



Remote Monitoring and Oversight Plan

Fall 2020

New York State Education Department

Charter School Office

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NYSED Charter School Office

Remote Monitoring and Oversight Plan

Liaisons' Alternative Monitoring Plan

Fall 2020 Remote Renewal Site Visits

This remote monitoring and oversight plan is **ONLY** for **BoR-authorized** charter schools.

Memos can be found at

<http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/law.html>.

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This purpose of this document is to ensure transparency in authorizing practices during the 2020-2021 school year. The effects of the COVID-19 pandemic are still disrupting the implementation of educational plans throughout the state and country. All schools in New York State (NYS) were required to submit reopening plans to both the NYS Department of Health and the New York State Education Department (NYSED). Schools are now tasked with implementing these plans towards the aim of providing children across New York with a strong educational program in the face of adversity and uncertainty. The power of education to transform the lives of students and promote strong life outcomes remains undiminished. The monitoring and oversight activities

enumerated in this document, as well as the templates and tools provided in the appendices, are designed to best outline NYSED's robust monitoring and oversight activities, as well as support schools towards the aforementioned goals even though schools may be implementing their educational program remotely, in-person, or through a hybrid of the two. NYSED's monitoring and oversight policies and procedures are also transparently posted on the NYSED Charter School Office (CSO) website at <http://www.p12.nysed.gov/psc/>. Should you or your school community have any questions, feel free to reach out to [your school's NYSED CSO liaison](#).

Week of 7/13-7/17

- **7/13/2020:** NYSED P-12 emailed CharterSchools listserv regarding the [Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency](#) release by Governor Cuomo today.
- **7/14/2020:** CSO Executive Director sent an email to the CharterSchools listserv along with a memo regarding a collaboration between the State Education Department and the State Office of General Services to determine what Personnel Protective Equipment (PPE) supplies may be needed for reopening schools and help procure these supplies. This will assist all schools by utilizing the OGS system's buying power to assist schools obtain supplies that are not easy to find and at a competitive price. Enclosed in the memo is a link to a brief survey that the school was asked to complete by the close of business on Friday, July 17th.
- **7/15/2020:** CSO conducted a webinar for eligible renewal school leaders, BoT chairs, and directors of operations to discuss the renewal application submission, respond to questions, discuss reopening.
- **7/17/2020:** NYSED Deputy Commissioner Dr. Kimberly Young Wilkins sent a memo to school districts, BOCES, and charter schools regarding their submission of school reopening plans **due 7/31/2020**. They must ensure that the mandatory elements outlined in [NYSED's Reopening Guidance document](#) and in the [guidance released by NYS Department of Health \(DOH\) on July 13, 2020](#) are included.

Week of 7/20-7/24

- **7/21/2020:** CSO Executive Director sent a reminder email to CharterSchools listserv:

Reopening plans are due to the NYS Department of Health (DOH) **and** NYSED **by July 31, 2020**. In order to facilitate collection of these plans, NYSED has issued a survey through the [SED Monitoring and Vendor Reporting System](#) ("the Portal") to collect essential information about the comprehensive Reopening Plans developed for the 2020-2021 school year.

Charter Schools should complete the survey to provide NYSED with:

- A link to the public website where each school plan has been publicly posted; and
- A set of mandatory assurances completed by the Chief Executive Officer affirming that the district or school will address, in each re-opening plan, all of the mandatory elements outlined in this guidance document.

Please see the attached NYSED memo for additional information. NYS DOH guidance, and a link to their portal for the mandatory submission of reopening plans to them can be found at:

<http://www.p12.nysed.gov/psc/aboutCharterSchools/lawsandregs/reopeningplan71720.pdf>

- **7/22/2020:** CSO Executive Director sent an email to CharterSchools listerv:

If you have yet to see the additional tools Governor Cuomo released to help your schools develop your reopening guidance:

- A summary of the state's [Department of Health PK-12 Reopening Guidance](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/P12_EDU_Summary_Guidelines.pdf) can be found at https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/P12_EDU_Summary_Guidelines.pdf.
- A checklist for reopening plans can be found at https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/P12_Checklist.pdf.
- NYSED's reopening guidance, including FAQs, can be found at <http://www.nysed.gov/reopening-schools/recovering-rebuilding-and-renewing-spirit-new-yorks-schools-reopening-guidance>

- **7/23/2020:** CSO Executive Director sent an email to the CharterSchools listerv:

In response to mandates of the federal Every Student Succeeds Act (ESSA), the New York State Board of Regents [amended applicable regulations at their July meeting](#) to require charter schools to report financial data through the NYSED ESSA Fiscal Transparency Portal rather than through the current platform. The first time charter schools will utilize the new ESSA Fiscal Transparency Data Reporting Portal will be for the submission due on November 2, 2020.

To provide guidance for this process, in partnership with [the SUNY Charter Schools Institute](#), the NYC DOE, and the charter school ESSA Fiscal Transparency work group, Charter School ESSA Fiscal Transparency Data Reporting Guidance has been posted for public comment on the NYSED website at <http://www.p12.nysed.gov/psc/documents/ESSAFiscalTransparencyGuidanceforCharterSchools.pdf>. We are seeking your feedback regarding this document to ensure a seamless and easy to navigate process for financial data submission. The deadline to provide comments for consideration is the by the close of business on Friday, August 14, 2020. Please direct all comments to CharterSchools@nysed.gov with "ESSA Fiscal Transparency" in the subject line.

Additional training and supports will be forthcoming. Thank you again to our partners, especially the SUNY Charter Schools Institute.

Week of 7/27-7/31

- **7/27/2020:** From the CharterSchools mailbox to the charterschool listserv: TY to those who completed the OGS School Reopening Supply Needs Survey. The data collected will go a long way to help the state order supplies that might be needed by schools as they prepare for the 2020-2021 school year. If your school is interested in ordering PPE supplies through the state, at the discounted state contract rate, you can email customer.services@ogs.ny.gov and they will connect you with a team member.
- **7/27/2020:** From the CharterSchools mailbox to the charterschool listserv: A reminder for all New York State charter schools. Annual reports to the Board of Regents and their authorizers are due by August 1st of each year. Charter schools meet this requirement by completing the annual report tasks within the Charter School Office's [online portal](#). **Since August 1st falls on a Saturday, the annual reports are due by 11:59 pm on August 3rd, 2020. ... All charters schools will be required to report 2019-2020 school year fiscal data through the ESSA Financial Transparency portal by November 2, 2020.** Guidance to charter schools is forthcoming from the NYSED Fiscal Analysis and Reporting Unit. Any questions, please email CharterSchools@nysed.gov.
- **7/27/2020:** CSO Executive Director sent an email to CharterSchools listserv: regarding the [CREDO Releases New Research on NY Charter Schools COVID-19 Response](#). Stanford University's Center for Research on Education Outcomes (CREDO), releases key results from a survey of charter schools in New York State examining schools' responses to Executive Order 202.4 that closed school buildings across the state in the wake of the COVID-19 pandemic. With the encouragement of the state's authorizers, 93 percent of the charter schools in the state participated in the survey.
- **7/31/2020:** Charter schools are to submit their reopening plans to the NYS Department of Health (DOH) **and** NYSED **by July 31, 2020.**

Week of 8/03-8/07

- **8/03/2020: Schools submit 2019-2020 Annual Reports to the CSO portal by 11:59 PM.**
- **8/03/2020:** NYSED Office of Information and Reporting Services emailed public school districts and the CharterSchools listserv regarding the completion of the *Expected Grades with Enrollment 2020-21 Application*....Please complete the form as grades in your buildings would normally be configured and not according to your school reopening plan in response to COVID-19. The Expected Grades with Enrollment form collects information

about the grade levels a school will be reporting enrollment for on BEDS day for the 2020-21 school year....All public school districts (outside of New York city) and all charter schools are required to submit the Expected Grades with Enrollment Form online using the IRS Data Exchange (IDEx) application, available via the NYSED Business Portal at <http://portal.nysed.gov>. The Expected Grades with Enrollment online form will be available on August 1, 2020 in the IRS Data Exchange. The online form should be completed and submitted to SED **by Friday, August 28, 2020**.

- **8/03/2020 - 8/07/2020:** CSO liaisons will begin to review the charter schools' 2019-2020 Annual Reports. In those Annual Reports, charter schools were asked to provide links to their schools' 2020-2021 reopening plans that **were due on 7/31/2020**. As part of review process, liaisons will check that the reopening plans' links are posted on the schools' websites for public access, that the reopening plan generally makes sense, and is a plan rather than merely an outline. Liaisons will contact charter schools if there is a need for clarification of any Annual Report entries.
- **8/04/2020 – 8/07/2020:** CSO liaisons review 2019-2020 Annual Reports and emails schools from the CSOportal as to the required actions necessary.
- **8/06/2020:** CSO Executive Director sent an email to CharterSchools listerv: *Extension of Open Meeting Law Flexibilities*: Yesterday, on August 5, 2020, Governor Cuomo signed [Executive Order 202.55](#). This Executive Order extends the suspension of the in-person public meeting requirement of the Open Meetings Law **until September 4, 2020**. Public notification requirements for public meetings are still in effect. Further information on the Open Meeting Law can be found on the New York State Committee on Open Government website at <https://www.dos.ny.gov/coog/>.
- **8/07/2020:** CSO Executive Director sent an email to CharterSchools listerv: *Federal CARES Act Funding*. reminder, as LEAs, charter schools are required to submit a CARES Act Funding Application in order to receive Elementary and Secondary School Emergency Relief Funds (ESSER). Charter schools are not eligible to receive Governor's Emergency Education Relief Funds (GEER). The attached memo outlines the steps needed to complete this process. Applications are **due on August 15, 2020**. Questions can be directed to the NYSED Office of ESSA-Funded Programs at (518) 473-0295 or via e-mail at CARESAct@nysed.gov.

Week of 8/10-8/14

- **8/10/2020 – 8/14/2020:** CSO liaisons review the 2019-2020 Annual Reports, including the reopening plan links, and emails schools from the CSO portal as to the required actions necessary,
- **8/13/2020:** CSO Executive Director sent an email to the CharterSchools listserv, copying SUNY: Pursuant to Governor Cuomo and [School Re-opening Plan Guidance released by the New York State Department of Health \(NYS DOH\) dated July 13, 2020](#), all schools in New York State, including charter schools and regardless of authorizer, were required to submit school reopening plans to the NYS DOH **no later than July 31, 2020**. Based on records provided to us by the NYS

DOH, to date, **they have not received your school's reopening plan** (or a reopening plan submitted by your CMO).

