



**CHARTER SCHOOLS ACCOUNTABILITY & SUPPORT WEEKLY COMMUNICATION
6/22/12**

Operations

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Action Required: Add Staff to Galaxy by TODAY, June 22; All OLD DOE Accounts will be Deactivated on June 29

All schools / Deadline: June 22

All Principals have received Galaxy user names and passwords, along with user guides (under the heading Galaxy on the CSO [Ops Wiki](#)) with step by step instructions for how to give staff a DOE account, which gives access to DOE email, intranet, WebConnect and SESIS (if a role is assigned). **All DOE email accounts that were given to schools prior to March of 2012 will be permanently deactivated on June 29!** Please make sure that you have added all staff who need access to DOE email, intranet, WebConnect or SESIS to Galaxy by June 22 to avoid an interruption of access to any system.

Also please note that these old DOE accounts (pre March 2012) do not and will not give staff SESIS access. A new account must be created by adding the staff to galaxy. Please remember to use the charter specific SESIS training materials (under the heading Special Education on the CSO [Ops Wiki](#)) as

well as the wealth of general SESIS resources on the [SEGIS portal](#) (you will be asked for user name and pass as this site is on the DOE Intranet).

ATS Training: Friday, June 29, 2012; Register by June 27, 5 PM

All Schools/ Deadline: June 27, 5 PM

On June 29, there will be two ATS training sessions for charter school staff. Session 1 will be held from 9am-12pm and session 2 will be held from 1pm-4pm. **Space is limited and seats will be assigned on a first come basis. Please use the following link to register: [Session 1](#) or [Session 2](#). Please make sure that you bring your Webconnect and ATS login information.**

Presenter: Paul Weiner

Date and Time: June 29, 2012, 9-12pm or 1-4pm

Location: 131 Livingston Street Room 207 (LAB) ,Brooklyn, NY 11201

District Summer School List & Application- Make Available to Your Families

Schools Not Offering Summer School

Attached you will find the list of District schools who will be centrally-funded to run a summer school program. Also attached is the application that a student can use to apply for an individual program. Please disseminate this as appropriate to your families and have your families work directly with the identified school to submit.

Settle All Accounts with DOE SchoolFoods

Selected Schools

All principals will be emailed their current balance on their school lunch account. In order for SchoolFoods to renew charter schools for 2012-2013 service, all balances must be paid in full. SchoolFoods will be holding your Food Agreement until all payment has been made. If you have any questions regarding your balance please contact Tracy Stylianou at 718-707-4390 or TStylianou@schools.nyc.gov.

Charter Schools and English Language Learners

All Schools

In an effort to ensure that charter school operators are provided with the most accurate information about services for English Language Learners, our office has reached out to representatives in the Division of Students with Disabilities & English Language Learners at the New York State Education Department. At this time, we are asking charter school operators to send us any questions they may have about services for their English Language Learner populations. Please send questions to CharterOps@schools.nyc.gov.

Payment 1 for Fiscal Year 2013 [Reminder]

All schools

Due to city's fiscal year starting on July 1, July payments will not be made to schools by the first of the month. This year, we anticipate that payment will be made by July 9 at the latest. Please remember to update all contact information on the "Account Administration" link from the VPortal landing page as well as the "Contact Management" module.

Reconciliation for Fiscal Year 2012 [Reminder]

All schools / Deadline: July 31

Reconciliation for FY 2012 will be done through the Online Invoice Application. The Online Invoice Application will be open for Reconciliation from **July 17 to July 31**. This last invoice of the fiscal year will encompass the entire school year and must be checked carefully to correct for any errors during the 6 previous invoices. Payment or recoupment will take place in Payment 3 of the Fiscal Year 2013 (October/ November). The data pull for Reconciliation will take place on July 2; please make sure ATS is updated prior to this date.

Summer Permits [Action Required if not already complete]

Schools in DOE Buildings

If you are running a summer program, you should be coordinating with your district co-location partner to submit a permit request through CPS. Permits will be approved when the Extended Use Office receives the go-ahead to approve FY 13 permits (summer permits). Also, if you haven't already done so, please submit your school's end of 2011/12 dates, summer school dates, and start of 2012/13 dates in this online form

<https://docs.google.com/spreadsheet/viewform?formkey=dENEdzhDcVA1TFIFTU9UTEVuNXFhTVE6MQ>

Confirming this information is hugely helpful for our office to support your schools during the SY 2011/12 to SY 2012/13 transition.

2011-12 Charter School Annual Report Guidelines

All Schools

The NYSED Charter School office has released its Guidelines for the 2011-2012 Charter School Annual Report. You can find them here: <http://www.p12.nysed.gov/psc/2011-2012AnnualReportPage.html>. Additionally, for easier distribution to charter school board members, NYSED has posted a separate *Disclosure of Financial Interest by a New York Charter School Board of Trustees Member* form here:

<http://www.p12.nysed.gov/psc/2011-2012AnnualReportPage.html>. As in prior years, due to the timing of data release and availability, the Annual Report will be collected in components as described within the Guidelines, with the first component due to your charter school's authorizer and to the State Education Department by August 1, 2012.

Please note the following items of NYSED guidance:

- Due to the expected timing of state test score release (July 2012), Appendix A: Progress Toward Charter Goals has a later deadline of **November 1, 2012**. A copy of Appendix A must also be sent to each school's charter authorizer.
- Similarly, each school's 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) must be submitted to both NYSED and each school's charter authorizer by **November 1, 2012**.
- 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.

For NYC DOE-Authorized Schools ONLY:

- In addition to uploading your Annual Report materials to NYSED via its online portal (<https://nysed-cso.myreviewroom.com>) you must email a copy by **August 1** to our general inbox: charterschools@schools.nyc.gov.
- NYC DOE-authorized schools must also submit to our office copies of the Progress Toward Annual Goals section as well as final 2011-2012 independent financial audits (with the corresponding documents outlined above) by **November 1** via our general inbox: charterschools@schools.nyc.gov.
- NYC DOE-authorized schools should use NYSED templates, when provided, for Appendices A through C and E through F.
- Please note that 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.

If you have any questions regarding the 2011-12 Charter School Annual Report, please contact your Director of Oversight.

LOTE Exam Updates

High Schools

Errors were identified in the LOTE exams administered on June 18. After the errors were identified, correction notices were provided to teachers and posted online. The attached memorandum describes identified errors and provides an update on solutions.

Please disseminate [scoring key notices](#) (listed under the “Key Resources” section) immediately to all teachers who will be scoring the tests.

For questions, contact your borough [Assessment Implementation Director](#).