



## **Acknowledgements**

**SUNY Charter Schools Institute**

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**New York City Department of Education**

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**Board of Education of the Buffalo Public Schools**

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## **Table of Contents**

## Introduction and Overview

**Each charter school is required to make the Annual Report publicly available by August 1 and post it on the charter school's website<sup>1</sup>. 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).**

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**August 1, 2024,**

**no later than 11:59 PM on**

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**authorizer overseeing the school as of June 30, 2024**

**Please remove password protections from your Excel, Word, or PDF documents before uploading them to this portal**

**All schools must submit the first component of the Annual Report no later than 11:59 PM on August 1, 2024, unless otherwise indicated for specific tasks.**

**SUNY-authorized charter schools**

**on September 16, 2024**

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**no later than 11:59 PM**

# **Content Requirements**

## **Entry 1 – School Information and Cover Page**

**Required of ALL Charter Schools**

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

**Required of ALL Charter Schools (Note that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved Dignity for All Students Act (DASA) policy and NYSED-Approved School Discipline Policy)**

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**The education corporation is responsible for ensuring that each member who served on the board during the 2023-2024 school year completes the form.**

**must**

**Entry 4 – Board of Trustees Membership Table**

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**INFORMATION ON 2023-2024  
 VOTING AND NON-VOTING MEMBERS OF THE BOARD OF TRUSTEES  
 FOR ALL CHARTER SCHOOLS**

<b>Voting Trustee Name</b>	<b>Trustee Email Address</b>	<b>Position on the Board (e.g., officers, parent, or other constituent representatives)</b>	<b>Committee Affiliation(s)</b>	<b>Voting Member Per By-Laws (Y/N)</b>	<b>Number of Completed Terms Served</b>	<b>Start Date of Current Term (MM/DD/YYYY)</b>	<b>End Date of Current Term (MM/DD/YYYY)</b>	<b>Number of Board Meetings Attended During 2023-2024</b>

<b>All Schools – Board Meetings</b>	<b>Number of board meetings conducted in 2023-2024:</b> <b>Number of board meetings scheduled for the 2024-2025</b>
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<b>Regents, NYCDOE, &amp; Buffalo BOE Schools</b>	<b>Total number of Non-Voting Members on June 30, 2024:</b>	
	<b>Total number of Non-Voting Members added during the 2023-2024 school year:</b>	
	<b>Total number of Non-Voting</b>	

## **Entry 5 – Board Meeting Minutes**

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

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**no later than 11:59 PM on August 1, 2024**

## **Entry 6 – Enrollment and Retention**

**Required of ALL Charter Schools**

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**strongly discouraged**

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**Entry 8 – Organization Chart**

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

**Organization Chart.**

**Entry 9 – School Calendar**

**Required of ALL Charter Schools**

**no later than 11:59 PM on August 1, 2024**

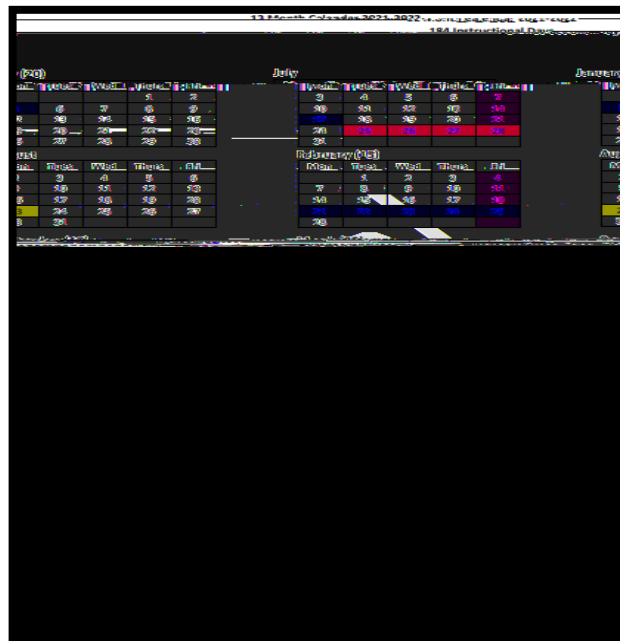
**no later than**

**11:59 PM on September 16, 2024.**

*unless the school's charter requires more instructional time than is required under the regulations."*

**AND**

**must**



## **Entry 10 – Faculty/Staff Roster Template**

**Required of Regents, NYCDOE, and Buffalo BOE-authorized Charter Schools ONLY**

**ANY and ALL**

**Use of the 2023-2024 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:**



**2023-2024 Progress Toward Attainment of Academic Charter Goals**


**Organization Goals**

**2023-2024 Progress Toward Attainment of Organization Charter Goals**



## **Entry 12a – Audited Financial Report Template**

**SUNY-Authorized Charter Schools ONLY**

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**no later than 11:59 PM on November 1, 2024.**

## **Entry 12b – Audited Financial Report Template**

**Regents-Authorized Charter Schools ONLY**

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**PM on November 1, 2024.**

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**no later than 11:59**

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

## **Entry 12c – Additional Financial Documents**

**Regents, NYCDOE and Buffalo BOE authorized schools  
no later than 11:59 PM on November 1, 2024**

## **Entry 12d – Financial Contact Information**

**Regents, NYCDOE, and Buffalo BOE authorized schools  
no later than 11:59 PM on November  
1, 2024**

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## **Entry 13 – Fisc**