

2011- 2012 NYSED Annual Report Guidelines for New York State Charter Schools (Part 1)

Harlem Children's Zone Promise Academy Charter School

Acknowledgements

Much of the information provided in this Annual Report was derived from exemplar materials created by charter school authorizers that are nationally recognized for their policies and procedures aimed at increasing the number of high quality charter schools. The Board of Regents and the New York State Education Department (NYSED) wish to specifically acknowledge and thank the Massachusetts Department of Elementary and Secondary Education's Charter School Office and the State University of New York's Charter School Institute for their contributions in creating this Annual Report.

Charter School Office

Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street

Malden, MA 02148

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Charter Schools Institute

The State University of New York

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School Information and Cover Page

School Name: The Harlem Children's Zone Promise Academy Charter School

School Leader: Geoffrey Canada

Primary address: 35 East 125th Street, New York, NY 10035

School website: hczpromiseacademy.org

School email: smorris@hczpromise.org

Telephone: 646-556-6283 Fax: _____

BEDS # 310 500 860 864

District/CSD of Location: CSD 5

Charter authorizer: New York City Department of Education Chancellor

Chair, Board of Trustees: Kenneth G. Langone

Date school first opened for instruction: September 2004

2011-2012 Enrollment: 989

2011-2012 Grades Served: K-8, 11-12

Our signatures below attest that all of the information contained herein is truthful and accurate.

Geoffrey Canada
Print Name, Head of Charter School

[Signature] 8/1/12
Signature and Date

Geoffrey Canada
Print Name, President, Board of Trustees

[Signature] 8/1/12
Signature and Date

Introduction and Overview

By August 1 of each year, each public charter school in New York State is required by statute to complete and submit an annual report to the New York State Education Department's (SED) Charter School Office (CSO) and the school's charter authorizer.¹ The following annual report guidelines (Guidelines) include general instructions for submission, a checklist to ensure completion of all required content, and key inquiries that highlight academic, organizational, and fiscal performance, as well as the extent to which a school is faithful to its charter.

A school's annual report should provide a comprehensive snapshot of performance for the prior academic year, as well as a discussion of progress toward the achievement of goals established within a school's binding charter contract. This process delineates important information about the school's performance within its portfolio and will contribute to and inform authorizer monitoring and decision making.

New York State charter law requires all charter schools to report annually on progress toward performance goals agreed upon in their charter contracts.² While Regents-authorized charter schools fulfill this requirement by completing the tables found in **Appendix A** of these Guidelines, other schools may submit said information in the format established by their particular authorizer (e.g., State University of New York's Accountability Plan Progress Report). Similarly, schools should insert documentation for **Appendices C – E** via formatting required by respective authorizing entities.

All charter schools in New York must comply with reporting mandates via the Codes, Rules and Regulations of the State of New York.³ Much of this data is captured in the following management information systems: Student Information Repository System (SIRS), the Basic Educational Data System (BEDS), the School Report Card Database (SRC) and the Violent and Disruptive Incidents Report (VADIR). Though Guidelines do not ask for schools to replicate information presented within these systems, all schools will be held accountable for ensuring accurate data sharing through such mechanisms.

The components to be included in each section are outlined in the Guidelines below. Please note that all required information must be clearly documented in order to complete this statutory requirement.

Please Note: All annual reports should be made publicly available and posted on the charter school website by August 1 every year, and should be transmitted to local newspapers and be available for distribution at board meetings.

¹ Per New York State Education Law (Section 2857, Subdivision 2, Section 23 as amended by Chapter 101 and 102 of the Laws of 2010), the public charter school annual report must be submitted to the charter authorizer and to the Board of Regents, and posted on the school website by August 1 every year.

² New York State Education Law Section 2857 (2)(b).

³ Per the Official Compilation of Codes, Rules, and Regulations of the State of New York (8-NYCRR-119.3), charter schools are required to report on the following indicators: basic education data, enrollment by grade, student data by district of residence, teacher qualifications, ELL data, FRLP data, technology and media resources, academic performance data, as well as electronic records for students who meet criteria listed in 8-NYCRR 100.2(b)(2)(ii),(iii), or (iv).

