

Application: New Visions Charter High School for Advanced Math and Science IV

Melissa Wass - mwass@newvisions.org
2022-2023 Annual Report

Summary

ID: 0000000023

Last submitted: Oct 31 2023 04:26 PM (EDT)

Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed - Jul 25 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 VISIONS CHARTER HIGH SCHOOL FOR ADVANCED MATH AND SCIENCE IV 800000075842

a1. Popular School Name

AMS IV

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?

Yes

c1. Name of Union

Select the name of the Union representing your school?

United Federation of Teachers

c2. Date Unionized

Aug 3 2020

d. DISTRICT / CSD OF LOCATION

CSD #27 - QUEENS

e. Date of Approved Initial Charter

Nov 5 2012

f. Date School First Opened for Instruction

Aug 3 2015

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

Mission

AMS IV is part of the New Visions charter school network. New Visions charter schools provide all students, regardless of their previous academic history, the highest quality education in an atmosphere of respect, responsibility, and rigor. New Visions schools ensure that graduates have the skills and content knowledge necessary to succeed in post-secondary choices by engaging students, teachers, and administrators in learning experiences that allow risk-taking, embrace multiple attempts at learning, cultivate students' imaginative and creative abilities, and celebrate achievement. Through an intensive study of math and science concepts, students learn how to generate research questions, develop the skills necessary to answer those questions, create products that demonstrate understanding, and defend their knowledge publicly.

Key Design Elements

Innovative and Responsive Teaching and Learning: Equitable teaching is the foundation of our schools. Consistent, high quality instruction is essential for achieving excellent learning outcomes for every student. We focus both on the content knowledge and the skills and mindsets our students need to lead in a 21st century society. We do this in four interdependent ways:

1. Culturally Relevant Curriculum and Instruction: Instructional materials, including those sourced from New Visions, value the voices and knowledge of the youth we serve. Teachers strive to understand and honor students' cultures and interests and integrate them into instructional plans. Our routines for learning privilege student sensemaking, application of learning, choice, and collaboration.
2. Teacher Development: Sustained and diverse professional learning experiences, provided by both schools and the New Visions network, build teachers' capacity to consistently enact and enhance our vision for teaching and learning and support them in their professional aspirations.
3. Literacy and Math Skills for Every Student: Curriculum and instruction are designed to assess and develop students' skills beginning in literacy and math and ultimately across disciplines. Our innovative approach posits that assessment is for learning and teaching. Assessment cycles are used to identify what individuals and groups are ready to learn, which helps teachers plan instruction and differentiation for each student.
4. Authentic Assessment: Authentic assessment, including project and challenge-based learning, is grounded in real, culturally relevant problems and the skills and standards of the course. Authentic assessments support

students in constructing new knowledge, working collaboratively, demonstrating mastery, and presenting. These opportunities foster student agency and accountability in their own learning.

Individualized Supports for Diverse Learners: We celebrate and support diversity in students' learning styles. We aspire to eradicate persistent academic achievement gaps for students with disabilities and multilingual learners. We do this through equitable teaching, inclusive classrooms, individualized supports based on the needs and strengths of each student, and a focus on foundational academic and social emotional skills. We position students to be agents of their own growth by developing their ability to self-advocate and engaging them in decision-making about their futures.

Holistic Social Emotional Supports: We build purposeful communities where students and adults feel engaged and connected to each other, and where they grow as people. We begin this work before school starts with students at Summer Bridge, and with adults at Onboarding, and continue it through graduation. We help students make decisions about their own future and their school community; create inclusive spaces throughout the school where students' intersectional identities are celebrated and honored; invest in deep relationship-building through an advisory model; use a restorative approach to improve and repair relationships; leverage the robust counseling staff to recognize and heal trauma; and ensure that adults also reflect on and develop their own social emotional competencies.

Comprehensive Postsecondary Readiness: Our postsecondary exploration and preparation programs ensure that every student is equipped with the skills and experiences to define and pursue their goals, earn a family-sustaining wage, and participate fully in society. We recognize that the path to academic and career goals may contain a combination of training, employment, service, and education. We provide comprehensive four-year counseling and academic services that include exploration of multiple pathways, rich academic and non-academic experiences, and support for caregivers so our students can meet challenges and opportunities of college and career.

