

Application: AECl I

Keith Szczepanski - keithmszczepanski@gmail.com
2022-2023 Annual Report

Summary

ID: 0000000064

Last submitted: Oct 31 2023 09:30 PM (EDT)

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) 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)

NEW YORK CITY CHARTER HIGH SCHOOL FOR ARCHITECTURE, ENGINEERING & CONSTRUCTION
INDUSTRIES 800000061087

a1. Popular School Name

AECI I

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 # 7 - BRONX

e. Date of Approved Initial Charter

Feb 1 2008

f. Date School First Opened for Instruction

Sep 2 2008

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

The Mission of AECl is to create an integrated rigorous academic program and career preparatory learning environment that provides students with a foundation of the necessary skills, knowledge, and practical experience to pursue a path leading to college and/or a career in the Architecture, Engineering or Construction Industries.

KDE 1 - RIGOROUS INSTRUCTION - This year, the school continues to expose students to rigorous college level instruction by utilizing partnerships with Syracuse University, Lehman College Now, City College Now, Bronx Community College Now and Monroe College. These partnerships allow students to take college level courses both on and off site. Students receiving a grade of C or higher receive up to three college credits. In addition, this year we offer AP Computer Science and AP Statistics.

KDE 2 - COLLEGE READINESS - The school has a full-time college counselor who works with students to develop a college readiness culture. Through the college readiness program, students explore postsecondary opportunities, visit colleges and research available scholarships and financial aid. Naviance is used to facilitate college application process. Parents are included through informational sessions and assistance with paperwork.

KDE 3 - STAFF DEVELOPMENT - Teacher Teams meet three times per week during the school day. During these meetings academic and social-emotional concerns are addressed. Other topics have included instructional strategies, differentiation, Danielson, and discussions about interclassroom visitations. Each discipline works with an academic coach to improve pedagogical strategies. New teachers work with a coach to improve practice.

KDE 4 - X-PERIOD - On Wednesdays & Fridays, the school has an early release time so struggling students can get extra help in a small group setting during X-Period. Teachers log into Google Docs and input the names of students needing extra help. Students receive an email notifying them of the need to attend the session. During this time teachers provide individualized instruction for students who are struggling with content, need extra support, or need help with specific assignments and tasks.

KDE 5 - CURRICULUM AND TEACHER SUPPORT - Teachers receive coaching support 1-2 days per week in an ongoing basis to develop rigorous units of instruction that are aligned to both the tristate rubric and the common core standards. In addition, teacher team meetings are held 3 days per week where teachers receive professional

development to improve their pedagogical skills, review lessons and unit plans and provide feedback for enhancement. Teachers support each other on the development of culminating tasks and student feedback.

h. School Website Address

www.AECIcharterhs.com

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

475

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

405

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:

9

10

11

12

I. Charter Management Organization

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

No

FACILITIES INFORMATION

m. FACILITIES

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

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	838 Brook Avenue Bronx, NY 10451	646-400-5566	NYC CSD 7	9-12	9-12	No

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Colin Healy	Principal	347-645-5483	██████████	chealy@aecicharters.org
Operational Leader	Miosoty Cortorreal	Operations	646-400-5566		mcortorreal@aecicharters.org
Compliance Contact	Colin Healy	Principal	347-645-5483	██████████	chealy@aecicharters.org
Complaint Contact	Colin Healy	Principal	347-645-5483	██████████	chealy@aecicharters.org
DASA Coordinator	Joseph Martony	School Social Worker Lead In Training	646-400-5566		jmartony@aecicharters.org
Phone Contact for After Hours Emergencies	Colin Healy	Principal	347-645-5483	██████████	chealy@aecicharters.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)

[AECI 1 - Place of Assembly \(grandfathered exemption due to building age\).pdf](#)

Filename: AECI 1 - Place of Assembly (grandfathered exemption due to building age).pdf **Size:** 127.2 kB

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

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	Derick Spaulding
Position	Chief Executive Officer
Phone/Extension	646-221-8518
Email	dspaulding@aecicharterhs.org

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

Responses Selected:

