

Application: Manhattan Charter School 2

Gretchen Liga - gliga@csbm.com
2020-2021 Annual Report

Entry 1 School Info and Cover Page

Completed Aug 2 2021

Instructions

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2020-2021 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2021)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

MANHATTAN CHARTER SCHOOL II 310100861031

a1. Popular School Name

(No response)

b. CHARTER AUTHORIZER (As of June 30th, 2021)

Please select the correct authorizer as of June 30, 2021 or you may not be assigned the correct tasks.

SUNY BOARD OF TRUSTEES

c. DISTRICT / CSD OF LOCATION

CSD # 1 - MANHATTAN

d. DATE OF INITIAL CHARTER

9/2011

e. DATE FIRST OPENED FOR INSTRUCTION

8/2012

h. SCHOOL WEB ADDRESS (URL)

www.manhattancharterschool.org/

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2020-2021 SCHOOL YEAR (exclude Pre-K program enrollment)

170

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2021 (exclude Pre-K program enrollment)

143

k. GRADES SERVED IN SCHOOL YEAR 2020-2021 (exclude Pre-K program students)

Check all that apply

Grades Served

K, 1, 2, 3, 4, 5

l. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2021-2022?

No, just one site.

School Site 1 (Primary)

m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	220 Henry Street, New York, NY 10002	212-964-3792	NYC CSD 1	K-5	No

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Amy Salazar			
Operational Leader	Gianina Kesselman			
Compliance Contact	Genie DePolo			
Complaint Contact	Genie DePolo			
DASA Coordinator	Amy Salazar			
Phone Contact for After Hours Emergencies	Genie DePolo			

m1b. Is site 1 in public (co-located) space or in private space?

Co-located Space

m1c. Please list the terms of your current co-location.

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1	N/A	No		No		Yes

IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2021.

Site 1 Certificate of Occupancy (COO)

Site 1 Fire Inspection Report

CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2020-2021 school year? (Please include approved or pending material and non-material charter revisions).

Yes

n2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in Maximum Approved Enrollment	Decrease maximum enrollment from 277 to serve 170 students in grades K-5 for the 2020-21 and 2021-22 school year, the final year of the current charter term.	02/05/2020	10/06/2020
2				
3				
4				
5				

More revisions to add?

No

o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?

Yes

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report.

Name	Gianina Kesselman
Position	HR and Finance Manager
Phone/Extension	212-533-2743
Email	gkesselman@manhattancharterschool.org

p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES to agree.**

Responses Selected:

Yes

q. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Click **YES to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

Responses Selected:

Yes

Signature, Head of Charter School

[Handwritten signature: John A. Pomeroy]

Signature, President of the Board of Trustees

[Handwritten signature]

Date

Aug 2 2021

Thank you.



Entry 3 Accountability Plan Progress Reports

Completed Aug 16 2021

Instructions

SUNY-Authorized Charter Schools ONLY

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report template](#). After completing, schools must upload the document into the SUNY Epicenter system by **August 16, 2021**.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

MCS2 20-21 APPR Final

Filename: MCS2 20 21 APPR Final.pdf **Size:** 274.2 kB

Entry 4 - Audited Financial Statements

Completed Oct 28 2021

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements in .pdf format into the SUNY Epicenter system no later than **November 1, 2021**. SUNY CSI will forward to NYSED CSO.

ALL Regents, NYCDOE, and Buffalo BOE authorized charter schools must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2021**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a .PDF file, ensuring that security features such as password protection are turned off.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Manhattan Charter Schools FST ML

Filename: Manhattan Charter Schools FST ML Pg9uc6G.pdf **Size:** 606.5 kB

Entry 4a - Audited Financial Report Template (SUNY)

Completed Oct 28 2021

Instructions - SUNY-Authorized Charter Schools ONLY

SUNY-authorized schools must download the Excel spreadsheet entitled "Audited Financial Report Template" at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the SUNY Epicenter system by **November 1**.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

SUNY Audited Financial Report FY21 MCS2

Filename: SUNY Audited Financial Report FY21 MCS2.xlsx **Size:** 174.8 kB

Entry 4c - Additional Financial Documents

Incomplete Hidden from applicant

Instructions - Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents in this section **by November 1, 2021**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a "federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold."

1. Advisory and/or Management letter

2. Federal Single Audit
3. CSP Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school^[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

^[1] Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 4d - Financial Services Contact Information

Incomplete Hidden from applicant

Instructions: Please enter the contact information for school staff, firms or other entities providing financial services to the education corporation **by November 1, 2021.**

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm

3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

Entry 5 - Fiscal Year 2021-2022 Budget

Completed Oct 28 2021

Instructions - Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY21 Budget using the 2021-2022 [Projected Annual Budget template](#) in the portal or from the Annual Report website **by November 1, 2021**.

The assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

Instructions - SUNY authorized charter schools should download the [2021-2022 Budget and Quarterly Report Template](#) on the SUNY website or Epicenter and upload the completed template into the portal **by November 1, 2021**.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[MCS2 2021-22-Budget-and-Quarterly-Report](#)

Filename: MCS2 2021 22 Budget and Quarterly Report.xlsx **Size:** 513.2 kB

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed Aug 2 2021

Required of ALL Charter Schools by August 2

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2020-2021 school year must complete a signed:

- Regents, NYCDOE, and Buffalo BOE Authorized Schools: [Disclosure of Financial Interest Form](#)
- SUNY- Authorized Charter Schools: [SUNY Trustee Financial Disclosure Form](#)

All completed forms must be collected and uploaded in .PDF format for each individual member. **If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee.** (Forms completed from past years will not be accepted).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the **education** corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation. Note: Docusign is accepted.

[AndriaOlson_MCS2FinancialDisclosure](#)

Filename: AndriaOlson MCS2FinancialDisclosure.pdf **Size:** 284.8 kB

[MegannMcManus_MCS2FinancialDisclosure](#)

Filename: MegannMcManus MCS2FinancialDisclosure.pdf **Size:** 276.7 kB

[AnnabelJavier_MCS2FinancialDisclosure](#)

Filename: AnnabelJavier MCS2FinancialDisclosure.pdf **Size:** 423.6 kB

[LaurenSchwarz MCS2FinancialDisclosure](#)

Filename: LaurenSchwarz MCS2FinancialDisclosure.pg1.pdf **Size:** 906.8 kB

[LaurenSchwarz MCS2FinancialDisclosure](#)

Filename: LaurenSchwarz MCS2FinancialDisclosure.pg2.pdf **Size:** 1.3 MB

[CaitlinConklin MCS2FinancialDisclosure](#)

Filename: CaitlinConklin MCS2FinancialDisclosure.pdf **Size:** 784.6 kB

[BeccaEdil MCS2FinancialDisclosure](#)

Filename: BeccaEdil MCS2FinancialDisclosure.pdf **Size:** 274.0 kB

Entry 7 BOT Membership Table

Completed Aug 2 2021

Instructions

Required of All charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

Entry 7 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

1. 2020-2021 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Commit tee Affiliatio ns	Voting Member Per By- Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD	End Date of Current Term (MM/DD	Board Meeting s Attende d
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							/YYYY)	/YYYY)	During 2020- 2021
1	Caitlin Conklin		Chair	Oversee s all committ ees	Yes	2	07/01/2 020	6/30/20 22	12
2	Begaiym (Becca) Edil		Treasurer	Finance	Yes	2	12/01/2 020	11/30/2 022	11
3	Annabel Javier		Trustee/ Member	Nominat ing	Yes	1	07/01/2 020	06/30/2 022	10
4	Megann McManus		Secretar y	Nominat ing	Yes	2	09/01/2 020	08/31/2 022	9
5	Andria Olson		Trustee/ Member	Finance	Yes	2	11/01/2 020	10/31/2 022	10
6	Lauren Schwart z		Trustee/ Member	Educati on	Yes	1	07/01/2 020	12/31/2 021	12
7									
8									
9									

1a. Are there more than 9 members of the Board of Trustees?

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2021	6
b.Total Number of Members Added During 2020-2021	0
c. Total Number of Members who Departed during 2020-2021	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	13

3. Number of Board meetings held during 2020-2021

12

4. Number of Board meetings scheduled for 2021-2022

12

Thank you.

Entry 8 Board Meeting Minutes

Completed Aug 2 2021 Hidden from applicant

Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY

Schools must upload a complete set of monthly board meeting minutes (July 2020-June 2021), which should match the number of meetings held during the 2020-2021 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by August 2, 2021.

1 - Approved-Minutes-of-MCS-Board-Meeting-7

Filename: 1 Approved Minutes of MCS Board M 05G0mEb.pdf **Size:** 72.1 kB

2 - Approved-Minutes-of-MCS-Board-Meeting-8

Filename: 2 Approved Minutes of MCS Board M KSzdAbb.pdf **Size:** 70.0 kB

4 - Approved-Minutes-of-MCS-Board-Meeting-10

Filename: 4 Approved Minutes of MCS Board M 6BTz5Ma.pdf **Size:** 65.8 kB

5 - Approved-Minutes-of-MCS-Board-Meeting-11

Filename: 5 Approved Minutes of MCS Board M NC0FCIE.pdf **Size:** 70.1 kB

6 - Approved-Minutes-of-MCS-Board-Meeting-12

Filename: 6 Approved Minutes of MCS Board M O0oxUHc.pdf **Size:** 68.3 kB

3 - Approved-Minutes-of-MCS-Board-Meeting-9

Filename: 3 Approved Minutes of MCS Board M kNW0JVq.pdf **Size:** 79.6 kB

7 - Approved-Minutes-of-MCS-Board-Meeting-1

Filename: 7 Approved Minutes of MCS Board M Bjecrt6.pdf **Size:** 75.2 kB

10 - Approved-Minutes-of-MCS-Board-Meeting-4

Filename: 10 Approved Minutes of MCS Board wqrFzr2.pdf **Size:** 65.1 kB

8 - Approved-Minutes-of-MCS-Board-Meeting-2

Filename: 8 Approved Minutes of MCS Board M D3hwEXN.pdf **Size:** 70.2 kB

9 - Approved-Minutes-of-MCS-Board-Meeting-3

Filename: 9 Approved Minutes of MCS Board M xEEJ1Kz.pdf **Size:** 70.5 kB

11 - Approved-Minutes-of-MCS-Board-Meeting-5

Filename: 11 Approved Minutes of MCS Board Vti7VnN.pdf **Size:** 68.8 kB

Approved-Minutes-of-MCS-Board-Meeting-6

Filename: Approved Minutes of MCS Board Meeti aUJlx3z.pdf **Size:** 73.1 kB

Entry 9 Enrollment & Retention

Completed Aug 2 2021

Instructions for submitting Enrollment and Retention Efforts

ALL charter schools must complete this section. Describe the good faith efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2021-2022.

Entry 9 Enrollment and Retention of Special Populations

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2021-2022.

