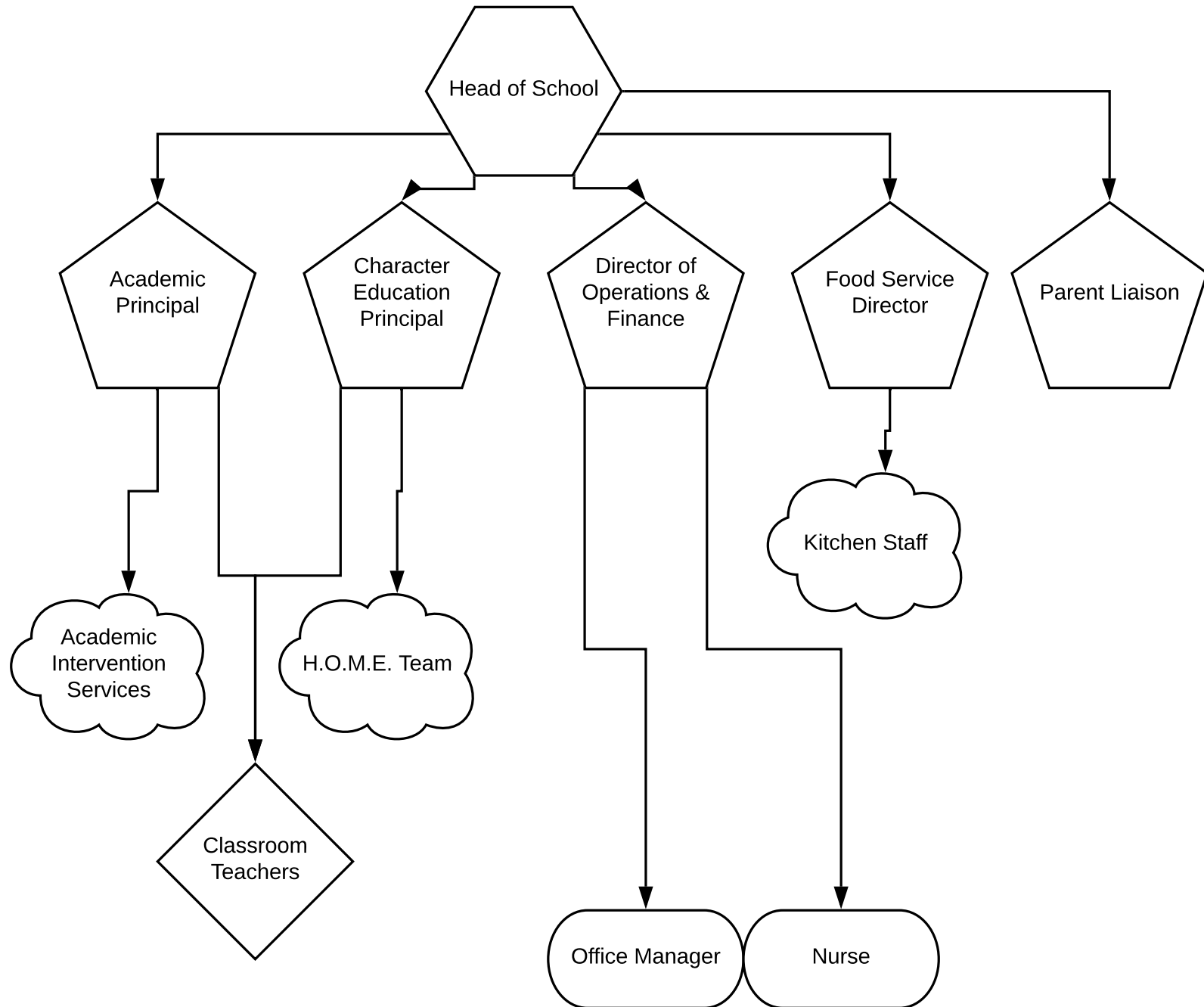
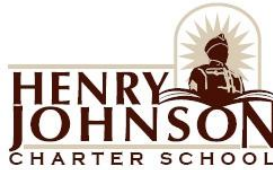


# Henry Johnson Charter School 2019-20





**Meeting of the Board  
May 23, 2023**

**MINUTES**

**Opening Items**

Chair of the Board Saleem Cheeks called the meeting to order at 5:20 p.m. Trustees present in addition to Mr. Cheeks were Brian Backstrom, Kete Barnes, Emily D'Vertola, Juanita Nabors, and Bob Pistilli. Head of School Dustin Mitchell, Principal of Academics Kate Morales, Principal of Character and Culture George Borum, and Director of Finance and Operations Jessica Hudson also were in attendance.

**School Accountability Update**

Jeff Wasbes, Executive Deputy Director of Accountability for SUNY's Charter Schools Institute, discussed with the Board the school's most recent Accountability Summary report. Findings were largely positive and in line with reports the Board had received over the past year from the school leadership team. Mr. Wasbes noted that HJCS is one of the few charter schools statewide to experience little or no decrease in academic proficiency measures at the end of the COVID-related period.

Discussion ensued. The Board thanked Mr. Wasbes, and expressed its appreciation for an informative and helpful presentation and discussion.

**School Leadership Report**

Mr. Mitchell reviewed enrollment, which had held steady, and attendance, which is improving slightly. Discussion ensued.

Mr. Mitchell noted that he was in the process of interviewing candidates for vacant teacher positions, and that he has received the most application from certified teachers this year in his history at the school. He credited primarily the participation in the OLAS system.

Mr. Mitchell noted that the school website was being updated. He also presented the proposed school calendar for 2023-24. Discussion ensued.

**MOTION:** To adopt the 2022-2023 school calendar as presented.

**MOTION:** Backstrom    **SECOND:** Cheeks    **VOTE:** Aye – Unanimous

Mr. Mitchell reviewed the contract received from TAG solutions for electronic hardware updates and systems support, and recommended its approval by the Board. Discussion ensued.

**MOTION:** To accept the contract for information technology hardware updates and services as presented by TAG Solutions.

**MOTION:** Barnes    **SECOND:** Pistilli    **VOTE:** Aye – Unanimous

**Finances**

Mr. Mitchell and Ms. Hudson reviewed the financial reports with the Board. Ms. Hudson noted that the end-of-year budget balance was expected to be close to even, though one-time federal emergency funds received late in the year should prevent any deficit.

Mr. Mitchell noted that the invoice for services of and membership in the New York Charter Schools Association was received. Discussion ensued surrounding value of services received.

MOTION: To pay the invoice as received for membership in NYCSA.

*MOTION:* Cheeks      *SECOND:* Pistilli      *VOTE:* **Aye** – Backstrom; Cheeks;  
D’Vertola; Nabors; Pistilli  
**Nay** – Barnes

Mr. Mitchell, Mr. Pistilli, and Mr. Barnes discussed the wrap-up of and response to the audit by the Office of State Comptroller. Representatives of the Board and school leadership have several concerns remaining regarding OSC’s choice of portraying various items in a negative and misleading manner, noting that no issue highlighted by the audit substantially affects any aspect of the integrity of school operations.

