



**CHARTER SCHOOLS SUPPORT & ACCOUNTABILITY
WEEKLY COMMUNICATION - 7/9/12**

Operations – ALL NYC Charter Schools

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Oversight – DOE-Authorized Schools

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[Update] IDEA Funding for 2012-2013

All Schools

IDEA funds that will be dispersed in Fiscal Year 2013 (school year 2012-2013) will be allocated on a per pupil basis at a rate of \$1,086.71. This decrease in rate is the same across all NYC schools (charter and district: <http://www.p12.nysed.gov/sedcar/federal/2012-13/perpupil1213.html>). Please reach out to Laurie/ Keisha/ Rick with any questions.

[Action Required] Vision Screening Training - Tuesday August 21, 2012

All Schools

On August 21, there will be two vision screening trainings for charter schools. Session 1 will be held from 10am-12pm and session 2 will be held from 1pm-3pm. **Please only send one staff member to one of the sessions. Space is limited so please register early.** Please use the following link to register: [Session 1](#) or [Session 2](#)

Facilitator: Julia Sykes

Location:

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

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

[Action Required] Give Feedback on Operations Resources by July 12

All Schools/ Deadline July 12

We have recently taken on an Education Pioneers Graduate Fellow for the summer, who will be working to assess our operations resources and support services. Our hope is that from this work, we will be able to expand and improve our capabilities to better serve you as you serve your schools. We are very excited about this project, and would greatly appreciate your assistance in gathering feedback. Please take 5-10 minutes to complete this [survey](#) regarding the effectiveness of our [Wiki page](#). Pay close attention to the final question which asks your availability to participate in a brief 15-20 minute informational interview, which will be held between July 9 and July 16 during business hours. This is a very important component of our Fellow's research, as it will provide context to the survey answers, and will allow us to examine the operations practices and routines you employ in your own school. **Please complete the survey by 5:00 P.M. on Thursday, July 12.** We know what a busy time this is for all of you, so thank you very much for your time and assistance!

[Reminder] Reconciliation for Fiscal Year 2012

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.

[Update] 2012-13 Renewal Guidelines Posted (Action Required for Selected Schools)

NYC DOE-Authorized Schools ONLY- Schools Undergoing Renewal Process

Please note that the 2012-13 guidelines for charter renewal are now posted on the NYC DOE CSAS website under "Key Documents." You may find them [here](#). If you have any questions regarding the renewal process, please contact your cohort's Director of Oversight.

[Reminder] Documents on School Websites

NYC DOE-Authorized Schools ONLY

Reminder: per state charter law as well as recent revisions to Open Meetings Law, all NYC DOE-authorized charter schools should post the following documents from the 2011-12 school year on their websites if they haven't already:

- **Board meeting notice, including date, time, and location**, per Section 104 (5) of the Open Meetings Law (Article 7 of the Public Officers Law)
- **Board meeting minutes**, per Section 103 (e) of Open Meetings Law
- **2010-11 NYSED Annual report (with Board member personal contact information redacted)**, per NYS Charter School Law
- **Audited financial statements**, per NYS Charter School Law

If you have any questions regarding posting these documents to your school's website, please contact your cohort's Director of Oversight.

[Reminder] Board Member Approvals

NYC DOE-Authorized Schools ONLY

Reminder: if your school's Board has recently approved new members but has not yet submitted them to their cohort's Director of Oversight for final approval, it should do so immediately. Per each school's Charter Monitoring Agreement, the CSAS office has 45 days from the time of notification to either approve or reject a Board member. Board members cannot officially vote until they receive approval from CSAS.

A Board member approval request must include:

- The Board member's resume
- A New Board Trustee Questionnaire, filled in by the Board member and signed by hand
- The Board meeting minutes recording the member's approval vote

If you have any questions regarding Board member approval, please contact your cohort's Director of Oversight.