



CHARTER SCHOOLS OFFICE WEEKLY COMMUNICATION - 6/29/12

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

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.

Move Dates

New charter schools in DOE Buildings

Please contact your [Borough Space Planner](#) if you require information on your move date [schedule] for your new DOE space. You can also contact [Debra Schwartzman](#) with additional questions pertaining to moves.

[Update] Galaxy Certification

Galaxy TO's DO NOT need to be certified for the months of July and August. The next time schools will need to certify the TO is in September. Please make sure to add and remove staff as applicable throughout the summer.

[Reminder] New Required ATS Registration Fields for Kindergarten

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.

[Action Required] Give Feedback on Operations Resources by July 6

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 Friday, July 6.** We know what a busy time this is for all of you, so thank you very much for your time and assistance!

[Reminder] Summer Permits

Schools in DOE Buildings

Reminder: 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). Please review the attached guidelines to ensure that extended use permits reflect actual summer school schedules and space needs.

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.

[Reminder] Summer District School Enrollment

The first possible day of district summer school is **July 9**. For all other summer school dates, refer to the summer school calendar attached. Students who are residents of New York City and attend a charter school are permitted to attend a public school summer program. Students will receive summer school placement on a space-available basis.

Attached you will find the list of District schools that are 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.

Charter school students must meet eligibility criteria as follows:

- Be a resident of New York City
- Be at risk of not being promoted to the next grade (elementary and middle school students)
- Be in need of required high school credits and/or need to take a Regents exam in order to graduate on time (high school)
- Summer school enrollment forms must be provided by the home school with the home school ATS code and the needs of the student. A charter school student is required to bring this form to the public school in order to enroll for a summer program.

[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.

Year-End Reminder: Documents on School Websites [Action required if not already complete]

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 Director of Oversight.

Year-End Reminder: Board Member Approvals [Action required if not already complete]

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 Director of Oversight.

LOTE Exams Entry

High Schools/ Deadline: July 10th

Schools that administered the LOTE exams should enter their students' scores using the MEXB screen in ATS by **July 10th**. Please use the exam codes in the table below to enter LOTE exam scores.

FXTAE	ARABIC LOTE
FXTBE	HAITIAN CREOLE LOTE
FXTCE	CHINESE- SIMPLE LOTE
FXTDE	HINDI LOTE
FXT EE	GREEK LOTE
FXTFE	FRENCH LOTE
FXTPE	BENGALI LOTE
FXTJE	JAPANESE LOTE
FXTKE	KOREAN LOTE
FXTME	CHINESE- TRADITIONAL LOTE
FXTNE	ALBANIAN LOTE
FXTRE	RUSSIAN LOTE
FXTSE	SPANISH LOTE
FXTTE	ITALIAN LOTE
FXTUE	URDU LOTE
FXTVE	VIETNAMESE LOTE
FXTWE	PUNJABI LOTE

FXTZE

POLISH LOTE