The NYS DOH has asked us to ensure that your school **submit such a plan to them as soon as possible but no later than the close of business tomorrow, Friday, August 14, 2020**. If you believe that you are receiving this email in error email schoolplanreview@health.ny.gov. Otherwise please **complete this two-part process immediately**:

1. Review the NYS DOH reopening guidance at https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf and complete the acknowledgement form at <https://forms.ny.gov/s3/ny-forward-affirmation>.
 2. Submit your reopening plan at <https://forms.ny.gov/s3/PK-12-Education-Reopening-Plan>.
- **8/14/2020**: Eligible applicants are to submit their renewal applications (except for BM 1 Narrative) by 5:00 PM to the CSO portal. As a reminder, the **BM 1 Narrative is due on October 14th**. Details are posted at: <http://www.p12.nysed.gov/psc/regentsoversightplan/otherdocuments/ApplicationforCharterRenewal.html>.
 - **8/14/2020**: On 7/23/2020: CSO Executive Director sent an email to the CharterSchools listserv:

In response to mandates of the federal Every Student Succeeds Act (ESSA), the New York State Board of Regents [amended applicable regulations at their July meeting](#) to require charter schools to report financial data through the NYSED ESSA Fiscal Transparency Portal rather than through the current platform. The first time charter schools will utilize the new ESSA Fiscal Transparency Data Reporting Portal will be for the submission **due on November 2, 2020**.

To provide guidance for this process, in partnership with [the SUNY Charter Schools Institute](#), the NYC DOE, and the charter school ESSA Fiscal Transparency work group, Charter School ESSA Fiscal Transparency Data Reporting Guidance has been posted for public comment on the NYSED website at <http://www.p12.nysed.gov/psc/documents/ESSAFiscalTransparencyGuidanceforCharterSchools.pdf>. We are seeking your feedback regarding this document to ensure a seamless and easy to navigate process for financial data submission. **The deadline to provide comments for consideration is the by the close of business on Friday, August 14, 2020**. Please direct all comments to CharterSchools@nysed.gov with "ESSA Fiscal Transparency" in the subject line.

Additional training and supports will be forthcoming. Thank you again to our partners, especially the SUNY Charter Schools Institute.

Week of 8/17-8/21

- **8/17/2020 – 8/21/2020:** CSO liaisons continue their reviews of the 2019-2020 Annual Reports, and email charter schools, as applicable, the need for required actions.
- **8/17/2020 – 8/21/2020:** CSO liaisons continue their reviews of the renewal applications, and from the CSO portal, email schools to ask for clarification and/or indicate that the application is complete. The review of revision requests is a priority in order for the CSO to email notification letters to the districts of location.
- **8/17/2020 – 8/21/2020:** CSO conducts capacity Interviews for new charter school applicant groups.
- **8/18/2020:** As FYI, the CSO Executive Director sent an email to the CharterSchools listserv:

CARES Act Application Deadline Extended

- On July 20, 2020 the Department published the CARES Act Combined Funding Application to all eligible LEAs.
- *The Department recognizes the unprecedented challenges being face by LEAs during this time and is therefore extending the due date for submission of the application from August 15, 2020 to August 31, 2020.*
- Applications will continue to be reviewed on a rolling basis as they are received.
- Guidance on both GEER and ESSER funds and answers to frequently asked questions may be found [here](#).
- Questions may be directed to CARESACT@nysed.gov.

Turnkey Guidance for Aligning Local Curricula: Understanding the Guide for Aligning Curricula to the Next Generation Mathematics Learning Standards (2017) Now Available!

- To assist schools as they continue to engage in building capacity work in preparation for the implementation of the New York State Next Generation Mathematics Learning Standards, the Office of Curriculum and Instruction has created a [Professional Development Toolkit and PowerPoint](#) that provides prepackaged instructional steps and guidelines to be used in conjunction with the guide: [Aligning Local Curricula to the Next Generation Mathematics Learning Standards \(2017\)](#). The Toolkit and PowerPoint can be utilized to support locally held professional development sessions on aligning local mathematics curriculum to the Next Generation Mathematics Learning Standards.
- The Toolkit and guide are optional tools school districts and educators can use to help examine their current local curriculum and aid with aligning that curriculum to the Next Generation Mathematics Learning Standards.
- *Please contact the Office of Curriculum and Instruction at 518-474-5922 or standards@nysed.gov with any questions pertaining to the implementation of the Next Generation Learning Standards.*
- *Questions about the 3-8 and Regents test development process or timeline should be directed to the Office of State Assessment at 518-474-5902 or emscassessinfo@nysed.gov.*

- **8/21/2020:** CSO liaisons continue their reviews of the 2019-2020 Annual Reports, having received clarification from the charter schools.

Week of 8/24-8/28

- **8/24/2020 – 8/28/2020:** CSO liaisons continue their reviews of the 2019-2020 Annual Reports, and email charter schools, as applicable, the need for required actions.
- **8/24/2020 – 8/28/2020:** CSO liaisons continue their reviews of the renewal applications and, from the CSO portal, email schools to ask for clarification and/or indicate that the application is complete. The review of revision requests is a priority in order for the CSO to email notification letters to the districts of location.
- **8/24/2020 – 8/28/2020:** CSO liaisons prepare with schools for the remote renewal site visits as per the *Remote Renewal SV Checklist for Liaisons* (See Appendix D.)
- **8/25/2020:** CSO conducts a Renewal Webinar re: SV, BM 1 narrative, questions
- **8/27/2020:** Internal CSO consultant remote renewal site visit training starts with a webinar.
- **8/27/2020:** The NYSED Office of Accountability emailed the CharterSchools listserv a field memo from Erica Meaker, Director of the Office of ESSA-Funded Programs regarding Mandatory McKinney-Vento Homeless Assistance Act Training at: <http://www.nysed.gov/memo/essa/mandatory-mckinney-vento-homeless-assistance-act-training-0>
- **8/27/2020:** NYSEDP-12 emailed the CharterSchools listserv information about the COVID 19 Reopening Guidance – Facilities Clarifications. A memo with the updates is posted on the [Facilities Planning website](http://www.p12.nysed.gov/facplan/documents/ReopeningPlansClarificationsMemo.pdf), at: <http://www.p12.nysed.gov/facplan/documents/ReopeningPlansClarificationsMemo.pdf>
- **8/27/2020:** CSO Executive Director and Assistant Commissioner, Office of Special Education, emailed a memo providing school districts and charter schools with clarification regarding per pupil billing for students with disabilities enrolled in charter schools during the 2020-2021 school year. This memo is also posted on the CSO website at: http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/documents/SY2020-21SpecialEducationCOVID-19CharterSchoolBillingMemo_Final.pdf
- **8/28/2020:** CSO liaisons complete Renewal Application reviews.
- **8/28/2020:** NYSED Office of Information and Reporting Services emailed public school districts and the CharterSchools listserv regarding the completion of the *Expected Grades with Enrollment 2020-21 Application*....Please complete the form as grades in your buildings would normally be configured and not according to your school reopening plan in response to COVID-19. The Expected Grades with Enrollment form collects information about the grade levels a school will be reporting enrollment for on BEDS day for the 2020-21 school year....All public school districts (outside of New York city) and all charter schools are required to submit the Expected Grades with Enrollment Form online using the IRS Data Exchange (IDEx) application, available via the NYSED Business Portal at <http://portal.nysed.gov>. The Expected Grades with Enrollment online form will be available

on August 1, 2020 in the IRS Data Exchange. **The online form should be completed and submitted to SED by Friday, August 28, 2020.**

- **8/28/2020:** : CSO posted exemplars of taking attendance during the COVID-19 pandemic at: <http://www.p12.nysed.gov/psc/aboutcharterschools/ReOpeningSchools.html>

Week of 8/31-9/04

- **8/31/2020 – 9/04/2020:** CSO liaisons continue their reviews of the 2019-2020 Annual Reports, and email charter schools, as applicable, the need for required actions.
- **8/31/2020 – 9/04/2020:** CSO liaisons continue their reviews of the renewal applications and, from the CSO portal, email charter schools to ask for clarification and/or indicate that the application is complete. The review of revision requests is a priority in order for the CSO to email notification letters to the districts of location.
- **8/31/2020 – 9/04/2020:** CSO liaisons begin to prepare with schools for the remote renewal site visits as per the *Remote Renewal SV Checklist for Liaisons* (See Appendix D.)
- **09/01/2020:** NYCDoE announced that in-person learning will commence on September 21st for district schools. Charter schools in NYC, located in NYCDoE buildings, may not be able to begin in-person instruction until that date. Charter schools outside of NYC, in private space in NYC, and all charter schools offering remote instruction are unaffected by this announcement.
- **09/01/2020:** NYSEDP12 emailed guidance to schools, including charter school administrators, regarding Eligibility for Interscholastic Athletics, Inclusive Athletics and Extracurricular Activities. Guidance can be found at: <http://www.p12.nysed.gov/psc/aboutcharterschools/documents/eligibility-interscholastic-athletics-inclusive-athletics-extracurricular-activities-9-1-20.pdf>
- **09/01/2020:** The CSO Executive Director emailed the CharterSchool listserv information regarding health and safety requirements.

As you and your school communities are embarking on the start of the 2020-2021 school year, albeit in an untraditional year, we wanted to remind all schools that the health and safety of all students remains our first and foremost priority. As such, we wanted to remind you of a few health and safety requirements that are still in effect during the pandemic:

1. Yearly **fire safety inspection requirements** can be found at <http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/Fire19.pdf>;
2. **Staff fingerprinting requirements** can be found at <http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf>;
3. If a school building is unoccupied then no **emergency drills** are required. However, if there are people/occupants in the building, NYS fire code requires monthly evacuation drills be held with all occupants present at the time of the drill (see attached); and

4. In the interest of public health, the New York State Department of Health (NYSDOH) requires that all students participating in an education program are required to be **vaccinated**, regardless if school resumes in person or remotely. Furthermore, the NYSDOH expects any students who missed doses of vaccines due to COVID-19 to receive any overdue doses within 14 days after school resumes (regardless if school resumes in person or remotely); this may be extended to 30 days for students transferring from out-of-state or another country. Medical exemptions are still available for applicable students and any questions should be directed to the NYSDOH (<https://www.health.ny.gov/prevention/immunization/schools/>).

- **09/01/2020:** CSO Executive Director emailed all Board of Regents-authorized charter schools:

In recognition of the vital role parents and guardians played this past spring (and continue to play in the fall) to facilitate continuity of learning during the initial period of in-person school closure, NYSED wanted to learn directly from them about the supports, glows, and grows, that occurred with regard to their children's education during the COVID-19 pandemic. Towards this aim, and in the context of Benchmark 3 of [the Performance Framework](#), in partnership with your schools, NYSED administered a 'Survey of Charter School Parents During the COVID-19 Pandemic.' We have analyzed this data and in the next few weeks will be pleased to share the school specific results with your team to support your work as you commence the 2020-2021 school year. We will provide each school that participated with a summary of school specific results and follow-up with a discussion on September 23 at 4pm to provide an overview of the data, discuss what it means, share aggregate data, and talk about next steps. The information to participate in this conversation is:

What: A discussion of the Survey of Charter School Parents During the COVID-19 Pandemic

When: Wednesday, September 23, 2020 – 4pm to 5pm

Where: <https://nycharters.zoom.us/j/98682112072>;

How: No need to register, just participate using the link above

Who: Board of Regents-authorized charter school leaders and support staff who support parents and community.

Overall, charter schools in NYS have rapidly pivoted from in-person education to remote learning. Both this survey, and the recent CREDO survey, confirm that fact. I look forward to continuing our work together for the betterment of the students of the state of New York. Sector-wide results of this survey can be found on the NYSED website at <http://www.p12.nysed.gov/psc/aboutcharterschools/covid19.html>.

