



# **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.

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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

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- **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 17<sup>th</sup>.
- **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

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- **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 listserv:

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](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](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 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](mailto: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

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- **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](mailto: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](mailto: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

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- **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 CSO portal 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](mailto:CARESAct@nysed.gov).

## Week of 8/10-8/14

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- **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 listerv, 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](mailto: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 14<sup>th</sup>**. 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](mailto: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

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- **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](mailto: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](mailto: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](mailto: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

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- **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](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

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- **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 21<sup>st</sup> 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.

## Week of 9/07-9/11

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- **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 of 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](mailto:SchoolQuestionsCOVID@health.ny.gov) or the COVID hotline at 1-888-364-3065.

# Week of 9/14-9/18

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- **9/13/2020:** The NYCDoE Charter School Office <[CharterSchools@schools.nyc.gov](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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

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- **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

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- **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](mailto: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 7<sup>th</sup>. The forms are due on November 16<sup>th</sup>. *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](mailto: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](mailto:accountinfo@nysed.gov).*

## Week of 10/05-10/09

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- **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:** [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.

## Week of 10/12-10/16

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- **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.)
- **10/14/2020:** Eligible applicants are to submit, to the CSO portal, their renewal applications BM 1 Narrative by **5:00 PM on October 14<sup>th</sup>** to the CSO portal. Details are posted at:

## Week of 10/19-10/23

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- **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.)

## Week of 10/26-10/30

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- **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.)

## Week of 11/02-11/06

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- **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.)

## Week of 11/09-11/13

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- **11/09/2020 –11/13/2020:** 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.)
- **11/09/2020 –11/13/2020:** CSO liaisons discuss with schools having renewal conditions the implications for submitting revision requests by the 12/15/2020 due date

## Week of 11/16-11/20

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- **11/16/2020 –11/20/2020:** 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.)

# Scheduling Remote Renewal Site Visits

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## 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 Learning<sup>1</sup>

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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.

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<sup>1</sup> 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"> <li>• If asked to do so, would you be able to report attendance data for this quarter? How are you defining it and tracking it?</li> <li>• How are you defining engagement? What percent of students are fully, somewhat, or not engaged?</li> </ul>	<ul style="list-style-type: none"> <li>• 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)</li> <li>• Collecting attendance at the start of the class or via chat boxes on live interfaces</li> <li>• Tracking participation in meetings (answers, questions asked, polls answered, academic comments in chat boxes)</li> <li>• Collecting data on the amount of completed work as attendance</li> </ul>

## Student Work Completion and Comprehension

Guiding questions	Sample approach
<ul style="list-style-type: none"> <li>• How are you tracking whether students are completing assignments? Are you looking at all the assigned work or just some?</li> <li>• Are you collecting and tracking all assigned work or is the work meant as practice and you are collecting performance data?</li> <li>• Are you tracking time spent on online programs or just written assignments?</li> </ul>	<ul style="list-style-type: none"> <li>• Scoring and tracking all student work on a 1-4 scale for completion</li> <li>• 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</li> <li>• 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)</li> <li>• Checking and tracking time spent on online programs and improved levels (e.g. Achieve 3000 time spent engaged and improved Lexile levels)</li> </ul>

## Student Growth and Achievement

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

## Wellness and Family Engagement

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

## Postsecondary Outcomes

Guiding questions	Sample approach
<ul style="list-style-type: none"> <li>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?</li> </ul>	<ul style="list-style-type: none"> <li>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)</li> </ul>

## Diagnostic Assessments Fall 2020

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

# Appendix C: NYSED CSO Site Visit Classroom Observation Evidence Worksheet

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## 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**

<b>Metric</b>	<b>2 = observed, 1 = partially observed, 0 = not observed</b>			<b>Notes (If Needed)</b>
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

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## 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.