



## CHARTER SCHOOLS WEEKLY COMMUNICATION – 8/13/12

### **Operations – ALL NYC Charter Schools**

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[\[Reference\] Office of Pupil Transportation ATS Guidebook](#)

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### **Oversight- DOE Authorized Charter Schools**

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### **[Reminder] Request for New ATS User Accounts & WebConnect Access**

#### ***All Schools***

To request ATS accounts for new staff members, please complete this [form](#) and email to your CSO operations contact. Our office will forward to the ATS team, who will process your request. Please remember that an application is required for each new staff member. In addition, any staff that needs ATS access must also have WebConnect access. To enable WebConnect Access, please add staff members to your Galaxy TO. See user guide for any questions.

### **[Reference] Office of Pupil Transportation ATS Guidebook**

#### ***All Schools***

Please review the attached OPT- ATS guidebook. It is a great source for OPT-ATS issues. You can also use the ATS Wiki (<https://wiki.nycenet.edu>) for additional ATS guidance. To access ATS Wiki, please use your DOE credentials (same as what you use for WebConnect) to log in. If you do not yet have DOE credentials, please ask your school leadership to add you to Galaxy.

### **[Reminder] Extended Use Procedures**

#### ***Schools in DOE Space***

As a reminder, please see attached extended use procedures which includes Extended Use Borough Office contacts. This document is intended to help clarify questions regarding extended use permit procedure for charter schools.

### **[Update] New Contact – Campus Governance**

#### ***Schools in DOE Space***

MAK Mitchell, Executive Director of Campus Governance has retired from the Department of Education. In this role, MAK worked to lead principals, charter leaders, network leaders, and superintendents in Building Council policy implementation on 400+ campuses throughout the city. Terry Byam will take over as leader of Campus Governance. Terry was the founding Principal of the Bushwick School for Social Justice on the Bushwick Campus in 2003 and was most recently a Network Leader with Children's First Network 404. Terry is excited to continue supporting school leaders and be a partner to the charter community. For information on campus governance including the campus policy memo, please see [link](#). Please continue to reach out to our office for space issues and other co-location and building council items.

### **[Action Required] Survey on NYCDOE Authorizing Practices**

#### ***DOE Authorized Schools/ Deadline TBA***

The New York City Department of Education is currently working with the National Association of Charter School Authorizers (NACSA) to assess our authorizing practices and to help us carry out those practices more effectively. On or around August 16<sup>th</sup>, Principals and Board Chairs of DOE- Authorized schools will receive an e-mail from NACSA containing a link to an online Charter School Leadership Survey. Please respond to this survey in a timely manner, as your responses will inform NACSA's assessment and help us improve authorizing practices at The NYCDOE. NACSA will also be on site on September 11 and 12 to meet with various stakeholders, including internal leadership and staff and representatives from charter schools. We will contact you shortly to schedule a group interview with the NACSA evaluators while they are on site.

### **[Reminder] Suspension/Expulsion Workshop: August 22**

#### ***All Schools/ RSVP Deadline: August 20***

The NYC DOE CSAS will hold a workshop covering suspension and expulsion procedures at its offices at 52 Chambers Street on August 22, from 5 pm to 7 pm. All charter schools in NYC are invited to attend, and we encourage you to extend this invitation to any school staffer who is involved in implementing disciplinary procedures—e.g., Board Chairs, student deans, guidance counselors, and SpEd coordinators. If you would like to attend, please RSVP to Gabrielle at [GMosquera2@schools.nyc.gov](mailto:GMosquera2@schools.nyc.gov) with the names and email addresses of all attendees by Monday, August 20.