Application: John W. Lavelle Prep Charter School

Susan Varvara - svarvara@integrationcharterschools.org
2022-2023 Annual Report

Summary

ID: 0000000055
Labels: Board of Regents

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) <u>before</u> 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)

JOHN W LAVELLE PREPARATORY CHARTER SCHOOL 800000064491

a1. Popular School Name

Lavelle Prep

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

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

BOARD OF REGENTS

c. School Unionized

Is your charter school unionized?

No

d. DISTRICT / CSD OF LOCATION

CSD #31 - STATEN ISLAND

e. Date of Approved Initial Charter

Apr 21 2009

f. Date School First Opened for Instruction

Sep 10 2009

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

Lavelle Prep expects all students to graduate with a strong foundation, which enables students to attend as well as succeed in college, as well as in life. We welcome all students, including those with disabilities and emotional challenges, and we are steadfast in full integration of all our students. With forward thinking, inclusion, positive behavioral supports and an innovative approach, we are a holistic educational model.

h. School Website Address

https://lavelleprep.org/

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

901

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

830

k. Grades Served

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

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

Responses Selected:

k
1

2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

l. Charter Management Organization

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

No

FACILITIES INFORMATION

m. FACILITIES

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

	Yes, 2 sites

School Site 1 (Primary)

m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for previous year (K-5, 6-9, etc.)	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	1 Teleport Drive 3rd floor staten Island NY 10301	347-855-2238	NYC CSD 31	6-12	5-12	11-12

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Alison LoSavio / Dhurata Rexha	Principals	347-855-2238		
Operational Leader	Susan Varvara	Director of Operations	347-855-2238		svarvara@integrationcharterschools.org
Compliance Contact	Susan Varvara	Director of Operations	347-855-2238		svarvara@integrationcharterschools.org
Complaint Contact	Susan Varvara	Director of Operations	347-855-2238		svarvara@integrationcharterschools.org
DASA Coordinator	Ego Onaga and Alkida Budlla	Teachers	347-855-2238		eonaga@lavelleprep.org
Phone Contact for After Hours Emergencies	Dori Rexha	Principal	347-552-0912		drexha@lavelleprep.org

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

Private Space

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

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

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

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

Site 1 Certificate of Occupancy (COO)

[CC1 and CC2 C of O.pdf](CC1 and CC2 C of O.pdf)

Filename: CC1 and CC2 C of O.pdf **Size:** 193.6 kB

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

School Site 2

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m2. SCHOOL SITES

Please provide information on Site 2 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for previous year (K-5, 6-9, etc.)	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 2	1441 South Avenue Staten Island NY 10314	347-855-2238	NYC CSD 31	k-5	K-4	k-4

m2a. Please provide the contact information for Site 2.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Jenna Curran	Principal	347-855-2238		jcurran@lavelleprep.org
Operational Leader	Susan Varvara	Director of Operations	347-855-2238		svarvara@integrationcharterschools.org
Compliance Contact	Susan Varvara	Director of Operation	347-855-2238		svarvara@intgrationcharterschools.org
Complaint Contact	Susan Varvara	Director of Operations	347-855-2238		mcottingham@integrationcharterschools.org
DASA Coordinator	Alkida Budlla	Teacher	347-855-2238		svarvara@integrationcharterscgools.org
Phone Contact for After Hours Emergencies	Jenna Curran	Principal	732-221-9469		jcurran@lavelleprep.org

m2b. Is site 2 in public (co-located) space or in private space?

Private Space

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

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 2 if located in private space in NYC or located outside of NYC .

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

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

Site 1 Certificate of Occupancy (COO)

CofO 1441 South Ave (4).pdf

Filename: CofO 1441 South Ave (4).pdf **Size:** 41.5 kB

Site 2 Fire Inspection Report

This is required, marked optional for administrative purposes.

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n. List of owned, rented, leased facilities <u>not used</u> to educate students

Separate by semi-colon (;)

None

CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

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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.