**Facilities**

Mr. Pistilli reviewed prospects for facilities to house the expected school expansion. Discussion ensued.

Mr. Mitchell and Ms. Hudson presented and reviewed bids received for needed exterior painting and brick repair work.

MOTION: To approve the contract for exterior building repair as received in the bid from Collar City.

*MOTION:* Backstrom      *SECOND:* Pistilli      *VOTE:* **Aye** – Unanimous

**Other Items**

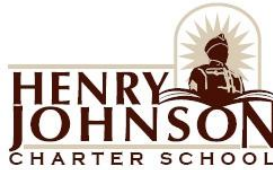
Mr. Mitchell revisited the idea raised at the previous meeting to increase allowable personal time off for employees in a tiered manner based on length of service with the school. Discussion ensued, and the Board agreed. Mr. Cheeks recommended that other issues of proposed benefit enhancement, particularly those with a likely lasting increase in cost built into the school’s financial operating base, be tabled until such costs are incorporated into a proposed budget plan for the 2023-24 school year that it presented to and discussed by the Board.

**Adjourn**

There being no other business, Ms. D’Vertola made a motion to adjourn the meeting, Mr. Cheeks seconded, the motion was approved unanimously, and the meeting adjourned at 7:36 p.m.

  
\_\_\_\_\_  
Brian D. Backstrom, Secretary

APPROVED: 06-27-2023  
Date



**Meeting of the Board  
April 25, 2023**

**MINUTES**

**Opening Items**

Vice Chair and Secretary of the Board Brian Backstrom called the meeting to order at 5:16 p.m. Trustees present in addition to Mr. Backstrom were Kete Barnes, Sharon DeSilva, Emily D'Vertola (pending), De'Nashia McFadden, Juanita Nabors, and Bob Pistilli. Saleem Cheeks, Chair, participated by phone. Head of School Dustin Mitchell, Principal of Academics Kate Morales, Principal of Character and Culture George Borum, and Director of Finance and Operations Jessica Hudson also were in attendance.

**Minutes**

Mr. Backstrom noted that draft minutes from the previous Board meeting had been distributed to Trustees, Mr. Pistilli made a motion that they be adopted as presented, Mr. Barnes seconded, and the minutes were adopted unanimously.

**Information Technology Infrastructure**

Representatives from TAG Solutions, the school's IT security contractor, presented to the Board on status, progress on improving online security, and recommendations for action. Board discussion ensued. Improvements, particularly to the servers and switches, is targeted for the summer when school is not in session.

**School Leadership Report**

Mr. Mitchell reported that 100 percent of 4th-graders took the state ELA exam, as did 95% of 3rd-graders, including make-up exams. The state math exam is scheduled for next week. Mr. Mitchell also noted that the 2021-22 state school report cards had just been issued, are being reviewed, and will be discussed when the embargo is lifted. Discussion ensued, including discussion about exam and test-taking fidelity and continuing effects of COVID-related policies.

Mr. Mitchell noted that enrollment is holding steady on a net basis, though still slightly lower than target levels. Additional data is being collected, including from, multiple past years, on the reasons why students leave HJCS mid-year. The largest impacts seem to continue to be family moves out of the district.

Mr. Mitchell and Mr. Borum discussed disruptive scholar incidents, noting similar numbers to the prior month.

Mr. Pistilli updated the Board on the search for facility options to accommodate the planned grade-level expansion of the school, noting several sites had been inspected. Discussion ensued.

**Finances**

Ms. Hudson reviewed the financial reports with the Board, noting that expenses are continuing to be held sufficiently low to ensure that lower-than-budgeted revenue remains sufficient. Discussion ensued. Ms. Hudson noted that she was following up with the remaining few districts that had an outstanding final payment.

**Other Items**

Mr. Mitchell discussed various ideas to amend and enrich employee benefit policies, including personal time off amounts and an increase in the employer match to the school's retirement plan. Discussion ensued.

**Adjourn**

There being no other business, Mr. Backstrom made a motion to adjourn the meeting, Mr. Barnes seconded, the motion was approved unanimously, and the meeting adjourned at 7:26 p.m.

  
\_\_\_\_\_  
Brian D. Backstrom, Secretary

APPROVED: 06-27-2023  
*Date*



**Meeting of the Board  
March 28, 2023**

**MINUTES**

**Opening Items**

Chair of the Board Saleem Cheeks called the meeting to order at 5:24 p.m. Trustees present in addition to Mr. Cheeks were Brian Backstrom, Kete Barnes, Emily D'Vertola (pending), Juanita Nabors, and Bob Pistilli.

Head of School Dustin Mitchell, Principal of Academics Kate Morales, Principal of Character and Culture George Borum, and Director of Finance and Operations Jessica Hudson were in attendance, as well as Terrance Florence, scholar and community outreach coordinator.

**Minutes**

Mr. Backstrom noted that draft minutes from the previous Board meeting had been distributed to Trustees, Mr. Pistilli made a motion that they be adopted as presented, Mr. Barnes seconded, and the minutes were adopted unanimously.

**School Leadership Report**

Ms. Morales reported on internal assessment measures, noting that the second trimester assessments were administered March 16. She reported that the academic progress of scholars continues, as does active coaching of classroom teachers, and that areas needing intervention are being well-identified and addressed.

Mr. Mitchell noted that while enrollment remains slightly lower than target levels, the previous month has seen a slight uptick in enrollment. Noting an uptick in attendance rates, too, Mr. Mitchell asked Mr. Florence to summarize for the Board his activity to increase scholar attendance. Mr. Florence described his community outreach activity, parent home visits, and strategic relationship-building efforts. Board discussion ensued.

Mr. Mitchell and Mr. Borum described an improvement in the manner of reporting disruptive scholar incidents to include support for how problems are being addressed, and Mr. Borum described for the Board progress and developments in school culture over the past month.

Mr. Mitchell noted that the school's IT partners are expected to attend the next Board meeting to describe needed and recommended updates to the school technology infrastructure.

*Facility*

Mr. Mitchell noted that while the larger HVAC units have been repaired and updated, a new controller seems to now be required to keep the smaller units from being overstressed. Equipment details and cost estimates have been requested.

*Charter Renewal*

Mr. Mitchell updated the Board on activity and planning for the school’s expansion and renewal of its charter. He noted that multiple bids have been received from charter school consultants to assist school leadership in its preparation of the renewal application, and discussed and provided information on those proposals. Board discussion ensued.

MOTION: To retain Empire Charter Consultants to assist with the development of the school’s charter renewal application as proposed.

*MOTION:* Cheeks      *SECOND:* Pistilli      *VOTE:* Aye - unanimous

Mr. Pistilli updated the Board on the search for facility options to accommodate the planned grade-level expansion of the school. Discussion ensued, with additional options for investigation offered by several Trustees.