Yes

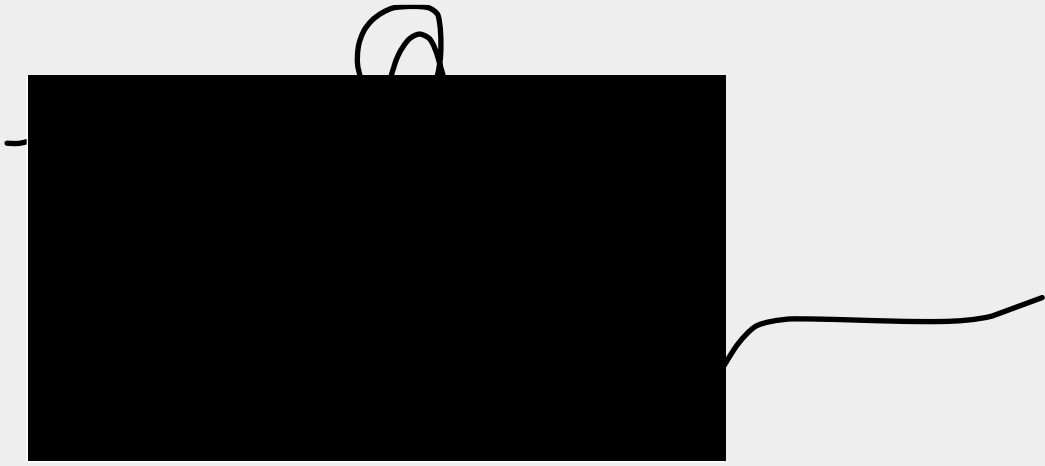
As outlined in ENTRY 10:

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

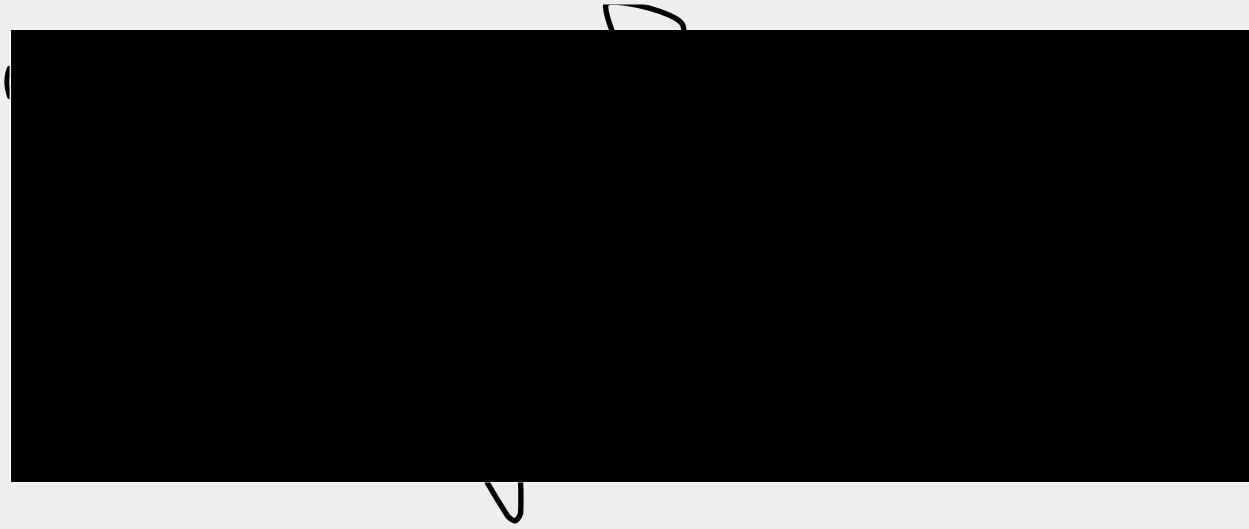
Responses Selected:

Yes

Signature, Head of Charter School

A large black rectangular redaction box covers the signature of the Head of Charter School. Above the box, there are two small, overlapping loops of a pen stroke. To the right of the box, a horizontal line with a slight upward curve extends from the right edge of the redaction.

Signature, President of the Board of Trustees

A large black rectangular redaction box covers the signature of the President of the Board of Trustees. Above the box, there is a small, single loop of a pen stroke. Below the box, a small, downward-pointing hook of a pen stroke is visible.

