

Calendar of Reporting Requirements for Chancellor-Authorized Charter Schools

Combined with regular visits, the CSAS team’s monitoring plan includes collecting and reviewing a variety of documentation on schools’ academic performance, fiscal and organizational viability, and compliance with their charters and applicable laws. Charters authorized by other entities have their own set of reporting requirements to their own authorizers.

This section includes a calendar of reporting requirements **for NYC DOE-authorized schools only**. This is a general timeline that is subject to change. Please reach out to your cohort’s Director of Oversight with any questions, unless otherwise specified.

Unless otherwise specified, all items must be submitted to charterschools@schools.nyc.gov. Please note that the CSAS mailbox cannot accept emails from non-DOE email addresses if they contain more than 10 megabytes 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 a due date falls on a Saturday, Sunday, or holiday, please submit documents on the next business day. Please label all documents with your school’s name, the title of the document, and the date of the document, unless otherwise specified. Example: “ABCBoardRoster7.30.12”; “ABCCalendar2012.”

2012-13 – Calendar of Reporting Requirements for DOE-Authorized Charter Schools	
Requirement	Guidance
JULY 1	
Project Save – School Safety Plan	Submit to CSAS and SED. Only applicable for schools in DOE facilities.
School Year Calendar	<i>Must be re-submitted if changed over school year</i>
AUGUST 1	
Annual Report including Disclosure of Financial Interest Forms	Submit to CSAS and SED; see SED website for more information <i>**Must also be posted on the school’s website as required by New York Charter School Law</i>
Board-approved budget for upcoming school year	<i>Must be re-submitted if changed over school year</i>
Board of Trustees Meeting Calendar for 2012-2013	<i>Must be re-submitted if changed over school year</i>
Certificate of Occupancy	Only applies for schools not in traditional DOE space, or for schools changing facilities
Certificate of Liability Insurance	
AUGUST 31	
Renewal Application (for schools up for renewal in the 2012-2013 year)	Please follow CSAS guidelines, updated yearly and available on DOE website
SEPTEMBER 7	
Current Family & Student	<i>Must be re-submitted if changed over school year</i>

2012-13 – Calendar of Reporting Requirements for DOE-Authorized Charter Schools

Requirement	Guidance
Handbooks, including policies on discipline, promotion, and graduation	
Current Staff Handbooks	<i>Must be re-submitted if changed over school year</i>
Management, staff, and Board retention report for SY 2011-2012	CSAS template must be used
Board of Trustees roster, including resumes, length of time served on the Board, and Committee positions held	CSAS template must be used <i>Must be re-submitted if changed over school year</i>
Copy of escrow agreement as per charter agreement	
Board of Trustees Minutes from previous year	Note that there are two submission dates for Board minutes: September 1 & March 1. You do not need to re-submit minutes that have already been submitted; please submit minutes for the months between submission dates.
Operational Policies and Procedures	<i>Must be re-submitted if changed over school year</i>
NOVEMBER 1	
Annual Financial Audit	<p>Include with your audit all of the following that apply:</p> <ul style="list-style-type: none"> • Management Letter • Management Letter Response • Corrective Action Plan • Federal Single Audit (A-133) Form 990 <p>Please combine into one document if possible. Additionally, please ensure that these files are not password-protected by the auditor.</p> <p><i>**Must also be posted on the school's website as required by New York Charter School Law</i></p>
Management and Staff Roster including staff certifications and fingerprint clearance	<p>Include instructional and non-instructional staff. Roster must include name, certifications (as applicable) and fingerprint clearance status.</p> <p><i>Must be re-submitted if changed over school year</i></p>
DECEMBER 1	
Lottery information	<p>Schools should submit the following:</p> <ol style="list-style-type: none"> 1. Charter School Application Deadline 2. Lottery Drawing date 3. Copy of the School Application 4. School Recruitment Plan including: <ul style="list-style-type: none"> • Timeline of outreach and promotional activities • Communication plan (e.g., notifying public of application procedures and lottery drawing, for example) • Discussion of recruitment activities (include any significant changes from previous year) • Specific outreach activities for English language learners (ELLs) and students requiring Special Education (SPED) services • Lottery process (e.g., electronic, in person, manual, etc.) <p>Please refer to NYSED Guidelines on the NYS Charter School Uniform</p>