Report Submission Instructions

Annual Report

Annual reports must be submitted via a new online submission system to SED's Charter School Office and the school's authorizing charter entity by **5:00 pm Wednesday, August 1, 2012**. **Please do not submit a hard copy. Instructions for online submission can be found at: <https://nysed-cso.myreviewroom.com/>.** Waivers or extended deadline requests cannot be granted. Schools must align submissions with the Checklist on page 4 to ensure that all required components are included. In addition, charter schools that are authorized by a charter entity other than the NYS Board of Regents must also email a PDF version of the Annual Report to the appropriate email address below. The subject of the email should be: 2011-12 Annual Report: [insert name of school].

For charter schools authorized by:

- State University of New York Trustees: charters@suny.edu
- New York City Department of Education's Chancellor: charterschools@schools.nyc.gov
- Buffalo Board of Education: acullen@buffaloschools.org

A charter school's annual report **should not exceed 30 pages**, and must be a clear and accessible document for parents, the charter authorizer, SED's Charter School Office, and the general public. Any attachments should be clearly labeled and explicitly referenced in the text of the report. Attachments should be provided in the appropriate appendix and do not count toward the 30-page maximum.

The text and attachments must use standard one-inch margins, be clearly paginated, and use a clearly readable font no smaller in type size than 11 point. The text must be grammatically correct and free of jargon, undefined terms, and unexplained references.

Progress Toward Charter Goals

Because the release of 2011-2012 NYS state assessment data is not expected until July 2012 and schools may need additional time to analyze the data, this component of the Annual Report should be submitted separately as described in Key Focus Area Request 1 on Page 5 below and in a format determined by each authorizer **by a date specified by each authorizer, after the data is released, but no later than November 1, 2012**. Please submit this document according to the same submission information described above: to SED via <https://nysed-cso.myreviewroom.com/> and via email to the school's authorizer; the subject of the e-mail should be: **2011-2012 Progress Toward Charter Goals - [insert name of school]**.

Independent Financial Audit

Since independent financial audits for all schools are not available until after August 1, all charter schools are asked to submit final 2011-2012 independent financial audits, along with corresponding reports management letters (the independent auditor's report on the financial statements, report on compliance, report on internal control over financial reporting, management letter, and federal Single Audit, if applicable) to SED's Charter School Office as well as the school's authorizing charter entity by **November 1, 2012**.⁴ Please submit these documents according to the same submission information described above: to SED via <https://nysed-cso.myreviewroom.com/> and via email to the school's authorizer; the subject of the e-mail should be: **2011-2012 Financial Audit - [insert name of school]**.

⁴ New York State Education Law 2857 (2)(c). Please refer to <http://www.p12.nysed.gov/psc/audits.html> for additional detail.

Checklist of Requirements

- I. School Information and Cover Page
- II. Table of Contents and page numbers
- III. New York State School Report Card
- IV. Key Focus Area Requests
 - 1. Progress Toward Goal Achievement
 - 2. Instructional Time (Board of Regents-authorized schools only)
 - 3. Financial Information
 - 4. Charter Revisions
 - 5. Board of Trustees
- Required Forms: Appendices
 - A. Progress Toward Charter Goals
 - B. Instructional Time Table (Board of Regents-authorized schools only)
 - C. Total Expenditures and Administrative Expenditures Per Child
 - D. Unaudited Financial Statements
 - E. FY 2013 Budget and Narrative
 - F. Disclosure of Financial Interest Form
 - G. Board of Trustees Membership Table (Board of Regents-authorized schools only)
 - H. Enrollment and Retention Targets

Report Content Requirements

A charter school's annual report must include the following components, including a cover page, table of contents, and distinct school-level data via New York State School Report Cards. Additionally, key focus area requests are explained in the following sections.