Yes

o2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in discipline or code of conduct policy	Unified Code of Conduct across Integration Charter Schools for charters	08/01/2022	06/12/2023
2				
3				
4				
5				

More revisions to add?

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	Denise Cividanes
Position	Chief of Staff
Phone/Extension	347-855-2238-1422
Email	dcividanes@integrationcharterschools.org

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

Responses Selected:

Yes

As outlined in ENTRY 10:

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

Responses Selected:

Yes

Signature, Head of Charter School

Signature, President of the Board of Trustees

Date

Aug 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., Repost when financials have been submitted in November.)

Form for Entry 2 Links to Critical Documents on School Website

School Name: **John W. Lavelle Prep Charter School**

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

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

New York State Report Card

Emergency Response Plan Memo

NYSED Subject Matter List

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	https://412c9f.a2cdn1.secureserver.net/wp-content/uploads/2022/11/LP-21-22.pdf?time=1690384975
2. Board meeting notices, agendas and documents	https://integrationcharterschools.org/ics-documents/
3. New York State School Report Card	https://data.nysed.gov/essa.php?year=2020&instid=800000064491
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://412c9f.a2cdn1.secureserver.net/wp-content/uploads/2023/07/DASA.pdf?time=1690384975
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	https://412c9f.a2cdn1.secureserver.net/wp-content/uploads/2022/09/ICS-District-Wide-Safety-Plan-2022-2023-.docx.pdf?time=1690384975
6. Authorizer-approved FOIL Policy	https://412c9f.a2cdn1.secureserver.net/wp-content/uploads/2022/07/FOIL-Policy-22-23-docx.docx.pdf?time=1690384975
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://412c9f.a2cdn1.secureserver.net/wp-content/uploads/2022/07/FOIL-ICS-Subject-Matter-List-22-23-.docx.pdf?time=1686926964

Thank you.

Entry 3 Progress Toward Goals

Instructions

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

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023.**

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

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

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

1. ACADEMIC STUDENT PERFORMANCE GOALS

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

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023.**

2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	1ai. ESEA Accountability Designation. Reward, Good Standing, Local Assistance Plan, Focus or Priority School Status	NYSED ESEA accountability report	Unable to Assess	N/A
Academic Goal 2	1bi. Comparative Proficiency Comparison of the performance of all schools in NYS with the same grade configuration and similar population of students identified as economically disadvantaged, students with disabilities and English language learners. Performance is based on schools' aggregate proficiency compared to the NYS average on 3-8 ELA and mathematics assessments and/or high school cohort	Provided by NYS	Unable to Assess	N/A

	ELA and mathematics outcomes.			
Academic Goal 3	2ai. Aggregate Standards-Based Trend Toward Proficiency 75% of students in the school maintaining a proficient testing level or trending toward proficiency from one year's test administration to the next. Analysis will examine proficiency maintenance or improvement of all students in the school compared to each student's previous year's test scores.	New York State Math and ELA examination	Not Met	- Lavelle Prep has embarked on a transformative journey to enhance proficiency and inclusivity for all groups of students by implementing sweeping changes across its curriculum. In particular, the English Language Arts (ELA) EL Education curriculum is being revamped to cater to English Learners (EL) by integrating innovative teaching methodologies that promote language acquisition and comprehension.

- Lavelle Prep is adopting the cutting-edge Desmos platform to elevate the math curriculum. This technology-driven approach fosters interactive and collaborative learning experiences, ensuring that every student, regardless of their background or proficiency level, gains a deeper understanding of |

| | | | | mathematical concepts. These changes reflect the school's commitment to providing a well-rounded education that empowers all students to thrive academically and reach their full potential.