**Finances**

Ms. Hudson reviewed the financial reports with the Board, noting that expenses are continuing to be held sufficiently low to ensure that lower-than-budgeted revenue remains sufficient. Discussion ensued.

Mr. Mitchell noted that the audit by the Office of State Comptroller was concluded, and that the final report was expected mid-year. Comments offered to school leadership during and at the end of the process supports the expectation that there will be no major issues reported.

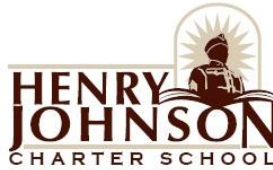
Discussion occurred around the extent of any investment or other financial policies needed, with Trustees noting the benefits of maintaining surplus revenue, such as the capital reserve fund, in an interest-bearing account.

**Adjourn**

There being no other business, Ms. Nabors made a motion to adjourn the meeting, Mr. Backstrom seconded, the motion was approved unanimously, and the meeting adjourned at 7:09 p.m.

  
\_\_\_\_\_  
Brian D. Backstrom, Secretary

APPROVED: 04-25-2023  
Date



**Meeting of the Board  
January 24, 2023**

**MINUTES**

**Opening Items**

Vice Chair of the Board Brian Backstrom called the meeting to order at 5:23 p.m. Trustees present in addition to Mr. Backstrom were Kete Barnes, Sharon DeSilva, Da’Nasia McFadden, Juanita Nabors, and Bob Pistilli; Saleem Cheeks (Chair) joined at 5:50pm.

Head of School Dustin Mitchell, Principal of Academics Kate Morales, Principal of Character and Culture George Borum, and Director of Finance and Operations Jessica Hudson also were in attendance.

**Minutes**

Mr. Backstrom noted that draft minutes from the previous Board meeting had been distributed to Trustees, Mr. Pistilli made a motion that they be adopted as presented, Mr. Barnes seconded, and the minutes were adopted unanimously.

**School Leadership Report**

Mr. Mitchell noted that enrollment was lower than target levels, driven in substantial part by families moving out of the area. He also summarized the school’s efforts to minimize truancy and increase attendance rates. Mr. Cheeks requested that the school’s Special Supports Officer present to the Board at its next meeting.

Mr. Mitchell discussed community outreach and student recruitment plans for 2022-23, including billboards and the new use of mall kiosk displays. Discussion ensued.

Mr. Mitchell updated the Board on the progress of the on-site auditor from the Office of the State Comptroller, noting that the auditor stated that there were no significant findings, and commending Ms. Hudson for her good effort throughout the process. Mr. Mitchell stated that the auditor expected to be on-site for approximately one more week.

Mr. Borum summarized the occurrence of student disciplinary incidents, noting that the school is investigating repeat offenders, measuring gaps between offenses, and mapping a course of escalating consequences, all while ensuring the school culture team gets to the root of the “why” underlying the troubling behaviors. Ms. DeSilva stimulated discussion about the process established by the school for investigating incidences, Ms. Nabors asked about connections being made to community social support services, and Board discussion ensued.

Mr. Mitchell noted that the school’s retention-and-reteaching policies were working, with 90 percent of student retained currently achieving passing marks on academic assessments. Attendance issues are affecting the others primarily. Extensive discussion of issues surrounding student retention took place.

Mr. Mitchell presented and discussed a plan for needed IT upgrades. While the initial estimate from the school’s primary IT management contractor totaled approximately \$85,000,



Mr. Mitchell expected that continuing discussions and negotiations will substantially decrease that cost total, and noted that a final proposal was expected to be ready for the Board's consideration at its February meeting. Discussion ensued.

Mr. Mitchell updated the Board on the status of charter renewal efforts, including a meeting with leadership of the school's charter authorizer, noting that the school's deliberately planned expansion would be part of that effort. Bids are being solicited from consultants for assistance with the renewal application. Mr. Pistilli updated the Board on progress identifying a site for any school expansion.

**Finances**

Ms. Hudson reviewed the financial reports with the Board, noting that expenses have been held sufficiently low to more than cover the lower-than-budgeted revenue caused by the fall-off in student enrollment. Discussion ensued.

**Governance**

Mr. Mitchell and Mr. Pistilli introduced Emily D'Vertola, a prospective Board member. Ms. D'Vertola engaged the Board in discussion centering on her interest in board service and her experience, including as a former charter school student, as a research on assessment and accountability policies, and as a researcher on education reform.

MOTION: To appoint Emily D'Vertola as a Trustee of the Board of the Henry Johnson Charter School, to a term expiring June 30, 2025.

*MOTION:* Backstrom    *SECOND:* DaSilva    *VOTE:* Aye - unanimous

**Adjourn**

There being no other business, Mr. Barnes made a motion to adjourn the meeting, Mr. Pistilli seconded, the motion was approved unanimously, and the meeting adjourned at 7:21 p.m.

  
\_\_\_\_\_  
Brian D. Backstrom, Secretary

APPROVED: 03-28-23  
Date



**Meeting of the Board  
November 22, 2022**

**MINUTES**

**Opening Items**

Chair of the Board Saleem Cheeks called the meeting to order at 5:20 p.m. Trustees present in addition to Mr. Cheeks were Brian Backstrom, Kete Barnes, Da’Nasia McFadden, Juanita Nabors, and Bob Pistilli.

Head of School Dustin Mitchell, Principal of Academics Kate Morales, Principal of Character and Culture George Borum, and Director of Finance and Operations Jessica Hudson also were in attendance.

**Minutes**

Mr. Backstrom noted that draft minutes from the previous Board meeting had been distributed to Trustees, Mr. Barnes made a motion that they be adopted as presented, Mr. Cheeks seconded, and the minutes were adopted unanimously.

**School Leadership Report**

Mr. Mitchell presented scores from the 2022 New York State exams in ELA and math, noting that HJCS is the top-performing city school, and led the Board in extensive discussion. Absolute, comparative, and growth performance was presented and discussed. Ms. Nabors and Ms. McFadden raised questions about reliance on test scores to measure performance. Discussion ensued, including broader discussion about academic accountability. Mr. Cheeks inquired about parental and school staff receptivity to a longer school year, including a year-round calendar. Mr. Mitchell and Ms. Morales relayed their opinions on the academic benefits of summer school.

Mr. Mitchell provided the Board with an update on plans for expansion of the school to serve up to the eighth grade, including that he would be scheduling a meeting with the head of the Charter Schools Institute for Board and school leaders. Mr. Pistilli updated the Board on the process of exploring facility options.

Mr. Mitchell noted that he was improving the manner of reporting on student disciplinary incidents to the Board, switching to “touches” instead of recorded incidents, to more accurately reflect the activity of the school culture team to address issues in ways that keep students in the classroom. Within this context, Mr. Borum discussed incidents and rates of student discipline and proactive efforts on character and culture.