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
	To recruit Free and Reduced Price Lunch eligible students (94% of students in 2020-21), MCS2 focused its efforts in small, low-tuition Pre-K programs, as well as	In 2021-22, MCS2 will continue to focus its efforts to recruit economically disadvantaged students in small, low-tuition Pre-K programs, as well as Head Start Programs located in CSD1. Outreach sessions for students will be publicized using flyers, signage at the School, and contact with community

Economically Disadvantaged	<p>Head Start Programs located in CSD1. Outreach sessions for students were publicized using flyers, signage at the School, and contact with community organizations. Families were encouraged to visit the school, talk to instructional, executive and other staff, visit classes, and meet currently enrolled students, although some of these efforts were done virtually during the pandemic.</p>	<p>organizations. Families will be encouraged to visit the school, talk to instructional, executive and other staff, visit classes, and meet currently enrolled students. The school allocates a significant budget for recruitment, in order to advertise in paper and online platforms, posters on NY ferries, and pole banners. We do targeted mailings through Vanguard.</p> <p>In addition, we have joined Schola, an online platform that provides targeted outreach and increased awareness of the school.</p>
English Language Learners	<p>Manhattan Charter School 2 undertakes all measures to recruit student applicants who are English Language Learners (8% of the total student body in 2020-21) and will provide translation services for all promotional materials and any person-to-person interaction requiring an English translation. The school has a 20% lottery set aside for students who indicate they primarily speak a language other than English on their application in an effort to recruit additional English Language Learners. The paper application is available in English, Mandarin, Spanish, and Tibetan in addition</p>	<p>In 2021-22, Manhattan Charter School 2 will continue to undertake all measures to recruit ELL students and will provide translation services for all promotional materials and any person-to-person interaction requiring an English translation. The school has a 20% lottery set-aside for students who indicate they primarily speak a language other than English on their application in an effort to recruit additional English Language Learners. The paper application will be made available in English, Mandarin, Spanish, and Tibetan. We will advertise in foreign language newspapers and attend local community events for non-English speaking communities, specifically in Spanish-speaking communities. We also have started to conduct outreach in Bangladeshi and Pakistani communities, which are</p>

	<p>to the Common Charter School application via the NYC Charter Schools Center website, which is available in 10 languages. For any parent that requests assistance in completing the application, the Family Relations and Attendance Coordinator and other multi-lingual MCS staff will provide help. If translation services are required and multi-lingual staff are unavailable, we will hire translators during the admission period. Our website is available in all languages using Google translation services.</p>	<p>experiencing a population growth in the district. Parents of students in the school reach out to other parents in their communities.</p> <p>In addition, we will accept the Common Charter School application via the NYC Charter Schools Center website, which is available in 10 languages. For any parent that requests assistance in completing the application, the Family Relations and Attendance Coordinator and other multilingual MCS staff will provide help. If translation services are required and multilingual staff are unavailable, we will hire translators during the admission period. Our website is available in all languages using Google translation services.</p>
Students with Disabilities	<p>Each year, Manhattan Charter School 2 holds tours and information sessions to inform the families of prospective students and community members about its program. Information sessions are held at the school itself, at Pre-Ks and nursery schools, and programs offering music instruction to children and additional community locations. These meetings provide us the opportunity to discuss the many services we have available to families including the support of our academic intervention specialists, our Child Associate, Speech, Occupational Therapist and our reading teacher who</p>	<p>In 2021-22, Manhattan Charter School 2 will hold tours and information sessions to inform the families of prospective students and community members about its program. Pending any changes due to consideration of COVID protocols, information sessions will be held at the school itself, at Pre-Ks and nursery schools, and programs offering music instruction to children and additional community locations. These meetings will provide us the opportunity to discuss the many services we have available to families including the support of our academic intervention specialists, our Child Associate, Speech, Occupational Therapist</p>

	work directly with any students with disabilities. In 2020-21, our SWD percentage was 30%.	and our reading teacher who work directly with any student with disabilities.
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Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
Economically Disadvantaged	Our Family Coordinators are available at each school to meet with families to support with any home needs, including providing resources for additional financial support as needed. In addition, our annual budget includes funding to support families financially with the afterschool program.	Our Family Coordinators will continue to be available at each school to meet with families to support with any home needs, including providing resources for additional financial support as needed. In addition, our annual budget includes funding to support families financially with the afterschool program.
English Language Learners	<p>We provide constant translation services, as well as one-on-one support for our ELL students as needed.</p> <p>Tibetan families in the school's community moved out of NYC due to the COVID-19 pandemic. The Tibetan community was the school's largest ELL population and their move resulted in the ELL student attrition this year.</p>	<p>We will continue to provide constant translation services, as well as one-on-one support for our ELL students as needed.</p>
Students with Disabilities	Services we have available to families include the support of our academic intervention specialists, our Child Associate, Speech, Occupational Therapist and our reading teacher who work directly with any students with disabilities.	We will continue to make services available to families including the support of our academic intervention specialists, our Child Associate, Speech, Occupational Therapist and our reading teacher who work directly with any students with disabilities.

Entry 10 - Teacher and Administrator Attrition

Completed Aug 2 2021

Form for "Entry 10 - Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation

A. TEACH System - Employee Clearance

Charter schools must ensure that all prospective employees^[1] receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

^[1] Employees that must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must simultaneously request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at

<http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf>.

Attestation

Responses Selected:

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

Entry 11 Percent of Uncertified Teachers

Incomplete Hidden from applicant

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	
Total Category A: 5 or 30% whichever is less	0

CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	
Total Category B: not to exceed 5	0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	
Total Category C: not to exceed 5	0

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	



Thank you.

Entry 12 Organization Chart

Incomplete Hidden from applicant

[Instructions](#)

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

Upload the 2020-2021 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart

Entry 13 School Calendar

Completed Aug 2 2021

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 2, 2021. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 2nd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2021**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools *"... unless the school's charter requires more instructional time than is required under the regulations."*

Board of Regents-authorized charter schools are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

MCS and MCS2 Student Calendar 2021-2022

Filename: MCS and MCS2 Student Calendar 2021 jl0HKvW.pdf **Size:** 151.9 kB

Entry 14 Links to Critical Documents on School Website

Completed Aug 2 2021

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Most recently filed Annual Report (i.e., 2019-2020 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

Form for Entry 14 Links to Critical Documents on School Website

School Name: Manhattan Charter School 2

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

	Link to Documents
1. Most Recent Annual Report (i.e., 2019-20)	http://www.manhattancharterschool.org/wp-content/uploads/MCS2-19-20-Annual-Report.pdf
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	https://www.manhattancharterschool.org/governance-2/
2a. Webcast of Board Meetings (per Governor's Executive Order)	https://www.manhattancharterschool.org/governance-2/
3. Link to NYS School Report Card	https://data.nysed.gov/essa.php?instid=800000071163&year=2020&createreport=1&OverallStatus=1&section_1003=1&EMStatus=1&naep=1&expnd=1&staffqual=4&feddata=1
4. Lottery Notice announcing date of lottery	https://www.manhattancharterschool.org/enroll/
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	
6. District-wide Safety Plan	https://www.manhattancharterschool.org/governance-2/
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	http://www.manhattancharterschool.org/wp-content/uploads/Parent-Handbook-2020-2021.pdf
7. Authorizer-Approved FOIL Policy	http://www.manhattancharterschool.org/wp-content/uploads/FOIA-Plan.pdf
8. Subject matter list of FOIL records	http://www.manhattancharterschool.org/wp-content/uploads/FOIA-Plan.pdf

Thank you.



Entry 15 Staff Roster

Incomplete Hidden from applicant

INSTRUCTIONS

Required of Regents-Authorized Charter Schools ONLY

Please click on [the MS Excel Staff Roster Template](#) and provide the following information for ANY and ALL instructional and non-instructional employees.

- Full name for any and all employees
- TEACH IDs for any and all employees
- Using the drop down menu, select a role/position (or the best fit) for each employee in the charter school. (Please provide additional information to the Notes Section of the Staff Roster Template as necessary)
- Date of hire and employment start dates
- Number of years each employee has had in their respective professions
- Number of years each employee has had in their current role in the charter school
- Using the drop down menu, select the correct explanation as to why a teacher is teaching outside of their certification area.



Manhattan Charter School 2

2020-21 ACCOUNTABILITY PLAN PROGRESS REPORT

Submitted to the SUNY Charter Schools Institute on:

August 16, 2021

By Genie DePolo

220 Henry Street
New York, NY 10002

212-964-3792

2020 21 ACCOUNTABILITY PLAN PROGRESS REPORT

Gianina Kesselman, HR and Finance Manager, prepared this 2020-21 Accountability Progress Report on behalf of the school's board of trustees:

Trustee's Name	Board Position	
	Office (e.g. chair, treasurer, secretary)	Committees (e.g. finance, executive)
Caitlin Conklin	Chair	Oversees all committees
Begaiym Edil	Treasurer	Finance
Annabel Javier	Member	Nominating
Megann McManus	Secretary	Nominating
Andria Olson	Member	Finance
Lauren Schwarz	Member	Education

Amy Salazar has served as the school leader since August 2016.

SCHOOL OVERVIEW

Manhattan Charter School 2 (MCS2) is a small, K-5 charter school in Manhattan's Lower East Side. As a replication of the established Manhattan Charter School, MCS2 has allowed us to provide a trajectory-changing education to twice as many students using the small-school model that has been the bedrock of MCS' successful program. MCS2 opened in August 2012 and currently serves students in grades K-5.

The majority of MCS2 students are minority, live in the neighborhood, and qualify for free lunches. In 2020-21, 94% of students qualified for free and reduced priced lunches and 30% were identified as special education. Student demographics are representative of District 1 and NYS public school students as a whole.

MCS2's unique educational program has a dual focus: a rigorous, standards-based educational program and an arts-rich curriculum with music class for every child, every day. The school's educational program is unlike any other on the Lower East Side and includes a particular focus on music. Our passion for music education is demonstrated by its commitment to daily music instruction for every student, beginning in Kindergarten. The school's commitment to offering a balanced liberal arts education to every child extends beyond music. All students also take art, French, and movement. All of these programs are offered at no cost to families.

MCS2's delivered a hybrid model for the 2020-21 school year, utilizing Google Classroom and Zoom as our primary tools to deliver remote instruction and to communicate with students and their families. Teachers facilitated communication with remote students via Google Classroom, including morning messages, closing messages, work assignments, links to resources and as a platform for questions and answers. In addition, teachers used Zoom to facilitate lessons, read alouds, interactive learning activities, classroom collaboration and conversation and office hours for parents and other caretakers.

MCS2 implemented multiple strategies to support students' and families' social, mental, and emotional health during the 2020-21 school year. All students were assigned to one staff member, responsible for regular check-ins with the student. The school psychologist or counselor called the families on a weekly or bi-weekly basis. In addition, teachers utilized Responsive Classroom techniques and implemented morning meetings and closing circles to further maintain a sense of community and support. MCS2 held three parent-teacher conferences throughout the school year. Finally, the McKinney-Vento liaison who also serves as the Attendance Coordinator, monitored attendance and promptly followed up with families of absent students.

ENROLLMENT SUMMARY

School Enrollment by Grade Level and School Year														
School Year	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
2016-17	42	46	40	46	34	24								226

2020-21 ACCOUNTABILITY PLAN PROGRESS REPORT

2017-18	28	30	40	32	34	23								187
2018-19	25	29	30	41	26	32								183
2019-20	21	24	26	29	32	21								153
2020-21	18	20	21	25	27	29								140

GOAL 1: ENGLISH LANGUAGE ARTS

ELEMENTARY ENGLISH LANGUAGE ARTS

Goal 1: English Language Arts

Students' academic performance in ELA meets or exceeds local, state, and national standards.

BACKGROUND

The English Language Arts (ELA) curriculum and instruction at MCS2 are fully aligned to the New York State Next Generation Learning Standards.

Daily literacy instruction encompasses reading, writing, speaking, listening, spelling, grammar, vocabulary, phonics, phonological awareness, and word study. During the course of this charter term, MCS2 shifted our ELA and literacy instruction program to fully implement Expeditionary Learning (EL) and WritingCity/Write Steps across grades K-5, and Wilson Foundations for grades K-2. In 2016-17, a new Early Childhood Specialist was hired to support students in grades K-2. We also added a Reading Teacher to support our struggling readers in all grades. An AIS provider was brought on for the 2016-17 school year. They join the existing SETSS provider and Literacy Coach in working with teachers.

The daily literacy period includes time for shared and performance reading, interactive read alouds and literature discussions, independent reading, and guided reading. In the primary grades, a blend of phonetic, visual, and kinesthetic techniques is used to teach spelling and decoding. Students in K-5 are taught specific reading skills and metacognitive strategies that enable them to construct meaning from both literary and non-fiction texts in all content areas. Students also develop rich language experiences through daily reading, writing, speaking, viewing and listening. Embedded into the reading and writing program are uniquely structured activities that foster the expression of personal ideas and memoirs, creative illustrated works, and expanded research and reflection beyond curriculum expectations. All students build writing portfolios that exemplify all steps of the writing process for review and support. Students participate in writing interviews and conferences weekly, and are encouraged to use rubrics to guide, self-correct and edit their writing daily. Authors who have been lauded with national and global recognition serve as mentors to our writers and readers. Mentor texts are used daily as source of discussion and inspiration, and teachers coach students to emulate the works they love.