Date

Jul 28 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: AECI I

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)	<u>https://aecicharterhs.org/nysed-annual-accountability-report/</u>
2. Board meeting notices, agendas and documents	<u>https://aecicharterhs.org/about/board-of-trustees/</u>
3. New York State School Report Card	<u>https://data.nysed.gov/profile.php?instid=800000061087</u>
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<u>https://aecicharterhs.org/about/dignity-for-all/</u>
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	<u>https://aecicharterhs.org/about/school-safety-plan/</u>
6. Authorizer-approved FOIL Policy	<u>https://aecicharterhs.org/freedom-of-information/</u>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<u>https://aecicharterhs.org/freedom-of-information/</u>



Thank you.

Entry 3 Progress Toward Goals

Completed - Oct 31 2023

Instructions

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

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

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

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

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

1. ACADEMIC STUDENT PERFORMANCE GOALS

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

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

2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	75 percent of 9 – 12 each cohort will pass the New York State Regents examinations in ELA	NYS Regents Examinations in ELA	Met	<p>Cohort W – 93%</p> <p>Cohort X – no student from this cohort has not taken exam</p> <p>Cohort Y - no student from this cohort has not taken exam</p>
Academic Goal 2	75 percent of 9-12 each cohort will pass the New York State Regents examinations in Math.	NYS Regents examinations in Math	Met	<p>Cohort W – 98%</p> <p>Cohort X – 88%</p> <p>Cohort Y – not enough students from this cohort have taken this exam to measure, but 100% of the students who have taken the exam in this cohort has passed</p>
Academic Goal 3	Through the 2022-23 school year, each cohort of students will reduce by one-half the gap between percent passing the ELA Regents examination and the previous cohorts'	NYS Regents examinations in ELA	Unable to Assess	Because of the large number of waivers and SAs on the ELA Regents exam, this goal cannot be meaningfully measured for the 2022-23 school year.

	passing rate on the ELA Regents examination.			
Academic Goal 4	Through 2022-23 school year, each cohort of students will reduce by one-half the gap between percent passing the Math Regents examination and the previous cohorts' passing rate on the Math Regents examination.	NYS Regents examinations in Math	Unable to Assess	Because of the large number of waivers and SAs on the mathematics Regents exam, this goal cannot be meaningfully measured for the 2022-23 school year.
Academic Goal 5	Each year, the percentage of each cohort of students passing the ELA Regents examination will place the school in the top quartile of all similar schools	NYS Regents examinations in ELA	Unable to Assess	The NYC DOE has not released the 2022-23 progress reports. Analysis of this goal requires access to data contained within that report.
Academic Goal 6	Each year, the percentage of each cohort of students passing the Math Regents examination will place the school in the top quartile of all similar schools	NYS Regents examinations in Math	Unable to Assess	The NYC DOE has not released the 2022-23 progress reports. Analysis of this goal requires access to data contained within that report.
Academic Goal 7	Each year, the school's aggregate Performance Index on the State ELA exam will meet its Annual Measurable Objective set forth in the State's No Child Left Behind (NCLB)	NYS ELA exam	Met	The NCLB accountability system is no longer used as a measurement for this goal. However, under NCLB's successor, the Every Student Succeeds

	accountability system.			Act, or ESSA, the school is in good standing.
Academic Goal 8	Each year, the school's aggregate Performance Index on the State Math exam will meet its Annual Measurable Objective set forth in the State's No Child Left Behind (NCLB) accountability system.	NYS Math exam	Met	The NCLB accountability system is no longer used as a measurement for this goal. However, under NCLB's successor, the Every Student Succeeds Act, or ESSA, the school is in good standing.
Academic Goal 9	Each year, the school's aggregate Performance Index on the State Science exam will meet its Annual Measurable Objective set forth in the State's No Child Left Behind (NCLB) accountability system.	NYS Science exam	Unable to Assess	This measure is not applicable: the state has not set forth an Annual Measurable Objective for science in its ESSA accountability system.
Academic Goal 10	Each year, the school's aggregate Performance Index on the State Social Studies exam will meet its Annual Measurable Objective set forth in the State's No Child Left Behind (NCLB) accountability system.	NYS Social Studies exam	Unable to Assess	This measure is not applicable: the state has not set forth an Annual Measurable Objective for social studies in its ESSA accountability system.