Mr. Mitchell noted that a lockdown drill was conducted and received substantial praise from the Albany Police Department.

### **Finances & Facility**

Ms. Hudson reviewed the financial reports with the Board. Discussion ensued. She noted that the audit by the Office of State Comptroller had begun. Mr. Mitchell and Ms. Hudson discussed contracts needed to update the school's security camera system and control system interface updates for the school's HVAC system.

MOTION: To approve the contract as presented for updates and improvements to the school's security camera system.

*MOTION:* Cheeks      *SECOND:* Barnes      *VOTE:* Aye - unanimous

MOTION: To approve the contract as presented for updates to the school's HVAC control system.

*MOTION:* Cheeks      *SECOND:* Barnes      *VOTE:* Aye - unanimous

### **Executive Session**

Mr. Mitchell asked the Board to enter executive session to discuss a contract issue, in accordance with law and regulation governing such executive sessions. Mr. Backstrom made a motion, Mr. Cheeks seconded, and the Board entered executive session at 7:03 p.m. Mr. Cheeks made a motion to re-enter regular session at 7:15 p.m., Mr. Barnes seconded, and the motion was unanimously approved.

### **Facility Search**

Mr. Cheeks noted that the Board wishes to use the services of Bob Pistilli to coordinate the search for facility options to accommodate the school's desired expansion.

MOTION: To approve the contract as presented to contract for independent consulting services from Robert Pistilli to find and present facility options sufficient to accommodate the planned expansion of the school to serve through the eighth grade.

*MOTION:* Backstrom      *SECOND:* Cheeks      *VOTE:* Aye - unanimous

### **Adjourn**

There being no other business, Mr. Barnes made a motion to adjourn the meeting, Mr. Backstrom seconded, the motion was approved unanimously, and the meeting adjourned at 7:16 p.m.

  
 \_\_\_\_\_  
 Brian D. Backstrom, Secretary

APPROVED: 01-24-23  
 Date



**Meeting of the Board  
October 19, 2022**

**MINUTES**

**Opening Items**

The Board and Head of School hosted the entire school leadership team at a retreat that was combined with the regular monthly board meeting.

Chair of the Board Saleem Cheeks called the meeting to order at 5:27 p.m. Trustees present in addition to Mr. Cheeks were Brian Backstrom, Kete Barnes, Juanita Nabors, and Bob Pistilli.

Head of School Dustin Mitchell, Principal of Academics Kate Morales, Principal of Character and Culture George Borum, and Director of Finance and Operations Jessica Hudson also were in attendance, along with members of the school's instructional leadership team. A representative of Cusak & Co., John Taflowski, also was present to discuss with the Board the school's annual audit.

**Leadership Team**

Mr. Cheeks discussed some of the school's history, mission, and vision moving forward. The school's leadership team individually discussed their current roles, activities, and expectations for the future. Discussion with the Board ensued.

**Minutes**

Mr. Backstrom noted that draft minutes from the previous Board meeting had been distributed to Trustees, and he made a motion that they be adopted as presented, Mr. Cheeks seconded, and the minutes were adopted unanimously.

**Annual Audit**

John Taflowski from Cusak & Co. reviewed and discussed with the Board the school's annual audit. The fiscal condition of the school is very strong and the audit was in the highest possible quality category. The Form 990 is in draft form in the process of being completed.

MOTION: To accept the school's annual audit for the 2021-22 school year.

*MOTION:* Pistilli

*SECOND:* Cheeks

*VOTE:* Aye - unanimous

**School Leadership Report**

Mr. Mitchell discussed the status of the school, noting on academics that the school is awaiting the official release of state test results, expected November 4, to make full comparative analyses of HJCS student performance. Ms. Morales discussed HJCS's test results, which showed

positive signs. Mr. Mitchell reported on good academic and enrollment outcomes from the school’s first summer school program.

Mr. Cheeks and Mr. Mitchell discussed plans for expansion of the school to serve up to the eighth grade.

Mr. Mitchell talked about student enrollment status, noting some churn since the start of the school year as families settled into place, and highlighting that total enrollment is currently five students lower than the budgeted total. Mr. Cheeks asked about anti-truancy efforts and metrics to measure progress of those efforts. Mr. Mitchell discussed the downward trend of student retentions due to absences and the school’s anti-truancy efforts, including a new staff member’s role. Board discussion ensued.

Mr. Borum and Mr. Mitchell discussed incidents and rates of student discipline, and proactive efforts on character and culture that are assisting keeping students in the classroom.

Community outreach, including the planned use of billboard advertising, was discussed.

On personnel issues, Mr. Mitchell noted he had completed all staff performance evaluations.

**Finances & Facility**

Ms. Hudson reviewed the financial reports with the Board. Discussion ensued. Mr. Cheeks and Mr. Backstrom highlighted the importance of having defined reserves set aside for the capital costs of expansion.

Needed work on the HVAC system, exterior brick work on the building, and painting was discussed.

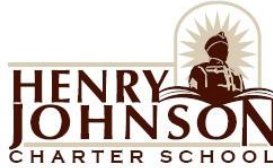
**Adjourn**

There being no other business, Mr. Barnes made a motion to adjourn the meeting, Mr. Pistilli seconded, the motion was approved unanimously, and the meeting adjourned at 6:21 p.m.

\_\_\_\_\_

APPROVED: 11-22-22 Brian D. Backstrom, Secretary  
*Date*

Authorizer	School Name and Institution ID	Faculty/Staff First Name	Faculty/Staff Last Name	TEACH ID	Role in School	CPI/AED Certification Status	Hire Date	Start Date	Total Years Experience in this Role	Out-of Certification Justification as Permitted under the Law	FOR TEACHERS ONLY: Choose Subject Taught	Notes
		N/A (SUNY SCHOOL)	N/A (SUNY SCHOOL)	N/A (SUNY SCHO	N/A (SUNY SCHOOL)	N/A (SUNY SCHOOL)	N/A (SUNY SCHOOL)	N/A (SUNY SCHOOL)	N/A (SUNY SCHO	N/A (SUNY SCHOOL)	N/A (SUNY SCHOOL)	N/A (SUNY SCHOOL)



DRAFT

**Meeting of the Board  
September 20, 2022**

**MINUTES**

**Opening Items**

Chair of the Board Saleem Cheeks called the meeting to order at 5:25 p.m. Trustees Kete Barnes, Sharon DeSilva, Bob Pistilli, and Da'Nasia McFadden were present. Head of School Dustin Mitchell and Director of Finance and Operations Jessica Hudson also attended.

**School Leadership Report**

Mr. Mitchell discussed the unavailability of state test results, the annual report submitted to CSI, the successful completion of the summer program's first year, upcoming interviews for available positions, enrollment, admission to OLAS, and staffing in general. Discussion ensued among the board. Later in the meeting, the board discussed a proposed amendment to Section 155.17 of the Regulations of the Commissioner of Education.