- The school is taking proactive steps to enhance proficiency and support all student groups by dedicating intervention periods for both English Language Arts (ELA) and Math. These additional intervention sessions provide targeted assistance to students who may be struggling or in need of extra support, ensuring that no one is left behind. During these periods, our teachers offer guidance, tailored to each student's specific needs, allowing them to strengthen their skills and grasp challenging concepts more effectively. |
| --- | --- | --- | --- | --- |
| Academic Goal 4 | 2aii. Subgroup Standards-Based | New York State Math and ELA | Not Met | - Lavelle Prep has embarked on a |

	Trend Toward Proficiency 75% of students in the school maintaining a proficient testing level or trending toward proficiency from one year's test administration to the next. Analysis will examine proficiency maintenance or improvement of students in the school who are economically disadvantaged, students with disabilities, and English language learners, compared to each student's previous year's test scores.	examination		transformative journey to enhance proficiency and inclusivity for all groups of students by implementing sweeping changes across its curriculum. In particular, the English Language Arts (ELA) EL Education curriculum is being revamped to cater to English Learners (EL) by integrating innovative teaching methodologies that promote language acquisition and comprehension. - Lavelle Prep is adopting the cutting-edge Desmos platform to elevate the math curriculum. This technology-driven approach fosters interactive and collaborative learning experiences, ensuring that every student, regardless of their background or proficiency level, gains a deeper understanding of mathematical concepts. These changes reflect the school's commitment to providing a well-rounded education that empowers all

| | | | | students to thrive academically and reach their full potential.

- The school is taking proactive steps to enhance proficiency and support all student groups by dedicating intervention periods for both English Language Arts (ELA) and Math. These additional intervention sessions provide targeted assistance to students who may be struggling or in need of extra support, ensuring that no one is left behind. During these periods, our teachers offer guidance, tailored to each student's specific needs, allowing them to strengthen their skills and grasp challenging concepts more effectively. |
|---|---|---|---|---|
| Academic Goal 5 | 2bi. Aggregate School Level Proficiency % of students who score proficiently on 3-8 state assessments for all students at the school level will be | NYSED Data | Unable to Assess | N/A |

	greater than that of the community district.			
Academic Goal 6	2bii. Subgroup School Level Proficiency % of students who score proficiently on 3-8 state assessments by subgroup at the school level compared to the subgroup. Includes students who are economically disadvantaged, students with disabilities and English language learners will be greater than that of the community district.	NYSED Data	Unable to Assess	N/A
Academic Goal 7	2biii. Grade Level Proficiency % of students who score proficiently on 3-8 state assessments for all students by grade level will be greater than that of the community district.	NYSED Data	Unable to Assess	N/A
Academic Goal 8	3ai. Aggregate Annual Regents Outcomes Annual Regents testing outcomes for every tested subject for all students will be greater than that of the state.	NYSED Data	Unable to Assess	N/A

Academic Goal 9	3aii. Subgroup Annual Regents Outcomes Annual Regents testing outcomes for every tested subject by subgroup will be greater than that of the state.	NYSED Data	Unable to Assess	N/A
Academic Goal 10	3aiii. Aggregate Total Cohort Regents Testing Outcomes Cohort Regents testing outcomes for ELA, mathematics, science, Global History and US History for all students will be greater than that of the state.	NYSED Data	Unable to Assess	N/A

2. Do have more academic goals to add?

Yes

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	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11	3aiv. Subgroup Total Cohort Regents Testing Outcomes Cohort Regents testing outcomes for ELA, mathematics, science, Global History and US History by subgroup will be greater than that of the state.	NYSED Data	Unable to Assess	N/A
Academic Goal 12	3bi. Aggregate Cohort Graduation Rate 4-year and 5-year graduation rate for all students will be 80% or greater.	NYSED Data	Met	
Academic Goal 13	3bii. Subgroup Cohort Graduation Rate 4-year and 5-year graduation rate for students identified as economically disadvantaged, students with disabilities, and English language learners will be 80% or greater.	NYSED Data	Met	
Academic Goal 14	3biii. Aggregate On-Track to Graduate	Regents Exams	Unable to Assess	N/A

