



**CHARTER SCHOOLS SUPPORT & ACCOUNTABILITY
WEEKLY COMMUNICATION - 7/16/12**

Operations – ALL NYC Charter Schools

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[Action Required] Special Education Preparation

All Schools/ Recommended deadline: August 6

Please see attached Getting Started Memo and contact list to help prepare for serving your students with special needs.

[Information] Student Performance Data

All Schools

Student performance data is due to be released by the end of the week. Information will be available in ATS, L2RPT and NySTART (on a limited basis).

[Action Required] Weekly Communication Survey: 1 Minute/ 1 Question

All Schools/ Deadline July 27

Please take 1 minute to answer this 1-question survey regarding the day of the week you would prefer to get our weekly communications- Monday or Friday? Click [here](#) to take survey, and thank you in advance for your feedback.

[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 (at 12 noon) to July 31 (COB)**. 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).

[Reminder] 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.

[Reminder] 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](#).** A photo ID is required to enter the building.

Facilitator: Julia Sykes

Location:

New York City Charter School Center

111 Broadway, Suite 604

New York, NY, 10006

[Reminder] New Required ATS Registration Fields for Kindergarten

All Schools

To register new kindergarteners you must complete two new mandatory fields in ATS indicating what care/educational setting the student participated in during the year prior to kindergarten. The additional fields are on the QPFK screen in ATS. This does not apply to students who are kindergarten transfers (i.e., children enrolled in DOE programs prior to kindergarten such as universal pre-kindergarten (UPK), special education services, etc.) Please see the attached Instructions for Completing New Kindergarten ATS Field document. The information gathered will be used to inform strategies for providing families with high-quality early childhood education options.

[Reminder] 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.

[Reminder] Give Feedback on Operations Resources

All Schools

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 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. We know what a busy time this is for all of you, so thank you very much for your time and assistance!

[Reference] Accountability Handbook

DOE Authorized Schools Only

Attached is the 2012-13 Edition of the CSAS Accountability Handbook for DOE Authorized Charter Schools. It will also be placed on our website for your reference. It includes the NYC DOE's CSAS Accountability Framework, a description of monitoring visits, a calendar of reporting requirements, a discussion of early engagement status and guidelines for charter revisions. If you have questions regarding this document please feel free to reach out to your cohorts Senior Director or Director of Oversight.