I. School Information and Cover Page

Each annual report must begin with a completed School Information and Cover Page. This form is included on page 1 of this document.

II. Table of Contents and page numbers

Pages must be numbered and a Table of Contents listing all major sections and appendices must be included.

III. New York State School Report Card

Provide a direct web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>). This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute.⁵

IV. Key Focus Area Requests

This section of the annual report will provide substantive evidence of a school's performance relative to goals established within its charter contract. A school's financial viability, enrollment and retention data and strategies, charter revisions, and governance structure will also be reviewed here.

1. Progress Toward Goal Achievement

Given the timing of the release of 2011-2012 NYS state assessment data, this component of the Annual Report should be submitted separately in a format determined by each authorizer **by a date specified by each authorizer, after the data is released** as described in Report Submission Instructions on page 3. Using the table provided in **Appendix A (Progress Toward Charter Goals)** or the designated format established by respective authorizers, list each objective and measure contained in the school's current performance goals relating to the success of the academic program. For each listed measure, state whether the school has met, is making progress toward meeting, or has not met the measure. Measures must be the same as those listed in the school's approved charter. Provide data or other evidence supporting the statement. If the goal has not been met, describe why it was not met, and the efforts that the school will undertake to attain it. Additional accomplishments beyond your charter school goals may be included, but are not required.

2. Instructional Time

Regents-authorized schools are required to complete the Table in **Appendix B (Instructional Time Table)** to provide a brief snapshot of instructional time in the 2011-2012 school year.

⁵ SRC data is included in reporting requirements for New York charter schools in 8 NYCRR 119.3.

3. Financial Information

- Total expenditures and administrative expenditures per child

Provide the following measures of fiscal performance of the charter school in **Appendix C (Total Expenditures and Administrative Expenditures Per Child)**:

- Total expenditures per pupil: the sum of all expenditures divided by the total number of enrolled students; and,
- Administrative expenditures per pupil: the sum of all general administration salaries and other general administration expenditures divided by the total number of enrolled students. Employee benefit costs or expenditures should not be reported here.

- Financial Statements

Board of Regents-authorized schools only: Provide the charter school's **unaudited financial statements for the fiscal year ending June 30, 2012 (FY 2012) in Appendix D (Unaudited Financial Statements)**. The unaudited financial statement must include the following statements:

- Statement of Financial Position (Balance Sheet),
- Statement of Activities (Income Statement),

For all charter schools: Final, audited financial statements must be submitted to SED's Charter School Office no later than **November 1, 2012** as described in Report Submission Instructions on page 3.

Board of Regents-authorized and NYCDoE-authorized schools

Please also provide a copy of the school's FY13 Budget, **Appendix E (FY 2013 Budget)**.

4. Charter Revisions

- Briefly summarize any material and/or nonmaterial revisions to the school's charter proposed by the school's board of trustees and approved by the school's authorizer and/or the Commissioner and Board of Regents (as appropriate) during the 2011-2012 school year. If you have a revision that is under review, please make a note of that status.

5. Board of Trustees

- Complete the form in **Appendix F (Disclosure of Financial Interest Form)** for each active trustee who served on the school's board during the 2011-2012 school year. Where the school is unable to obtain a discrete form for each trustee, the school is responsible for listing transactions and/or providing information as required on the form. A stand-alone form that may be used can be found at: <http://www.p12.nysed.gov/psc/documents/2011-12CSTrusteeFinancialDisclosureForm.doc>

- Board of Regents-authorized schools only** are required to complete the Board of Trustees Membership Table in **Appendix G (Board of Trustees Membership Table)**.

6. Enrollment and Retention Targets

The May 2010 amendments to the New York State Charter Schools Act included a requirement that the Board of Regents and the Board of Trustees of the State University of New York prescribe enrollment and retention targets for charter schools for students with

disabilities, English language learners, and students who are eligible applicants for the free and reduced price lunch program. The Regents and the Trustees are currently in the process of finalizing the methodology by which these targets will be set. Once the targets are set, and as they become applicable to individual charter schools, authorizers may request additional information from those schools regarding efforts made to meet these targets. However, for the purposes of the 2011-2012 annual report,

- Each charter school should describe the good faith efforts the charter school has utilized in 2011-2012 and a plan for efforts to be taken in 2012-2013 to attract and retain a greater enrollment of students with disabilities, English language learners, and students who are eligible applicants for the free and reduced price lunch program.