To implement MCS2's hybrid learning model for the 2020-21 school year, the school utilized EL's

2020 21 ACCOUNTABILITY PLAN PROGRESS REPORT

revised language arts curriculum, called Flex Curriculum, across grades K-5. The Flex Curriculum provided half hour lessons. For the online ELA programming, teachers facilitated communication with students via Google Classroom, including work assignments and links to resources and as a platform for questions and answers. Teachers used Zoom to facilitate lessons, read alouds, interactive learning activities, and classroom collaboration.

METHOD

During 2020-21, the school(s) primarily used the following exam to assess student growth and achievement in ELA: **STAR**

MCS2 assessments for ELA include Star 360 computer-based adaptive assessment (grades K-5), Fountas & Pinnell Benchmark Assessment System (grades K-5), Stanford 10, and Achieve3000 (grades 2-5). Each assessment is typically administered three times in the year- at the beginning of the year (Fall), mid-year (Winter), and at the end of the year (Spring). In addition, MCS2 administered unit tests from the EL curriculum to determine mastery of NYS standards, as well as Pathblazer ELA for the AIS program.

RESULTS AND EVALUATION

The table below highlights the comparison of percentile ranks of students in grades 1-5 on the end-year Star 360 ELA assessment between students who were enrolled at least two years (n=93) to all students tested (n=98). The percentile rank is a norm-referenced score that provides a measure of a student's reading ability compared to other students in the same grade nationally. The percentile rank score indicates the percentage of other students nationally who obtained scores equal to or lower than the score of a particular student. MCS2 uses Star 360 as a progress monitoring assessment to identify priority skills and strategies for instruction and to identify students in need of intervention services in reading.

Manhattan Charter School 2 Percentile Rank Star 360 ELA - Spring 2020-21				
	Average Percentile Ranks	Total Test Takers	Percentile Rank: 2nd Year of Enrollment	Total Test Takers
K	-	-	-	-
1	56	4	56	4
2	48	20	47	17
3	45	24	46	23
4	35	25	36	24

2020 21 ACCOUNTABILITY PLAN PROGRESS REPORT

5	25	27	25	27
Overall	38	98	38	93

Students scored similarly whether they were in their first or second year of enrollment at MCS2. In Grade 5, all students tested have been enrolled for at least two years.

The table below highlights the difference of Star 360 ELA assessment percentile ranks of students in grades 2-5 from the beginning of 2020-21 school year to the end-year assessment.

Manhattan Charter School 2 Average Percentile Rank Star 360 ELA – 2020-2021			
	Fall 2020-21 Average Percentile Rank	Winter 2020-21 Average Percentile Rank	Spring -2020-21 Average Percentile Rank
2	48	31	46
3	43	35	44
4	41	29	35
5	35	23	25

Although there was a decrease in average percentile rank in all grades from Fall to Winter, by Spring all grades experienced increases closing the initial loss gaps.

The table below highlights the percentile ranks for students in grades 2-5 on the beginning of the year Star 360 ELA assessment for the 2019-20 school year as compared to the 2020-21 school year.

Manhattan Charter School 2 Percentile Rank Star 360 ELA – Fall 2019-20 and Fall 2020-21		
	Fall 2019-20 Percentile Rank	Fall 2020-21 Percentile Rank
2	41	48
3	49	43
4	43	41
5	49	35

The table below highlights the comparison of the percent proficient of students in grades 2-5 on the Achieve3000 assessment between students who were enrolled at least two years (n=94) to all students tested (n=99). MCS2 uses Achieve3000 to assess Lexile levels.

2020 21 ACCOUNTABILITY PLAN PROGRESS REPORT

Manhattan Charter School 2 - Achieve3000 Percentage Proficient				
	Percent Proficient	Total Test Takers	Percent Proficient: 2nd Year of Enrollment	Total Test Takers
2	33%	18	40%	15
3	24%	25	26%	23
4	15%	27	15%	27
5	7%	29	7%	29
Overall	18%	99	19%	94

Students in 2nd and 3rd Grades, in at least their second year of enrollment at MCS2, performed slightly better than their peers who have been enrolled for less time. In Grades 4 and 5, all students who took the test have been enrolled for at least 2 years.

ADDITIONAL CONTEXT AND EVIDENCE

The table below highlights the percentage of students who have moved reading levels from beginning to mid-year Fountas and Pinnell Reading Levels. MCS2 uses Fountas and Pinnell as a progress monitoring assessment to identify priority skills, including accuracy, fluency, and comprehension, and to determine guidance for independent and guided reading.

Manhattan Charter School 2 – Fountas and Pinnell Reading Levels Fall – Winter 2021				
	Decreased 1 or more level	No Change	Increased 1 level	Increased 2 or more levels
K		18%	12%	71%
1	11%	16%	26%	47%
2	13%	25%	25%	38%
3	6%	-	53%	41%
4	-	4%	27%	69%
5	7%	7%	86%	-

A majority of students in each grade increased their reading level by at least one level.

SUMMARY OF THE ELEMENTARY ENGLISH LANGUAGE ARTS GOAL

Although MCS2 administered progress monitoring assessments, we were not able to administer any predictive assessments in the 2020-21 school year. Therefore, MCS2 is unable to measure achievement of its English Language Arts goal in the 2020-21 school year.

ACTION PLAN

To ensure that all MCS2 students are making substantial gains in ELA, MCS2 will continue to take specific steps to improve the academic performance for the 2021-22 school year, including continuing a partnership with Expeditionary Learning (EL) to provide extensive professional development on ELA instruction to teachers and using the Engage NY curriculum for ELA across all grades.

In order to mitigate learning loss, MCS2 will provide extended day that includes both intervention and homework help, along with play to address social-emotional issues. The afterschool programming, funded through the ESSER grant, is led by a Child Associate, who developed the social-emotional component.

In addition, the school has created the position of Director of Curriculum and Instruction (DCI) and hired a highly-qualified individual to raise the quality of ELA instruction across all grades. Teachers will continue to receive dedicated Professional Development during scheduled half-days (on average twice a month).

The Reading Specialist will continue to provide targeted, supplemental instruction for all struggling learners in 2021-22. All students who fell below the NYSED cut-point for AIS recommendation will receive small group tutoring and interventions. Students in Special Education will also receive additional time in small group instruction in comparison to what they received in the previous year.

The school utilized new performance assessment tools in 2020-21, including Star 360 Reading, a reading inventory assessment program that will be administered up to three times per year, Fountas & Pinnell Benchmark Assessment System, Stanford 10, and Achieve3000, and will continue to use them in 2021-22. The school will continue to implement Pathblazer ELA for the AIS program.

At this time, MCS2 will not make any changes to the ELA curriculum, returning to the unmodified versions of the EL and Writing City curriculum. The new DCI will collaborate with teachers to review, evaluate, and make any adjustments to the curriculum as needed. Our focus in 2021-22 will be to reintegrate students into the classroom and mitigate learning loss.

GOAL 2: MATHEMATICS

ELEMENTARY MATHEMATICS

Goal 2: Mathematics

Students' academic performance in math meets or exceeds local, state, and national standards.

BACKGROUND

The mathematics curriculum and instruction at MCS2 are fully aligned to the New York State Next Generation Learning Standards. In mathematics, daily instruction will include students reading, writing and discussing, critical thinking and problem solving. Instruction is based on Next Generation Math standards and addressed using the JUMP Math curriculum across all grades, augmented by EngageNY Mathematics curriculum.

Problem solving is emphasized in mathematics, as MCS2 students explore, guess, evaluate and re-evaluate solutions, gaining confidence in their ability to tackle complex mathematical problems. Working in both heterogeneous and homogeneous groups, students experience rigorous teaching and scaffolding of mathematical thinking processes. MCS2 students learn that they are capable of having mathematical ideas, applying what they know to new situations, and thinking and reasoning about unfamiliar problems. Cooperative learning groups and guided math groups provide differentiated instruction for advanced mathematical conversation and reinforce foundational concepts for students. Students also make conjectures and discuss the validity of those conjectures.

MCS2 delivered a hybrid model for the 2020-21 school year, utilizing JUMP Math's revised curriculum that provided half hour lessons, across grades K-5. For the online math programming, teachers facilitated communication with students via Google Classroom, including work assignments and links to resources and as a platform for questions and answers. Teachers used Zoom to facilitate lessons, interactive learning activities, and classroom collaboration.

METHOD

During 2020-21, the school(s) primarily used the following exam to assess student growth and achievement in mathematics: **STAR**

MCS2 assessments for math include Star 360 computer-based adaptive assessment (grades K-5) and Stanford 10. Each assessment is typically administered three times in the year- at the beginning of the year (Fall), mid-year (Winter), and at the end of the year (Spring). In addition, MCS2 administered unit tests from the JUMP Math curriculum to determine mastery of NYS standards, as well as Pathblazer Math for the AIS program. MCS2 also utilizes Sumdog to create personalized math skills practice for students, while also providing a diagnostic tool for teachers to identify strengths and gaps in understanding.

RESULTS AND EVALUATION

The table below highlights the comparison of percentile ranks of students in grades 1-5 on the Star 360 Math assessment between students who were enrolled at least two years (n=101) to all students tested (n=115). The percentile rank is a norm-referenced score that provides a measure of a student's math ability compared to other students in the same grade nationally. The percentile rank score indicates the percentage of other students nationally who obtained scores equal to or lower than the score of a particular student. MCS2 uses Star 360 as a progress monitoring assessment to identify priority skills and strategies for instruction and to identify students in need of intervention services in math.

Manhattan Charter School 2 - Math Percentile Rank Star 360 - Spring 2020-21				
	Average Percentile Ranks	Total Test Takers	Percentile Rank: 2nd Year of Enrollment	Total Test Takers
K	-	-	-	-
1	39	18	44	15
2	38	21	41	16
3	37	25	38	24
4	27	24	28	20
5	26	27	25	26
Overall	33	115	34	101

Students in at least their second year of enrollment at MCS2 performed better or slightly better in Grades 1 through 4.

The table below highlights the difference of Star 360 Math assessment percentile ranks of students in grades 1-5 from the beginning of 2020-21 school year to the year-end assessment.

Manhattan Charter School 2 Average Percentile Rank Star 360 Math – 2020-2021			
	Fall 2020-21 Average Percentile Rank	Winter 2020-21 Average Percentile Rank	Spring -2020-21 Average Percentile Rank
1	55	51	37
2	50	46	35
3	55	46	36

2020 21 ACCOUNTABILITY PLAN PROGRESS REPORT

4	42	41	27
5	41	36	26

The table below highlights the percentile ranks for students in grades 1-5 on the beginning of the year Star 360 Math assessment for the 2019-20 school year as compared to the 2020-21 school year.

Manhattan Charter School 2 Percentile Rank Star 360 Math – Fall 2019-20 and Fall 2020-21		
	Fall 2019-20 Percentile Rank	Fall 2020-21 Percentile Rank
1	42	55
2	49	50
3	61	55
4	59	42
5	60	41

SUMMARY OF THE ELEMENTARY MATHEMATICS GOAL

Although MCS2 administered progress monitoring assessments, we were not able to administer any predictive assessments in the 2020-21 school year. Therefore, MCS2 is unable to measure achievement of its mathematics goal in the 2020-21 school year.

ACTION PLAN

In 2021-22, MCS2 is continuing the use of JUMP Mathematics across K – 5th grades, which the school fully adopted in the 2018-19 school year, augmented by EngageNY Mathematics. An onsite trainer with JUMP Math will continue to coach teachers in developing strategies to work with all students.

The school will utilize additional assessment tools for 2021-22 that will complement performance assessments already in place, including Star 360 Math, a math assessment program that will be administered up to three times per year, and Stanford 10. The school will also implement Pathblazers math for the AIS program.

