

**Charter School Board of Trustees Data Organizer**

<b>Authorizer (and NYSED)</b>		
<b>Board of Trustees</b>		
<b>School Leadership</b>		
<b>Finance Office</b>	<b>Operations</b>	<b>Instruction</b>
Audit Activities	Facilities	NYS Test Results Gr 3-8
Accounts Payable/Rec.	Legal	NYS Regents
Fundraising	Student & Teacher Recruitment	Yr to Yr Growth Data
Revenue Tracking	Student & Teacher Attrition	Test Item Analysis
Special Projects	Family Outreach	Improvement Strategies
	PD Coordination	PD Based on Strategies
	Teacher Certification	High Schools: Graduation Prep & Tracking
	Applications, Wait List and Lottery	
	HR	
<b>Compliance Issues</b>		
Accountability -- Running Record of Goals Met/Not Met		
Reporting & Deadlines		
Master Schedule & Course Offerings		
Extracurricular Programs & Events-- Attendance, Cost & Surveys		
Outsourcing and Consultancy Relationships		
Enrollment (Class Size, Chartered #, Subgroups)		

**Notes & Action Steps:**



## Charter School Board of Trustees Data Organizer

Data Work Plan for Board of Trustees						
#	Task	Dept	Person Responsible to Calculate and Update Dashboard	Update Frequency	Reports to Board Frequency	Board Mtg Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						