New York State School Report Card

The most recent New York State School Report Cards for the Harlem Children's Zone Promise Academy Charter School is available at the following link:

<https://reportcards.nysed.gov/schools.php?year=2011&instid=800000057519>

Enrollment and Retention Targets

In 2011-2012, HCZ Promise Academy utilized several good faith efforts to attract and retain a greater number of students with disabilities and ELL students. The percentages of students who have IEPs at HCZ Promise Academy I is 13.6%. These numbers are approaching the comparable New York City Department of Education District 5 percentage, which was 17.1% for the 2010-2011 school year. Throughout the 2011-2012 school year, HCZ Promise Academy staff identified 45 students who were eligible for initial referrals to the Committee on Special Education. After taking into account the students who received IEPs as a result of those referrals, our percentages have increased to 15.3% at HCZ Promise Academy I.

In regards to ELL students, through continued focus on how to best serve our population, we combined percentage of English Language Learners and students who are currently eligible to take the NYSESLAT exam, and could identify as ELLs is 3.6% at HCZ Promise Academy I. Although we are still approaching the percentage of our comparable school district, we expect that the efforts listed above will allow us to attract a greater number of ELL students. We have also confirmed that because of the services provided through our early childhood GEMS program, our ELLs have the opportunity to gain English language skills before enrolling in Kindergarten. If the majority of our students did not have access to the GEMS program, our ELL percentage would be that much greater. Each school has explored different models for English as a Second Language instruction, and determining the best fit of instruction will help ensure retention of our ELL students.

Required Forms: Appendices

Appendix A: Progress Toward Charter Goals

Not yet available

**Appendix C: Total Expenditures and
Administrative Expenditures per Child**

Total Expenditures			
		FY 1112 Unaudited	Cost Per
	Enrollment	Expenditures	Student
PA I	939	12,489,299	13,300.64
Administrative Expenditures			
		FY 1112 Unaudited	Cost Per
	Enrollment	Expenditures	Student
PA I	939	437,003	465.39

Appendix E: FY 2013 Budget

Board of Regents-authorized schools only

Projected Budget FY 12/13	
Total Personnel	8,632,736.97
	-
Fringe Benefits	-
	-
Fica	660,404.38
Unemployment	-
Disability	-
Worker's Compensation	-
Life Insurance	-
Medical	-
Pension	-
	-
Total Fringe Benefits	2,417,166.35
	-
	-
	-
Total Personnel Cost	11,049,903.32
	-
Other Than Personnel Costs	-

	-
Admissions (trips)	250,000.00
Athletic Supplies	40,000.00
Auditing	28,800.00
Bank Fees	83.20
Classroom Supplies	253,200.00
Consultants	211,400.00
Equipment & Furniture	46,400.00
Equipment Maintenance/Rental	106,922.56
Food	28,200.00
Graduation	50,000.00
Liability Insurance	25,600.00
Meetings/Publications/Seminars	19,200.00
Miscellaneous	20,800.00
Office Supplies	262,800.00
Opening Fees (Non-School hours)	40,000.00
Payroll Processing	9,600.00
Postage	12,120.00
Printing	11,200.00
Software/Hardware Purchases	272,800.00
Special Client Services/Incentives	48,200.00
Staff /Client Training	227,800.00
Staff Travel	31,400.00
Student Travel	60,000.00

Telephone/ Internet	69,800.00
Testing Fees * new budget line	14,660.00
Transportation Services	26,151.00
Uniforms	80,000.00
Total Other Than Personnel Costs	2,247,136.76
Total Expenses	13,297,040.07