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Requirement	Guidance
	Applications Form ² for additional guidance on New York State requirements pertaining to charter school admissions applications. There is no specific template required to submit this information; however, please forward your documentation in one e-mail to charterschools@schools.nyc.gov with the subject line: “[YOUR CHARTER SCHOOL NAME]: Application and Lottery Process”.
JANUARY-MAY	
Documentation for annual site visit	Dates will vary, depending on scheduled date of annual site visit. Includes School Self-Evaluation Form and Data Collection Form (CSAS templates will be provided). For more information, please see page 23 in the Accountability Handbook. Documents should be submitted no later than two weeks before the scheduled visit.
MARCH 1	
Board of Trustees Minutes from previous year	Note that there are two submission dates for Board minutes: September 1 & March 1. You do not need to re-submit minutes that have already been submitted; please submit minutes for the months between submission dates.
Mid-Year Fiscal Check-In for Year-to-Date Period Ending 12/31	Schools should submit the following: <ul style="list-style-type: none"> • Profit and Loss statement for the Year-To-Date period ending 12/31/12 (please indicate Board Approved Budget vs. Year to Date Performance and Revised Budget) • Statement of Cash flows Year-To-Date period ending 12/31/12 • Balance Sheet (balances on 12/31/12), and • Statement of Functional Expenses for Year-To-Date period ending 12/31/12 Please forward your documentation in one e-mail to charterschools@schools.nyc.gov with the subject line: “[YOUR CHARTER SCHOOL NAME]: Mid-Year Fiscal Check-In”.
ONGOING	
Criminal Incident Report	Submit to CSAS and Special Commissioner of Investigations (SCI)
Requests for charter revisions (both material and non-material)	Please see section on “Charter Revisions” (pp 39-41) for more information on the process for submitting official charter revisions.
Board Trustee additions and removals (must be submitted within 5 business days)	Notifications of Board additions/removals should be accompanied by the CSAS Board Member Questionnaire, the Disclosure of Financial Interest form, and Board minutes indicating that the Board has approved the addition of the new member. (Contact your cohort’s Director of Oversight to obtain copies of these forms.)
Disclosure of Financial Interest forms and Board Questionnaires for all current Board members	<i>Must be submitted for newly nominated board members and re-submitted if changed over school year.</i> CSAS template must be used. The New Board Trustee Questionnaire <u>must</u> be signed by hand, not electronically. Please note that members are NOT voting members until CSAS has approved the Board Questionnaire.

² <http://www.p12.nysed.gov/psc/documents/NYSCSUniformAppFormDirectionstoCSforUseNov2011.pdf>

Required Public Postings

Effective February 2, 2012, Section 104 (5) of the Open Meetings Law requires all documents to be discussed during a board meeting to be posted publicly **PRIOR** to the meeting. This means that all documents that will be discussed in a board meeting including, but not limited to, agendas, meeting minutes, financial statements, etc. must be made available to the public. At a minimum, all of these documents must be posted on the school website. This law not only applies to board meetings, but any public meeting that the school holds. For more information regarding these changes in the law, please visit <http://www.dos.ny.gov/coog/RecordsDiscussedatMeetings.html>.

In addition, please note that the following documents should be posted and regularly updated as applicable on schools' websites:

- **2010-11 NYSED Annual report (with Board member personal contact information redacted)³**
- **Audited financial statements⁴**
- **Board meeting notice, including date, time, and location⁵**
- **Board meeting minutes, agendas, and all documents to be reviewed during board meetings⁶**

³ NYS Charter School Law

⁴ NYS Charter School Law

⁵ Section 104 (5) of the Open Meetings Law (Article 7 of the Public Officers Law)

⁶ Section 103 (e) of the Open Meeting Law