Inclusive Family Engagement: We build intentional, individual, collaborative relationships with families and caregivers to ensure they play an active role in their children's high school experience and postsecondary plans. We communicate consistently and in the family's preferred language(s). Families and caregivers are our first and most important stakeholders in the success of every student.

Civic & Community Engagement: We encourage students to find the power in their own voices and actions, and to collaborate, communicate, and advocate in order to build stronger selves, schools, and communities. We do this by offering formal and informal experiences in our schools and cultivating partnerships in the community. Civic and community engagement, together with a rigorous academic program, equip our graduates with knowledge, skill sets, and agency to engage fully and lead in an increasingly complex world.

Data-Driven Continuous Improvement: Data-driven continuous improvement cycles build capacity in teams, support the professional growth of all school staff, improve processes and programs, and build solutions to systemic challenges. Our continuous improvement approach advances equity and reduces bias by creating transparency, shared accountability, and greater reliability in complex systems. We set intentional goals, enact specific strategies for reaching them, reflect, and then incorporate what we learned so we do better next time.

h. School Website Address

<http://www.newvisions.org/ams4>

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

566

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

411

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](#)?

Yes

I1. Charter Management Organization Name

New Visions for Public Schools

I2. Charter Management Organization Email Address

mwass@newvisions.org

I3. Charter Management Organization Email Phone Number

212-645-5110

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.

	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	156-10 Baisley Boulevard Jamaica, NY 11434	718-525-2041	NYC CSD 27	9-12	9-12	No

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Claubentz Dieujuste	Principal	718-525-2041		cdieujuste30@charter.newvisions.org
Operational Leader	Claudia Aubourg	Associate Director of School Operations	718-525-2041		caubourg27@charter.newvisions.org
Compliance Contact	Matt Gill	Director of Operations, Charter Schools	212-645-5110		mgill@newvisions.org
Complaint Contact	Matt Gill	Director of Operations, Charter Schools	212-645-5110		mgill@newvisions.org
DASA Coordinator	Claudia Aubourg	Associate Director of School Operations	718-525-2041		caubourg27@charter.newvisions.org
Phone Contact for After Hours Emergencies	Claudia Aubourg	Associate Director of School Operations	718-525-2041		caubourg27@charter.newvisions.org

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

Co-located Space

m1c. Please list the terms of your current co-location.

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1	No plans to leave current co-location space	No		No		Yes

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)

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.

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	Other	New Visions Charter High School for Advanced Math and Science IV, authorized by the New York State Board of Regents, is proposing a minor change to the school's charter to participate in the NYC DOE Career Readiness & Modern Youth Apprenticeship Pathway Pilot program.	4/18/23	6/14/23
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	Melissa Wass
Position	Senior Program Officer, Charter
Phone/Extension	646-486-6316
Email	mwass@newvisions.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.

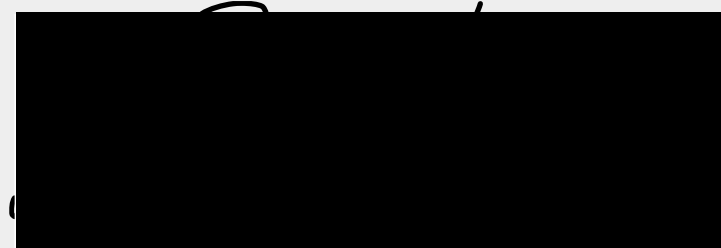
Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

Jul 5 2023



Thank you.

Entry 2 Links to Critical Documents on School Website

Completed - Jul 25 2023

Instructions

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

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

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)

2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#));
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

[1] Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Report when financials have been submitted in November.)

Form for Entry 2 Links to Critical Documents on School Website

School Name: New Visions Charter High School for Advanced Math and Science IV

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://www.newvisions.org/ams4</u>
2. Board meeting notices, agendas and documents	<u>https://www.newvisions.org/ams4</u>
3. New York State School Report Card	<u>https://www.newvisions.org/ams4</u>
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<u>https://www.newvisions.org/ams4</u>
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	<u>https://www.newvisions.org/ams4</u>
6. Authorizer-approved FOIL Policy	<u>https://www.newvisions.org/ams4</u>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<u>https://www.newvisions.org/ams4</u>

Thank you.



