



## CHARTER SCHOOLS OFFICE WEEKLY COMMUNICATION – 3/2/12

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### **Galaxy/ SESIS Update**

Over the course of March and April, charter schools will start using two systems: Galaxy and SESIS. Galaxy is a web-based DOE system for human resources and budgeting. Charter schools will use only a small component of the Galaxy HR function. Charter school leaders (or a designee) will be able to add staff to Galaxy. Once on Galaxy, a DOE email account will be generated for the charter staff (DOE email accounts serve as WebConnect credentials and soon SESIS credentials). In the next few weeks, principals will receive a user name and passwords for Galaxy. Galaxy user guides and FAQs will be distributed via the CSO weekly communication.

SEGIS access will follow the Galaxy rollout. Staff members who need SESIS access must be added to Galaxy and receive a DOE email account. Once staff has been added to Galaxy, we will send further details about how to access SESIS. As you know, SESIS training starts next week and the Special Education Collaborative will offer additional trainings the week of March 27 in preparation for SESIS launch. We will also send written training materials via the CSO weekly and directly to SESIS leads at each school.

Please contact Scott/Keisha/Laurie with any further questions.

### **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](mailto: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***

As of today, 67 schools have not spent any FY12 NYSTL funds. In total, charter schools are leaving \$2.9m in state grant funds unused! 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. An excel sheet with your school's NYSTL allocation and spend status is also attached. Please use this grant money before it expires!!

If you have any questions, please contact your cohort operations director SCOTT/LAURIE/KEISHA

### **IDEA Funds in March 1 Payment**

***All schools / Reminder***

IDEA funds were added to the March 1 payment to schools. Thus, schools that receive IDEA will see an additional amount (on top of the expected per pupil allocation) for IDEA funds in their March 1 payment.

To view the payment breakdown by regular per pupil allocation and IDEA funds, log into Vendor Portal and click on your March Invoice. Once there, the certification page shows the payment amount by source (per pupil and IDEA). The IDEA amount is calculated using the December 2010 SpEd headcount for existing schools (October 2011 for new schools) multiplied by the rate of \$1,210.17.

Please contact Keisha/Scott/Laurie with any questions.

### **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](mailto:Jgarcia17@schools.nyc.gov).

### **Grants for Projects the 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](#).

### **Service in Schools Awards: Apply by March 9**

***All schools***

**Contact:** [jbeiro@schools.nyc.gov](mailto:jbeiro@schools.nyc.gov)

The application for the second annual Service in Schools Awards is due in 7 school days! These awards celebrate schools that demonstrate a strong commitment to community service. School recipients will receive free materials and professional development to implement service-learning, a teaching strategy that integrates meaningful community service with classroom curriculum. Fill out the application today! For upcoming opportunities and to sign up for the Service in Schools newsletter, please visit the **[Service in Schools' Website](#)**.

The **Service in Schools' Website** has a new look!



Schools can now quickly locate information to get started in community service and service-learning:

- [Community Service page](#): find upcoming projects, grants, trainings, and resources to enable students to strengthen communities
- [Service-Learning page](#): identify professional development, resources, and grants to create lesson plans that empower your students to use their academic skills to improve communities
- [Partners page](#): discover organizations that can support your students' efforts to serve
- [Videos page](#): inspire your students by playing clips of NYC students' supporting their communities
- [About Us page](#): learn about Service in Schools and our impact to date on NYC K-12 public schools