	75% of all students in a cohort that have passed 3 out of 5 Regents exams required for graduation by their 3rd year of high school.			
Academic Goal 15	3biv. Subgroup On-Track to Graduate 75% of cohort by subgroup that has passed 3 out of 5 Regents exams required for graduation by their 3rd year of high school.	Regents Exams	Unable to Assess	N/A
Academic Goal 16	3bv. Aggregate Student Persistence 85% of students in a 4-year and 5-year cohort remain enrolled in the school until they graduate from the high school program.	Enrollment Data	Met	
Academic Goal 17	3bvi. Subgroup Student Persistence 85% of students identified as economically disadvantaged, students with disabilities, and English language learners in a 4-year and 5-year cohort that remain enrolled in the school until they graduate from the high school program.	Enrollment Data	Met	

Academic Goal 18	LP1. 90% of graduates will apply to college or university	Staff collected data	Met	
Academic Goal 19	LP2. 90% of graduates will be accepted to college or university	Staff collected data	Met	
Academic Goal 20				

3. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

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

2022-2023 Progress Toward Attainment of Organization Goals

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

5. Do have more organizational goals to add?

(No 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 - Hidden from applicant

Instructions

SUNY-Authorized Charter Schools ONLY- Complete Template and Upload to Epicenter

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at Accountability Plan Progress Report. After completing, SUNY-authorized charter schools must upload the document into the Annual Report Portal, **and** into the SUNY Epicenter document management system by September 15, 2023.

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

Entry 4 - Audited Financial Statements

Completed - Oct 30 2023

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the Annual Report Portal and into the SUNY Epicenter document management system no later than **November 1, 2023. SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools must upload final, audited financial statements to the Annual Report Portal no later than **November 1, 2023**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2023 but will be identified as a required task thereafter and due on November 1, 2023. This is a required task, and it is marked optional for administrative purposes only.

ICS - Annual Report - Audit Documents

Filename: ICS_-_Annual_Report_-_Audit_Documents.pdf **Size:** 1.0 MB

Entry 4a – Audited Financial Report Template (SUNY)

Incomplete - Hidden from applicant

Instructions - SUNY-Authorized Charter Schools ONLY

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

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

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

Completed - Oct 30 2023

Instructions - Regents-Authorized Charter Schools ONLY

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

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

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

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

ICS Audited Financial Template FY23

Filename: ICS_Audited_Financial_Template_FY23.xlsx **Size:** 74.7 kB

Entry 4c – Additional Financial Documents

Completed - Oct 30 2023

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

1. Advisory and/or Management letter
2. Federal Single Audit
3. Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

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

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

ICS - Management Rep Letter (signed)

Filename: ICS_-_Management_Rep_Letter_signed.pdf **Size:** 416.1 kB

INTEGRATION CHARTER SCHOOLS - 06

Filename: INTEGRATION_CHARTER_SCHOOLS_-_06.3_gjglfTU.pdf **Size:** 405.6 kB

Northfield 5084 06

Filename: Northfield_5084_06.30.23.pdf **Size:** 1.4 MB

Entry 4d - Financial Contact Information

Completed - Oct 30 2023

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

Form for "Financial Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Jeanine Taylor	jtaylor@integrationcharterschools.org	347-855-2238

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Michelle Cain	mcain@mmb-co.com	585-423-1860	1

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
	Charter School Business Management	Karen Daniels	425 East 79th Street, Suite 1F New York, NY 10075	kdaniels@csbm.com	888-710-2726	1

Entry 5 – Fiscal Year 2023-2024 Budget

Completed - Oct 31 2023

SUNY-authorized charter schools should download the 2023-2024 Budget and Quarterly Report Template and the 2023-2024 Budget Narrative Questionnaire from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due November 1, 2023**.

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

The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

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

updated-2023-2024-ar-budget-template - LPCS

Filename: updated-2023-2024-ar-budget-templ_iRWLDWu.xlsx **Size:** 39.7 kB

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.