At this time, MCS2 will not make any changes to the math curriculum and will return to using the unmodified JUMP Math curriculum. MCS2 is adding a Director of Curriculum and Instruction to the staff, who will collaborate with teachers to review, evaluate, and make any adjustments to the curriculum if or as necessary. Our focus in 2021-22 will be to reintegrate students into the classroom and mitigate learning loss.

GOAL 3: SCIENCE

ELEMENTARY SCIENCE

Goal 3: Science

Students' academic performance in science meets or exceeds local, state, and national standards.

BACKGROUND

MCS2 science instruction emphasizes scientific inquiry and student investigation of scientific concepts. During the charter term, as part of our ELA curriculum realignment and full adoption of Expeditionary Learning, science instruction has been incorporated into Expeditionary Learning literacy units that are supplemented by FOSS and Picture Perfect. MCS2 also utilizes New York State core curriculum science units for 4th grade.

Students use the processes of science, such as observing, classifying, describing, experimenting, measuring, inferring, and predicting. Through hands-on investigations, collaborative learning, student discourse, inquiry, integration of disciplines and content areas, and multisensory methods, MCS2 students explore key scientific concepts and principles in the physical and life sciences. MCS2 is committed to establishing a foundation of scientific literacy for every student, advancing ideas that prepare them for a life in an increasingly complex scientific and technological world. This scientific literacy is fostered via Expeditionary Learning with the introduction and scaffolding of instructional efficiency, and with the creation of a science classroom where students actively construct ideas through inquiries, investigations, and analyses.

MCS2 students are given feedback on their performance in science with a series of student interviews, portfolio assessments, and unit tests. MCS2 students, prepared with the knowledge and thinking capacities to excel in science in the 21st century, are motivated to exceed societal expectations for the next generation of citizens.

MCS2's delivered a hybrid model for the 2020-21 school year. For the online science programming, teachers facilitated all communication with students via Google Classroom, including work assignments and links to resources and as a platform for questions and answers. Teachers used Zoom to facilitate lessons, interactive learning activities, and classroom collaboration.

METHOD

MCS2 did not administer any formal assessments in science in the 2020-21 school year. As stated above, teachers use embedded curricular unit tests to gauge student progress.

RESULTS AND EVALUATION

Since MCS2 did not administer any formal assessments in science in the 2020-21 school year, we have no data from the 2020-21 school year to present.

SUMMARY OF THE ELEMENTARY SCIENCE GOAL

MCS2 is unable to measure achievement of its science goal in the 2020-21 school year.

ACTION PLAN

MCS2 has maintained a high level of proficiency in science in recent years. MCS2 continues to engage a science consultant to support 3rd and 4th Grade classroom teachers with the implementation of the science curriculum.

In August 2021, MCS2 will change to Amplify Science, in order to improve its resources for teachers, ensure alignment to the Next Generation Science Standards, and align with MCS, who has been using the curriculum since 2018-19. In addition, the Amplify Science curriculum provider has modified the curriculum to account for online learning. Our focus in 2021-22 will be to reintegrate students into the classroom and mitigate learning loss.

GOAL 4: ESSA

Due to COVID-19 and the subsequent changes to the state's testing, accountability, and federal reporting requirements, the 2020-21 school accountability statuses are the same as those assigned for the 2019-20 school year. The 2019-20 accountability statuses were based on 2018-19 exam results. Assigned accountability designations and further context can be found [here](#).

Goal 7: Absolute Measure

Under the state's ESSA accountability system, the school is in good standing: the state has not identified the school for comprehensive or targeted improvement.

METHOD

Because *all* students are expected to meet the state's performance standards, the federal statute stipulates that various sub-populations and demographic categories of students among all tested students must meet the state standard in and of themselves aside from the overall school results.

2020 21 ACCOUNTABILITY PLAN PROGRESS REPORT

As New York State, like all states, is required to establish a specific system for making these determinations for its public schools, charter schools do not have latitude in establishing their own performance levels or criteria of success for meeting the ESSA accountability requirements. Each year, the state issues School Report Cards that indicate a school's status under the state accountability system.

RESULTS AND EVALUATION

MCS2 was found to be in Good Standing as per the New York State Education Department. The school has consistently maintained this status over the past three years.

ADDITIONAL EVIDENCE

Over the past three years, the school has remained in good standing as determined by the New York State Education Department.

Accountability Status by Year

Year	Status
2018-19	Good Standing
2019-20	Good Standing
2020-21	Good Standing



Transmittal Form
Annual Financial Statement Audit Report
for SUNY Authorized Charter Schools

Charter School Name:	Manhattan Charter School II
Audit Period:	2020-21
Prior Period:	2019-20
Report Due Date:	Monday, November 1, 2021
School Fiscal Contact Name:	Gianina Kesselman
School Fiscal Contact Email:	
School Fiscal Contact Phone:	
School Audit Firm Name:	PKF O'Connor Davies, LLP
School Audit Contact Name:	Gus Saliba
School Audit Contact Email:	
School Audit Contact Phone:	

SUNY CHARTER SCHOOLS INSTITUTE - Reporting Requirements:

Online Portal: <https://my.epicenternow.org/>

Required 8 Items:

- 1) The independent auditor's report on financial statements and notes;
- 2) Excel template file with appropriate sheets completed: Financial Position, Statement of Activities, Cash Flow and Functional Expenses worksheets; and
- 3) Reports on internal controls over financial reporting and on compliance.

And, if applicable:

The additional items listed below should be included if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the management letter response will be submitted by the following date (should be no later than 30 days from the submission of the report); etc. If not applicable enter "N/A."

	<i>If not included, state the reason(s) below. Or, if not applicable fill in "N/A":</i>
4) Management Letter	
5) Management Letter Response	
6) Form 990; or Extension Form 8868	
7) Federal Single Audit/ Uniform Guidance in 2 CFR Part 200, Subpart F	n/a
8) Corrective Action Plan	n/a

MANHATTAN CHARTER SCHOOL II
Statement of Financial Position
as of June 30, 2021

<u>ASSETS</u>		2020-21	2019-20
<u>CURRENT ASSETS</u>			
Cash and cash equivalents		\$ 6,560,399	\$ 6,032,462
Grants and contracts receivable		301,141	309,458
Accounts receivables		-	-
Prepaid expenses		369,762	172,450
Contributions and other receivables		-	-
	TOTAL CURRENT ASSETS	7,231,302	6,514,370
<u>PROPERTY, BUILDING AND EQUIPMENT, net</u>			
		233,408	256,786
<u>OTHER ASSETS</u>			
		1,534,839	1,530,495
	TOTAL ASSETS	8,999,549	8,301,651
<u>LIABILITIES AND NET ASSETS</u>			
<u>CURRENT LIABILITIES</u>			
Accounts payable and accrued expenses		\$ 187,646	\$ 203,343
Accrued payroll and benefits		633,197	717,375
Deferred Revenue		-	-
Current maturities of long-term debt		-	-
Short Term Debt - Bonds, Notes Payable		-	-
Other		7,836	-
	TOTAL CURRENT LIABILITIES	828,679	920,718
<u>LONG-TERM LIABILITIES</u>			
Deferred Rent		-	-
All other long-term debt and notes payable, net current maturities		-	-
	TOTAL LONG-TERM LIABILITIES	-	-
	TOTAL LIABILITIES	828,679	920,718
<u>NET ASSETS</u>			
Without Donor Restrictions		8,167,717	7,377,780
With Donor Ristrictions		3,153	3,153
	TOTAL NET ASSETS	8,170,870	7,380,933
	TOTAL LIABILITIES AND NET ASSETS	8,999,549	8,301,651

CK - Should be zero	-	-
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MANHATTAN CHARTER SCHOOL II

**Statement of Activities
as of June 30, 2021**

	2020-21			2019-20
	Without Donor Restrictions	With Donor Restrictions	Total	Total
REVENUE, GAINS AND OTHER SUPPORT				
Public School District				
Resident Student Enrollment	\$ 2,279,152	\$ -	\$ 2,279,152	\$ 2,455,375
Students with disabilities	383,859	-	383,859	329,467
Grants and Contracts				
State and local	10,415	-	10,415	13,260
Federal - Title and IDEA	180,392	-	180,392	176,953
Federal - Other	-	-	-	-
Other	-	-	-	-
NYC DoE Rental Assistance	-	-	-	-
Food Service/Child Nutrition Program	-	-	-	-
TOTAL REVENUE, GAINS AND OTHER SUPPORT	2,853,818	-	2,853,818	2,975,055
EXPENSES				
Program Services				
Regular Education	\$ 1,665,252	\$ -	\$ 1,665,252	\$ 2,015,791
Special Education	493,080	-	493,080	475,072
Other Programs	-	-	-	77,890
Total Program Services	2,158,332	-	2,158,332	2,568,753
Management and general	327,183	-	327,183	384,577
Fundraising	3,374	-	3,374	3,267
TOTAL OPERATING EXPENSES	2,488,889	-	2,488,889	2,956,597
SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS	364,929	-	364,929	18,458
SUPPORT AND OTHER REVENUE				
Contributions				
Foundations	\$ -	\$ -	\$ -	\$ -
Individuals	-	-	-	-
Corporations	-	-	-	-
Fundraising	-	-	-	-
Interest income	236	-	236	207
Miscellaneous income	-	-	-	-
Net assets released from restriction	-	-	-	-
TOTAL SUPPORT AND OTHER REVENUE	236	-	236	207
CHANGE IN NET ASSETS	365,165	-	365,165	18,665
NET ASSETS BEGINNING OF YEAR	1,463,726	3,153	1,466,879	1,448,214
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
NET ASSETS END OF YEAR	\$ 1,828,891	\$ 3,153	\$ 1,832,044	\$ 1,466,879

MANHATTAN CHARTER SCHOOL II
Statement of Cash Flows
as of June 30, 2021

	2020-21	2019-20
CASH FLOWS - OPERATING ACTIVITIES		
Increase (decrease) in net assets	\$ 789,937	\$ 692,497
Revenues from School Districts	-	-
Accounts Receivable	-	-
Due from School Districts	-	-
Depreciation	109,149	102,364
Grants Receivable	8,317	(149,346)
Due from NYS	-	-
Grant revenues	-	-
Prepaid Expenses	(197,312)	(60,723)
Accounts Payable	(15,697)	(56,607)
Accrued Expenses	(84,178)	(139,681)
Accrued Liabilities	-	-
Contributions and fund-raising activities	-	-
Miscellaneous sources	-	-
Deferred Revenue	-	-
Interest payments	-	-
Unrealized loss (gain) on investments	6,433	(4,846)
Refundable advances	7,836	(4,010)
NET CASH PROVIDED FROM OPERATING ACTIVITIES	\$ 624,485	\$ 379,648
CASH FLOWS - INVESTING ACTIVITIES		
Purchase of equipment	(85,771)	(115,369)
Other	(10,297)	(26,239)
NET CASH PROVIDED FROM INVESTING ACTIVITIES	\$ (96,068)	\$ (141,608)
CASH FLOWS - FINANCING ACTIVITIES		
Principal payments on long-term debt	-	-
Other	-	-
NET CASH PROVIDED FROM FINANCING ACTIVITIES	\$ -	\$ -
NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS	\$ 528,417	\$ 238,040
Cash at beginning of year	6,182,427	5,944,387
CASH AND CASH EQUIVALENTS AT END OF YEAR	\$ 6,710,844	\$ 6,182,427