**Finances**

Mrs. Hudson reported on the current finances, audits, school enrollment, and the differentiation between the present financial picture and the picture during operations after the start of the school year. The board discussed the financial report, enrollment, and the school's busing contract.

**Other Items**

MOTION: To approve meeting minutes for May 17 and June 21, 2022 meetings.

*MOTION:* Pistilli      *SECOND:* Barnes      *VOTE:* Aye - unanimous

**Adjourn**

There being no other business, Ms. DeSilva moved to adjourn the meeting. Mr. Barnes seconded the motion, and the Board unanimously passed it. The meeting adjourned at 6:24 p.m.

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Brian D. Backstrom, Secretary

APPROVED BY THE BOARD: \_\_\_\_\_  
Date





**Part I: General Information and Fire/Life Safety History** (complete annually)

Inspection Date

2022

**Note: Please insert the date the actual inspection took place.**

*Inspections shall be performed between July 1<sup>st</sup> and December 1<sup>st</sup> of the current school year.*

1. Please indicate the primary use of this facility:

STUDENT INSTRUCTION

OTHER STUDENT USE

Please Specify:

2. Is there a fire sprinkler system in this facility?

YES  NO

If 'yes', is the sprinkler alarm connected with the building alarm?

YES  NO

3. Is there a fire hydrant system for facility protection?

YES  NO

If YES, indicate ownership of system (select one):

Yes

public owned

school owned

other (please specify)

4. Indicate the ownership of this facility

LEASED

OWNED

5. What is the current gross Square footage of this facility?

36350

(to the nearest whole ten feet)

6. Fire and Emergency Drills

a. Per Section 807, paragraph 2 of the New York State Education Law entitled Fire and Emergency Drills, confirm that a copy of Section 807 has been printed and distributed as guidance to teaching staff as required  YES  NO

b. Provide dates of twelve fire and emergency drills required by Section 807 of Education Law held between September 1<sup>st</sup> and June 30<sup>th</sup> of the previous school year:

**FIRE & EMERGENCY DRILLS**

**NOTE** Eight (8) are required between September 1, and December 31

Eight (8) drills are required to be evacuation drills.

Four (4) drills are required to be lockdown drills

	Date	Evacuation	Lockdown
1	9-23-21	3.35	
2	9-24-21	3.40	
3	10-8-21	2.57	
4	10-13-21	2.59	
5	10-22-21		10.17am
6	10-27-21		9.30am
7	10-29-21		10.00am
8	11-3-21		11.00am
9	6-1-22	3.25	
10	6-8-22	3.00	
11	6-15-22	3.06	
12	6-17-22	2.51	

c. If the required number of fire and emergency drills were not held during this reporting cycle, please describe the reason:

d. Average time to evacuate this facility was: 3 minutes 0 seconds

e. Confirm that arson and fire prevention instruction was provided in accordance with Section 808 of the Education Law (revised 9/1/05) which requires every school in New York State to provide a minimum of 45 minutes of instruction in arson and fire prevention; injury prevention and life safety for each month that school is in session.

YES  NO

f. Confirm that employee fire prevention, evacuation and fire safety training was provided and records maintained are being maintained in accordance with Section F406 of the NYS Fire Code

YES  NO

7. Have there been any fires in this facility since the last annual fire safety inspection report?

YES  NO

a. If YES, indicate: \_\_\_\_\_ total number of fires

b. \_\_\_\_\_ total number of injuries

c. \_\_\_\_\_ total cost of property damage

8. If the fire alarm system was activated since the last fire safety inspection, was the fire department immediately notified in accordance with Section F401.3.2 of the NYS Fire Code?

X  YES   NO



**Part III: NonPublic School Certifications**

**All sections are required to be completed: Section III-A; III-B III-C & III-D**

**Section III-A Fire Inspection Method**

Which method(s) did the school authorities use to complete the annual fire safety inspection for this building?

Check appropriate box or boxes

- Inspection by the **fire department** of the city, town, village or **fire district** in which the building is located
- Inspection by a **fire corporation** whose territory includes the school building
- Inspection by the **county fire coordinator**, or the officer performing the powers and duties of a county fire coordinator pursuant to a local law, of the county in which the building is located
- Inspection by a **fire inspector (Building Safety Inspector or Code Enforcement Official)** who holds a valid certification

For additional information regarding these methods, please see: <https://www.nysenate.gov/legislation/laws/EDN/807-A>

**Section III-B-Fire Inspection by Local Fire Department, Fire District, Fire Corporation, County Fire Coordinator and/ or Fire Inspector (Building Safety Inspector or Code Enforcement official) who holds a valid certification.**

The individual noted below inspected this building on 8/18/22 (date) and the information in this Report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to 19 NYCRR 1208-3.1.

Inspector's Name: NICOLAS DELBALSO Title: FF/INO/NYS CEO

Signature: [Signature] Date: 8/18/2022

Inspector's Organization: ALBANY FIRE DEPARTMENT

Inspector's Telephone #: 518-229-5447 Inspector's Email: ndelbals@albanyny.gov

Inspector's Code Enforcement Certification # 0322-0113  
(as assigned by the NYS Department of State)

**Section III-C Contact info for the Authority-Having-Jurisdiction [AHJ] Local Municipality, Town or Village**

Name of Local/Municipal Code Enforcement Office : \_\_\_\_\_

Address: \_\_\_\_\_

Name of contact person : \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email address: \_\_\_\_\_

**Section III-D School or Building Administrator, Director, or Headmaster**

The individual noted below certifies that this building was inspected as indicated in Section III-A above and hereby submits this fire inspection report on behalf of the Board of Trustees and certifies that:

1. Public notice of report availability has been published, and that
2. Any nonconformances noted as corrected on the *Nonpublic School Fire Safety Non-Conformance Report Sheet* portion of this report were corrected on the date indicated, and that
3. Violations which were not corrected immediately shall be corrected within an accepted period of time as approved by the Commissioner.

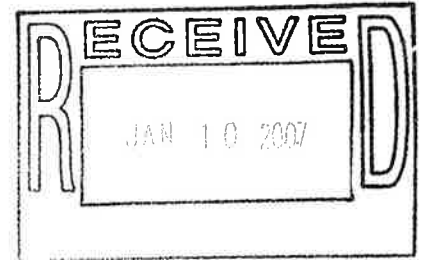
Name: Justin Mitchell Title: Head of S.L. 1

Signature: [Signature] Telephone #: 518 432 4300

Email: dmitch11@albanyny.gov



**City of Albany  
Department of Public Safety  
Division of Building and Codes**



BBL Construction Seervices, LLC.  
302 Washington Avenue Ext.  
Albany, NY 12203

**Certificate of Occupancy**

Address: 30 Watervliet Avenue

Permit 39143

Parcel 16380

This is to Certify that the building located at 30 Watervliet Avenue in the City of Albany, NY has been inspected and found to be in compliance with the plans on file and with permit application for renovations and addition for a new charter school known as Henry Johnson Charter School.