Week of 9/07-9/11

- **9/07/2020 – 9/11/2020:** CSO liaisons prepare with schools for the remote renewal site visits as per the *Remote Renewal SV Checklist for Liaisons* (See Appendix D.)
- **9/07/2020 – 9/11/2020:** CSO liaisons will contact school leaders and BoT chairs to discuss the implementation of the reopening plans, and let them know about the CSO 2020-2021 plans regarding remote site visits, status of Corrective Action Plans (CAPs), school turnaround plans, renewal conditions, etc.
- **9/08/2020:** Email from the NYC Charter School Office and applicable only to charter schools in co-located DoE space. As shared last week, charter schools in NYCDOE space are now able to have full staff access to DoE buildings (construction and REC usage permitting, as applicable). As staff are entering the building, they are reminded to do the following:
 - Maintain [distance](#) of at least 6 feet from other adults, and from students when feasible;
 - Regularly wash and sanitize hands;
 - Wear a mask/face covering; and
 - Stay home when sick or after being in [close contact](#) with a person with COVID-19.

Additionally, starting today 9/08, anyone entering a DoE school facility must take a daily health screening and provide documentation of it prior to entering the building. Details are found in the email.

The [2020-2021 school year calendar](#) was provided. This information is also available on the [DOE family-facing website here](#). The calendar, with translations, was also to be released more broadly to families. Please note the following regarding this year's calendar:

- The first three student attendance days, September 16-18, will be partial instructional days for students.
- Election day (November 3), and any days on which in-person instruction cannot be provided due to inclement weather or other emergency, will be fully remote instructional days. Teachers will be expected to provide instruction and students will be expected to participate in remote learning on these days.
- **9/08/2020:** NYSED P-12 emailed CharterSchool listserv regarding the 2020-21 School Year COVID-19 Snow Day Pilot:

As part of the Department's ongoing efforts to provide districts with flexibility in meeting local needs during the pandemic, the Department is establishing a one-year pilot to enable school districts, at district option, and consistent with each district's reopening educational plan, to pivot to remote instruction to provide continuity of instruction on what would otherwise be a day of school closure due to a snow emergency. This pilot is in effect for the 2020-21 school year, after which the Department will review the outcome of the pilot in determining whether to continue this flexibility in subsequent school years. On 9/10/2020, the CSO Executive Director forwarded the memo to charter school leaders from Brian S. Cechnicki, the NYSED Director of Education Finance.

- **9/08/2020:** The CSO Executive Director emailed the CharterSchool listserv forwarding a *Welcome Back to School* email from Interim State Education Commissioner Dr. Betty A. Rosa. A copy of a [video message](#) from Interim Commissioner Rosa was placed in the email.
- **9/09/2020:** NYSED P-12 emailed CharterSchool listserv regarding the 2020-2021 School Reopening – Instructional Models Report and Report of School Closure and Report of School Re-Opening. Both reports were included in that email.
- **9/02/2020:** NYSED P-12 emailed CharterSchool listserv a memo on the Guidance on Pupil Transportation for Resident Students Attending Non-District Instruction During Periods of Remote Instruction for District Students
- **9/10/2020:** Charter schools received an email from Dr. Howard Zucker at the NYS Department of Health regarding COVID Statistics Reporting. **All schools need to complete the reporting every day.** The memo indicates:
 - As schools reopen for the new school year, parents, students, teachers, and all of us are anxious about the effects of COVID. Never have healthcare needs been as closely linked to our education system. As we have learned through this COVID crisis, immediate, accurate information is essential. Many school reopening plans have outlined testing and screening procedures. Every school district and school must be monitored by the local health department. We need to have this testing, screening, and tracing program established when schools first open. The state will monitor all school districts and schools and post all information on a publicly available website. The state has deployed extreme amounts of public information as a method of building public trust during the COVID pandemic, and it is an essential component. The reports to the state on relevant information must be made directly to the state and simultaneous with transmission to local health departments. This will inform the public, facilitate rapid contact tracing, and aid in determining whether an outbreak exists that warrants closure or other action.
 - To that end, on August 26, 2020, the New York State Department of Health (NYSDOH) issued [Interim Guidance for in-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency](#). The guidance provides that schools “must notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors. In the case of an individual testing positive, Responsible Parties must develop and maintain plans to support local health departments in tracing all contacts of the individual, in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program. Confidentiality must be maintained as required by federal and state law and regulations. Responsible Parties must cooperate with all state and local health department contact tracing, isolation, and quarantine efforts.”
 - Accordingly, the State has established a data reporting system, accessed through this link <https://schoolsurvey.health.ny.gov>, which you, as the Responsible Party in your school’s reopening plan, must report: number or persons known by the school to be COVID-positive, number of tests taken, type of test, laboratory processing, test turnaround, and testing location nexus. This information must be delineated

by staff (including teachers), and students. Your school must report every instructional day no later than 3:00pm beginning on September 11, 2020.

- If you have questions about these reporting requirements, please contact NYSDOH immediately at SchoolQuestionsCOVID@health.ny.gov or the COVID hotline at 1-888-364-3065.

Week of 9/14-9/18

- **9/13/2020:** The NYCDoE Charter School Office <CharterSchools@schools.nyc.gov> emailed all charter school leaders located in NYC. . We are committed to swiftly and effectively addressing any COVID-19 cases that may emerge in schools and ensuring school communities have the information they need to stay up to date and keep themselves healthy and safe. To carry out this mission, we have teamed up with the NYC Test + Trace Corps (T2) and the NYC Department of Health and Mental Hygiene (DOHMH), to create the **COVID Response Situation Room (“Situation Room”)**. The email explained how the Situation Room will handle COVID-19 cases that arise in school communities and support you in communicating with families, students, and staff. To contact the Situation Room:
 - **Co-Located DOE space:** Charter School leaders of charter schools located in co-located DOE space can contact the Situation Room via phone (**212-393-2780**) or email (rts@buildings.nyc.gov) starting Monday.
 - **Private Space/stand-alone DOE space:** Charter School leaders of charter schools located in private/stand-alone DOE space should call the DOHMH via phone **at 866-692-3641**. The charter school office will share more information for charter schools in private space.

On Monday, September 14 from 2:00–3:00 p.m. the Charter School Office will provide an overview of the Situation Room and go over in further detail what it is, how to interact with it, and what to expect out of it. Please note that you will need DOE account credentials to join. If you have any questions about the Situation Room, please email CharterSchools@schools.nyc.gov.

- **9/14/2020:** CSO sends renewal with revision notification letters to districts of location for the 15 renewal schools.
- **9/14/2020:** Board of Regents Meeting
- **9/14/2020:** The CSO Executive Director emailed the CharterSchool listserv regarding the *Board of Regents Acts on fifth Series of Emergency Regulations to Ease Burdens on Educators, Students and Professionals in the Wake of the COVID-19 Pandemic*.The emergency regulations include the continuation of previously adopted amendments as well as new regulatory changes....Full descriptions of the changes can be found in the [Regents item](#)....The emergency regulations will become effective September 15, 2020.
- **9/17/2020:** Chancellor Richard Carranza <NYCChancellor@schools.nyc.gov> emailed principals located in NYC, affecting charter schools in NYCDoE co-located space, regarding school opening. ...Children who are enrolled in fully remote programs will still

begin full-day instruction on Monday, September 21. However, children in blended learning will be learning remotely until their in-person start date as outlined in the chart provided.Details about this announcement was to be further discussed during a meeting invite for 1:00 p.m. today from officeofthefirstdeputychancellor@schools.nyc.gov.

- **9/17/2020:** NYSED P-12 emailed CharterSchool listserv two memos on (1) Suggested Considerations in Planning Required Emergency Drills for New York State Schools (Including Adjustments for the COVID-19 Pandemic); send questions to the Office of Student Support Services at SchoolClimate@nysed.gov; and (2) Providing Laboratory Activities for Living Environment Part D Virtually During the 2020-21 School Year. *Please contact the Office of State Assessment at emscassessinfo@nysed.gov with questions on the laboratory activities.*
- **9/14/2020 – 9/18/2020:** CSO liaisons continue to prepare with schools for the remote renewal site visits as per the *Remote Renewal SV Checklist for Liaisons* (See Appendix D.)
- **9/14/2020 – 9/18/2020:** CSO liaisons continue to contact school leaders and BoT chairs to discuss the implementation of the reopening plans, and let them know about the CSO 2020-2021 plans regarding remote site visits, status of Corrective Action Plans (CAPs), school turnaround plans, renewal conditions, etc.

Week of 9/21-9/25

- **9/21/2020 – 9/25/2020:** CSO liaisons continue to prepare with schools for the remote renewal site visits as per the *Remote Renewal SV Checklist for Liaisons* (See Appendix D.)
- **9/21/2020 – 9/25/2020:** CSO liaisons contact school leaders and BoT chairs to discuss the implementation of the reopening plans, and let them know about the CSO 2020-2021 plans regarding remote site visits, status of Corrective Action Plans (CAPs), school turnaround plans, renewal conditions, point to the
 - The memo section of the CSO website here: <http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/law.html>
 - School restart information can be found here: <http://www.p12.nysed.gov/psc/aboutcharterschools/ReOpeningSchools.html>.
 - Archived CSO newsletters can be found here: <http://www.p12.nysed.gov/psc/newsarchives/Newsletters/NewsletterArchives.html>.
- **9/23/2020:** NYSED P-12 emailed CharterSchool listserv a memo from the NYSED Office of Curriculum, Instruction, and Early Learning (CIEL) providing answers to questions collected from the field regarding NYSED's July 2020 [School Reopening Guidance](#). Topics include scheduling, CTE, science labs, academic intervention services, and several others.
- **9/25/2020:** The NYSED Director of Educational Data and Research emailed the CharterSchool listserv regarding the secure embargoed release of 2018-2019 New York State Advance Placement and International Baccalaureate (AP & IB) Report. Data will be available later today to authorized school and district personnel via secure release on our <https://data.nysed.gov/>. Being a report of 2018-2019 SY data, the "AP & IB Report" will be found under the 2018-2019 School Data Tab. To obtain access, schools must contact their

Superintendent/CEO. If they need assistance, they must contact their Level 1 or Big 5 school district data coordinator. If they have questions about data contained in the Student Information Repository System (SIRS) or data verification, they should contact their Regional Information Center or Big 5 city school district data coordinator. If they have *specific questions regarding the reporting of AP & IB Data*, they should contact the Office of Information and Reporting Services by the help link at the bottom of the [public data site](#). NYC charter schools should contact the [NYC Charter School Support Office](#).

