



CHARTER SCHOOLS OFFICE WEEKLY COMMUNICATION – 2/17/12

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Charter Schools & McKinney-Vento Webinar from NYS-TEACHS

Tuesday, February 28th, 2012

10:00 am - 11:30 am EST

This session is for all interested participants in New York State (and City).

This webinar will provide a comprehensive overview of the McKinney-Vento Act and review how the law specifically pertains to charter schools. Charter schools are considered Local Education Agencies (LEAs) and are required to implement the McKinney-Vento Act to support students in temporary housing. Topics will include enrollment, transportation, free meals, and more. The webinar is open to school districts, social service providers, and other professionals throughout New York State (and City).

To register, please follow this link: [REGISTER NOW](#)

UPDATING MONTHS ENROLLED IN A U.S. SCHOOL/ENGLISH LANGUAGE SCHOOL SYSTEM FOR ENGLISH LANGUAGE LEARNERS (ELLs)

Functional area(s): Accountability, ELL

A student's length of enrollment in U.S. schools is a piece of ELL data that is part of NYSED school accountability. The redesigned **UYRE** function in ATS displays this information for ELLs who have been enrolled in NYCDOE schools for less than four years. This function now calculates NYCDOE enrollment

(including discharges) for ELL students. Schools are now able to add additional periods of enrollment for ELL students enrolled in NYCDOE or NYC charter schools for fewer than four years.

This data is used to determine ELL students' eligibility for a one-time exemption from the NYSED ELA exam. Previously called NYSESLAT Eligibility, this field will now be called ELA Exempt. The redesigned UYRE screen will display a student's ELA Exempt status as well as the information used to calculate the exemption. *A school's participation calculation can be negatively impacted by the misalignment of ELA Exempt status and the administration of NYSED's 3-8 ELA exam.*

This year, schools will be asked to review the length of enrollment in U.S. schools for ELLs with less than one year of enrollment. Schools should then make UYRE updates, as necessary, by **February 24**.

Instructions for UYRE Updates

The UYRE screen displays all ELLs enrolled in the NYCDOE schools for less than four years. Schools may enter additional periods of U.S. enrollment for all of these students.

- Schools should focus their efforts on ELLs with less than one year of NYCDOE enrollment. Schools should check each qualifying ELL's *Home Language Survey* as it asks parents to identify if their child was previously enrolled in a US school and if so for how long. If the HLS indicates a prior US school enrollment, enter the **number of months** of the enrollment into the *US ENR* field on the UYRE screen according to the following rules:
 - One day of enrollment within a month equals one month of enrollment. *For example, if a student was enrolled in a New Jersey school on September 30, 2011 and discharges on November 15, 2011, the student's enrollment would be three months (September, October, and November).*
 - For students that complete a school year and return the following fall, add the summer months to their total enrollment in U.S. schools. *For example, if a student enrolled in a Texas school in May 2011 and is enrolled continuously through the start of the next school year, the student's enrollment on September 1, 2011 would be five months (May, June, July, August, and September).*
 - A school year of enrollment in a U.S. school should be entered as 12 months.

Please Note: English Language School System (ELSS) are defined as U.S. schools (excluding Puerto Rico).

Additional information about the **UYRE** function can be found in the attachment or on the ATS Wiki.

If you have any questions, please contact Keisha, Laurie, Scott.

Submit by March 16: School Wellness Poster Contest

Contact: Tyrone Johnson at Tjohnso11@schools.nyc.gov

All students are invited to submit designs in the third annual School Wellness Poster Contest. This contest is a great opportunity for students to learn about health and nutrition and how they can help members of their community develop healthy habits. The winning designs will be displayed in schools citywide, and schools with winning entries will receive up to \$500 of wellness-themed materials. Click [here](#) to learn more.

NYSESLAT Training

All schools / Event: March 5-9

All students who are Limited English Proficient/English Language Learners (ELLs) must take the New York State English as a Second Language Achievement Test (NYSESLAT) this spring. Tests are administered to students at their home schools.

Your School Leader should designate one staff member responsible for NYSESLAT administration at your school to attend a [borough-based training](#) during the week of **March 5**. The training will focus on test administration and procedures. Additionally, your school should select dates to conduct testing for students in your school within the designated time period.

- **April 18–May 18:** Administer the speaking portion using an individual oral test for each student
- **May 7 – May 18:** Administer the reading, writing, and listening portions by group administration

For questions, email Jose Garcia at Jgarcia17@schools.nyc.gov.

Mid-Year Fiscal Check-In (NYCDOE- Authorized Schools Only)

All NYC-DOE authorized charter schools are required to undergo a mid-year fiscal check-in. This check-in serves as an important way to promote the financial health of schools through ongoing oversight and monitoring. As part of the check-in **all DOE authorized schools are required to submit to the CSO the following documents by February 28:**

- Profit and Loss statement for the Year-To-Date period ending 12/31/11 (please indicate Board Approved Budget vs. Year to Date Performance and Revised Budget)
- Statement of Cash flows Year-To-Date period ending 12/31/11
- Balance Sheet (balances on 12/31/11), and
- Statement of Functional Expenses for Year-To-Date period ending 12/31/11

Please forward your documentation in one e-mail to charterschools@schools.nyc.gov with the subject line: “[YOUR CHARTER SCHOOL NAME]: Mid-Year Fiscal Check-In”. ***Please note: the CSO mailbox cannot accept emails from non-DOE email addresses if they contain more than 10 MBs worth of attachments. If you receive a bounceback message after emailing your documents, please check to see if your email submission contains more than 10 MBs worth of attachments. If it does, please either re-size the files or re-send the submission in multiple, smaller emails*

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 Director of Oversight for additional information.