MANHATTAN CHARTER SCHOOL II
Statement of Functional Expenses
as of June 30, 2021

		2020-21							2019-20	
		Program Services				Supporting Services				
						Management and				
	No. of Positions	Regular Education	Special Education	Other Education	Total	Fund-raising	General	Total	Total	
Personnel Services Costs		\$	\$	\$	\$	\$	\$	\$	\$	\$
Administrative Staff Personnel	5.00	216,959	88,419	-	305,378	2,515	144,206	146,721	452,099	485,703
Instructional Personnel	13.00	861,627	212,801	-	1,074,428	-	-	-	1,074,428	1,440,043
Non-Instructional Personnel	-	-	-	-	-	-	-	-	-	-
Total Salaries and Staff	18.00	1,078,586	301,220	-	1,379,806	2,515	144,206	146,721	1,526,527	1,925,746
Fringe Benefits & Payroll Taxes		197,091	54,612	-	251,703	467	26,798	27,265	278,968	365,776
Retirement		19,203	5,333	-	24,536	45	2,599	2,644	27,180	38,700
Management Company Fees		-	-	-	-	-	-	-	-	-
Legal Service		-	-	-	-	-	19,765	19,765	19,765	12,186
Accounting / Audit Services		-	-	-	-	-	113,982	113,982	113,982	118,765
Other Purchased / Professional / Consulting Services		78,421	31,601	-	110,022	7	374	381	110,403	114,732
Building and Land Rent / Lease / Facility Finance Interest		-	-	-	-	-	-	-	-	-
Repairs & Maintenance		3,377	938	-	4,315	8	457	465	4,780	466
Insurance		28,511	7,917	-	36,428	67	3,859	3,926	40,354	32,315
Utilities		-	-	-	-	-	-	-	-	-
Supplies / Materials		51,470	20,976	-	72,446	-	-	-	72,446	49,725
Equipment / Furnishings		-	-	-	-	-	-	-	-	128
Staff Development		48,294	19,373	-	67,667	6	322	328	67,995	63,406
Marketing / Recruitment		38,067	15,514	-	53,581	-	-	-	53,581	48,088
Technology		74,150	20,591	-	94,741	175	10,036	10,211	104,952	85,629
Food Service		-	-	-	-	-	-	-	-	-
Student Services		12,727	5,187	-	17,914	-	-	-	17,914	32,927
Office Expense		2,802	778	-	3,580	7	379	386	3,966	14,324
Depreciation		25,933	7,202	-	33,135	61	3,510	3,571	36,706	37,582
OTHER		6,620	1,838	-	8,458	16	896	912	9,370	16,102
Total Expenses		\$ 1,665,252	\$ 493,080	\$ -	\$ 2,158,332	\$ 3,374	\$ 327,183	\$ 330,557	\$ 2,488,889	\$ 2,956,597

2021 DISCLOSURE OF FINANCIAL INTEREST FORM

Disclosure of financial interest by a not-for-profit charter school education corporation trustee
For the school year ended June 30, 2021

Education Corporation, Trustee Name and Position(s)	
Name of education corporation:	Manhattan Charter Schools
Name of trustee (print):	Andria Olson
Position(s) on board, if any (e.g., chair, treasurer, committee chair, etc.):	Finance Committee Member
Email Address:	

Home Address	Business Address
Please complete with changes only:	Please complete with changes only:
Street:	Business Name:
City, State Zip:	Street:
Phone:	City, State Zip:
	Phone:

Questions	
1) Are you, or have you been during the last school year (July 1-June 30), an employee of the education corporation? [If you check yes , answer 1a), 1b), and 1c)].	<input type="radio"/> Yes <input checked="" type="radio"/> No
1a) Description of the position:	
1b) Salary:	
1c) Start date:	
2) Are you related, by blood, marriage, or legal adoption/guardianship, to, or do you cohabitate with, any person (any of the foregoing being an "interested person") who is, or, during the last school year (July 1-June 30), was employed by the education corporation, or who could otherwise benefit from your being a trustee? If yes, please identify each interest/transaction (and provide the requested information) that you ("self") or any interested persons have held or engaged in with the education corporation during the prior school year.	

☒ None

Name and Relationship	Nature of Financial Interest/Transaction	Approximate Value of the Business Conducted	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Date of Transaction(s) or "Ongoing"
None				

3) Identify each individual, business, corporation, union association, firm, partnership, committee, proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or an interested person had a financial interest or other relationship. If you or an interested person are a member, director, officer, or employee of an organization doing business with the education corporation through a management, shared services, or other services agreement, you need not list every transaction between such entity and the education corporation; rather, please identify only the name of the entity, the applicable position in the entity as well as the relationship between such entity and the education corporation.

☒ None

Name and Relationship	Entity Conducting Business with the Education Corporation	Nature of the Person's Interest in the Entity	Nature of Business Conducted	Approximate Value of the Business Conducted	Steps Taken to Avoid Conflict of Interest	Date of Transaction(s) or "Ongoing"
None						

Trustee Signature

Signature:



By signing this Disclosure of Financial Interest Form, the trustee certifies that the information contained in this disclosure is true and accurate to the best of his or her knowledge.

2021 DISCLOSURE OF FINANCIAL INTEREST FORM

Disclosure of financial interest by a not-for-profit charter school education corporation trustee
For the school year ended June 30, 2021

Education Corporation, Trustee Name and Position(s)	
Name of education corporation:	Manhattan Charter Schools
Name of trustee (print):	Andria Olson
Position(s) on board, if any (e.g., chair, treasurer, committee chair, etc.):	
Email Address:	

Home Address	
Please complete with changes only:	
Street:	
City, State Zip:	
Phone:	

Business Address	
Please complete with changes only:	
Business Name:	
Street:	
City, State Zip:	
Phone:	

Questions	
1) Are you, or have you been during the last school year (July 1-June 30), an employee of the education corporation? [If you check yes , answer 1a), 1b), and 1c)].	<input type="radio"/> Yes <input checked="" type="radio"/> No
1a) Description of the position:	
1b) Salary:	
1c) Start date:	
2) Are you related, by blood, marriage, or legal adoption/guardianship, to, or do you cohabitate with, any person (any of the foregoing being an "interested person") who is, or, during the last school year (July 1-June 30), was employed by the education corporation, or who could otherwise benefit from your being a trustee? If yes, please identify each interest/transaction (and provide the requested information) that you ("self") or any interested persons have held or engaged in with the education corporation during the prior school year.	

☒ None

Name and Relationship	Nature of Financial Interest/Transaction	Approximate Value of the Business Conducted	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Date of Transaction(s) or "Ongoing"
None				

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Name and Relationship	Entity Conducting Business with the Education Corporation	Nature of the Person's Interest in the Entity	Nature of Business Conducted	Approximate Value of the Business Conducted	Steps Taken to Avoid Conflict of Interest	Date of Transaction(s) or "Ongoing"
None						

Trustee Signature

Signature:

Annabel Javier

By signing this Disclosure of Financial Interest Form, the trustee certifies that the information contained in this disclosure is true and accurate to the best of his or her knowledge.

2021 DISCLOSURE OF FINANCIAL INTEREST FORM

Disclosure of financial interest by a not-for-profit charter school education corporation trustee
For the school year ended June 30, 2021

Education Corporation, Trustee Name and Position(s)	
Name of education corporation:	Manhattan Charter Schools
Name of trustee (print):	Andria Olson
Position(s) on board, if any (e.g., chair, treasurer, committee chair, etc.):	
Email Address:	

Home Address	
Please complete with changes only:	
Street:	308 N 7th St Apt 3A
City, State Zip:	New York, NY 11211
Phone:	312-659-9004

Business Address	
Please complete with changes only:	
Business Name:	
Street:	
City, State Zip:	
Phone:	

Questions	
1) Are you, or have you been during the last school year (July 1-June 30), an employee of the education corporation? [If you check yes , answer 1a), 1b), and 1c)].	<input type="radio"/> Yes <input checked="" type="radio"/> No
1a) Description of the position:	
1b) Salary:	
1c) Start date:	
2) Are you related, by blood, marriage, or legal adoption/guardianship, to, or do you cohabitate with, any person (any of the foregoing being an "interested person") who is, or, during the last school year (July 1-June 30), was employed by the education corporation, or who could otherwise benefit from your being a trustee? If yes, please identify each interest/transaction (and provide the requested information) that you ("self") or any interested persons have held or engaged in with the education corporation during the prior school year.	

☒ None

Name and Relationship	Nature of Financial Interest/Transaction	Approximate Value of the Business Conducted	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Date of Transaction(s) or "Ongoing"
None				

3) Identify each individual, business, corporation, union association, firm, partnership, committee, proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or an interested person had a financial interest or other relationship. If you or an interested person are a member, director, officer, or employee of an organization doing business with the education corporation through a management, shared services, or other services agreement, you need not list every transaction between such entity and the education corporation; rather, please identify only the name of the entity, the applicable position in the entity as well as the relationship between such entity and the education corporation.

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None						

Trustee Signature

Signature:

By signing this Disclosure of Financial Interest Form, the trustee certifies that the information contained in this disclosure is true and accurate to the best of his or her knowledge.



2021 DISCLOSURE OF FINANCIAL INTEREST FORM

Disclosure of financial interest by a not-for-profit charter school education corporation trustee
For the school year ended June 30, 2021

Education Corporation, Trustee Name and Position(s)	
Name of education corporation:	Manhattan Charter Schools
Name of trustee (print):	Caithin Conklin
Position(s) on board, if any (e.g., chair, treasurer, committee chair, etc.):	Chair
Email Address:	[REDACTED]

Home Address	Business Address
Please complete with <i>changes</i> only:	Please complete with <i>changes</i> only:
Street:	Business Name:
City, State Zip:	Street:
Phone:	City, State Zip:
	Phone:

Questions	
1) Are you, or have you been during the last school year (July 1-June 30), an employee of the education corporation? [If you check yes, answer 1a), 1b), and 1c)].	<input type="radio"/> Yes <input checked="" type="radio"/> No
1a) Description of the position:	
1b) Salary:	
1c) Start date:	
2) Are you related, by blood, marriage, or legal adoption/guardianship, to, or do you cohabitate with, any person (any of the foregoing being an "interested person") who is, or, during the last school year (July 1-June 30), was employed by the education corporation, or who could otherwise benefit from your being a trustee? If yes, please identify each interest/transaction (and provide the requested information) that you ("self") or any interested persons have held or engaged in with the education corporation during the prior school year.	
<input checked="" type="checkbox"/> None	

Name and Relationship	Nature of Financial Interest/Transaction	Approximate Value of the Business Conducted	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Date of Transaction(s) or "Ongoing"

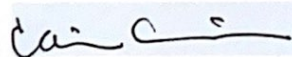
3) Identify each individual, business, corporation, union association, firm, partnership, committee, proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or an interested person had a financial interest or other relationship. If you or an interested person are a member, director, officer, or employee of an organization doing business with the education corporation through a management, shared services, or other services agreement, you need not list every transaction between such entity and the education corporation; rather, please identify only the name of the entity, the applicable position in the entity as well as the relationship between such entity and the education corporation.

☒ None

Name and Relationship	Entity Conducting Business with the Education Corporation	Nature of the Person's Interest in the Entity	Nature of Business Conducted	Approximate Value of the Business Conducted	Steps Taken to Avoid Conflict of Interest	Date of Transaction(s) or "Ongoing"

Trustee Signature

Signature:



By signing this Disclosure of Financial Interest Form, the trustee certifies that the information contained in this disclosure is true and accurate to the best of his or her knowledge.