Entry 3 Progress Toward Goals

Completed - Oct 18 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	90% of students in the 2019 cohort will attain a score of 65% or above on the Regents ELA exam by the end of four years.	Performance/score on Regents Exams	Met	
Academic Goal 2	90% of students in the 2019 cohort will attain a score of 65% or above on a Regents mathematics exam by the end of four years.	Performance/score on Regents Exams	Met	
Academic Goal 3	90% of students in the 2019 cohort will attain a score of 65% or above on a Regents science exam by the end of four years.	Performance/score on Regents Exams	Met	
Academic Goal 4	The average daily attendance of students will meet or exceed 90%	Average daily attendance rate	Met	
Academic Goal 5	90% of students enrolled in the 2022-2023 academic year will return for the 2023-2024 academic year	Number of students enrolled as of BEDS day 2022 compared to BEDS day 2023	Not Met	The vast majority of scholars not retained moved either out of the borough or out of state. Enrollment continues to be a sticking point for

				schools in NYC. AMS IV prides itself on ensuring the safety and welfare of its scholars. We will continue to emphasize the importance of daily and weekly outreach to our scholars and families via the attendance team. We will continue to provide our scholars with wraparound support as well as enrichment/extracurricular activities to enhance the AMS IV experience.
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

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

2022-2023 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	90% of teachers on staff in the 2022-2023 school year rated as effective or highly effective will return for the 2023-2024 academic year	Cumulative review of informal and formal evaluations	Not Met	In regards to the previous year, it is worth noting that AMS IV experienced a significant rise in the amount of teachers lacking certification. This led to the hiring of some inexperienced and uncertified instructors. Regrettably, a few of these individuals did not perform to the desired standard and were not invited back due to their inadequate response to coaching.
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				

Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2022-2023 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Maintain strong internal controls in regards to finance and compliance management that meet Government Auditing Standards as reviewed annually by an independent auditing firm.	Independent auditor review of internal controls over financial reporting and compliance in accordance with Government Audit Standards	Met	
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete - Hidden from applicant

Instructions

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

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

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

Entry 4 - Audited Financial Statements

Completed - Oct 31 2023

Required of ALL Charter Schools

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

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

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

New Visions Charter Schools 2023

Filename: New_Visions_Charter_Schools_2023_il6jlHb.pdf Size: 360.1 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 31 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.

NYSED-2022-23-AuditedFinancialReport-NVCS

Filename: NYSED-2022-23-AuditedFinancialRep_NGx1LWf.xlsx Size: 351.5 kB

Entry 4c – Additional Financial Documents

Completed - Oct 31 2023

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

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

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

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

[AMS IV Entry 4c Additional Financial Documents SY22-23](#)

Filename: AMS_IV_Entry_4c__Additional_Financ_ar9Blxv.pdf **Size:** 14.0 kB

[1](#)

Filename: 1_NVCS-Signed_Rep_Letter_58Mv2Dd.pdf **Size:** 505.6 kB

[2](#)

Filename: 2_NVCS_FY23_Single_Audit_BfS21M9.pdf **Size:** 103.6 kB

[4](#)

Filename: 4_AMS4_ESCROW.pdf **Size:** 75.0 kB

Entry 4d - Financial Contact Information

Completed - Oct 18 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
	Cynthia Rietscha	crietscha@newvisions.org	646-486-6307

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Adam Cole	ACole@bdo.com	212-885-8327	9

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 16 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.

[AMS4 23-24 SED Budget](#)

Filename: AMS4_23-24_SED_Budget.xlsx Size: 36.3 kB

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Jul 25 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.

[Best, Nicole Financial Disclosure Form 2022-23 NVCS](#)

Filename: Best_Nicole_Financial_Disclosure_F_1bxqYcl.pdf **Size:** 130.0 kB

[Bruns, Alice Financial Disclosure Form 2022-23 NVCS](#)

Filename: Bruns_Alice_Financial_Disclosure_F_I4swPk.pdf **Size:** 217.0 kB

[DePinto, Rose Financial Disclosure Form 2022-23 NVCS](#)

Filename: DePinto_Rose_Financial_Disclosure__1mA81Kq.pdf **Size:** 216.2 kB

[Evan, Lior Financial Disclosure Form 2022-23 NVCS](#)

Filename: Evan_Lior_Financial_Disclosure_For_ciVZx2j.pdf **Size:** 215.6 kB

[Randsdorp, Matt Financial Disclosure Form 2022-23 NVCS](#)