The following occupancy is permitted at this location:

Area	Use	Uniform Code Classification
Cellar/Basement		
First Floor	School	E
Second Floor	School	E
Third Floor	School	E
Other Floors		

No change in the nature of this parcel, building or use is allowed without a permit and the issuance of a new Certificate of Occupancy.

Zoning District at time of Issuance C-1

Issuance Recommended By:

Vincent J. DiBiase  
Sr. Building Inspector

Nicholas A. DiLello, Director

Issue Date: Monday, December 24, 2007

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Backstrom, Brian

**Name of Charter School Education Corporation:**

Henry Johnson Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Vice-Chair  
Secretary  
Member, Finance Committee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.



6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

**None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*

**Business Telephone:**

---

**Business Address:**

---

**E-mail Address:**

[Redacted]

**Home Telephone:**

[Redacted]

**Home Address:**

[Redacted]

[Redacted Signature]

6/27/2023

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*



**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

ROBERT PISTILLI

**Name of Charter School Education Corporation:**

HENRY JOHNSON

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

Consultant, Facilities

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
1/1/2023 to 12/31/2023	Consulting for facility expansion	None taken - provided Board with monthly updates.	ROBERT PISTILLI (self)

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
Robert Pistilli (Bold Prospect LLC)	Consulting	\$50,000	Robert Pistilli	None. Board provided w/ updates monthly



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**Business Telephone:**

[Redacted]

**Business Address:**

[Redacted]

**E-mail Address:**

[Redacted]

**Home Telephone:**

[Redacted]

**Home Address:**

[Redacted]

[Redacted Signature] \_\_\_\_\_ 6/27/23  
**Signature** **Date**

Acceptable signature formats include:

- Digitally certified PDF signature
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**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Rowanakete Barnes

**Name of Charter School Education Corporation:**

Henry Johnson Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

*member of finance committee*

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

**None**

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest</b>	<b>Steps taken to avoid conflict of interest</b>

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**Business Telephone:**

[Redacted]

**Business Address:**

[Redacted]

**E-mail Address:**

[Redacted]

**Home Telephone:**

[Redacted]

**Home Address:**

[Redacted]

**Signature**

[Redacted Signature]

**Date**

6/27/2023

Acceptable signature formats include:

- Digitally certified PDF signature
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*last revised 04/2022*





**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Juanita Nabors

**Name of Charter School Education Corporation:**

Henry Johnson CHARTER School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

N/A

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
6/27/23	N/A	N/A	N/A

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
NONE	NONE	NONE	NONE	NONE

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**Business Telephone:**

\_\_\_\_\_ N/A \_\_\_\_\_

**Business Address:**

\_\_\_\_\_ N/A \_\_\_\_\_

**E-mail Address:**

\_\_\_\_\_ [Redacted] \_\_\_\_\_

**Home Telephone:**

\_\_\_\_\_ [Redacted] \_\_\_\_\_

**Home Address:**

\_\_\_\_\_ [Redacted] \_\_\_\_\_  
D. P. J.

\_\_\_\_\_ [Redacted] \_\_\_\_\_  
Signature Date 6/27/23

- Acceptable signature formats include:
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  - Print form, manually sign, scan to PDF



2022-2023 year

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Dai Nasia McFadden

**Name of Charter School Education Corporation:**

Henry Johnson Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Parent Representative.

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If Yes, please describe the nature of your relationship and if the student could benefit from your participation.

I am the mother of a student who has been enrolled in Henry Johnson For the academic year of 2022-2023

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.



6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

**None**

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest</b>	<b>Steps taken to avoid conflict of interest</b>

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**Business Telephone:**

[Redacted]

**Business Address:**

[Redacted]

**E-mail Address:**

[Redacted]

**Home Telephone:**

[Redacted]

**Home Address:**

[Redacted]

[Redacted Signature]

**Signature**

6-27-2023

**Date**

Acceptable signature formats include:

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*last revised 04/2022*



**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Emily D. Vertola

**Name of Charter School Education Corporation:**

Henry Johnson Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

**None**

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest</b>	<b>Steps taken to avoid conflict of interest</b>



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**Business Telephone:**

[Redacted]

**Business Address:**

[Redacted]

**E-mail Address:**

[Redacted]

**Home Telephone:**

[Redacted]

**Home Address:**

[Redacted]

**Signature**

[Redacted Signature]

**Date**


06/27/23

Acceptable signature formats include:

- Digitally certified PDF signature
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*last revised 04/2022*





# HENRY JOHNSON CHARTER SCHOOL

## 2023-2024 Annual Calendar

July 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July	
4th	Independence Day

August (4 student days)	
21st-25th	Staff Professional Development (no scholars)
28th	First day of school for KDG (12:30 dismissal)
29th	First day of school for grade 1 (12:30 dismissal)
30th	First day of school for grade 2 (12:30 dismissal)
31st	First day of school for grade 3 (12:30 dismissal)

September (19 student school days)	
1st	First day of school for grade 4 (12:30 dismissal)
4th	Labor Day no school
5th	First full day of school for all
25th	Staff Professional Development (no scholars)

October 2023	
9th	Indigenous Peoples' Day

November (18 school days)	
10th	Veterans Day Observed (no school)
21st	1st trimester half day (12:30 dismissal)
22nd-24th	Thanksgiving break

December (17 school days)	
25th-29th	winter holiday break

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

January (21 school days)	
1st	New Year's (no school)
15th	Martin Luther King, Jr. Day no school

February 2024	
19th-23rd	Winter recess

March 2024	
14th	2nd trimester half day (12:30 dismissal)
15th	Staff Professional Development (no scholars)
29th	Good Friday (school is closed)

April 2024	
1st-5th	Spring Break
10th	Eid-al-Fitr
11th & 12th	NYSTP ELA exam (grades 3 & 4)?

May (21 school days)	
8th & 9th	NYSTP math exam (grades 3 & 4)
21st	Staff Professional Development (no scholars)
27th	Memorial Day no school

June (19 school days)	
19th	Juneteenth no school
24th	KDG promotion half day (12:30 dismissal)
25th	Grade 4 promotion (12:30 dismissal)
26th	Field Day half day (12:30 dismissal)
27th	Summer Break (no school)
28th	Summer Break (no school)

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Sharon V. DeStiva

**Name of Charter School Education Corporation:**

Henry Johnson Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

None

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

None

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest</b>	<b>Steps taken to avoid conflict of interest</b>

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*

**Business Telephone:**

---

**Business Address:**

---

**E-mail Address:**

---

[Redacted]

**Home Telephone:**

---

[Redacted]

**Home Address:**

---

[Redacted]

[Handwritten signature over redacted area]

**Signature**

0-27-23

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*





**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

---

**Name of Charter School Education Corporation:**

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

**Yes      No**

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

**Yes      No**

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

**Yes**      **No**

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

**Yes**      **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

**None**

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest</b>	<b>Steps taken to avoid conflict of interest</b>

-

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*


**Business Telephone:**

---

**Business Address:**

---

**E-mail Address:**

 \_\_\_\_\_

**Home Telephone:**

---

**Home Address:**

---

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**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

# Application: Henry Johnson Charter School

Dustin Mitchell - dmitchell@henryjohnsoncs.org  
2022-2023 Annual Report

## Summary

ID: 0000000020

Labels: SUNY Trustees

## Entry 1 School Info and Cover Page

Completed - Aug 1 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)

HENRY JOHNSON CHARTER SCHOOL 800000059286

**a1. Popular School Name**

HJCS

**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.

SUNY BOARD OF TRUSTEES

**c. School Unionized**

Is your charter school unionized?