2021 DISCLOSURE OF FINANCIAL INTEREST FORM

Disclosure of financial interest by a not-for-profit charter school education corporation trustee
For the school year ended June 30, 2021

Education Corporation, Trustee Name and Position(s)	
Name of education corporation:	Manhattan Charter School
Name of trustee (print):	Lauren Schwarz
Position(s) on board, if any (e.g., chair, treasurer, committee chair, etc.):	
Email Address:	

Home Address
Please complete with changes only:
Street:
City, State Zip:
Phone:

Business Address
Please complete with changes only:
Business Name:
Street:
City, State Zip:
Phone:

Questions	
1) Are you, or have you been during the last school year (July 1-June 30), an employee of the education corporation? [If you check yes , answer 1a), 1b), and 1c)].	<input type="radio"/> Yes <input checked="" type="radio"/> No
1a) Description of the position:	
1b) Salary:	
1c) Start date:	
2) Are you related, by blood, marriage, or legal adoption/guardianship, to, or do you cohabitate with, any person (any of the foregoing being an "interested person") who is, or, during the last school year (July 1-June 30), was employed by the education corporation, or who could otherwise benefit from your being a trustee? If yes, please identify each interest/transaction (and provide the requested information) that you ("self") or any interested persons have held or engaged in with the education corporation during the prior school year.	
<input checked="" type="checkbox"/> None	

Name and Relationship	Nature of Financial Interest/Transaction	Approximate Value of the Business Conducted	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Date of Transaction(s) or "Ongoing"

- 3)** Identify each individual, business, corporation, union association, firm, partnership, committee, proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or an interested person had a financial interest or other relationship. If you or an interested person are a member, director, officer, or employee of an organization doing business with the education corporation through a management, shared services, or other services agreement, you need not list every transaction between such entity and the education corporation; rather, please identify only the name of the entity, the applicable position in the entity as well as the relationship between such entity and the education corporation.

☒ None

Name and Relationship	Entity Conducting Business with the Education Corporation	Nature of the Person's Interest in the Entity	Nature of Business Conducted	Approximate Value of the Business Conducted	Steps Taken to Avoid Conflict of Interest	Date of Transaction(s) or "Ongoing"

Trustee Signature

Signature:

Lauren Schwartz

By signing this Disclosure of Financial Interest Form, the trustee certifies that the information contained in this disclosure is true and accurate to the best of his or her knowledge.

2021 DISCLOSURE OF FINANCIAL INTEREST FORM

Disclosure of financial interest by a not-for-profit charter school education corporation trustee
For the school year ended June 30, 2021

Education Corporation, Trustee Name and Position(s)	
Name of education corporation:	Manhattan Charter Schools
Name of trustee (print):	Andria Olson
Position(s) on board, if any (e.g., chair, treasurer, committee chair, etc.):	
Email Address:	

Home Address	
Please complete with changes only:	
Street:	
City, State Zip:	
Phone:	

Business Address	
Please complete with changes only:	
Business Name:	
Street:	
City, State Zip:	
Phone:	

Questions	
1) Are you, or have you been during the last school year (July 1-June 30), an employee of the education corporation? [If you check yes , answer 1a), 1b), and 1c)].	<input type="radio"/> Yes <input type="radio"/> No
1a) Description of the position:	
1b) Salary:	
1c) Start date:	
2) Are you related, by blood, marriage, or legal adoption/guardianship, to, or do you cohabitate with, any person (any of the foregoing being an "interested person") who is, or, during the last school year (July 1-June 30), was employed by the education corporation, or who could otherwise benefit from your being a trustee? If yes, please identify each interest/transaction (and provide the requested information) that you ("self") or any interested persons have held or engaged in with the education corporation during the prior school year.	

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Name and Relationship	Nature of Financial Interest/Transaction	Approximate Value of the Business Conducted	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Date of Transaction(s) or "Ongoing"
None				

3) Identify each individual, business, corporation, union association, firm, partnership, committee, proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or an interested person had a financial interest or other relationship. If you or an interested person are a member, director, officer, or employee of an organization doing business with the education corporation through a management, shared services, or other services agreement, you need not list every transaction between such entity and the education corporation; rather, please identify only the name of the entity, the applicable position in the entity as well as the relationship between such entity and the education corporation.

☒ None

Name and Relationship	Entity Conducting Business with the Education Corporation	Nature of the Person's Interest in the Entity	Nature of Business Conducted	Approximate Value of the Business Conducted	Steps Taken to Avoid Conflict of Interest	Date of Transaction(s) or "Ongoing"
None						

Trustee Signature

Signature:

By signing this Disclosure of Financial Interest Form, the trustee certifies that the information contained in this disclosure is true and accurate to the best of his or her knowledge.



Manhattan Charter School 2

2020-21 ACCOUNTABILITY PLAN PROGRESS REPORT

Submitted to the SUNY Charter Schools Institute on:

August 16, 2021

By Genie DePolo

220 Henry Street
New York, NY 10002

212-964-3792

2020 21 ACCOUNTABILITY PLAN PROGRESS REPORT

Gianina Kesselman, HR and Finance Manager, prepared this 2020-21 Accountability Progress Report on behalf of the school's board of trustees:

Trustee's Name	Board Position	
	Office (e.g. chair, treasurer, secretary)	Committees (e.g. finance, executive)
Caitlin Conklin	Chair	Oversees all committees
Begaiym Edil	Treasurer	Finance
Annabel Javier	Member	Nominating
Megann McManus	Secretary	Nominating
Andria Olson	Member	Finance
Lauren Schwarz	Member	Education

Amy Salazar has served as the school leader since August 2016.

SCHOOL OVERVIEW

Manhattan Charter School 2 (MCS2) is a small, K-5 charter school in Manhattan's Lower East Side. As a replication of the established Manhattan Charter School, MCS2 has allowed us to provide a trajectory-changing education to twice as many students using the small-school model that has been the bedrock of MCS' successful program. MCS2 opened in August 2012 and currently serves students in grades K-5.

The majority of MCS2 students are minority, live in the neighborhood, and qualify for free lunches. In 2020-21, 94% of students qualified for free and reduced priced lunches and 30% were identified as special education. Student demographics are representative of District 1 and NYS public school students as a whole.

MCS2's unique educational program has a dual focus: a rigorous, standards-based educational program and an arts-rich curriculum with music class for every child, every day. The school's educational program is unlike any other on the Lower East Side and includes a particular focus on music. Our passion for music education is demonstrated by its commitment to daily music instruction for every student, beginning in Kindergarten. The school's commitment to offering a balanced liberal arts education to every child extends beyond music. All students also take art, French, and movement. All of these programs are offered at no cost to families.

MCS2's delivered a hybrid model for the 2020-21 school year, utilizing Google Classroom and Zoom as our primary tools to deliver remote instruction and to communicate with students and their families. Teachers facilitated communication with remote students via Google Classroom, including morning messages, closing messages, work assignments, links to resources and as a platform for questions and answers. In addition, teachers used Zoom to facilitate lessons, read alouds, interactive learning activities, classroom collaboration and conversation and office hours for parents and other caretakers.

MCS2 implemented multiple strategies to support students' and families' social, mental, and emotional health during the 2020-21 school year. All students were assigned to one staff member, responsible for regular check-ins with the student. The school psychologist or counselor called the families on a weekly or bi-weekly basis. In addition, teachers utilized Responsive Classroom techniques and implemented morning meetings and closing circles to further maintain a sense of community and support. MCS2 held three parent-teacher conferences throughout the school year. Finally, the McKinney-Vento liaison who also serves as the Attendance Coordinator, monitored attendance and promptly followed up with families of absent students.

ENROLLMENT SUMMARY

School Enrollment by Grade Level and School Year														
School Year	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
2016-17	42	46	40	46	34	24								226

2020-21 ACCOUNTABILITY PLAN PROGRESS REPORT

2017-18	28	30	40	32	34	23								187
2018-19	25	29	30	41	26	32								183
2019-20	21	24	26	29	32	21								153
2020-21	18	20	21	25	27	29								140

GOAL 1: ENGLISH LANGUAGE ARTS

ELEMENTARY ENGLISH LANGUAGE ARTS

Goal 1: English Language Arts

Students' academic performance in ELA meets or exceeds local, state, and national standards.

BACKGROUND

The English Language Arts (ELA) curriculum and instruction at MCS2 are fully aligned to the New York State Next Generation Learning Standards.

Daily literacy instruction encompasses reading, writing, speaking, listening, spelling, grammar, vocabulary, phonics, phonological awareness, and word study. During the course of this charter term, MCS2 shifted our ELA and literacy instruction program to fully implement Expeditionary Learning (EL) and WritingCity/Write Steps across grades K-5, and Wilson Foundations for grades K-2. In 2016-17, a new Early Childhood Specialist was hired to support students in grades K-2. We also added a Reading Teacher to support our struggling readers in all grades. An AIS provider was brought on for the 2016-17 school year. They join the existing SETSS provider and Literacy Coach in working with teachers.

The daily literacy period includes time for shared and performance reading, interactive read alouds and literature discussions, independent reading, and guided reading. In the primary grades, a blend of phonetic, visual, and kinesthetic techniques is used to teach spelling and decoding. Students in K-5 are taught specific reading skills and metacognitive strategies that enable them to construct meaning from both literary and non-fiction texts in all content areas. Students also develop rich language experiences through daily reading, writing, speaking, viewing and listening. Embedded into the reading and writing program are uniquely structured activities that foster the expression of personal ideas and memoirs, creative illustrated works, and expanded research and reflection beyond curriculum expectations. All students build writing portfolios that exemplify all steps of the writing process for review and support. Students participate in writing interviews and conferences weekly, and are encouraged to use rubrics to guide, self-correct and edit their writing daily. Authors who have been lauded with national and global recognition serve as mentors to our writers and readers. Mentor texts are used daily as source of discussion and inspiration, and teachers coach students to emulate the works they love.

To implement MCS2's hybrid learning model for the 2020-21 school year, the school utilized EL's

2020 21 ACCOUNTABILITY PLAN PROGRESS REPORT

revised language arts curriculum, called Flex Curriculum, across grades K-5. The Flex Curriculum provided half hour lessons. For the online ELA programming, teachers facilitated communication with students via Google Classroom, including work assignments and links to resources and as a platform for questions and answers. Teachers used Zoom to facilitate lessons, read alouds, interactive learning activities, and classroom collaboration.

METHOD

During 2020-21, the school(s) primarily used the following exam to assess student growth and achievement in ELA: **STAR**

MCS2 assessments for ELA include Star 360 computer-based adaptive assessment (grades K-5), Fountas & Pinnell Benchmark Assessment System (grades K-5), Stanford 10, and Achieve3000 (grades 2-5). Each assessment is typically administered three times in the year- at the beginning of the year (Fall), mid-year (Winter), and at the end of the year (Spring). In addition, MCS2 administered unit tests from the EL curriculum to determine mastery of NYS standards, as well as Pathblazer ELA for the AIS program.

RESULTS AND EVALUATION

The table below highlights the comparison of percentile ranks of students in grades 1-5 on the end-year Star 360 ELA assessment between students who were enrolled at least two years (n=93) to all students tested (n=98). The percentile rank is a norm-referenced score that provides a measure of a student's reading ability compared to other students in the same grade nationally. The percentile rank score indicates the percentage of other students nationally who obtained scores equal to or lower than the score of a particular student. MCS2 uses Star 360 as a progress monitoring assessment to identify priority skills and strategies for instruction and to identify students in need of intervention services in reading.

Manhattan Charter School 2 Percentile Rank Star 360 ELA - Spring 2020-21				
	Average Percentile Ranks	Total Test Takers	Percentile Rank: 2nd Year of Enrollment	Total Test Takers
K	-	-	-	-
1	56	4	56	4
2	48	20	47	17
3	45	24	46	23
4	35	25	36	24

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5	25	27	25	27
Overall	38	98	38	93

Students scored similarly whether they were in their first or second year of enrollment at MCS2. In Grade 5, all students tested have been enrolled for at least two years.

The table below highlights the difference of Star 360 ELA assessment percentile ranks of students in grades 2-5 from the beginning of 2020-21 school year to the end-year assessment.

Manhattan Charter School 2 Average Percentile Rank Star 360 ELA – 2020-2021			
	Fall 2020-21 Average Percentile Rank	Winter 2020-21 Average Percentile Rank	Spring -2020-21 Average Percentile Rank
2	48	31	46
3	43	35	44
4	41	29	35
5	35	23	25

Although there was a decrease in average percentile rank in all grades from Fall to Winter, by Spring all grades experienced increases closing the initial loss gaps.

The table below highlights the percentile ranks for students in grades 2-5 on the beginning of the year Star 360 ELA assessment for the 2019-20 school year as compared to the 2020-21 school year.