Barrett Williams, Dr

Filename: Barrett_Williams_Dr._Kathlyn_EdweOBd.pdf **Size:** 506.4 kB

Blackman, Sheldon

Filename: Blackman_Sheldon_DEqVK5p.pdf **Size:** 169.0 kB

Caridi, Michael

Filename: Caridi_Michael_ZNMLvjS.pdf **Size:** 2.1 MB

Lefkowitz, Robin

Filename: Lefkowitz_Robin_1qAbeYW.pdf **Size:** 938.7 kB

Fucini, Edward

Filename: Fucini_Edward_i5w6rgw.pdf **Size:** 369.2 kB

Henick, Denise

Filename: Henick_Denise_COvw4Vg.pdf **Size:** 489.4 kB

Fritz, Bonnie

Filename: Fritz_Bonnie_Hk2q6rc.pdf **Size:** 1.0 MB

Miller, Deborah

Filename: Miller_Deborah_0Dv6Plp.pdf **Size:** 194.8 kB

Lehr, David

Filename: Lehr_David_ln7CHF7.pdf **Size:** 512.9 kB

Patel, Jill

Filename: Patel_Jill_JU0bMwi.pdf **Size:** 483.5 kB

Schueler, Doris

Filename: Schueler_Doris_hHJ53Kc.pdf **Size:** 168.9 kB

Strand, John

Filename: Strand_John_VH6D5DR.pdf **Size:** 170.9 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.

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

---

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

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	Dr. Kathlyn Barrett Williams	■■■	Trustee/Member	Education & Accountability	Yes	1	11/1/2021	10/31/2024	5 or less
2	Sheldon Blackman	■■	Trustee/Member	None	Yes	3	11/1/2022	10/31/2025	10
3	Michael Caridi	■■	Trustee/Member	Finance & Audit	Yes	3	11/1/2021	10/31/2024	6
4	Bonnie Fritz	■■	Trustee/Member	Education & Accountability	Yes	2	11/1/2020	10/31/2023	7
5	Edward Fucini	■■	Treasurer	Executive, Finance & Audit	Yes	1	11/1/2020	10/31/2023	6
6	Denise Henick	■■	Trustee/Member	Governance & Nominating	Yes	2	11/1/2021	10/31/2024	5 or less
7	Robin Lefkowitz	■■	Trustee/Member	Executive, Governance & Nominating	Yes	3	11/1/2022	10/31/2025	8
8	David Lehr	■■	Vice Chair	Executive, Finance	Yes	3	11/1/2021	10/31/2024	7

| 9 | Deborah Miller | ███████ ██████ ██████ ██ | Secretary | Executive, Education & Accountability, Governance & Nominating | Yes | 2 | 11/1/2020 | 10/31/2023 | 10 |

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

Yes

1b. Board Member Information

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
10	Jill H.B. Patel	███	Chair	Executive, Education & Accountability, Finance & Audit	Yes	3	11/1/2021	10/31/2024	9
11	Doris Schueler	███	Trustee/ Member	Education & Accountability	Yes	3	11/1/2022	10/31/2025	5 or less
12	John Strand	███	Treasurer	Education & Accountability	Yes	2	11/1/2022	10/31/2025	9
13									
14									
15									

1c. Are there more than 15 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	12
b.Total Number of Members Added During 2022-2023	0
c. Total Number of Members who Departed during 2022-2023	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	12

3. Number of Board meetings held during 2022-2023

10

4. Number of Board meetings scheduled for 2023-2024

12

Total number of Voting Members on June 30, 2023:

12

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

0

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

0

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

12

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

0

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

0

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

0

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

0

Board members attending 8 or fewer meetings during 2022-2023

8

Thank you.

Entry 8 Board Meeting Minutes

Completed - Aug 1 2023

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

Schools must upload a complete set of monthly board meeting minutes (July 2022-June 2023), which should <u>match</u> 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**.