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	Each year, at least 75% of each student cohort graduates after five years.	School's Graduation Records	Met	Class of 2022 – 99% Class of 2023 – 96.3%
Academic Goal 12	Each year, seventy-five percent of students enrolled in the school for two or more years will perform at or above 65 (passing grade) on the New York State Regents Science Exams (Living Environment and Chemistry).	New York State Regents' Science Exam	Met	Cohort W – 94% Cohort X - 80% Cohort Y – not enough students from this cohort have taken this exam to measure, but 100% of the students who have taken the exam in this cohort has passed
Academic Goal 13	Each year, seventy-five percent of each student cohort will perform at or above 65 (passing grade) on the New York State Regents US History Exam	New York State Regents US History Exam	Unable to Assess	Not enough students from any cohort at the school have taken this exam to measure, but 100% of the students who have taken the exam in this cohort has passed
Academic Goal 14	Each year, seventy-five percent of each student cohort will perform at or above 65 (passing grade) on the New York	New York State Regents Global History Exam	Met	Cohort W (class of 2022) – 88% Not enough students from cohorts X and Y

	State Regents Global History Exam			have taken this exam to measure, but 100% of the students who have taken the exam in this cohort has passed
Academic Goal 15				
Academic Goal 16				
Academic Goal 17				
Academic Goal 18				
Academic Goal 19				
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	Each year, the school will have a daily student attendance rate of at least 95 percent.	Daily Attendance Records	Not Met	<p>In the 2022-23 school year, daily student attendance rate was 85.2%.</p> <p>AECI 1 High School, like schools across the nation, faced challenges in maintaining a 95 percent daily student attendance rate during the year following the pandemic. The disruptions caused by COVID-19, remote learning, and safety concerns had a notable impact. Students and families struggled to adapt, and attendance dropped. In early 2023-2024, attendance rates appear to have stabilized, with numbers now once again exceeding 90%.</p>
Org Goal 2	Each year, 95 percent of all	Student Enrollment Records	Not Met	93.5% of all students who did not

	<p>students enrolled during the course of the year return the following September.</p>			<p>graduate in the 2021-22 school year returned in September 2022.</p> <p>Since the pandemic, New York City's population has been declining, affecting AECI 1's goal of retaining 95 percent of its students annually. Most students leaving AECI are relocating out of the city or state or switching to schools closer to their new homes. As other post-pandemic attendance metrics appear to be returning to pre-pandemic numbers, we feel retention numbers will return to normal in the 23-24 school year.</p>
Org Goal 3	<p>Each year, the school will comply with all applicable laws, rules, regulations and contract terms including, but not limited to, the New York Charter Schools Act, the New York Freedom of Information Law, and the New York Open Meetings Law, the federal Individuals</p>	<p>Board Policies and Meetings</p>	<p>Met</p>	<p>AECI has generally and substantially complied with all applicable laws, rules and regulations. The Board takes legal compliance matters very seriously and has retained outside counsel to ensure compliance with all relevant laws. AECI has in place and maintains effective</p>

	with Disabilities Education Act, and federal Family Educational Rights and Privacy Act.			systems, policies, procedures and other controls for ensuring that legal and charter requirements. AECl's staff has been trained with respect to all applicable procedures and systems. The staff is empowered to identify and address any possible legal or compliance issues and to report these matters to the Board or its counsel.
Org Goal 4	Each year, grades 9-12 will maintain a waiting list equal to or exceeding 10% of the school's enrollment.	School Waiting List	Not Met	<p>In the 2022-23 school year, AECl's wait list was 22 students. Thus, the wait list was over 10% of the school's enrollment.</p> <p>AECl 1's goal of maintaining a waiting list equal to or exceeding 10 percent of its enrollment has proven challenging in recent years. The pandemic and demographic shifts have contributed to fluctuations in enrollment and demand. As a result, the school has been working to adapt to these changing circumstances while continuing to provide</p>

				quality education to its students. As other post-pandemic metrics appear to be returning to pre-pandemic numbers, we feel waitlist numbers will return to normal in the 23-24 school year.
Org Goal 5	Each year, student enrollment will be within 15% of full enrollment as defined in the school's contract.	School Rosters	Met	In the 2022-23 school year, the school enrolled 429 students. The maximum approved enrollment for this time period was 500.
Org Goal 6	Each year, parents will express satisfaction with the school's program, based on the school's Parent Survey in which at least 80% of all parents provide a positive response to each of the survey items.	NYCDOE Parent Surveys	Met	The school had at least an 83.3% approval score on all applicable questions on the DOE Family Survey
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				

Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2022-2023 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Upon completion of the school's first year of operation and every year thereafter, the school will undergo an independent financial audit that will result in an unqualified opinion and no major findings.	Independent Financial Audit Findings	Met	There were no major findings on the 2022-23 independent financial audit.
Financial Goal 2	Each year, the school will operate on a balanced budget and maintain a stable cash flow.	Monthly and weekly financial statements	Met	The school maintained a balanced budget and stable cash flow throughout the year and kept within the limits of the budget operating expenses throughout the school year.
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 3 Accountability Plan Progress Reports

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.

[AECI CSN FY23](#)

Filename: AECI_CSN_FY23.pdf Size: 739.5 kB

Entry 4a – Audited Financial Report Template (SUNY)

Incomplete - Hidden from applicant

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

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

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

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

Completed - 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.

[AECI I FY23 Audit Template](#)

Filename: AECI_I_FY23_Audit_Template.xlsx Size: 76.9 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.

[AECI I 673 Jun23](#)

Filename: AECI_I_673_Jun23.pdf Size: 48.9 kB

Entry 4d - Financial Contact Information

In Progress - Last edited: Oct 31 2023

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

Form for "Financial Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Josh Moreau	jmoreau@weboosted.com	917-804-7847

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Ray Jacobi	rjacobi@mmb-co.com	585-423-1860	

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

Entry 5 – Fiscal Year 2023-2024 Budget

Completed - Oct 30 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.

[AECI I Final2023-2024ARBudgetTemplate FY2024 \(6](#)

Filename: AECI_I_Final2023-2024ARBudgetTemp_hMn7Zko.xlsx Size: 127.4 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.

[AECI Disclosures Complete](#)

Filename: AECI_Disclosures_Complete.pdf Size: 5.6 MB

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	Carlo Schiattarella	[REDACTED] [REDACTED] [REDACTED]@net	Chair	Facilities Committee	Yes	3	07/14/2020	07/14/2025	11
2	Irma Zardoya	[REDACTED] [REDACTED] [REDACTED]	Vice Chair	Academic Committee, Personnel Committee	Yes	4	07/14/2020	07/14/2025	12
3	Alberto Villaman	[REDACTED] [REDACTED] [REDACTED] [REDACTED]	Trustee/Member	Facilities Committee	Yes	3	07/14/2020	07/14/2025	11
4	Shameeka Gonzales Gamboa	[REDACTED] [REDACTED] [REDACTED]	Treasurer	Finance Committee, Personnel Committee	Yes	1	07/14/2020	07/14/2025	11
5	Ricardo Cosme	[REDACTED] [REDACTED] [REDACTED]	Trustee/Member	Personnel Committee	Yes	2	07/14/2020	07/14/2025	8
6	Paul Comrie	[REDACTED] [REDACTED] [REDACTED]	Trustee/Member	Academic Committee	Yes	2	07/14/2020	07/14/2025	12

7	Robert Burton	[REDACTED]	Trustee/Member	Academic Committee	Yes	2	07/14/2020	07/14/2025	6
8	Gregory Kimble	[REDACTED]	Trustee/Member	Finance Committee	Yes	1	07/14/2022	07/14/2025	12
9									

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2023	8
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	8

3. Number of Board meetings held during 2022-2023

12

4. Number of Board meetings scheduled for 2023-2024

12

Total number of Voting Members on June 30, 2023:

8

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:

8

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

2

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 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**.

2022-23 Board Meeting Minutes

Filename: 2022-23_Board_Meeting_Minutes.pdf Size: 962.8 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