No

**d. DISTRICT / CSD OF LOCATION**

ALBANY CITY SD

**e. Date of Approved Initial Charter**

Oct 27 2005

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

Sep 5 2007



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

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

The Mission of Henry Johnson Charter School is to ensure that all scholars reach the highest levels of scholastic achievement in an environment that instills character, virtue, and “habits of mind” that ensure success both within and outside the classroom: diligence, courage, respect, self-reliance, duty, and responsibility.

**h. School Website Address**

<http://www.henryjohnsoncs.org>

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

360

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

366

### 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

### 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.

	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	30 Watervliet Avenue, Albany, NY 12206 5184324300	Albany	K-4	K-4	No

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

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Dustin Mitchell	Head of School	518-432-4300	[REDACTED]	<a href="mailto:dmitchell@henryjohinsoncs.org">dmitchell@henryjohinsoncs.org</a>
Operational Leader	Dustin Mitchell	Head of School	518-432-4300	[REDACTED]	<a href="mailto:dmitchell@henryjohinsoncs.org">dmitchell@henryjohinsoncs.org</a>
Compliance Contact	Dustin Mitchell	Head of School	518-432-4300	[REDACTED]	<a href="mailto:dmitchell@henryjohinsoncs.org">dmitchell@henryjohinsoncs.org</a>
Complaint Contact	Dustin Mitchell	Head of School	518-432-4300	[REDACTED]	<a href="mailto:dmitchell@henryjohinsoncs.org">dmitchell@henryjohinsoncs.org</a>
DASA Coordinator	Dustin Mitchell	Head of School	518-432-4300	[REDACTED]	<a href="mailto:dmitchell@henryjohinsoncs.org">dmitchell@henryjohinsoncs.org</a>
Phone Contact for After Hours Emergencies	Dustin Mitchell	Head of School	518-432-4300	[REDACTED]	<a href="mailto:dmitchell@henryjohinsoncs.org">dmitchell@henryjohinsoncs.org</a>

**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)**

[COO.pdf](#)

**Filename:** COO.pdf **Size:** 58.9 kB

**Site 1 Fire Inspection Report**

*This is required, marked optional for administrative purposes.*

[Fire inspection.pdf](#)

**Filename:** Fire inspection.pdf **Size:** 178.6 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	Dustin Mitchell
Position	Head of School
Phone/Extension	518-432-4300-102
Email	<a href="mailto:dmitchell@henryjohnsoncs.org">dmitchell@henryjohnsoncs.org</a>

**q. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Click **YES** to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

## Responses Selected:

Yes

As outlined in ENTRY 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.

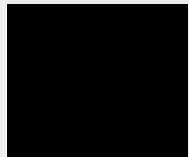
**Responses Selected:**

Yes

**Signature, Head of Charter School**



**Signature, President of the Board of Trustees**



**Date**

Jul 1 2023

Thank you.



**Entry 2 Links to Critical Documents on School Website**

Completed - Aug 1 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: Henry Johnson Charter School

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**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)	<a href="https://www.henryjohnsoncs.org/resources/">https://www.henryjohnsoncs.org/resources/</a>
2. Board meeting notices, agendas and documents	<a href="https://www.henryjohnsoncs.org/resources/board-meetings/">https://www.henryjohnsoncs.org/resources/board-meetings/</a>
3. New York State School Report Card	<a href="https://www.henryjohnsoncs.org/resources/board-meetings/">https://www.henryjohnsoncs.org/resources/board-meetings/</a>
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	<a href="https://www.henryjohnsoncs.org/about-us/">https://www.henryjohnsoncs.org/about-us/</a>
6. Authorizer-approved FOIL Policy	<a href="https://www.henryjohnsoncs.org/about-us/">https://www.henryjohnsoncs.org/about-us/</a>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<a href="https://www.henryjohnsoncs.org/about-us/">https://www.henryjohnsoncs.org/about-us/</a>

Thank you.



## Entry 3 Progress Toward Goals

Incomplete - Hidden from applicant

## 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				
Academic Goal 2				
Academic Goal 3				
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 response)

**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 Meet	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 21				
Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				
Academic Goal 31				
Academic Goal 32				
Academic Goal 33				
Academic Goal 34				
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Academic Goal 37				
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Academic Goal 39				
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Academic Goal 41				

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Academic Goal 62				
Academic Goal 63				
Academic Goal 64				
Academic Goal 65				
Academic Goal 66				
Academic Goal 67				
Academic Goal 59				

Academic Goal 60				
Academic Goal 61				
Academic Goal 62				

**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 response)

**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 response)

**2021-2022 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 6				
Financial Goal 7				
Financial Goal 8				
Financial Goal 9				
Financial Goal 10				

**Thank you.**

## Entry 3 Accountability Plan Progress Reports

Incomplete

### 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

Incomplete

#### 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.**

## Entry 4a – Audited Financial Report Template (SUNY)

Incomplete

#### 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)

Incomplete - Hidden from applicant

#### 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.**



## Entry 4c – Additional Financial Documents

**Incomplete** - Hidden from applicant

**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<sup>[1]</sup>
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

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

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

## Entry 4d - Financial Contact Information

**Incomplete** - Hidden from applicant

**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

### 2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm

**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
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## Entry 5 – Fiscal Year 2023-2024 Budget

Incomplete

**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.**

## Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Aug 1 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.

### [2931 001](#)

Filename: 2931\_001.pdf Size: 207.6 kB

### [2930 001](#)

Filename: 2930\_001.pdf Size: 185.4 kB

### [2929 001](#)

Filename: 2929\_001.pdf Size: 175.6 kB

### [2927 001](#)

Filename: 2927\_001.pdf Size: 197.3 kB

### [2928 001](#)

Filename: 2928\_001.pdf Size: 193.8 kB

## [2926 001](#)

Filename: 2926\_001.pdf Size: 182.7 kB

## [2925 001](#)

Filename: 2925\_001.pdf Size: 183.5 kB

## [2022-23-ar-current-former-trustee-financial-disclosure-form-Taitt](#)

Filename: 2022-23-ar-current-former-trustee-\_m85zsiL.pdf Size: 315.5 kB

## Entry 7 BOT Membership Table

Completed - Aug 1 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.