2022-2023 ICS Board of Trustees Minutes

Filename: 2022-2023_ICS_Board_of_Trustees_Mi_P6Smiie.pdf **Size:** 1.2 MB

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

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	ICS utilized the Vanguard mailing system to focus on our highly economically disadvantaged communities to ensure all parents received a brochure and postcard within our targeted audience. Our brochures highlighted our program and welcomed them to attend an Open House. The Recruitment team traveled Staten Island and developed fresh new community partnerships by attending community based events as well as reaching out/visiting locally zoned public schools to speak about Richmond Prep and inform them of our program. ICS contracted Content Queens(Social Media Manager), to support paid digital ads, produce promotional videos, marketing and advertisements ads, increase our Social Media presence, and help build brand awareness specifically to reach our targeted audience.	Beginning in January 2023,ICS hired a new Assistant Director of Recruitment and Enrollment, as well as a Coordinator of Student Recruitment & Engagement, and a Recruitment Consultant to help with recruitment and enrollment efforts. We also implemented part time Recruitment Ambassadors to help in the evenings and on the weekends for additional support. This team worked directly in coordination with the schools and community to reach our recruitment and enrollment goals. As our current plan enables us to meet our enrollment goals, we will continue to utilize the efforts made while looking for additional opportunities to engage Staten Island schools and communities.
English Language Learners	Previously stated above and: Our brochure and lottery applications are available in multiple languages and multilingual staff are available to translate in various languages to speak to prospective families. .We also made use of local advertisements in key locations to enhance our outreach within the community with flyers and brochures that are translated in Arabic and	Beginning in January 2023,ICS hired a new Assistant Director of Recruitment and Enrollment, as well as a Coordinator of Student Recruitment & Engagement, and a Recruitment Consultant to help with recruitment and enrollment efforts. We also implemented part time Recruitment Ambassadors to help in the evenings and on the weekends for additional support. This team worked directly in coordination with

	Spanish. We also embedded the Google Translate feature on our website for easy accessibility to translation.	the schools and community to reach our recruitment and enrollment goals. As our current plan enables us to meet our enrollment goals, we will continue to utilize the efforts made while looking for additional opportunities to engage the Staten Island ELL population.
Students with Disabilities	Previously stated above and: Had Special Education Coordinators available at our Open Houses to answer any questions prospective families may have in regards to their child's Individualized Education Plan (IEP). We also highlight our Innovative Charter Program while recruiting within the community. We also had these Coordinators available to speak to families during registration events.	Beginning in January 2023,ICS hired a new Assistant Director of Recruitment and Enrollment, as well as a Coordinator of Student Recruitment & Engagement, and a Recruitment Consultant to help with recruitment and enrollment efforts. We also implemented part time Recruitment Ambassadors to help in the evenings and on the weekends for additional support. This team worked directly in coordination with the schools and community to reach our recruitment and enrollment goals. As our current plan enables us to meet our enrollment goals, we will continue to utilize the efforts made while looking for additional opportunities to engage the Staten Island population of SWDs

Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	During PTA meetings, we encouraged families to share their experiences at Lavelle Prep through greatschools and niche websites. If they leave a review, they were placed in a raffle to win a giftcard. TWR student data was shared with parents as evidence to exhibit student growth in their writing. TWR is an evidence based approach to develop writing skills with a mission to enable students from historically marginalized areas. The newly appointed ICS community liaison continued to strengthen partnerships with outside community members. These efforts helped increase awareness of the community around us. The Department of Health and Mental Hygiene continued to visit our school to perform vision screenings for our students along with an additional screening for dental care.	Enhancing all 22-23 efforts, including: During the school day, students will participate in student advisory classes to enhance social emotional support, aid and establish a belonging and foster academic and emotional success. High school students will act as mentors for younger classmates and provide emotional and academic support. Career development opportunities will be provided across all grades throughout the school year. Guests speakers will be invited to the schools to discuss areas of interest. This will create opportunities to discuss different career paths and career goals. School leaders will continue to participate in data wise protocols to enhance understanding of student needs, help identify gaps in different academic areas and develop targeted interventions. Lavelle Preparatory High school has created a partnership for the 23-24 school year with Monroe College, where students have the opportunity to participate in college experiences, learning and growth development and earn college credit.

| English Language Learners | A Director of Diversity, Equity and Inclusion was appointed for the 22-23 school year.

