



CHARTER SCHOOLS OFFICE WEEKLY COMMUNICATION – 3/16/12

New Charter Schools Directory!

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2012-13 Charter Schools Directory (All NYC Charter Schools)

The 2012-13 Charter Schools Directory is now available in print and online. You can find the English version of the Directory on the NYC DOE Charter Schools Office website [Directory Page](#). Pages are separated by borough and general charter school information appears in the Introduction section. Information for schools opening in Fall 2012 as well as translations of the Directory will be posted shortly.

Print versions of the Directory are available at distribution points throughout the city including: District CECs; District CSEs; all borough public libraries; all borough enrollment centers; The NYC Charter School Center; and the NYC DOE CSO. If you have questions regarding the Directory, please email charterschools@schools.nyc.gov.

Online Invoice Application updates for Payment 6

The Online Invoice Application will open from April 2 to April 5. **Before creating an invoice, you will be asked to enter in projected FTE for next year (SY12-13).** You will be asked for FTE projections by grade, and Special Education FTE projections by grade and category (less than 20%, 20-60, >60%). The screen will look very similar to the invoicing screen used for Payments 1 and 2. Please ensure that you are entering the FTE you project to have for the year, and not the number of students you will admit, which usually accounts for trends in attrition.

Also, please note that our office will do a significant amount of processing of projections and invoices the week of April 9th, which is also Spring Break for many schools. We will reach out via email with any questions and issues around your invoices, and if we are unable to reach you, will adjust invoices as we need in order to make sure you are paid on time. If you have any questions, please contact your cohort operations director.

NYC Department of Education Progress Report Feedback Sessions

The Progress Report team will be holding two charter school feedback sessions in regard to the proposed progress report changes. Please choose one representative from your school to attend **one** of the two feedback sessions. The sessions will be assigned on a first come first serve basis. We request that you please register by **Sunday, March 25th**.

Please choose your preferred slot by **registering for ONE of the sessions below.**

03/27 1:30 PM-3:30PM (Facilitators: Simone D'Souza and Katie Brohawn):

<https://docs.google.com/spreadsheet/viewform?formkey=dEdRXzZSbHdmanhzQndWbnpfMVdFTEE6MQ#gid=0>

OR

03/29 9:30 AM-11:00AM (Facilitators: Simone D'Souza and Andrew Lowenthal):

<https://docs.google.com/spreadsheet/viewform?formkey=dGFWRIVCOXZCUWVCME9PQXA2Q0hMUHc6MQ#gid=0>

Agenda:

- I. Progress Report Overview
- II. Incorporation of New Metrics
- III. Other Proposed Changes
- IV. Question and Answer Session

Location:

New York City Charter School Center
111 Broadway, Suite 604
New York, NY, 10006

A **photo ID** is required to enter the building.

Please note: Attendance at the sessions are not mandatory. The purpose of the sessions is to provide information on the proposed changes to the progress reports, and so feedback is both appropriate and welcome.

No ATS Printing the Evening of Tuesday, March 20

The DOE's D.I.I.T. will perform an upgrade on the primary router that communicates to the routers installed in Charter Schools. This task will temporarily disrupt ATS printing and has been scheduled it for after-hours: Tuesday March 20th at 6:00pm. The process takes no longer than an hour and printing will restore thereafter, automatically. Some schools may need to reboot their DOE router to re-establish connectivity.

SEGIS Training- Survey and Online Resources

SEGIS trainings concluded this week. We thank you for participating, and encourage attendees to turn key training as appropriate in your school. All materials from the trainings can be found on the [Operations Wiki](#) under the Special Education heading. Please fill out this 3 minute [survey](#) to give us feedback by Friday March 30. The New York City Special Education Collaborative will be offering additional trainings to support the SEGIS roll out. We will send additional details about this in future communications.

Training Opportunity: Pupil Transportation in ATS and Beyond

All schools / Event: Multiple Dates

The DOE Office of [Pupil Transportation](#) (OPT) will offer several training sessions over the coming weeks. All sessions are from **9am to 2pm** at **44-36 Vernon Boulevard, Long Island City, NY 11101**. To attend, email ejacobs2@schools.nyc.gov with your name, school name, school DBN, and the date of the session you are requesting.

Transportation **Basics** (for anyone who must manage school transportation): **April 24** and **May 8**

Session will cover:

- OPT overview
- Managing key student data
- Transportation functions in ATS
- Managing MetroCards
- Assigning yellow bus stops
- Using OPT Web applications

Transportation **Skill Building** (for novice/intermediate users): **Mar 15 and 29; Apr 19; May 3, 17, and 31**

Session will cover:

- OPT Ridership reports
- Using the OPT 199 application
- Requesting replacement MetroCards
- Variance and Distance Check requests
- Suspensions and Students in Temporary Housing
- Field Trips

FY2012 NYSTL Grant Status – Use or Lose, only 1 month left!!

All schools / Action Required / DEADLINE APRIL 1

Please log into FAMIS today to spend your FY12 NYSTL grant. The deadline to place orders is **April 1, 2012**. Instructions to place orders in FAMIS are attached. Please use this grant money before it expires!!

If you have any questions, please contact your cohort operations director.

Reminder: Annual Report Website Posting (All NYC-DOE Authorized Schools)

As a reminder, the 2010 amendments to NYS charter law require all charter schools in the state to publicly post their Annual Reports on their school websites. If your school has not already done so, please post your 2010-11 NYSED Annual Report to your website as soon as possible. Your assigned Director of Oversight will continue to contact any schools in our cohort whose Annual Reports are not posted at this time. This is a legal requirement and there are no exceptions to compliance.

Reminder: New Legislation Expands Disclosure Rules for Board of Trustee and Public Meetings (NYC DOE Authorized Schools Only)

Effective February 2, a new law requires all documents to be discussed during a board meeting to be posted publicly **PRIOR** to the meeting. This means that any documents that will be discussed in a board meeting including, but not limited to, agendas, meeting minutes from previous meetings, board records, etc. must be made available to the public.

The law also requires charter schools to post the documents on their websites.

The law is intended to provide greater transparency and ease of access of information to the interested public. This law not only applies to board meetings, but any public meeting that the school holds. For more information regarding these changes in the law, please visit: <http://www.dos.ny.gov/coog/RecordsDiscussedatMeetings.html> or contact your assigned Director of Oversight.

Grants for Projects that Promote Kindness: Apply by March 31

All schools

Contact: 303-846-5492

The Red Robin Foundation invites schools to submit ideas for a project that aims to eliminate bullying by promoting kindness and community spirit among children. Award recipients will receive \$150-2,500 for implementing this program. [Learn more and apply](#).

Pennies for the Memorial: Deadline May 1, 2012

All schools

The City's historic 9/11 "Pennies for the Memorial" Campaign allows NYC students to commemorate the tenth anniversary of September 11th and support the National September 11 Memorial Museum at the World Trade Center site, which opens this year. Students can wear commemorative "9/11 Unity" pins as they fundraise in their community, participate in the reflection activities from the action guide, and finally donate their funds to the 9/11 Memorial. If your school participates in the Penny Harvest, you can contribute a portion of your Penny Harvest funds to the 9/11 Memorial through your Philanthropy Roundtable. For questions about "9/11 Unity" pins or the action guide, please email Jordan at JConan@commoncents.org.

For more opportunities to do community service with your students, please visit the NYC Department of Education's Service in Schools web pages at <http://schools.nyc.gov/service>