Week of 9/28-10/02

- **9/28/2020:** [The NYSED Charter School Office](#) and [the NYSED Office of Information and Reporting Services](#) emailed, from the CharterSchools mailbox, the CharterSchool listserv the details about the NYSED Data Reporting Webinar (BEDS and SIRS) to be conducted on October 7, 2020 from 4:00 p.m. to 5:00 p.m. via WebEx. A calendar invitation was attached to the email. Accurate and timely submission of mandatory data elements through systems like BEDS and SIRS can be complex. This webinar will help make this process manageable, will save your school time, and will answer any questions that you and your school team have.
- **9/28/2020 –10/02/2020:** CSO liaisons continue to prepare and begin to conduct with schools for the remote renewal site visits as per the *Remote Renewal SV Checklist for Liaisons* (See Appendix D.).
- **9/30/2020:** The NYSED Director of Educational Data and Research emailed the CharterSchool listserv regarding the public release of 2018-2019 New York State Advance Placement and International Baccalaureate (AP & IB) Report. Data will be available to the public on our Public Data Site, <https://data.nysed.gov/>. Being a report of 2018-19 SY data, the “AP & IB Report” will be found under the 2018-19 School Data Tab.
- **9/30/2020:** NYSED P-12 emailed CharterSchool listserv a letter from the Board of Regents regarding the 2021 State assessments; and a memo from Steven E. Katz, Associate Commissioner for Assessment, regarding Grades 3-8 English Language Arts and Mathematics testing program and procedures for requesting, shipping, and storing materials for the Spring 2021 Grades 3-8 English Language Arts (ELA) and Mathematics Tests.
- **10/01/2020:** NYSED P-12 emailed CharterSchool listserv a field memorandum from Kimberly Young Wilkins (Office of P-12 Education) and William P. Murphy (Office of Higher Education) regarding Theory and Techniques of Coaching (Sport Specific) Course Internship Experience Flexibility in Response to the COVID-19 Outbreak. For questions about coaching courses, including internship experiences, please contact the Office of Curriculum and Instruction at emscurric@nysed.gov or (518) 474-5922.
- **10/01/2020:** NYSED P-12 emailed CharterSchool listserv regarding:
 - **FALL 2020 BEDS ONLINE IMF (attachments):** You are receiving this communication to advise that Fall 2020 BEDS IMF online forms will be available on BEDS Day, October 7th. The forms are due on November 16th. *If you have questions,*

please contact the Office of Information and Reporting Services at 518-474-7965 or [DATASUPPORT](#)

- **English Language Arts and Mathematics Bridge Documents:** To help educators best prepare their students for the 2020-2021 school year, we have created documents listing all of the Learning Standards in English Language Arts and Mathematics. Previous grade-level standards are arranged next to current grade-level standards. *For questions, please contact the Office of Curriculum and Instruction at EMSCURRIC@nysed.gov.*
- **Understanding New York State Accountability under the Every Student Succeeds Act (ESSA) 2020-21 Accountability Statuses:** Due to the COVID-19 pandemic, the New York State Education Department is exempt from reporting all 2019-20 accountability indicators except for graduation rate. *For questions, please contact the Office of Accountability at accountinfo@nysed.gov.*

Week of 10/05-10/09

- **10/05/2020:** Due to the Pandemic, Governor Cuomo directed private and public schools, including charters, in the following zip codes to cease in-person instruction at the close of business today, October 5, 2020: 11691; 11219; 11223; 11230; 11204; 11210; 11229; 11415; 11367. If your school is located in one of these zip codes and is already providing only remote instruction, no further action is needed. For schools located in one of these zip codes that are currently providing in-person instruction, they will now be required to provide remote instruction pursuant to the school's remote instructional plan. Directions on how to report a physical school closure to NYSED can be found on page 2 of the memo at: <http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/ReportReopening.pdf>.
- **10/05/2020 –10/09/2020:** CSO liaisons prepare and begin to conduct with schools for the remote renewal site visits as per the *Remote Renewal SV Checklist for Liaisons* (See Appendix D.)
- **10/07/2020:** Cheryl Mitchell emailed the CharterSchool listserv BEDS Day 2020. The IMF Forms have now been deployed on the IDEX system and are available for data entry and submission. The memo regarding the IMF Forms was attached. If you have any questions, please contact datasupport@nysed.gov.
- **10/07/2020:** NYSED P-12 emailed the CharterSchool listserv information regarding Data Use Agreement with the State Department of Health.
- **10/07/2020:** The CSO Executive Director forwarded an email sent from the NYCDoe Charter School Office to the charter schools located in NYC regarding a new cluster action initiative that will be implemented to address COVID-19 hot spots. Please note, regardless of which zone your school now falls in this new methodology, your school building will remain closed through at least Wednesday, October 21. You will continue to receive updates and information from the NYC Charter Schools Office regarding next steps for your school. We will provide additional information on the color designation your school falls into per the State's methodology soon. An updated family letter is also forthcoming.

- **10/07/2020:** The NYSED Charter School Office and the NYSED Office of Information and Reporting Services emailed, from the CharterSchools mailbox, the CharterSchool listserv the details about the NYSED Data Reporting Webinar (BEDS and SIRS) to be conducted on October 7, 2020 from 4:00 p.m. to 5:00 p.m. via WebEx. A calendar invitation was attached to the email. Accurate and timely submission of mandatory data elements through systems like BEDS and SIRS can be complex. This webinar will help make this process manageable, will save your school time, and will answer any questions that you and your school team have.
- **10/08/2020:** The CSO Executive Director emailed the CharterSchool listserv regarding Executive Order 202.68 NYS Coronavirus Cluster Action Initiative. Maps of the affected areas and steps schools can take can be found at: <https://www.governor.ny.gov/news/governor-cuomo-announces-new-cluster-action-initiative> If your school is in a red or orange zone, and you are required to shift to remote only instruction, or if you need to shift to remote only instruction as otherwise directed by your local Department of Health, instructions on how to report this to NYSED can be found on page 2 of the memo at <http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/ReportReopening.pdf>
- **10/08/2020:** NYSED P-12 emailed the CharterSchool listserv about completing the BEDS form on the [NYSED Application Business Portal](#) and click on the IRS Data Exchange (IDEx) link. The forms are due on November 20th. *If you have questions, please contact the Office of Information and Reporting Services at 518-474-7965 or [DATASUPPORT](#).* The email also includes information about the Financial Aid Toolkit. *For information on virtual training sessions for high school educators in how they can best use the resources in the Toolkit to assist students, click [here](#).*
- **10/09/2020:** The CSO sent, from the CharterSchools mailbox to the CharterSchool listserv about Information from the NYSED Data Reporting Webinar, including the PowerPoint and a recording, can be found on our website at <http://www.p12.nysed.gov/psc/DataReporting/Webinars/WebinarFall2020.html>. As a reminder, the Fall 2020 BEDS IMF online forms will be available on BEDS Day, October 7th. The forms are due on November 20th.

Week of 10/12-10/16

- **10/12/2020 –10/16/2020:** CSO liaisons prepare and begin to conduct with schools for the remote renewal site visits as per the *Remote Renewal SV Checklist for Liaisons* (See Appendix D.)
- **10/13/2020:** The CSO Executive Director emailed the CharterSchool listserv regarding Audited Financial Report, Management Letters, the Audited Financial Report Template, and any other required financial reports (*see a list of possible required reports provided) – DUE NOVEMBER 2, 2020, using the NYSED Portal at <https://portal.nysed.gov/abp> . ESSA Fiscal Transparency Data Reporting has a NEW DEADLINE: NOVEMBER 30, 2020, using the NYSED Portal at <https://portal.nysed.gov/abp>
- **10/14/2020:** The CSO sent, from the CharterSchools mailbox to the CharterSchool listserv, updated immunization guidance form the NYS DOH at

<http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/documents/immunizationcompletiongraceperiod10122020.pdf>

- **10/14/2020:** The CSO Executive Director emailed the CharterSchool listserv reminding them that that all proposed charter revisions for Board of Regents-authorized charter schools must be submitted to the Charter School Office no later than December 15th *of the year prior to the academic year in which the proposed revision will commence*. For more information about charter revisions, please refer to the July 2020 Charter Revision Guidance for Board of Regents-Authorized Charter Schools posted at: <http://www.p12.nysed.gov/psc/regentsoversightplan/policy/charrevguide.html>. To assist you with that process, and to answer your questions, please join us for the NYSED Charter School Town Hall on November 5th from 4:00 PM to 5:00 PM. The invitation is attached and the link to participate is <https://zoom.us/j/99002705422>.
- **10/14/2020:** Eligible applicants are to submit, to the CSO portal, their renewal applications BM 1 Narrative by 5:00 PM on October 14th to the CSO portal. Details are posted at: <http://www.p12.nysed.gov/psc/regentsoversightplan/otherdocuments/ApplicationforCharterRenewal.html>.
- **10/15/2020:** NYSED P-12 emailed the CharterSchool listserv a memo regarding *Frequently Asked Questions and Answers regarding the Provision of Services to Students with Disabilities during the 2020-2021 School Year*.
- **10/16/2020:** NYSED P-12 emailed the CharterSchool listserv regarding a few items including NY's Financial Aid Agency Seeking District Contact Email Address. For questions? Contact FinAidInfo@nysed.gov; and the New Arts Standard Resources that have been released. For questions regarding these resources can be directed to emscurric@nysed.gov.

Week of 10/19-10/23

- **10/19/2020:** The CSO sent, from the CharterSchools mailbox to the CharterSchool listserv, information regarding BOARD OF REGENTS ACTS ON SIXTH SERIES OF EMERGENCY REGULATIONS TO EASE BURDENS ON EDUCATORS, STUDENTS AND PROFESSIONALS IN THE WAKE OF THE COVID-19 PANDEMIC. A full descriptions of the changes can be found in the [Regents item](#). The emergency regulations will become effective on October 20, 2020. It is anticipated that the proposed amendment will be presented for permanent adoption at the February 2021 Regents meeting, after publication of the proposed amendment in the State Register and expiration of the 60-day public comment period required under the State Administrative Procedure Act. Because the emergency adoption will expire before the February 2021 Regents meeting, it is anticipated that an additional emergency action will be presented for adoption at the January Regents meeting. The Board also acted on revisions to previously approved emergency regulations to provide additional flexibility for regulatory requirements to address the ongoing COVID-19 crisis. The revisions to emergency regulations relating to the COVID-19 crisis, which were initially adopted at the April and May 2020 Regents can be found in the [Regents items](#).

- **10/19/2020 –10/23/2020:** CSO liaisons prepare and begin to conduct with schools for the remote renewal site visits as per the *Remote Renewal SV Checklist for Liaisons* (See Appendix D.)
- **10/20/2020:** NYSED P-12 emailed the CharterSchool listserv Frequently Asked Questions document to help clarify information related to the updated guidance memo on Drivers and Traffic Safety Education Programs in response to COVID-19 released on August 26, 2020.
- **10/21/2020:** NYSED P-12 emailed the CharterSchool listserv a Fall 2020 Digital Equity Survey.
- **10/21/2020:** Anyeli Matos from the NYC Charter School Office emailed the NYC charter schools information about the Yellow Zone School Mandatory COVID-19 Weekly Testing. For questions If you have questions about the resource, that was attached please email NPSchoolTesting@health.nyc.gov. If you have any other questions, email Charterschools@Schools.nyc.gov.
- **10/23/2020:** NYSED P-12 emailed the CharterSchool listserv a field memo from Kathleen DeCataldo, NYSED Assistant Commissioner for the Office of Student Support Services, about [Responding to the Challenges of Learning in Masked Environments](#).