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**Authorizer:**

Who is the authorizer of your charter school?

SUNY

**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	Brian Backstrom	[REDACTED]	Vice Chair	Executive & Finance	Yes	5	07/01/2020	06/30/2023	10
2	Saleem Cheeks	[REDACTED]	Chair	Executive & Finance	Yes	4	07/01/2020	06/30/2023	10
3	Rowennakete Barnes	[REDACTED]	Trustee/Member	Executive & Finance	Yes	1	7/1/2023	06/30/2025	10
4	Sharon DeSilva	[REDACTED]	Trustee/Member	N/A	Yes	3	7/1/2021	06/30/2025	7
5	Emily D'Vertola	[REDACTED]	Trustee/Member	N/A	Yes	1	5/1/2023	06/30/2025	5 or less
6	DaNasia McFadden	[REDACTED]	Parent Rep	N/A	Yes	1	07/01/2022	06/30/2023	7
7	Juanita Naabors	[REDACTED]	Trustee/Member	N/A	Yes	4	07/01/2021	06/30/2024	8
8	Robert Pistilli	[REDACTED]	Treasurer	Executive & Finance	Yes	4	07/01/2020	6/30/2023	10
9	Latoya Taitt	[REDACTED]	Trustee/Member	N/A	Yes	3	07/01/2021	06/30/2024	5 or less

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**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	9
b.Total Number of Members Added During 2022-2023	1
c. Total Number of Members who Departed during 2022-2023	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	9

**3. Number of Board meetings held during 2022-2023**

8

**4. Number of Board meetings scheduled for 2023-2024**

11

**Total number of Voting Members on June 30, 2023:**

9

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

1

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:

9

Thank you.

## Entry 8 Board Meeting Minutes

Completed - Aug 1 2023 - Hidden from applicant

### **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**.

### **[HJCS Minutes - 2023-03 \(1\)](#)**

Filename: HJCS\_Minutes\_-\_2023-03\_1.pdf Size: 297.1 kB

### **[HJCS Minutes - 2023-04 \(1\)](#)**

Filename: HJCS\_Minutes\_-\_2023-04\_1.pdf Size: 299.5 kB

### **[HJCS Minutes - 2023-05 \(2\)](#)**

Filename: HJCS\_Minutes\_-\_2023-05\_2.pdf Size: 309.1 kB

### **[HJCS Minutes - 2023-01](#)**

Filename: HJCS\_Minutes\_-\_2023-01.pdf Size: 311.3 kB

### **[HJCS Minutes - 2022-11](#)**

Filename: HJCS\_Minutes\_-\_2022-11.pdf Size: 302.2 kB

### **[HJCS Minutes - 2022-10](#)**

Filename: HJCS\_Minutes\_-\_2022-10.pdf Size: 306.8 kB

## [Draft Minutes 9](#)

Filename: Draft\_Minutes\_9.20.22\_1.pdf Size: 665.3 kB

# Entry 9 Enrollment & Retention

Completed - Aug 1 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

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

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	HJCS continued to promote that the school is free and open to all with the following highlights: Free transportation is provided to all students residing within the Albany and Schenectady city limits. Free breakfast, lunch, and snack is provided to all students. There is also a free after school program provided.	HJCS will continue to promote that the school is free and open to all with the following highlights: Free transportation is provided to all students residing within the Albany and Schenectady city limits. Free breakfast, lunch, and snack is provided to all students. There is also a free after school program provided.
English Language Learners	Existing ENL families were contacted by the school's ENL staff to recruit any friends and family members. Applications were also available in various languages.	Existing ENL families will be contacted by the school's ENL staff to recruit any friends and family members. Applications are also available in various languages.
Students with Disabilities	The HJCS recruitment flyer included information notifying any interested parties that special education instructors are on staff at HJCS. An additional counselor was added to provide enhances SEL services.	Recruitment materials will include information regarding support staff and programs.

**Good Faith Efforts To Meet Enrollment Retention Targets**

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	HJCS continued to promote that the school is free and open to all with the following highlights: Free transportation is provided to all students residing within the Albany and Schenectady city limits. Free breakfast, lunch, and snack is provided to all students. There is also a free after school program provided.	HJCS will continue to promote that the school is free and open to all with the following highlights: Free transportation is provided to all students residing within the Albany and Schenectady city limits. Free breakfast, lunch, and snack is provided to all students. There is also a free after school program provided.
English Language Learners	Existing ENL families were contacted by the school's ENL staff to recruit any friends and family members. Applications were also available in various languages.	Existing ENL families will be contacted by the school's ENL staff to recruit any friends and family members. Applications are also available in various languages.
Students with Disabilities	The HJCS recruitment flyer included information notifying any interested parties that special education instructors are on staff at HJCS. An additional counselor was added to provide enhances SEL services.	Recruitment materials will include information regarding support staff and programs.

**Entry 10 – Teacher and Administrator Attrition**

Completed - Aug 1 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<sup>[1]</sup> receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel who are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

#### 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](#).

<sup>[1]</sup> Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <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](#).

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### 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 1 2023 - Hidden from applicant

### 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:

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# 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)	5
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	5.0

**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
<b>Total Category B: not to exceed 5</b>	<b>0.0</b>

**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)	5
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
<b>Total Category C: not to exceed 5</b>	<b>5.0</b>

**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	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	5

**CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS**

	FTE Count
Total Category E	10

**CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS**

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	20

Thank you.



**Entry 12 Organization Chart**

Completed - Aug 1 2023 - Hidden from applicant

[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.

### [HJCS org chart](#)

Filename: HJCS\_org\_chart\_CBUG3ED.pdf Size: 10.9 kB

## Entry 13 School Calendar

Completed - Aug 1 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.**

### [2023-24 school-event-calendar](#)

Filename: 2023-24\_school-event-calendar.pdf Size: 93.5 kB

## Entry 14 Staff Roster

Completed - Aug 1 2023 - Hidden from applicant

### [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 <b>NOTE: MUST BE DONE FIRST</b>	<b>Select</b> your school's authorizer from the <b>drop-down list first</b> , before completing the roster.
School Name and Institution ID	<b>Select</b> your school's name from the <b>drop-down list</b> .
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 <b>7 digit TEACH ID</b> for the Faculty/Staff person.
Role in School	<b>Select</b> the best choice of role of the Faculty/Staff person from the <b>drop-down list</b> .
CPR/AED Certification Status	<b>Select</b> the appropriate choice from the <b>drop-down list</b> .
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	<b>Select</b> the appropriate choice from the <b>drop-down list</b> .
Subject Taught	<b>Select</b> the appropriate choice from the <b>drop-down list</b> .
Notes	Optional

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

Filename: faculty-staff-roster-template-202\_7HsROc0.xlsx Size: 17.7 kB

## Optional Additional Documents to Upload (BOR)

Incomplete