off brochures and application information for anyone who might want to attend. Learner Our information literature contains information in three languages; Spanish, Arabic, and Bengali and our website provides the translation of the information in more than ten languages.</p> | <p>speakers of other languages for parent contacts and make translators available for non english speaking families.</p> |
| <p>Students with Disabilities</p> | <p>We tried to keep the percentage of SWD at around 20% . The Outreach Coordinator also makes visits to centers that work directly with disabled children. Centers like Cantalician Center, Explore Buffalo, Gateway Longview, and many mores are visited throughout the year in order to drop off literature that gives parents a better idea of what programs our school has to offer. Many parents come to our open houses as well, for we advertise the Open Houses extensively every year in order to show people our school environment and services available for SWD students.</p> | <p>Continue and improve recruitment efforts and practices in place. Improve the outreach literature with highlighted available services for SWD</p> |

Good Faith Efforts To Meet Enrollment Retention Targets

| | Describe Retention Efforts in 2022-2023 | Describe Retention Plans in 2023-2024 |
|----------------------------|---|---|
| Economically Disadvantaged | <p>BuffSci recognizes that there are differences in the way in which students learn and that additional supports may be needed to ensure the success of all students. and increase retention. BuffSci analyzes data from many sources to determine which types of supports will best serve its students. Enrollment data, diagnostic data, and assessment data throughout the year are used to make those decisions. Supports are provided in and out of the classroom.</p> | <p>Continue and improve recruitment efforts and practices in place.</p> |
| English Language Learners | <p>The ELL program offers instruction based to those students identified by the NYSESLAT and the requirements of the New York State Education Department. English Language Learners are supported by full time ELL instructors. The instructors provide testing English accommodations for all grades and push in or pull out instruction as necessary. In addition, content area teachers consult with Learner the ELL teacher to individualize needs and collaborate on optimal, instructional strategies to promote general academic success. The ELL instructor incorporates core content information into the language curriculum to further assist in the overall success of the students. Students are further supported in after school sessions as needed.</p> | <p>BuffSci will have two major strategies to increase the retention of ELL; (1) Evaluate and improve the services provided, (2) provide ongoing professional development focused on ELL to general education teachers</p> |

| | | |
|-----------------------------------|---|---|
| | <p>Grade level meetings, parent meetings, home visits, and phone calls are used to help track student progress</p> | |
| <p>Students with Disabilities</p> | <p>At BuffSci, students with disabilities are offered consultant teacher services based on student need in all four major content areas: English Language Arts, Science, Math, and Social Studies. Students also receive accommodations in the classroom as outlined in their Individual Education Plans (IEPs), including but not limited to: preferential seating, shortened assignments, differentiation of curriculum, and targeted classroom assistance and prompting. Resource Room in the areas of numeracy and literacy is available to students with disabilities. Students may receive daily or alternate day services with a focus on reading and writing support, mathematics support, or a combination of the two. Resource room services are specifically tailored to remediate gaps in student understanding. Special education teachers are available full time to students with special education needs. Accommodations for these students include providing a separate, quiet location for testing needs according to students' IEPs; assisting students in achieving their IEP goals; teaching study skills and learning strategies; reinforcing new topics and skills; performing observations of students in classrooms; offering strategies to general education teachers for</p> | <p>BuffSci will have two major strategies to increase the retention of SWD ; (1) Evaluate and improve the services provided, (2) provide ongoing professional development focused on SWD to general education teachers.</p> |

program modifications; and response to intervention strategies. Special Education Instructors also attend grade level meetings, department meetings and staff meetings. They make home visits, attend parent meetings, call home, and keep track of student grades and progress

Entry 10 – Teacher and Administrator Attrition

Completed - Aug 18 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 - Aug 18 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) | 3 |
| ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023) | |
| iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023) | |
| iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023) | |
| Total Category A: 5 or 30% whichever is less | 3.0 |

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

| | FTE Count |
|--|------------|
| i. Mathematics | 3 |
| ii. Science | 1 |
| iii. Computer Science | .5 |
| iv. Technology | |
| v. Career and Technical Education | 0 |
| Total Category B: not to exceed 5 | 4.5 |

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) | |
| ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023) | |
| iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023) | |
| iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023) | |
| Total Category C: not to exceed 5 | 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 | 7.5 |

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 | 0 |

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

| | FTE Count |
|------------------|-----------|
| Total Category E | 64 |

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

| | FTE Count |
|------------------|-----------|
| Total Category F | 71.5 |

Thank you.



Entry 12 Organization Chart

Completed - Aug 18 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.

[BuffSci 2020-21 Organizational Chart](#)

Filename: BuffSci_2020-21_Organizational_Chart.pdf Size: 119.1 kB

Entry 13 School Calendar

Completed - Aug 18 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.

[BuffSci Calendars - BuffSci RocSci 2023-24 proposed](#)

Filename: BuffSci_Calendars_-_BuffSci_RocSci_29jv1u9.pdf Size: 75.5 kB

Entry 14 Staff Roster

Completed - Aug 18 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 |

[**b1 - faculty-staff-roster-template-2023**](#)

Filename: b1_-_faculty-staff-roster-template-2023.xlsx Size: 33.1 kB

Optional Additional Documents to Upload (BOR)

Incomplete