Week of 10/26–10/30

- **10/26/2020:** NYSED P-12 emailed the CharterSchool listserv regarding The New York State Teacher of the Year Program is now Accepting Applications for 2022 Teacher of the Year. Additional information including how to nominate a teacher and/or submit an application may be found at: <http://www.nysed.gov/curriculum-instruction/new-york-state-teacher-year> Application deadline is February 1, 2021. *Questions may be directed to the Office of Curriculum & Instruction at 518-474-5922, or toty@nysed.gov.*
- **10/26/2020:** Clara DeSorbo, Bureau Chief, Office of State Assessment, sent an email from the CharterSchools mailbox to the CharterSchool listserv regarding the memorandum provides important information concerning procedures for requesting and storing materials for the New York State English as a Second Language Achievement Test (NYSESLAT) for Spring 2021. For the 2020-21 school year, all NYSESLAT test materials will be requested through the online ordering system of the NYSESLAT vendor, MetriTech, Inc. Metritech, Inc. will be sending more information about ordering directly to your school in the coming weeks. All information in this e-mail will be available on the Department's web site at <http://www.p12.nysed.gov/assessment/>.
- **10/26/2020:** From the CharterSchools mailbox, the CSO Executive Director emailed the CharterSchool listserv about the Federal CARES Act Funding. The email includes a memorandum which provides revised instructions for eligible LEAs on applying to the New York State Education Department (NYSED) for GEER and ESSER funds. All LEAs, including charter schools, need to reapply using the revised application. Completed applications are due by November 23, 2020 (with extensions by request).

- **10/27/2020:** NYSED P-12 emailed the CharterSchool listserv a NEWS RELEASE: STATE EDUCATION DEPARTMENT ANNOUNCES SERIES OF REGIONAL MEETINGS TO GATHER STAKEHOLDER INPUT ON SUBSTANTIALLY EQUIVALENT INSTRUCTION FOR NONPUBLIC SCHOOL STUDENTS
- **10/28/2020:** NYSED P-12 emailed the CharterSchool listserv about the NYSED Enforcement of the State Student Privacy Law by attaching a memo regarding Compliance with Education Law § 2-d and Part 121 of Commissioner's regulations.
- **10/28/2020:** Rose M. LeRoy, Director of Educational Data and Research, NYSED emailed the CharterSchool listserv memo with details about the NYSED Parent Data Dashboard. The NYSED Parent Dashboard Communications Toolkit contains the components for schools to use to promote this resource to parents and community stakeholders and to assist us in the next crucial phase of our work. The Parent Dashboard will go live on Thursday, October 29, 2020 on NYSED's [public data website](#).
- **10/26/2020-10/30/2020:** CSO liaisons prepare and begin to conduct with schools for the remote renewal site visits as per the *Remote Renewal SV Checklist for Liaisons* (See Appendix D.)
- **10/29/2020:** The CSO Executive Director emailed the CharterSchool listserv regarding the launching of a Parent Dashboard by NYSED. Parents and Stakeholders Are Invited to Provide Feedback Via an Online Survey Available in 17 Languages.
- **10/29/2020:** NYSED P-12 emailed the CharterSchool listserv regarding the:
 - Two ESSA Surveys Now Available - Title I Supplement Not Supplant Survey and Title I Comparability Survey. To access the surveys, visit the [Business Portal](#). Both surveys must be completed by November 30, 2020. *Please contact the ESSA-Funded Programs Office at 518-473-0295 or via email at conappta@nysed.gov if you have any questions or concerns regarding the content of the survey;*
 - eligible LEAs are asked to submit a single *CARES Act Combined Funding Application* for both ESSER and, if applicable, GEER, funding using the SED Monitoring and Vendor Reporting System. Completed applications are due by November 23, 2020 (with extensions by request) and will be reviewed on a rolling basis;
 - guidance and suggestions for responding to a variety of mask-related concerns. *Please direct questions to the Office of Student Support Services via email to studentsupportservices@nysed.gov;*
 - Navigating K-12 Educational Challenges During the COVID-19 Pandemic: Working Together to Identify Resources and Supports to Strengthen Families Through this Crisis . On November 5, 2020, from 3:30-5:30, please join NYSED and OCFS for a joint webinar on collaborative strategies to resolve barriers to student attendance since school reopening. *Virtual meeting link will be forwarded once attendance response is submitted by email to CWCS.Ed.Neglect@ocfs.ny.gov. Questions? Contact StudentSupportServices@nysed.gov;*The National Cyber Scholarship Program with *more information can be found at www.cyberstartamerica.org;* and
 - New Transitional J Certificate for Military Spouses with an overview of the certificate requirements is available on the [Office of Teaching Initiatives](#)

[website](#). Military spouses who have questions about certification can contact the Office of Teaching Initiatives at tcert@nysed.gov.

- **10/30/2020:** NYSED P-12 emailed the CharterSchool listserv regarding Erin's Law guidance memo and this week's news release, [NYSED Announces Website to Help Districts Develop Sexual Abuse Prevention Education](#).
- **10/30/2020:** NYSED P-12 emailed the CharterSchool listserv regarding *Frequently Asked Questions and Answers Regarding Providing Services for English Language Learners (ELLs) During the Pandemic*.

Week of 11/02-11/06

- **11/02/2020:** Reminder: Charter schools shall submit, as part of their 2019-2020 Annual Report, the Audited Financial Report, Management Letters, the Audited Financial Report Template to the using the NYSED Portal at <https://portal.nysed.gov/abp> by **November 2, 2020**.
- **11/02/2020 –11/06/2020:** CSO liaisons prepare and begin to conduct with schools for the remote renewal site visits as per the *Remote Renewal SV Checklist for Liaisons* (See Appendix D.)
- **11/05/2020:** Reminder: To assist you with the process to request revisions to your charter, and to answer your questions, please join us for the NYSED Charter School Town Hall on **November 5th from 4:00 PM to 5:00 PM**. The invitation is attached and the link to participate is <https://zoom.us/j/99002705422>.
- **11/05/2020:** Reminder: **On November 5, 2020**, from 3:30-5:30, please join NYSED and OCFS for a joint webinar on collaborative strategies to resolve barriers to student attendance since school reopening. *Virtual meeting link will be forwarded once attendance response is submitted by email to CWCS.Ed.Neglect@ocfs.ny.gov. Questions? Contact StudentSupportServices@nysed.gov.*
- **11/05/2020:** The CSO sent, from the CharterSchools mailbox to the CharterSchool listserv, information regarding the JANUARY 2021 REGENTS EXAMINATIONS CANCELLED DUE TO ONGOING PANDEMIC. Please view the [memo](#) sent to the field, an [FAQ document](#) and the Department's [COVID-19 Information site](#) for additional information and guidance.
- **11/05/2020:** NYSED P-12 emailed the CharterSchool listserv regarding:
 - the annual registration of all new individuals classified as legally blind for procurement of adapted educational materials. *Questions may be directed to the New York State Resource Center for the Visually Impaired (NYSRCVI) in Batavia, New York at (585) 343-5384. Registration is due no later than March 1, 2021;*
 - Presidential Awards for Excellence in Mathematics and Science Teaching (PAEMST). The nomination deadline is March 1st, 2021 and the application deadline is April 1st, 2021 for middle/high school teachers (grades 7-12). Elementary school teachers (grades K-6) will be eligible to apply during a future cycle. *For more information please contact Nicole Marschilok (New York State Coordinator - SCIENCE) at Nicole.Marschilok@nysed.gov or Andrea Faoro (New York State Coordinator - MATH) at Andrea.Faoro@nysed.gov or call 518-474-5922.*

- US Senate Youth Program (USSYP) Update. Please review and distribute the attached announcement from the US Senate Youth Program. You can link to NY's application materials from national website www.ussenateyouth.org. *If you have any questions please feel free to reach out to NYSenateYouth@nysed.gov.*
 - Office of Early Newsletter – November 2020. *Any questions can be directed to the Office of Early Learning at OEL@nysed.gov*
- **11/05/2020:** Rose M. LeRoy, NYSED, Director of Educational Data and Research emailed the CharterSchool listserv regarding the reporting of student exemptions for the January 2021 Regents Examinations in SIRS in response to COVID-19. Please ensure your District Data Coordinator and those responsible for data submissions via SIRS receive this communication. The Department will continue to implement process for reporting of exemptions in SIRS as previously introduced in the [June 4, 2020 memorandum](#). Questions may be directed to Office of Information and Reporting services at 518-474-7965, or [Data Support](#).
- **11/06/2020:** The CSO Executive Director emailed the CharterSchool listserv regarding: Charter Revision Town Hall - Recording and PowerPoint. Your one stop shop for everything revision related, including a recording of the Town Hall and the PowerPoint presentation, can be found on our website at <http://www.p12.nysed.gov/psc/regentoversightplan/policy/charrevguide.html>. As a reminder, the new revision portal will go live shortly, and you will receive a separate email making that announcement. All material revision requests are due to NYSED through the portal no later than December 15. Please reach out to your school's NYSED CSO liaison with any questions or assistance in preparing potential revision(s).

Week of 11/09-11/13

- **11/09/2020:** The CSO Executive Director emailed the CharterSchool listserv regarding the ESSA Fiscal Transparency Data Report Now Live - Due 11/30/2020. The Every Student Succeeds Act (ESSA) requires the collection of specific fiscal information for all schools, including charter schools. To facilitate this fiscal data reporting, NYSED, in partnership with our state's other authorizers, has developed an ESSA Fiscal Transparency Data Report and Guidance document. [The report in the IRS Business Portal](#) is now live and the guidance document has been posted at <http://p1232.nysed.gov/psc/ESSAFiscalTransparency.html>. This mandatory data collection is due on **NOVEMBER 30, 2020**. Please note only your school's designated "CEO" in SEDREF will be able to access the report. However, upon signing in, they will be able to assign save/submit privileges to whomsoever they would like to complete this report. If you are having trouble signing in or assigning reporting privileges, contact SEDDAS@nysed.gov. If you are having technical difficulties with submitting your data, please contact ESSAfintrans@nysed.gov.

- **11/09/2020 –11/13/2020:** CSO liaisons prepare and continue to conduct with schools for the remote renewal site visits as per the *Remote Renewal SV Checklist for Liaisons* (See Appendix D.)
- **11/09/2020 –11/13/2020:** CSO liaisons discuss with schools having renewal conditions the implications for submitting revision requests by the 12/15/2020 due date.
- **11/12/2020:** NYSED P-12 emailed the CharterSchool listserv regarding the reporting of student exemptions for the January 2021 Regents Examinations in SIRS in response to COVID-19. For guidance regarding the cancellation of the January 2021 administration of the Regents Examinations please see the [November 5, 2020 communication](#). The Department will continue to implement process for reporting of exemptions as previously introduced in the [June 4, 2020 memorandum](#). Questions may be directed to Office of Information and Reporting services at 518-474-7965, or Data Support.
- **11/12/2020:** The CSO Executive Director emailed the CharterSchool listserv regarding the Updated Guidance for School Administrators Regarding Limited Temporary Enforcement of Student Immunization. The New York State Department of Health (DOH) has extended, until Dec. 11, 2020 the deadline for certain students to submit proof of immunization. A memo regarding this can be found at https://coronavirus.health.ny.gov/system/files/documents/2020/11/immunization_completion_grace_period_11-10.pdf. The extension only applies to students who are taking classes exclusively from home. In-person students who have not submitted proof of immunization must be excluded from attending classes, consistent with the requirements of Public Health Law section 2164(7). Pursuant to this NYS DOH Memo, state law requires all public and non-public students in grades PreK-12, including those enrolled in charter schools, to submit proof of required immunizations within 14 days of admission. As in past school years, schools must continue to prohibit any student from attending school in-person or remotely, where the school has not received evidence of all required vaccinations. For students engaged exclusively in remote learning, vaccination remains an essential requirement, to ensure that these diseases do not spread in the community.

