

## Starting Up Right A Short Guide to Governance and Compliance

This guide will help you understand and accomplish some key governance tasks in your planning year. Note that this is not an exhaustive list, and full requirements may be found on the [Reporting](#) and [Compliance](#) pages of the Institute’s website.

Item	What You Need to Do	Helpful Resources
Pre-Opening or “Prior Action” Checklist	<ul style="list-style-type: none"> <li>• Complete all items by school opening.</li> <li>• The Checklist contains many different tasks. Review it early in your planning year to avoid issues that could delay school opening.</li> <li>• A member of the Institute will reach out in the spring of the opening year to discuss the Checklist in more detail.</li> </ul>	<ul style="list-style-type: none"> <li>• See resources <a href="#">here</a></li> <li>• Charter Agreement Section 3.1 (model agreement available at <a href="http://www.newyorkcharters.org/compliance/">http://www.newyorkcharters.org/compliance/</a>)</li> </ul>
Approving By-laws	<ul style="list-style-type: none"> <li>• Within 30 days of receiving your Provisional Charter (certificate of incorporation) from NYSED, the board must ratify the by-laws and submit them to the Institute.</li> </ul>	<ul style="list-style-type: none"> <li>• See resources <a href="#">here</a></li> <li>• Charter Agreement Section 2.2(a)</li> </ul>
Securing Tax Exempt Status from I.R.S.	<ul style="list-style-type: none"> <li>• Within 1 year of receiving your Provisional Charter, you must complete this. The process is lengthy and should be started soon after receipt of the Provisional Charter.</li> <li>• Submit your application, and then final I.R.S. determination letter to the Institute.</li> </ul>	<ul style="list-style-type: none"> <li>• See resources <a href="#">here</a></li> <li>• Charter Agreement Section 5.6</li> </ul>
Initial Statement of Controls	<ul style="list-style-type: none"> <li>• Submit to the Institute within 60 days of receiving the Provisional Charter.</li> </ul>	<ul style="list-style-type: none"> <li>• See resources <a href="#">here</a></li> <li>• Charter Agreement Section 5.1</li> </ul>
Submitting Board Minutes	<ul style="list-style-type: none"> <li>• Board meeting minutes must be created in accordance with N.Y. Open Meetings Law.</li> <li>• Minutes must be submitted to the Institute within 30 days of the meeting. Draft minutes are acceptable.</li> </ul>	<ul style="list-style-type: none"> <li>• See resources <a href="#">here</a> and <a href="#">here</a></li> <li>• Section C of the Monitoring Plan of the Charter Agreement</li> </ul>

<p>Student Application and Admissions</p>	<ul style="list-style-type: none"> <li>• Student Application is due to the Institute for approval every year by January 2 or prior to its use, whichever is earlier.</li> <li>• The Student Recruitment and Marketing Form is due to the Institute by January 15 of your opening year.</li> <li>• The Application and Admissions Summary is due May 1 every year.</li> </ul>	<ul style="list-style-type: none"> <li>• See resources <a href="#">here</a></li> <li>• Charter Agreement Section 3.4</li> </ul>
<p>Facility Reporting</p>	<ul style="list-style-type: none"> <li>• Facility Reporting is due to the Institute by May 15. There are different requirements depending on the location of the school. <i>Schools outside of New York City must start facility planning very soon after charter approval.</i></li> <li>• All schools must submit a certificate of liability insurance every year.</li> </ul>	<ul style="list-style-type: none"> <li>• See resources <a href="#">here</a></li> <li>• Charter Agreement Sections 3.14 and 3.15</li> </ul>
<p>Adding Trustees</p>	<ul style="list-style-type: none"> <li>• Before a proposed trustee may be seated on the board, the following documents must be sent to the Institute for approval: <ul style="list-style-type: none"> <li>○ Request for Information form;</li> <li>○ Resume or biography;</li> <li>○ Minutes or board resolution approving the proposed trustee; and</li> <li>○ Updated board contact list.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• See resources <a href="#">here</a></li> <li>• Charter Agreement Section 2.3</li> </ul>
<p>Removing Trustees</p>	<ul style="list-style-type: none"> <li>• Notify the Institute in writing within 5 days of a trustee removal, resignation, or end of term.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Guidelines and forms may be found here</a></li> <li>• Charter Agreement Section 2.2(f)</li> </ul>
<p>Hiring or Departure of School Leader</p>	<ul style="list-style-type: none"> <li>• Notify the Institute in writing within 5 days of the hiring or departure of a school director/principal.</li> </ul>	<ul style="list-style-type: none"> <li>• Charter Agreement Section 4.1</li> </ul>
<p>Annual Report</p>	<ul style="list-style-type: none"> <li>• The Annual Report is due to <u>NYSED</u> each year on August.</li> <li>• It is required by statute and governed by NYSED regulations.</li> </ul>	<ul style="list-style-type: none"> <li>• See resources <a href="#">here</a></li> <li>• Charter Agreement Sections 2.2(g) and 6.1</li> </ul>