Manhattan Charter School 2 Percentile Rank Star 360 ELA – Fall 2019-20 and Fall 2020-21		
	Fall 2019-20 Percentile Rank	Fall 2020-21 Percentile Rank
2	41	48
3	49	43
4	43	41
5	49	35

The table below highlights the comparison of the percent proficient of students in grades 2-5 on the Achieve3000 assessment between students who were enrolled at least two years (n=94) to all students tested (n=99). MCS2 uses Achieve3000 to assess Lexile levels.

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Manhattan Charter School 2 - Achieve3000 Percentage Proficient				
	Percent Proficient	Total Test Takers	Percent Proficient: 2nd Year of Enrollment	Total Test Takers
2	33%	18	40%	15
3	24%	25	26%	23
4	15%	27	15%	27
5	7%	29	7%	29
Overall	18%	99	19%	94

Students in 2nd and 3rd Grades, in at least their second year of enrollment at MCS2, performed slightly better than their peers who have been enrolled for less time. In Grades 4 and 5, all students who took the test have been enrolled for at least 2 years.

ADDITIONAL CONTEXT AND EVIDENCE

The table below highlights the percentage of students who have moved reading levels from beginning to mid-year Fountas and Pinnell Reading Levels. MCS2 uses Fountas and Pinnell as a progress monitoring assessment to identify priority skills, including accuracy, fluency, and comprehension, and to determine guidance for independent and guided reading.

Manhattan Charter School 2 – Fountas and Pinnell Reading Levels Fall – Winter 2021				
	Decreased 1 or more level	No Change	Increased 1 level	Increased 2 or more levels
K		18%	12%	71%
1	11%	16%	26%	47%
2	13%	25%	25%	38%
3	6%	-	53%	41%
4	-	4%	27%	69%
5	7%	7%	86%	-

A majority of students in each grade increased their reading level by at least one level.

SUMMARY OF THE ELEMENTARY ENGLISH LANGUAGE ARTS GOAL

Although MCS2 administered progress monitoring assessments, we were not able to administer any predictive assessments in the 2020-21 school year. Therefore, MCS2 is unable to measure achievement of its English Language Arts goal in the 2020-21 school year.

ACTION PLAN

To ensure that all MCS2 students are making substantial gains in ELA, MCS2 will continue to take specific steps to improve the academic performance for the 2021-22 school year, including continuing a partnership with Expeditionary Learning (EL) to provide extensive professional development on ELA instruction to teachers and using the Engage NY curriculum for ELA across all grades.

In order to mitigate learning loss, MCS2 will provide extended day that includes both intervention and homework help, along with play to address social-emotional issues. The afterschool programming, funded through the ESSER grant, is led by a Child Associate, who developed the social-emotional component.

In addition, the school has created the position of Director of Curriculum and Instruction (DCI) and hired a highly-qualified individual to raise the quality of ELA instruction across all grades. Teachers will continue to receive dedicated Professional Development during scheduled half-days (on average twice a month).

The Reading Specialist will continue to provide targeted, supplemental instruction for all struggling learners in 2021-22. All students who fell below the NYSED cut-point for AIS recommendation will receive small group tutoring and interventions. Students in Special Education will also receive additional time in small group instruction in comparison to what they received in the previous year.

The school utilized new performance assessment tools in 2020-21, including Star 360 Reading, a reading inventory assessment program that will be administered up to three times per year, Fountas & Pinnell Benchmark Assessment System, Stanford 10, and Achieve3000, and will continue to use them in 2021-22. The school will continue to implement Pathblazer ELA for the AIS program.

At this time, MCS2 will not make any changes to the ELA curriculum, returning to the unmodified versions of the EL and Writing City curriculum. The new DCI will collaborate with teachers to review, evaluate, and make any adjustments to the curriculum as needed. Our focus in 2021-22 will be to reintegrate students into the classroom and mitigate learning loss.

GOAL 2: MATHEMATICS

ELEMENTARY MATHEMATICS

Goal 2: Mathematics

Students' academic performance in math meets or exceeds local, state, and national standards.

BACKGROUND

The mathematics curriculum and instruction at MCS2 are fully aligned to the New York State Next Generation Learning Standards. In mathematics, daily instruction will include students reading, writing and discussing, critical thinking and problem solving. Instruction is based on Next Generation Math standards and addressed using the JUMP Math curriculum across all grades, augmented by EngageNY Mathematics curriculum.

Problem solving is emphasized in mathematics, as MCS2 students explore, guess, evaluate and re-evaluate solutions, gaining confidence in their ability to tackle complex mathematical problems. Working in both heterogeneous and homogeneous groups, students experience rigorous teaching and scaffolding of mathematical thinking processes. MCS2 students learn that they are capable of having mathematical ideas, applying what they know to new situations, and thinking and reasoning about unfamiliar problems. Cooperative learning groups and guided math groups provide differentiated instruction for advanced mathematical conversation and reinforce foundational concepts for students. Students also make conjectures and discuss the validity of those conjectures.

MCS2 delivered a hybrid model for the 2020-21 school year, utilizing JUMP Math's revised curriculum that provided half hour lessons, across grades K-5. For the online math programming, teachers facilitated communication with students via Google Classroom, including work assignments and links to resources and as a platform for questions and answers. Teachers used Zoom to facilitate lessons, interactive learning activities, and classroom collaboration.

METHOD

During 2020-21, the school(s) primarily used the following exam to assess student growth and achievement in mathematics: **STAR**

MCS2 assessments for math include Star 360 computer-based adaptive assessment (grades K-5) and Stanford 10. Each assessment is typically administered three times in the year- at the beginning of the year (Fall), mid-year (Winter), and at the end of the year (Spring). In addition, MCS2 administered unit tests from the JUMP Math curriculum to determine mastery of NYS standards, as well as Pathblazer Math for the AIS program. MCS2 also utilizes Sumdog to create personalized math skills practice for students, while also providing a diagnostic tool for teachers to identify strengths and gaps in understanding.

RESULTS AND EVALUATION

The table below highlights the comparison of percentile ranks of students in grades 1-5 on the Star 360 Math assessment between students who were enrolled at least two years (n=101) to all students tested (n=115). The percentile rank is a norm-referenced score that provides a measure of a student's math ability compared to other students in the same grade nationally. The percentile rank score indicates the percentage of other students nationally who obtained scores equal to or lower than the score of a particular student. MCS2 uses Star 360 as a progress monitoring assessment to identify priority skills and strategies for instruction and to identify students in need of intervention services in math.

Manhattan Charter School 2 - Math Percentile Rank Star 360 - Spring 2020-21				
	Average Percentile Ranks	Total Test Takers	Percentile Rank: 2nd Year of Enrollment	Total Test Takers
K	-	-	-	-
1	39	18	44	15
2	38	21	41	16
3	37	25	38	24
4	27	24	28	20
5	26	27	25	26
Overall	33	115	34	101

Students in at least their second year of enrollment at MCS2 performed better or slightly better in Grades 1 through 4.

The table below highlights the difference of Star 360 Math assessment percentile ranks of students in grades 1-5 from the beginning of 2020-21 school year to the year-end assessment.

Manhattan Charter School 2 Average Percentile Rank Star 360 Math – 2020-2021			
	Fall 2020-21 Average Percentile Rank	Winter 2020-21 Average Percentile Rank	Spring -2020-21 Average Percentile Rank
1	55	51	37
2	50	46	35
3	55	46	36

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4	42	41	27
5	41	36	26

The table below highlights the percentile ranks for students in grades 1-5 on the beginning of the year Star 360 Math assessment for the 2019-20 school year as compared to the 2020-21 school year.

Manhattan Charter School 2 Percentile Rank Star 360 Math – Fall 2019-20 and Fall 2020-21		
	Fall 2019-20 Percentile Rank	Fall 2020-21 Percentile Rank
1	42	55
2	49	50
3	61	55
4	59	42
5	60	41

SUMMARY OF THE ELEMENTARY MATHEMATICS GOAL

Although MCS2 administered progress monitoring assessments, we were not able to administer any predictive assessments in the 2020-21 school year. Therefore, MCS2 is unable to measure achievement of its mathematics goal in the 2020-21 school year.

ACTION PLAN

In 2021-22, MCS2 is continuing the use of JUMP Mathematics across K – 5th grades, which the school fully adopted in the 2018-19 school year, augmented by EngageNY Mathematics. An onsite trainer with JUMP Math will continue to coach teachers in developing strategies to work with all students.

The school will utilize additional assessment tools for 2021-22 that will complement performance assessments already in place, including Star 360 Math, a math assessment program that will be administered up to three times per year, and Stanford 10. The school will also implement Pathblazers math for the AIS program.

At this time, MCS2 will not make any changes to the math curriculum and will return to using the unmodified JUMP Math curriculum. MCS2 is adding a Director of Curriculum and Instruction to the staff, who will collaborate with teachers to review, evaluate, and make any adjustments to the curriculum if or as necessary. Our focus in 2021-22 will be to reintegrate students into the classroom and mitigate learning loss.

GOAL 3: SCIENCE

ELEMENTARY SCIENCE

Goal 3: Science

Students' academic performance in science meets or exceeds local, state, and national standards.

BACKGROUND

MCS2 science instruction emphasizes scientific inquiry and student investigation of scientific concepts. During the charter term, as part of our ELA curriculum realignment and full adoption of Expeditionary Learning, science instruction has been incorporated into Expeditionary Learning literacy units that are supplemented by FOSS and Picture Perfect. MCS2 also utilizes New York State core curriculum science units for 4th grade.

Students use the processes of science, such as observing, classifying, describing, experimenting, measuring, inferring, and predicting. Through hands-on investigations, collaborative learning, student discourse, inquiry, integration of disciplines and content areas, and multisensory methods, MCS2 students explore key scientific concepts and principles in the physical and life sciences. MCS2 is committed to establishing a foundation of scientific literacy for every student, advancing ideas that prepare them for a life in an increasingly complex scientific and technological world. This scientific literacy is fostered via Expeditionary Learning with the introduction and scaffolding of instructional efficiency, and with the creation of a science classroom where students actively construct ideas through inquiries, investigations, and analyses.

MCS2 students are given feedback on their performance in science with a series of student interviews, portfolio assessments, and unit tests. MCS2 students, prepared with the knowledge and thinking capacities to excel in science in the 21st century, are motivated to exceed societal expectations for the next generation of citizens.

MCS2's delivered a hybrid model for the 2020-21 school year. For the online science programming, teachers facilitated all communication with students via Google Classroom, including work assignments and links to resources and as a platform for questions and answers. Teachers used Zoom to facilitate lessons, interactive learning activities, and classroom collaboration.

METHOD

MCS2 did not administer any formal assessments in science in the 2020-21 school year. As stated above, teachers use embedded curricular unit tests to gauge student progress.

RESULTS AND EVALUATION

Since MCS2 did not administer any formal assessments in science in the 2020-21 school year, we have no data from the 2020-21 school year to present.

SUMMARY OF THE ELEMENTARY SCIENCE GOAL

MCS2 is unable to measure achievement of its science goal in the 2020-21 school year.

ACTION PLAN

MCS2 has maintained a high level of proficiency in science in recent years. MCS2 continues to engage a science consultant to support 3rd and 4th Grade classroom teachers with the implementation of the science curriculum.

In August 2021, MCS2 will change to Amplify Science, in order to improve its resources for teachers, ensure alignment to the Next Generation Science Standards, and align with MCS, who has been using the curriculum since 2018-19. In addition, the Amplify Science curriculum provider has modified the curriculum to account for online learning. Our focus in 2021-22 will be to reintegrate students into the classroom and mitigate learning loss.

GOAL 4: ESSA

Due to COVID-19 and the subsequent changes to the state's testing, accountability, and federal reporting requirements, the 2020-21 school accountability statuses are the same as those assigned for the 2019-20 school year. The 2019-20 accountability statuses were based on 2018-19 exam results. Assigned accountability designations and further context can be found [here](#).

Goal 7: Absolute Measure

Under the state's ESSA accountability system, the school is in good standing: the state has not identified the school for comprehensive or targeted improvement.