Week of 11/16-11/20

- **11/16/2020:** The CSO sent, from the CharterSchools mailbox to the CharterSchool listserv regarding the *Reminder Online Examination Request System for Grades 3-8 ELA and Mathematics Tests Closes 12/11*. Clara DeSorbo the Bureau Chief in the Office of State Assessment emailed principals "....If you have been issued a username and password, you may submit your school's online requests immediately via the online examination request system, <https://portal.nysed.gov/abp>. Principals who encounter any difficulty in placing their requests, or who have questions about how to do so, should call our Operations Group at 518-474-8220 or email examrequest@nysed.gov. Please place your online requests **no later than close of business Friday, December 11, 2020**.
- **11/16/2020 –11/20/2020:** CSO liaisons prepare and continue to conduct with schools for the remote renewal site visits as per the *Remote Renewal SV Checklist for Liaisons* (See Appendix D.).

- **11/18/2020:** NYSED P-12 emailed the CharterSchool listserv regarding the Fall 2020 Digital Equity Survey from Betty A. Rosa, Interim Education Commissioner. [School leaders can find more information about accessing the Fall 2020 Digital Equity Survey here.](#) All public P-12 schools, charter schools, BOCES, and certain nonpublic schools are required to complete the [Fall 2020 Digital Equity Survey](#) to provide information on student and teacher access to devices and the internet in their places of residence. Initial completion of this survey is due **no later than 5:00 PM on December 1, 2020.**
- **11/18/2020:** NYSED P-12 emailed the CharterSchool listserv a letter from Mrs. Matilda Raffa Cuomo and Interim Commissioner Betty A. Rosa regarding the NYS Mentoring Program. To learn more about the new Virtual Mentoring options or the Professional Development Course, please contact the NYS Mentoring Program at 1-844-337-6304, or visit www.ny.gov/mentoring.
- **11/18/2020:** The CSO sent, from the CharterSchools mailbox to the BoR-Authorized Charter School ONLY regarding the *Portal Open for Submission of Charter Revisions - December 15th deadline.* Existing charter schools must submit **all material** charter revisions to the [NYSED CSO Portal](#) no later than December 15th of the year prior to the academic year in which the proposed revision will commence. Requests to add a member to the school's board of trustees and **all non-material** revisions may be submitted to the CSO throughout the academic year. Please reach out to your school's NYSED CSO liaison with any questions or assistance in preparing potential revision(s). Charter schools that have not yet opened should converse with their NYSED CSO liaison prior to submitting a revision request. There is one important change to the instructions discussed with you during the town hall. Please submit one revision request at a time. If you have more than one request, please submit an additional request by going back to apply for each subsequent revision request.
- **11/18/2020:** The NYCDoe Charter School Office emailed charter school leaders in New York City regarding the *Temporary All Public-School Building Closure - Guidance for Transition to Fully Remote Instruction.* **As of tomorrow, DOE buildings are temporarily closed.** All families and students can continue to go to any DOE school building between 9:00 a.m. and noon on weekdays to pick up three free grab-and-go meals. No identification or registration is necessary. Halal and kosher meals are available at some sites, which are listed at schools.nyc.gov/freemeals. Charter schools in private space that plan to keep their buildings open for students tomorrow should complete [this form](#) by 7pm tonight to ensure services can be provided to your building. **The assumption if we do not hear otherwise through this form is that your school building is closed.** Nurses will report to all DOE buildings tomorrow. Please coordinate with students and families to arrange to pick up their medication tomorrow while the nurse is in the building. Tomorrow (November 19) at 10:30am we will hold a webinar in partnership with the NYC Charter Center. At that time, we will share updates on the DOE closure, and we will have the DOHMH to provide updates and take questions on the yellow zone for charter schools in private space that choose to remain open. Register in advance for this meeting: <https://us02web.zoom.us/meeting/register/tZEvcuutqz4iH9HV2CX4ELAECjXQJZPeXAJW>
- **11/20/2020:** Reminder: You can access the BEDS form on the [NYSED Application Business Portal](#) by clicking on the IRS Data Exchange (IDEx) link. **The forms are due on November 20th.** *If you have questions, please contact the Office of Information and Reporting Services*

Week of 11/23-11/27

- **11/23/2020:** Reminder: Eligible LEAs are asked to submit a single *CARES Act Combined Funding Application* for both ESSER and, if applicable, GEER, funding using the SED Monitoring and Vendor Reporting System. **Completed applications are due by November 23, 2020** (with extensions by request) and will be reviewed on a rolling basis.
- **11/23/2020 – 11/27/2020:** CSO liaisons prepare and continue to conduct with schools for the remote renewal site visits as per the *Remote Renewal SV Checklist for Liaisons* (See Appendix D.).
- **11/29/2020:** The NYCDoe Charter School Office emailed charter school leaders in New York City regarding its plan to re-open school buildings. The email included a COVID-19 consent form and information for district schools and families. "...The DOE will return to in person instruction for 3K - 5th grades on Monday, December 7th. All grades in District 75 will return to in person learning on December 10th. **Charter schools located in DOE buildings that reopen may also reopen within this timeline, provided they meet all state requirements for health and safety precautions. Please note that schools in Red and Orange Zones are excluded at this time.** District middle school and high school grades will continue learning remotely at this time. We will keep you informed as decisions are finalized to support with your planning. Please email us at charterschools@schools.nyc.gov if you have any questions."

Week of 11/30-12/04

- **11/30/2020:** Reminder: Charter schools shall submit, as part of their 2019-2020 Annual Report, the ESSA Fiscal Transparency Data Reporting to the ESSA Fiscal Transparency Data Portal **by November 30, 2020**, using the NYSED Portal at <https://portal.nysed.gov/abp>
- **11/30/2020:** Reminder: The Title I Supplement Not Supplant Survey and Title I Comparability Survey are accessible via the Business Portal. Both surveys must be completed **by November 30, 2020**. Please contact the ESSA-Funded Programs Office at 518-473-0295 or via email at conappta@nysed.gov if you have any questions or concerns regarding the content of the survey.
- **11/30/2020 – 12/04/2020:** CSO liaisons prepare and continue to conduct with schools for the remote renewal site visits as per the *Remote Renewal SV Checklist for Liaisons* (See Appendix D.).
- **12/01/2020:** Reminder: All public P-12 schools, charter schools, BOCES, and certain nonpublic schools are required to complete the [Fall 2020 Digital Equity Survey](#) to provide information on student and teacher access to devices and the internet in their places of

residence. Initial completion of this survey is due **no later than 5:00 PM on December 1, 2020.**

- **12/03/2020:** NYSED P-12 emailed the CharterSchool listserv regarding a *Sample School COVID-19 Testing Consent Form*. To assist schools to streamline processes, NYSED has approved a Sample COVID-19 Testing Consent form that can be used by schools collecting samples and conducting COVID-19 testing, including schools located in the Red, Orange and Yellow Zones. *If you have questions, please contact the Office of Student Support Services studentsupportservices@nysed.gov or 518-486-6090.* The CSO posted the form at: <http://www.p12.nysed.gov/psc/aboutcharterschools/COVID-19ForEducators.html>.
- **12/03/2020:** NYSED P-12 emailed the CharterSchool listserv a memo regarding recent amendments to Education Law §2801-a requiring that District Safety Plans include protocols for responding to a declared public health emergency involving a communicable disease that are “substantially consistent” with the provisions of section 27-c of the Labor Law.
- **12/04/2020:** The CSO sent, from the CharterSchools mailbox to the CharterSchool listserv an email regarding new guidance from NYS DOH on testing requirements for schools in red and orange cluster zones

Week of 12/07-12/11

- **12/07/2020 –12/11/2020:** CSO liaisons prepare and continue to conduct with schools for the remote renewal site visits as per the *Remote Renewal SV Checklist for Liaisons* (See Appendix D.)
- **12/08/2020:** NYSED P-12 emailed the CharterSchool listserv a memorandum regarding the parental right to decline examination waivers.
- **12/08/2020:** The CSO Executive Director emailed the CharterSchool listserv regarding the SIRS Enrollment Data Reporting reminder. Schools should contact their Level 1 RIC or Big 5 City district data center if they have any questions about how to submit their enrollment data or how to verify the accuracy of their data.
- **12/11/2020:** *Reminder Online Examination Request System for Grades 3-8 ELA and Mathematics Tests Closes 12/11.* Clara DeSorbo the Bureau Chief in the Office of State Assessment emailed principals to indicate that the online requests need to be submitted **no later than close of business Friday, December 11, 2020.**

Week of 12/14-12/18

- **12/13/2020-12/17/2020:** CSO liaisons complete school remote renewal site visits as per the *Remote Renewal SV Checklist for Liaisons* (See Appendix D.).
- **12/14/2020:** NYSED P-12 emailed the CharterSchool listserv *Updated Guidance for School Administrators Regarding Limited Temporary Enforcement of Student Immunization Requirement from the New York State Department of Health.*

- **12/14/2020:** The CSO sent, from the CharterSchools mailbox to the CharterSchool listserv an email regarding: *Board of Regents Adopts First-Ever Learning Standards for Computer Science and Digital Fluency*. The Department will return to the Board of Regents in fall 2021 with regulatory and policy recommendations related to embedding this new subject area into the K-12 program requirements. Department staff will engage with partners across the state to develop guidance materials and tools to aid schools in the implementation of the new standards.
- **12/15/2020:** Reminder: BoR-Authorized Charter School must submit all material charter revisions to be implemented in the 2021-2022 school year to the [NYSED CSO Portal](#) by **December 15, 2020**.
- **12/18/2020:** Rose M. LeRoy, NYSED Director of Educational Data and Research, emailed the CharterSchool listserv that the public release of the 2018-19 Student and Educator Report would be available today on its [public data site](#). If schools have questions about data contained in the Student Information Repository System (SIRS) or data verification, they should contact their Regional Information Center or Big 5 city school district data coordinator or the Office of Information and Reporting Services via the help link on the bottom of its public data site at: [public data site](#).