Filename: Randsdorp_Matt_Financial_Disclosure_I4zmDfT.pdf **Size:** 217.8 kB

[Rodriguez, Edgar Financial Disclosure Form 2022-23 NVCS](#)

Filename: Rodriguez_Edgar_Financial_Disclosure_4Qz8HQu.pdf **Size:** 583.7 kB

[Schechter, Sophie Financial Disclosure Form 2022-23](#)

Filename: Schechter_Sophie_Financial_Disclosure_8S2s92W.pdf **Size:** 124.1 kB

[Thomas, Jerry Financial Disclosure Form 2022-23 NVCS](#)

Filename: Thomas_Jerry_Financial_Disclosure__PGzAmpd.pdf **Size:** 214.7 kB

[Wilson, Eldean Financial Disclosure Form 2022-23 NVCS](#)

Filename: Wilson_Eldean_Financial_Disclosure_MFHd9T5.pdf **Size:** 212.6 kB

Entry 7 BOT Membership Table

Completed - Jul 26 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	Nicole Best	[REDACTED]	Trustee/Member	None	Yes	1	08/27/2020	12/31/2023	7
2	Alice Bruns	[REDACTED]	Trustee/Member	None	Yes	1	04/27/2021	12/31/2024	11
3	Rose DePinto	[REDACTED]	Trustee/Member	Charter Academic Policy	Yes	1	9/21/2022	12/31/2024	12
4	Lior Evan	[REDACTED]	Chair	Finance Committee, Principal Compensation, Code of Conduct	Yes	4	01/01/2022	12/31/2024	11
5	Matthijs Randsdorp	[REDACTED]	Trustee/Member	None	Yes	1	08/27/2020	12/31/2023	11
6	Edgar Rodriguez	[REDACTED]	Secretary	None	Yes	1	02/01/2022	12/31/2025	11
7	Sophie Schechter	[REDACTED]	Trustee/Member	None	Yes	1	11/22/2022	12/31/2025	5 or less
8	Jeremiah Thomas	[REDACTED]	Trustee/Member	Finance Committee, Principal	Yes	2	01/01/2021	12/31/2023	13 or more

				Compensation					
9	Eldean Wilson		Treasurer	Finance Committee	Yes	1	11/22/2022	12/31/2025	7

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2023	9
b.Total Number of Members Added During 2022-2023	2
c. Total Number of Members who Departed during 2022-2023	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	9

3. Number of Board meetings held during 2022-2023

13

4. Number of Board meetings scheduled for 2023-2024

12

Total number of Voting Members on June 30, 2023:

9

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

2

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:

15

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

3

Thank you.

Entry 8 Board Meeting Minutes

Completed - Jul 31 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**.

[NVCS Approved Board Meeting Minutes SY22-23](#)

Filename: NVCS_Aproved_Board_Meeting_Minute_vSPABrU.pdf Size: 731.0 kB

Entry 9 Enrollment & Retention

Completed - Jul 25 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>AMS IV carried out extensive outreach to community school district (CSD) 27 and the surrounding districts to inform families and community members about their school and the admissions process. Strategies were comprehensive and included the following: middle school outreach, community and street outreach, hosting of virtual open houses, and a variety of strategic advertisements. AMS IV continued to build relationships with middle schools throughout CSD 27 and surrounding districts to ensure that families learn about our school. AMS IV-specific materials were also dropped off at nearby NYCHA complexes, libraries, and community-based organizations.</p> <p>This past year AMS IV hosted virtual information sessions and open houses to further inform families and the community about the school and the admissions process. All information sessions and open houses included the dissemination of recruitment materials and enrollment applications, a question and answer period, and individual consultation with families who are interested. These were promoted widely through the dissemination of flyers and postcards to families as well as the school's web page www.newvisions.org/AMS4, which is hosted on the main network site. New Visions also hosted its own Virtual High School Fair and</p>	<p>In 2023-24, AMS IV plans to execute the same recruitment efforts and strategies used last year, and will adjust as needed. Based on the ongoing results from our paid media efforts and family surveys, we expect to also create a refined strategy around our brand marketing, word-of-mouth recruitment, and driving attendance to school tours and open houses.</p>

participated in the NYC Charter Center Virtual Fair.