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	<p>AECI 1 continued to target its recruitment efforts in economically disadvantaged areas. We directly recruit from three middle schools in our area, one of the most economically disadvantaged areas in New York. Our social media outreach is now directly targeted to zip codes in the Bronx that are in the highest- need areas. Our print advertisements are also in local newspapers. 97% of our students are economically disadvantaged, higher than the 94% in NYC District 6</p>	<p>AECI provides free uniforms and clothes washing services for economically disadvantaged students. Our social worker monitors students who are homeless or are in shelters and targets Title 1 funds to these students. AECI provides free laptops for all students. These efforts are shared with students at open house events and parent informational meetings.</p>
English Language Learners	<p>○ AECI 1 recently added an ELL preference on its lottery, which has allowed it to increase it's ELL population from 6% three years ago to 10% this year, closing the gap between the school and the district. More bilingual staff are being added in an effort to reach out to the non-English speaking community members and invite them to the school. The school's social media advertising campaigns are now fully in Spanish.</p>	<p>AECI 1 has had an increase in students of African descent over the past few years. In addition to the changes added for the 22-23 school year, AECI 1 has initiated outreach to ELL students of African descent, by reaching out to local mosques and community centers.</p>
Students with Disabilities	<p>20% of AECI's students are students with disabilities, in alignment with District 7. AECI added ICT to some 11th grade classes to better service students with IEPs. AECI 1 continues to use Vanguard mailings to attract students, with a notation that says students with disabilities are welcome to apply. AECI 1 also had an on-site speech pathologist for</p>	<p>In parent meetings and outreach to middle schools, AECI is highlighting its efforts to have smaller class sizes for it's ICT sections that will reduce the number of students with IEPs in each class to provide more direct support.</p>

<p>this school year. This year, AECI added additional after school tutoring and Saturday school to support students with IEPs. This was highlighted at open house events.</p>	
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Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	<p>AECI 1 continued to target its recruitment efforts in economically disadvantaged areas. We directly recruit from three middle schools in our area, one of the most economically disadvantaged areas in New York. Our social media outreach is now directly targeted to zip codes in the Bronx that are in the highest- need areas. Our print advertisements are also in local newspapers. 97% of our students are economically disadvantaged, higher than the 94% in NYC District 6</p>	<p>AECI provides free uniforms and clothes washing services for economically disadvantaged students. Our social worker monitors students who are homeless or are in shelters and targets Title 1 funds to these students. AECI provides free laptops for all students. These efforts are shared with students at open house events and parent informational meetings.</p>
English Language Learners	<p>○ AECI 1 recently added an ELL preference on its lottery, which has allowed it to increase it's ELL population from 6% three years ago to 10% this year, closing the gap between the school and the district. More bilingual staff are being added in an effort to reach out to the non-English speaking community members and invite them to the school. The school's social media advertising campaigns are now fully in Spanish.</p>	<p>AECI 1 has had an increase in students of African descent over the past few years. In addition to the changes added for the 22-23 school year, AECI 1 has initiated outreach to ELL students of African descent, by reaching out to local mosques and community centers.</p>
Students with Disabilities	<p>20% of AECI's students are students with disabilities, in alignment with District 7. AECI added ICT to some 11th grade classes to better service students with IEPs. AECI 1 continues to use Vanguard mailings to attract students, with a notation that says students with disabilities are welcome to apply. AECI 1 also had an on-site speech pathologist for</p>	<p>In parent meetings and outreach to middle schools, AECI is highlighting its efforts to have smaller class sizes for it's ICT sections that will reduce the number of students with IEPs in each class to provide more direct support.</p>

	<p>this school year. This year, AECl added additional after school tutoring and Saturday school to support students with IEPs. This was highlighted at open house events.</p>	
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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/employee-fingerprint-oct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Emergency Conditional Clearances

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

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

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

Attestation

Responses Selected:

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

Entry 11 Percent of Uncertified Teachers

Completed - Aug 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

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)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	
Total Category A: 5 or 30% whichever is less	5.0

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

	FTE Count
i. Mathematics	2
ii. Science	1
iii. Computer Science	1
iv. Technology	0
v. Career and Technical Education	0
Total Category B: not to exceed 5	4.0

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)	2
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	3
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	
Total Category C: not to exceed 5	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	4

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	18

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	37



Thank you.

Entry 12 Organization Chart

Completed - Aug 1 2023

[Instructions](#)

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

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

[Org Chart AECl 1](#)

Filename: Org_Chart_AECI_1.pdf Size: 42.7 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.

[AECl 2023-2024 School Calendar - Google Docs](#)

Filename: AECl_2023-2024_School_Calendar_-_G_pmpjdoD.pdf Size: 129.0 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

[**AECI Annual Report Staff Roster 2022**](#)

Filename: AECI_Annual_Report_Staff_Roster_2022.23.xlsx **Size:** 23.9 kB

Optional Additional Documents to Upload (BOR)

Incomplete