Week of 12/21-12/25

- **12/20/2020-12/24/2020:** CSO liaisons evaluate revision submissions within the context of [NYSED Revision Guidance](#) and [the Charter School Performance Framework](#). Liaisons may request clarifications or additional information from schools in order to ensure completeness, process revision requests for evaluation, determine if they are material or non-material, and prepare public hearing notices if applicable.
- **12/23/2020:** Rose M. LeRoy, NYSED Director of Educational Data and Research, emailed the CharterSchool listserv that the 2019-20 Group 1 State Report Card Release of will be publicly available later today on its [public data site](#). If you have questions about data contained in the Student Information Repository System (SIRS) or data verification, please contact your Regional Information Center or Big 5 city school district data coordinator. **For ALL NYC Charter Schools:** *All NYC Charter Schools that participate in NYS testing:* If you have any further questions, please contact the [NYC Charter School Support Office](#). The Office of Information and Reporting Services or Data support will not be able to assist you. For all other questions you may contact us via [Data Support](#). Please click the blue HELP Icon at the bottom of the page, include "State Report Card" in the subject field, add your question and submit.

Week of 12/28-1/01

- **12/27/2020-12/31/2020:** CSO liaisons continue to evaluate revision submissions within the context of [NYSED Revision Guidance](#) and [the Charter School Performance Framework](#).

Liaisons may request clarifications or additional information from schools in order to ensure completeness, process revision requests for evaluation, determine if they are material or non-material, and prepare public hearing notices if applicable.

- **12/31/2020:** As you close out 2020, we want to remind you that:
 - All issues of the NYSED Newsletter for Board of Regents-authorized charter schools can be found at <http://www.p12.nysed.gov/psc/newsarchives/Newsletters/NewsletterArchives.html>.
 - The sector-wide results from NYSED's charter school parent survey can be found at <http://www.p12.nysed.gov/psc/aboutcharterschools/covid19.html>.

We look forward to the promise of a new year and look forward to our continued partnership.

Scheduling Remote Renewal Site Visits

Use:

- **Face-to-face** contact with schools is required. Ask your schools if they can set up a video conference using the platform of their choice. If there is no other alternative, schedule a phone call, or other conferencing call such as Google Hangouts, or Microsoft Teams;
- Include appropriate staff for each type of remote site visit (BoT chair/school leader minimally for check-ins);
- Include time for discussion with the school leader who will accompany a CSO team member on the remote classroom observation. As per Appendix C (Classroom Observation Worksheet), you will speak with the school leader before and after the observation.
- If you were going to participate in a BoT meeting, you can join their video conferences; and
- Access remote classroom learning in lieu of onsite observations.
 - Ask if you can be a silent participant in one of the school's remote learning sessions, or request that schools provide you with links to any pre-recorded instructional content they are using during this time.
 - Just as we do for on-site classroom observations, use **Appendix C** (Classroom Observation Worksheet) as a lens by which you should provide feedback to the school. In consultation with NYSED CSO Counsel, there are no privacy issues with having access to these observations. As liaisons do during onsite classroom observations, they should ask the school leader to have a member of the leadership team accompany them **during** these observations to understand the context of the lesson and to respond to the pre- and post- observation questions placed on **Appendix C**.

Remote Renewal Site Visits

Please see **Appendix D**.

- Tailor conversations based on schools' needs. The liaison reviews the most recent CSO SV report/memo and identifies the most pressing areas to be discussed.
- Follow all steps in the *Liaison Remote Renewal SV Checklist*.
- Although it is not an accountability measure, ask schools to provide local internal assessment data that they are using to assess student progress during the implementation of the school's reopening plan.

Appendix A: Sample Guiding Questions for Conversations with Schools

Supporting Schools & Their Families

1. How are you and your families doing given the current crisis?
2. How did you ensure that students had access to the internet or computers?
3. Have you had any families that have not been able to participate in the alternative instruction being offered at your school?
4. What has been the response from parents? From students? From teachers?
5. How have you been handling your lottery and enrollment issues?

Board of Trustees and Other Staff

1. How does your school maintain 1-on-1 communication with staff and students?
2. How is your school handling the mental health of your staff?
3. How do you include other, non-instruction staff, such as your finance, operations, and support teams? What is their role?
4. How have you been keeping in contact with the school's Board of Trustees during the crisis?
5. How is school management staying in contact with the school's board of trustees during the COVID-19 crisis?
6. Describe the school's board governance during the COVID-19 crisis?

Student Assessment

1. How is your school measuring the social-emotional wellbeing of students?
2. What internal assessments is your school using now to measure academic progress while implementing your educational reopening plan?
3. How do you ensure academic rigor during the crisis?
4. How are you evaluating student work during the implementation of your school's reopening plan?
5. What expectations do you have for achievement rates by spring? For next academic year?
6. Beyond state assessments, what in what other ways is your school measuring academic achievement and growth?
7. What will the school's March – June 2020 report cards look like?
8. What do the school's plans to administer end-of-year assessments look like?

Special Populations (SwD, ELL, ED)

1. How do you differentiate instruction, and provide supports, for SwDs and ELL students in your school's reopening plan?
2. How is your school supporting students living in temporary housing, homeless shelters, court-involved youth, or over-age/under-credited students (specially as these students may have challenges access remote instruction)?
3. How have you collaborated with your district and CSE?

4. How is your school ensuring that IEPs and 504s are being implemented?
5. What internal assessments will your school use when students return in order to determine student progress towards academic standards?

Returning to School

1. How is your school ensuring that procedures set forth in the reopening plan are being followed?
2. What conversations has the schools' management and board had regarding the school's potential return to your brick and mortar building?
3. What are your expectations for students to return to school?
4. How will you monitor re-enrollment rates?
5. How will you ensure the social-emotional well-being of students upon their return?
6. What academic interventions will you put into place upon students return?
7. Do you plan to change your curriculum in any way?
8. Do you plan on any calendar changes to address any potential loss of learning while school was out of session?
9. How do you plan to celebrate the matriculation of your students in terminal grades if you are, or are not, back before the end of the academic year?
10. What would you put into place now to prepare for a similar disruption of learning in the future?
11. How can you monitor the spread of COVID-19?
12. How do we instill parent confidence?
13. How do we reinforce student safety?
14. When, and how, will extra-curricular activities reopen?
15. Do protocols for special student populations change?
16. What steps need to be taken to ensure mental health?
17. Would any alternative academic calendars work?
18. Do you have any plans for summer school? If so, please describe.
19. How will you work with parents to instill confidence in the return to the school building?
20. How do protocols need to change for special populations?
21. What organizations can your school partner with as you return to your school buildings?
22. How will you align the school's budget to help support any additional or supplemental activities that result from the questions above?
23. Can you give us a broad overview of what your school is doing regarding a reopening plan?
24. How did you create the plan? Did you use any exemplars or resources?
25. What steps did you take before the current crisis to ensure the strong implementation of the reopening plan?
26. What were the logistics of starting the plan?
27. What equipment or supplies did you need to distribute to your staff and students?
28. What curriculum/platform is your school using to provide remote instruction?
 - How did the school choose this curriculum/platform?
 - Is it working for your schools? How do you know?
 - How are you adapting your school's curriculum to deliver it remotely?

29. What have been some lessons learned regarding the implementation of your school's plan?
30. What would you have done differently?
31. How could you continue the practices learned during this crisis once it is over?
32. In case your school commences in-person instruction and the school is suddenly directed to cease such instruction and commence fully remote instruction does your school have an instructional and communication plan in place for students, teachers, and community members?
33. What professional development is your school providing to instructional students around remote instruction pedagogy?

Community Authorizing

1. How does your school define community?
2. How is community voice including in the running of your school at all levels including for your board of trustees?
3. How does your school collaborate with Community Based Organizations?
4. What is your board's relationship with the community you serve?
5. How does your school's board of trustees represent and exemplify the ideals of diversity, equity, and inclusion?
6. How does your school's staff represent and exemplify the ideals of diversity, equity, and inclusion?
7. How does your school's culture support the ideals of diversity, equity, and inclusion?

Appendix B: Recommendations for Collecting Data During Distance Learning¹

Schools across the state have prioritized the needs of students during this time by meeting both their basic needs and pivoting to the implementation of reopening plans as quickly as possible. Now that distance learning has been implemented, the NYSED Charter School Office encourages school leaders to think about how to assess student progress with the intent of helping to drive instructional decision making during the implementation of reopening plans as well as preparing for the return to brick and mortar instruction.

Collecting meaningful data can assist schools in:

1. Developing academic interventions for students in need;
2. Improve the efficacy of reopening plans, especially if any component of it needs to continue into the 2020 -2021 school year;
3. Preparation for accountability measures that may be enacted when the pandemic is over. Schools should not be surprised if asked from a variety of stakeholders to quantify student learning or engagement during the pandemic; and
4. Being able to articulate the outcomes and challenges of this quarter with data will be important in renewal processes for several years, especially in lieu of 2020 state testing.

Below are guiding questions and examples of data that could be beneficial to collect. This is not a checklist but is intended to support school planning. It is important that school leaders make effective decisions for their context, program, and needs.

¹ Thank you to the California Charter Schools Association for sharing the resources they created which is the genesis of the materials presented in this appendix.

Student Engagement and Participation

Guiding questions	Sample approach
<ul style="list-style-type: none"> • If asked to do so, would you be able to report attendance data for this quarter? How are you defining it and tracking it? • How are you defining engagement? What percent of students are fully, somewhat, or not engaged? 	<ul style="list-style-type: none"> • Collecting data on how often students are logging in for class meetings, office hours, and/or programs (e.g. many online programs have analytics that can aid in this tracking) • Collecting attendance at the start of the class or via chat boxes on live interfaces • Tracking participation in meetings (answers, questions asked, polls answered, academic comments in chat boxes) • Collecting data on the amount of completed work as attendance

Student Work Completion and Comprehension

Guiding questions	Sample approach
<ul style="list-style-type: none"> • How are you tracking whether students are completing assignments? Are you looking at all the assigned work or just some? • Are you collecting and tracking all assigned work or is the work meant as practice and you are collecting performance data? • Are you tracking time spent on online programs or just written assignments? 	<ul style="list-style-type: none"> • Scoring and tracking all student work on a 1-4 scale for completion • Scoring and tracking 1-2 assignments per day, teachers choose most important piece of work to score and give feedback on, feedback notes collected in spreadsheet • If assigned work is only for practice, teachers tracking only scores on exit tickets to show mastery (if student isn't mastering, then teachers look at student work) • Checking and tracking time spent on online programs and improved levels (e.g. Achieve 3000 time spent engaged and improved Lexile levels)

Student Growth and Achievement

Guiding questions	Sample approach
<ul style="list-style-type: none"> • Will you still be able to give any of your end of year assessments (e.g. NWEA Map Spring administration)? • Will you give alternate end of year assessments (e.g. an SBAC Interim Assessment Block on a key standard)? • Does your school have, or can they purchase, online assessments systems that provide achievement data, but are simpler than the assessments you normally give? • Are there any 1:1 assessments that could still be given via your school's learning management platform or phone call? • Are there critical learning targets that your school is prioritizing? Certain standards? • Is there a new skill set that you are teaching your students unexpectedly that you may be able to track results for? • Can you show the change in overall grades from your closure date to the end of the year through your SIS? 	<ul style="list-style-type: none"> • Working closely with families to create a testing environment at home and utilize NWEA or similar assessments before the end of the year • Working with support staff or families to assess foundational skills via 1:1 inventory assessments on your school's learning management platform • Conducting a timed writing or performance task on zoom to assess a target standard determined by the school • Even if testing conditions are not perfect, the data gathered may be useful for teachers and parents