All staff had access to a translation and interpretation unit from the New York City Department of Education to promote communication with non-english speaking families.

Appointed a teacher leader as the ICS ELL Coordinator who is working closely with Lavelle Prep to support and enhance all retention efforts.

The home language response has been saved within the Powerschool platform so all school staff members can easily access information. This ensured all staff members can communicate with ELL families in the language of their choice. | Enhancing all 22-23 efforts, including:

Incoming Lavelle students will participate in a "student signing day" where the ENL coordinator will administer a home language survey to identify and assess student language support needs.

Appointed a recruitment liaison position within ICS to establish partnerships with different stakeholders throughout the community.

Increase the amount of ICS ELL Coordinators/teachers in schools to support student learning needs.

The home language response saved within Powerschool will also be saved to our new educational platform, SchoolMint, to increase the amount of staff members' access to important information regarding ELL learners.

ELL Coordinators and teachers will participate in ongoing Professional Development that will enhance their profession and gain knowledge on how to support students and families both in school and at home. |
| Students with Disabilities | Special Education coordinators for each division presented our programming for Students with Disabilities at our open houses and provided a platform for parents to ask questions.

Carefully created, implemented, and revised students' IEPs to increase student growth and performance. | Enhancing all 22-23 efforts, including:

Appoint a special education coordinator at each school within ICS who will be working closely with Lavelle Prep to support and enhance all retention efforts regarding students with disabilities.

Increase the number of dually |

	Hired a new Director of Academic Intervention to work closely with Lavelle Prep staff and administrators to create a solid program. This helped staff, administrators and parents/guardians to determine if students were in need of an IEP or reevaluation.	certified teachers at each school within the ICS Network. Provide staff with professional development around tiered supports for students with disabilities. Redesign of class schedules to allow for common planning time for co-teachers, including TAS, ICS wide. Create a welcoming environment where diversity is celebrated and inclusion is supported through creatively and intentionally designed engaging lessons that include multiple access points for all learners using flexible grouping. Teachers will be held accountable and assessed through formal and informal observations. Increase effective collaboration and instruction between co-teachers by 40% and improves the academic growth for students with disabilities by 40% as evidenced by student surveys, teacher observation and assessment results.

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

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

1. Emergency Conditional Clearances

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

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

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

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

B. Emergency Conditional Clearances

Emergency Conditional Clearances

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

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

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

Attestation

Responses Selected:

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

Entry 11 Percent of Uncertified Teachers

Completed - Aug 1 2023

Instructions

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

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

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

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

<u>Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY</u>

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)	1.75
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)	3.25
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	3
ii. Science	2
iii. Computer Science	0
iv. Technology	0
v. Career and Technical Education	0
Total Category B: not to exceed 5	5.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	0
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)	5
Total Category C: not to exceed 5	5.0

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

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

	FTE Count
Total	15

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	8.75

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	85.1

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	109

Thank you.

Entry 12 Organization Chart

Completed - Aug 1 2023

Instructions

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.

Org Chart

Filename: Org_Chart_PVta3Tc.pdf **Size:** 52.4 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.

ICS School-wide Calendar 23-24

Filename: ICS_School-wide_Calendar_23-24.pdf **Size:** 96.0 kB

Entry 14 Staff Roster

Completed - Aug 1 2023

INSTRUCTIONS

Required of Regents and NYCDOE-authorized Charter Schools ONLY

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

Use of the 2022-2023 Annual Report Faculty/Staff Roster Template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required. **Reminders:** Please use the Notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

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

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

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

Entry 14 - LP - 2023

Filename: Entry_14_-_LP_-_2023_.xlsx **Size:** 34.0 kB

Optional Additional Documents to Upload (BOR)

Incomplete