New Visions sent out a survey to our current parents and students that allowed the network to better understand what qualities our families look for in a high school and where they typically do research during the application process. This has informed our strategy and allowed us to be more targeted with where we place advertisements as well as what messaging is included. With this information, New Visions promoted the network through a variety of media channels and partnerships. These paid promotions spanned across channels such as digital, social, print, email, and search.

Printed marketing efforts consisted of advertisements with local magazines such as Queens Chronicle, Queens Courier, Jamaica Times, El Diario, and Rockaway Times. We also executed a direct mailing campaign that was inclusive of two components: A network brochure to over eighth graders, 18,000 of those residing in Queens, and a “last chance” postcard to those same families in an effort to further encourage those families to apply before our lottery deadline of April 1st.

Digital and social marketing efforts comprised programmatic online advertisements through a third-party vendor partnership. These advertisements were shown on Facebook and Instagram as well as hundreds of different online sites such as the New York Post, Yahoo, Fox News, and more. The network

	<p>also partnered with Niche, the #1 global school rating and ranking website that allowed us to add premium details to our school profiles, advertise on competitor school profiles, show up higher in search lists, and retarget families on social and digital channels after they leave the Niche site.</p> <p>Search efforts consisted of a search engine marketing campaign that allowed our network's website to show up at the top of Google search lists when families and parents google search specific keywords such as "charter schools near me", "charter high schools nyc" and more.</p> <p>AMS IV also benefits from New Visions' extensive networks of community partners that support families throughout Queens and NYC, including organizations that provide social services to high-need families such as those in the foster care and shelter systems. These included local community-based organizations, elected officials, faith-based groups, higher education institutions, and other community institutions such as libraries, public housing complexes, and local businesses.</p>	
English Language Learners	AMS IV, in conjunction with the New Visions network, took additional steps to attract ELLs/MLs. In particular, AMS IV has made efforts to engage with the Spanish-speaking community in their	In 2023-24, AMS IV plans to execute the same recruitment efforts and strategies used last year, and will adjust as needed. Specifically, we will continue to increase marketing (paid and organic) with

outreach efforts, given the increase of students who speak this language at their school. We connect with them via mailings, phone calls, and emails to promote AMS IV's application and recruitment process.

New Visions has an extensive database of over 700 partner organizations that support families throughout Queens and New York City, including organizations that provide social services to high-need families such as those in the foster care and shelter systems.

To increase further awareness of our school, New Visions advertised in El Diario Nueva York, which is the largest and the oldest Spanish-language daily paper in the United States.

Our website offers families the opportunity to apply online or download the application, which in the past was only available in English and Spanish. We have since made our application and registration forms available in 7 additional languages! The additional languages are Haitian Creole, French, Bengali, Arabic, Chinese Traditional (Mandarin), Russian, and Urdu.

In addition, we partner with the NYC Charter Center around the Common Application, thus ensuring families that don't speak English or Spanish have access to our application. The Common Application is available in English, Spanish, Arabic, Urdu, Russian, Korean, Haitian Creole, French and Chinese and is widely

partners that target these specific audiences such as utilizing paid Advertisements with El Diario, targeted towards Spanish-speaking families and individuals, and increase our multi-language presence in recruitment outreach to prospective families.

	<p>promoted by the NYC Charter Center.</p> <p>The application is also available at the school and community outreach events where interested families are able to apply directly at the school or event. Interested families also have the opportunity to call the New Visions main network office to apply over the phone, where there is a designated staff member who is bilingual in Spanish and able to assist families who are Spanish speaking.</p> <p>Further, families have access to bilingual staff and resources at open houses, high school fairs, and other face-to-face events. Our Street Team also includes members who are bilingual to ensure the opportunity to connect with all families is not missed.</p>	
Students with Disabilities	<p>In addition to the recruitment strategies outlined above, AMS IV also conducted outreach to middle schools with high numbers of students with disabilities, as well as provided information by mail and email to key organizations. During outreach efforts, particularly at middle schools, we made sure to inform staff about the supports we offer to students with disabilities. This allows families to make informed decisions when applying to AMS IV and feel supported throughout the application process.</p>	<p>In 2023-24, AMS IV plans to execute the same recruitment efforts and strategies used last year and will adjust as needed.</p>

Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	<p>We are committed to attracting and retaining at-risk students by offering a high-quality educational program; hiring and training highly qualified teachers, and communicating regularly with families.</p> <p>AMS IV employs multiple strategies and designs specific programmatic elements to ensure the success of targeted students. Part of our overall strategy is to ensure that all students, whether or not they have special needs, feel supported and thrive academically. Staff are committed to contacting parents early on in an effort to develop/foster collaborative working relationships. We use its social media platforms to keep families abreast of services, jobs and workshops designed to support them.</p> <p>Our student support team Student Government Association and Student Ambassadors ensure we keep a pulse on the needs of the community who are economically disadvantaged.</p> <p>In addition, we put students and families that are eligible for FRPL in contact with services (e.g., mental health, employment, social services) within the school that can serve as valuable resources to meet their needs. We also use our external partners to help and support our families with the resources and tools</p>	AMS IV plans to utilize the same strategies to retain economically disadvantaged students in the coming year.

	they have available to them within the Queens community and beyond.	
English Language Learners	<p>During enrollment, families complete a Home Language Identification Survey (HLIS) which helps to identify students who may need English language support. Once an ELL/ML student is identified, he or she will take the New York State Identification Test for English Language Learners (NYSITELL). The results from the NYSITELL will determine eligibility for English as a Second Language/English as a New Language (ESL/ENL) services.</p> <p>ELLs/MLs are provided with opportunities and academic support to meet the same educational goals as our general student population. School leaders are attentive to programming and assessment for these students by appropriately leveling ENL courses according to students' language proficiency levels (as determined by NYSESLAT scores, the statewide English proficiency assessment). English Language Learners/Multilingual Learners benefit from network-based support in instruction, compliance, and in advocating for family involvement, which is not always the case at the high school level.</p> <p>Additionally, staff well versed in the native language of the families assists other members of the instructional staff in creating spaces for families to come in and speak to staff about their student's progress. Some of our staff is bilingual and in cases where we do not have staff that speaks the family's language,</p>	AMS IV plans to utilize the same strategies to retain English Language Learners/Multilingual Learners in the coming year. In addition, we will survey the families to get an understanding of how we can best support them through the school year. Our intentions would be to supply them with the training, tools, and resources to support the family as a unit.

	the staff uses an over-the-phone translation service provided by the Department of Education.	
Students with Disabilities	<p>For families with a student with an IEP, during enrollment we ask the family to meet with our special education staff to review the IEP and services in place to ensure that the student receives all of the necessary support.</p> <p>AMS IV uses an integrated co-teaching (ICT) model to provide targeted support for students with disabilities in all core content areas (ELA, math, science, and social studies). We ensure that all students have access to our curriculum through proper implementation of students' special education accommodations and modifications and through utilizing a myriad of differentiation strategies and invoking the principles of universal design.</p> <p>Additionally, staff well versed in the native language of the families assists other members of the instructional staff in creating spaces for families to come in and speak to staff about their student's progress. In cases where we do not have staff that speaks the family's language, staff uses an over-the-phone translation service provided by the Department of Education.</p>	AMS IV plans to utilize the same strategies to retain students with disabilities in the coming year.

Entry 10 – Teacher and Administrator Attrition

Completed - Jul 25 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/employeeefingerprintoct19.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 - Jul 25 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)	6
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
Total Category A: 5 or 30% whichever is less	6.0

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

	FTE Count
i. Mathematics	2
ii. Science	2
iii. Computer Science	0
iv. Technology	0
v. Career and Technical Education	1
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)	4
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)	1
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	16

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

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

	FTE Count
Total Category D	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	26

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	42

Thank you.



Entry 12 Organization Chart

Completed - Jul 25 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.

[AMS IV Org Chart Annual Report 2022-23](#)

Filename: AMS_IV_Org_Chart__Annual_Report_2022-23.pdf Size: 65.8 kB

Entry 13 School Calendar

Completed - Jul 25 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.

[NVCHS 2023-2024 TRIMESTER Calendar](#)

Filename: NVCHS_2023-2024_TRIMESTER_Calendar_xBBhLaM.pdf Size: 207.6 kB

Entry 14 Staff Roster

Completed - Jul 25 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

[AMS IV Entry 14 - Staff Roster, 22-23 Annual Report](#)

Filename: AMS_IV_Entry_14_-_Staff_Roster_22_QCpgks9.xlsx Size: 24.9 kB

Optional Additional Documents to Upload (BOR)

Incomplete