Wellness and Family Engagement

Guiding questions	Sample approach
<ul style="list-style-type: none"> • How are you tracking student and family well-being during this crisis? • How often are you communicating with students and families? • How many students and families are receiving essential services like food? • Which students and families are being offered and are using additional supports like mental health services? 	<ul style="list-style-type: none"> • Giving frequent student and family surveys that capture their level of access to your Distance Learning offering and/or their experience of it • Tracking all outreach to families and whether contact was made • Using communication logs shared across all staff working with students and families

Postsecondary Outcomes

Guiding questions	Sample approach
<ul style="list-style-type: none"> How are you tracking the impact of this pandemic on outcomes for students graduating high school? Are students changing their plans for next year? Do you know why? 	<ul style="list-style-type: none"> School counselors logging student post-secondary plans and use survey, polls, and individual phone calls to track changes in these decisions at regular intervals. Ideally, this data is tracked periodically into next school year (e.g. June/July and again in August/September)

Diagnostic Assessments Fall 2020

Guiding questions	Sample approach
<p>Big picture</p> <ul style="list-style-type: none"> How will you quantify the educational impact of COVID-19 on your school community? Can you articulate the extent of progress or slide during the last quarter of school? Are there ways to compare the achievement at your school compared to schools you will be compared to? <p>Fall 2020 diagnostics</p> <ul style="list-style-type: none"> What was the last formal assessment given prior to the pandemic? What does that assessment tell you about where students might be in the fall? Can you compare 2020 diagnostics with previous years? Will the assessment used to diagnose slide also be given Spring 2021 to capture growth in the 2020-2021 school year? 	<ul style="list-style-type: none"> Partner with NYSED regarding surveying schools and parents Giving norm-referenced diagnostic in the first weeks of school, or over the summer, in addition to fall administration Giving 1:1 reading assessments or looking at drops in Lexile or similar score Articulating clear intervention goals for 2020 Quarter/Trimester 1 and track outcomes Getting results as early as possible so you have time to plan and adjust over the summer Utilizing NWEA's Similar Students Report (by request to NWEA) or another similar comparative report

Appendix C: NYSED CSO Site Visit Classroom Observation Evidence Worksheet

NYSED Charter School Office Remote Learning Classroom Observation Worksheet

School name:	Date:	CSO team observer name:		
Class title/subject area:	Grade:	Was a school rep observing with you?	School rep name:	School rep title:
Type of class: <input type="checkbox"/> Gen ED <input type="checkbox"/> ICT <input type="checkbox"/> SETTS/Resource Room <input type="checkbox"/> Stand-alone ENL <input type="checkbox"/> Pull-out/break-out room <input type="checkbox"/> Dual language <input type="checkbox"/> Other				
# of adults in the classroom:	Role(s): <input type="checkbox"/> Teacher <input type="checkbox"/> Lead teacher <input type="checkbox"/> Co-teacher(s) <input type="checkbox"/> Teaching Asst. <input type="checkbox"/> SPED teacher <input type="checkbox"/> ENL Teacher <input type="checkbox"/> Other (Social Emotional Staff):			
Total number of students:	Duration of observation (minutes):	Technical difficulties experienced or observed?		
Do the minutes/hours of instruction provided in this class align to the class information provided in the charter? <input type="checkbox"/> Yes <input type="checkbox"/> No				
How many minutes/hours of daily instruction are provided in this class? _____				

PRE-OBSERVATION (with school administrator):

Question to school staff member viewing with observer: **What should we expect to see in this classroom in terms of staffing, instruction, content, key design elements, differentiation, student engagement (if a student is not on camera, how is engagement measured), and other norms for students and teachers while they are in this class?**

DURING OBSERVATION:

LEARNING ENVIRONMENT

Metric	2 = observed, 1 = partially observed, 0 = not observed			Notes (If Needed)
A. Lesson organization and preparation evident (i.e. lesson plans available, posted agenda or objectives, prepared materials, or other)	2	1	0	
B. Students demonstrate awareness of class and online rules, procedures, and expectations	2	1	0	
C. Students are remote learning ready (e.g. available for check-in; dressed as expected by the school; on time; and have the tools necessary to engage in classwork)	2	1	0	
D. Online learning appears well-managed by the teacher	2	1	0	

INSTRUCTION

Metric	2 = observed, 1 = partially observed, 0 = not observed	Notes (If Needed)
E. Effectively communicates objective(s) to students	2 1 0	
F. Assessment tools used to check for student understanding	<input type="checkbox"/> questions <input type="checkbox"/> observations <input type="checkbox"/> classwork <input type="checkbox"/> rubrics <input type="checkbox"/> homework <input type="checkbox"/> exit tickets <input type="checkbox"/> polls <input type="checkbox"/> peer review <input type="checkbox"/> individual conferences <input type="checkbox"/> quizzes or tests <input type="checkbox"/> Other:	
G. Differentiates lesson to meet needs of all students	2 1 0	
H. Provides feedback to students	2 1 0	
I. Students are engaged, as defined by the school, and are participating in learning activities	2 1 0	
J. Class time is maximized for learning	2 1 0	

POST OBSERVATION (with school administrator):

Question to school staff member viewing with observer **Was the observed instruction aligned with the school’s instructional model and key design elements? What feedback would you give the teacher based on what was just observed?**

COMMENTS:

Appendix D: 2020 Remote Renewal Site Visit Checklist for Liaisons

Purpose of Remote Renewal Site Visit

Pursuant to the **CSO Monitoring Plan**, remote renewal site visits will provide a means for CSO staff to supplement and validate the information collected over the charter term by the New York State Education Department (NYSED) Charter School Office (CSO). This information is used to inform the action taken by the Board of Regents to approve, modify, or disapprove the charter school's request for renewal. These visits are one to two days in length, and are performed by a team of three or more evaluators, who may be internal CSO staff or external expert school evaluators. All visits will result in a comprehensive report that summarizes the site visit team's observations and analyses of evidence gathered prior and on site. The site visit report will outline the school's academic and organizational performance relative to **2015 or 2019 Performance Framework** benchmarks and indicators.

After the remote renewal site visits, key observations are outlined in a report sent to the school board chair, executive director, and school leader. All information gathered through all remote renewal site visits, will be compiled into a school's record of performance and used to inform renewal decisions at the end of a school's charter term.

2020 Remote Renewal SV Checklist for Liaisons

Note: All renewal documents are efiled at: Z:\P12\CSO\PERFORMANCE OVERSIGHT\Site Visits\2020-2021 Site Visits\Renewals

Before the Site Visit:

1. Review your assigned consultant information placed on the Fall 2020 Renewal Consultant tab on the **BoR Master Site Visit List** (school assignment(s), completion of **Consultant Availability Survey**, **Conflict of Interest form** and the **Consultant Expectations form**). Once those two forms have been completed you can schedule the SV.

Note: *If school assignment needs to be changed, please let Performance Oversight Coordinator (PO) know so we can check against the number of SV available and ensure that the CoI has been completed.*

2. Review the [2020-2021 School Closing Dates Calendar](#), and the Fall 2020 Renewal tab for possible dates. When you have secured the dates (1-2 days), share it with all team members.

Note: Consider the school's academic achievement, unresolved issues and concerns when determining length of visit, the number of individuals on team, and the focus groups needed. (Schools with a history of strong academic achievement and compliance will generally require a shorter visit with fewer team members.)

3. **8/17-8/28:** Liaisons review renewal applications, following the CSO [Renewal Application Review](#) process guidelines. Liaisons prioritize the review of revision requests in order to send notification letters to the districts of location.
4. **8/27** Liaisons and consultants participate on the CSO [Consultant Webinar](#).
5. **9/1 - Ongoing:** Finalize SV date; place it on the BoR Master SV list (Fall 2020 Renewal tab.) and the OSI Calendar. Using the CSO portal, liaisons send the [SV confirmation letter](#) to the school leaders/BoT chairs. Using the portal, the schools begin to upload the documents referenced in the REN SV Protocol. (*CSO may provide an upload due date. TBD*)
6. _____ **(Date): No later than 5 weeks before the SV:**
 - a. Liaisons begin to review the [Renewal SV Protocol](#) in order to complete all applicable tasks.
 - b. CSO staff upload its documents found on the [Table of Contents](#) to the CSO portal.
 - c. CSO team members (liaisons, consultants, OSE and OBEWL staff) begin to review all of the schools' documents.
 - d. Liaisons complete their renewal SV report template sections **BEFORE** sending it to the consultant to begin to draft the report.
7. _____ **(Date): No later than 4 weeks before:**
 - a. Liaisons send the [pre-visit team time](#) appointment and agenda to SV team members.
8. _____ **(Date): No later than 2 weeks before the SV: Conduct the pre-visit team time conversation:**
 - a. SV team members discuss the preliminary draft report, focus group questions, the SV role of all CSO team members (i.e. SV agenda, classroom observations, focus groups, remote learning details, logistics, etc.).
9. _____ **(Date): Immediately following that pre-visit team time conversation:**
 - a. Liaisons finalize and email focus group questions to SV team members.
 - b. Ask the school to submit, to the portal, additional documents that the team identified as necessary.
 - c. Continue to work with the team on finalizing the SV.
10. **10/15-10/29:** Complete renewal application BM 1 narrative reviews and share with team members (if applicable and add info to the SV Report).

During the Site Visit:

1. Conduct the SV as per our Renewal SV Protocol, and your agenda.
2. Collect all completed Classroom Observation Worksheets and team member notes.
3. Conduct a SV team meeting to debrief notes, discuss BM ratings and complete the draft renewal SV.
4. If applicable, conduct a brief closing meeting with school staff, as per the Renewal SV Protocol.

After the Site Visit:

1. **No later than 2 weeks after the SV:** The consultant emails the TL the completed draft report.
2. **Within 1 week of receipt of the draft report:** The TL reviews and sends back to the consultant to revise, if necessary. *Note: The report MUST align to the 2020-2021 Style Guide, remote renewal report SV template, and the Consultant Webinar.*
3. **Within 3 business days:** The consultant revises the report and sends it to the TL.
4. **Within 2 weeks:** The TL sends the draft to the PO coordinator.
5. **Within 1 week:** The PO coordinator sends the draft to the executive director.
6. **Within 1 week:** The executive director approves the draft and sends it to PO Coordinator/TL.
7. **Immediately:** The TL emails the school leader/BoT chair the draft for factual corrections (see sample email). The school has one week to provide these or the draft is considered final.
8. **Upon receipt of factual corrections:** The TL reviews factual corrections, incorporates applicable items, finalizes the report, PDFs it, and emails it back to the school leader/BoT chair for evaluative comments (see sample email). The school has one week to provide them. Along with the final report, the TL emails the renewal action plan template for the school leader/BoT chair to complete for the following school year.
9. **Upon receipt of evaluative comments:** The TL efiles the evaluative comments in the school's renewal efolder.
10. Continue to check the status of your SV report on the [2020-2021 Memo and Report Master Tracker](#), to then use the final report to draft the BoR renewal item.
11. **After the BoR Vote:** The TL emails the comments and final report to CSO staff to post, copying the PO Coordinator.