METHOD

Because *all* students are expected to meet the state's performance standards, the federal statute stipulates that various sub-populations and demographic categories of students among all tested students must meet the state standard in and of themselves aside from the overall school results.

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As New York State, like all states, is required to establish a specific system for making these determinations for its public schools, charter schools do not have latitude in establishing their own performance levels or criteria of success for meeting the ESSA accountability requirements. Each year, the state issues School Report Cards that indicate a school's status under the state accountability system.

RESULTS AND EVALUATION

MCS2 was found to be in Good Standing as per the New York State Education Department. The school has consistently maintained this status over the past three years.

ADDITIONAL EVIDENCE

Over the past three years, the school has remained in good standing as determined by the New York State Education Department.

Accountability Status by Year

Year	Status
2018-19	Good Standing
2019-20	Good Standing
2020-21	Good Standing



Transmittal Form
Annual Financial Statement Audit Report
for SUNY Authorized Charter Schools

Charter School Name:	Manhattan Charter School II
Audit Period:	2020-21
Prior Period:	2019-20
Report Due Date:	Monday, November 1, 2021
School Fiscal Contact Name:	Gianina Kesselman
School Fiscal Contact Email:	
School Fiscal Contact Phone:	
School Audit Firm Name:	PKF O'Connor Davies, LLP
School Audit Contact Name:	Gus Saliba
School Audit Contact Email:	
School Audit Contact Phone:	

SUNY CHARTER SCHOOLS INSTITUTE - Reporting Requirements:

Online Portal: <https://my.epicenternow.org/>

Required 8 Items:

- 1) The independent auditor's report on financial statements and notes;
- 2) Excel template file with appropriate sheets completed: Financial Position, Statement of Activities, Cash Flow and Functional Expenses worksheets; and
- 3) Reports on internal controls over financial reporting and on compliance.

And, if applicable:

The additional items listed below should be included if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the management letter response will be submitted by the following date (should be no later than 30 days from the submission of the report); etc. If not applicable enter "N/A."

	<i>If not included, state the reason(s) below. Or, if not applicable fill in "N/A":</i>
4) Management Letter	
5) Management Letter Response	
6) Form 990; or Extension Form 8868	
7) Federal Single Audit/ Uniform Guidance in 2 CFR Part 200, Subpart F	n/a
8) Corrective Action Plan	n/a

MANHATTAN CHARTER SCHOOL II
Statement of Financial Position
as of June 30, 2021

<u>ASSETS</u>		2020-21	2019-20
<u>CURRENT ASSETS</u>			
Cash and cash equivalents		\$ 6,560,399	\$ 6,032,462
Grants and contracts receivable		301,141	309,458
Accounts receivables		-	-
Prepaid expenses		369,762	172,450
Contributions and other receivables		-	-
	TOTAL CURRENT ASSETS	7,231,302	6,514,370
<u>PROPERTY, BUILDING AND EQUIPMENT, net</u>			
		233,408	256,786
<u>OTHER ASSETS</u>			
		1,534,839	1,530,495
	TOTAL ASSETS	8,999,549	8,301,651
<u>LIABILITIES AND NET ASSETS</u>			
<u>CURRENT LIABILITIES</u>			
Accounts payable and accrued expenses		\$ 187,646	\$ 203,343
Accrued payroll and benefits		633,197	717,375
Deferred Revenue		-	-
Current maturities of long-term debt		-	-
Short Term Debt - Bonds, Notes Payable		-	-
Other		7,836	-
	TOTAL CURRENT LIABILITIES	828,679	920,718
<u>LONG-TERM LIABILITIES</u>			
Deferred Rent		-	-
All other long-term debt and notes payable, net current maturities		-	-
	TOTAL LONG-TERM LIABILITIES	-	-
	TOTAL LIABILITIES	828,679	920,718
<u>NET ASSETS</u>			
Without Donor Restrictions		8,167,717	7,377,780
With Donor Ristrictions		3,153	3,153
	TOTAL NET ASSETS	8,170,870	7,380,933
	TOTAL LIABILITIES AND NET ASSETS	8,999,549	8,301,651

CK - Should be zero	-	-
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MANHATTAN CHARTER SCHOOL II

**Statement of Activities
as of June 30, 2021**

	2020-21			2019-20
	Without Donor Restrictions	With Donor Restrictions	Total	Total
REVENUE, GAINS AND OTHER SUPPORT				
Public School District				
Resident Student Enrollment	\$ 2,279,152	\$ -	\$ 2,279,152	\$ 2,455,375
Students with disabilities	383,859	-	383,859	329,467
Grants and Contracts				
State and local	10,415	-	10,415	13,260
Federal - Title and IDEA	180,392	-	180,392	176,953
Federal - Other	-	-	-	-
Other	-	-	-	-
NYC DoE Rental Assistance	-	-	-	-
Food Service/Child Nutrition Program	-	-	-	-
TOTAL REVENUE, GAINS AND OTHER SUPPORT	2,853,818	-	2,853,818	2,975,055
EXPENSES				
Program Services				
Regular Education	\$ 1,665,252	\$ -	\$ 1,665,252	\$ 2,015,791
Special Education	493,080	-	493,080	475,072
Other Programs	-	-	-	77,890
Total Program Services	2,158,332	-	2,158,332	2,568,753
Management and general	327,183	-	327,183	384,577
Fundraising	3,374	-	3,374	3,267
TOTAL OPERATING EXPENSES	2,488,889	-	2,488,889	2,956,597
SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS	364,929	-	364,929	18,458
SUPPORT AND OTHER REVENUE				
Contributions				
Foundations	\$ -	\$ -	\$ -	\$ -
Individuals	-	-	-	-
Corporations	-	-	-	-
Fundraising	-	-	-	-
Interest income	236	-	236	207
Miscellaneous income	-	-	-	-
Net assets released from restriction	-	-	-	-
TOTAL SUPPORT AND OTHER REVENUE	236	-	236	207
CHANGE IN NET ASSETS	365,165	-	365,165	18,665
NET ASSETS BEGINNING OF YEAR	1,463,726	3,153	1,466,879	1,448,214
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
NET ASSETS END OF YEAR	\$ 1,828,891	\$ 3,153	\$ 1,832,044	\$ 1,466,879

MANHATTAN CHARTER SCHOOL II
Statement of Cash Flows
as of June 30, 2021

	2020-21	2019-20
CASH FLOWS - OPERATING ACTIVITIES		
Increase (decrease) in net assets	\$ 789,937	\$ 692,497
Revenues from School Districts	-	-
Accounts Receivable	-	-
Due from School Districts	-	-
Depreciation	109,149	102,364
Grants Receivable	8,317	(149,346)
Due from NYS	-	-
Grant revenues	-	-
Prepaid Expenses	(197,312)	(60,723)
Accounts Payable	(15,697)	(56,607)
Accrued Expenses	(84,178)	(139,681)
Accrued Liabilities	-	-
Contributions and fund-raising activities	-	-
Miscellaneous sources	-	-
Deferred Revenue	-	-
Interest payments	-	-
Unrealized loss (gain) on investments	6,433	(4,846)
Refundable advances	7,836	(4,010)
NET CASH PROVIDED FROM OPERATING ACTIVITIES	\$ 624,485	\$ 379,648
CASH FLOWS - INVESTING ACTIVITIES		
Purchase of equipment	(85,771)	(115,369)
Other	(10,297)	(26,239)
NET CASH PROVIDED FROM INVESTING ACTIVITIES	\$ (96,068)	\$ (141,608)
CASH FLOWS - FINANCING ACTIVITIES		
Principal payments on long-term debt	-	-
Other	-	-
NET CASH PROVIDED FROM FINANCING ACTIVITIES	\$ -	\$ -
NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS	\$ 528,417	\$ 238,040
Cash at beginning of year	6,182,427	5,944,387
CASH AND CASH EQUIVALENTS AT END OF YEAR	\$ 6,710,844	\$ 6,182,427

MANHATTAN CHARTER SCHOOL II
Statement of Functional Expenses
as of June 30, 2021

		2020-21							2019-20	
		Program Services				Supporting Services				
						Management and				
No. of Positions		Regular Education	Special Education	Other Education	Total	Fund-raising	General	Total	Total	
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Personnel Services Costs										
Administrative Staff Personnel	5.00	216,959	88,419	-	305,378	2,515	144,206	146,721	452,099	485,703
Instructional Personnel	13.00	861,627	212,801	-	1,074,428	-	-	-	1,074,428	1,440,043
Non-Instructional Personnel	-	-	-	-	-	-	-	-	-	-
Total Salaries and Staff	18.00	1,078,586	301,220	-	1,379,806	2,515	144,206	146,721	1,526,527	1,925,746
Fringe Benefits & Payroll Taxes		197,091	54,612	-	251,703	467	26,798	27,265	278,968	365,776
Retirement		19,203	5,333	-	24,536	45	2,599	2,644	27,180	38,700
Management Company Fees		-	-	-	-	-	-	-	-	-
Legal Service		-	-	-	-	-	19,765	19,765	19,765	12,186
Accounting / Audit Services		-	-	-	-	-	113,982	113,982	113,982	118,765
Other Purchased / Professional / Consulting Services		78,421	31,601	-	110,022	7	374	381	110,403	114,732
Building and Land Rent / Lease / Facility Finance Interest		-	-	-	-	-	-	-	-	-
Repairs & Maintenance		3,377	938	-	4,315	8	457	465	4,780	466
Insurance		28,511	7,917	-	36,428	67	3,859	3,926	40,354	32,315
Utilities		-	-	-	-	-	-	-	-	-
Supplies / Materials		51,470	20,976	-	72,446	-	-	-	72,446	49,725
Equipment / Furnishings		-	-	-	-	-	-	-	-	128
Staff Development		48,294	19,373	-	67,667	6	322	328	67,995	63,406
Marketing / Recruitment		38,067	15,514	-	53,581	-	-	-	53,581	48,088
Technology		74,150	20,591	-	94,741	175	10,036	10,211	104,952	85,629
Food Service		-	-	-	-	-	-	-	-	-
Student Services		12,727	5,187	-	17,914	-	-	-	17,914	32,927
Office Expense		2,802	778	-	3,580	7	379	386	3,966	14,324
Depreciation		25,933	7,202	-	33,135	61	3,510	3,571	36,706	37,582
OTHER		6,620	1,838	-	8,458	16	896	912	9,370	16,102
Total Expenses		\$ 1,665,252	\$ 493,080	\$ -	\$ 2,158,332	\$ 3,374	\$ 327,183	\$ 330,557	\$ 2,488,889	\$ 2,956,597



GENERAL INSTRUCTIONS FOR ANNUAL BUDGET/QUARTERLY REPORT

TEMPLATE TABS




1- GRAY tab contains the Instructions

Instructions	Provides description of tabs and input requirements.
Funding by District	Charter School Tuition Rates

2- BLUE tabs require input of information

1.) Name of School	>Select school name from list. >Enter contact information.
2.) Enrollment	Enter enrollment information for Annual Budget (& Revisions) and Quarterly Actuals. Includes: >Enrollment by Grade >Enrollment by District
3.) Staffing Plan	Enter staffing plan information for Annual Budget (& Revisions) and Quarterly Actuals. Includes: >Full Time Equivalent (FTE), by Position Category, By Quarter >"Prior Year" column may <i>initially</i> be completed based upon preliminary data, and <i>subsequently</i> adjusted with Annual Audited data when the Quarter 2 Actuals are being submitted.
4.) Yearly Budget	Enter Yearly Budget information. Includes: >"Prior Year" column may <i>initially</i> be completed based upon preliminary data, and <i>subsequently</i> adjusted with Annual Audited data when the Quarter 2 Actuals are being submitted. (Note: Quarterly Revenue allocation may be set) >Budgeted Enrollment data and Per Pupil Revenue for the current year are populated based upon input on tab "2.) Enrollment." >Budgeted FTE for current year is populated based upon input on tab "3.) Staffing Plan." >All other sources of revenue >All expenses >Budget Revisions, as necessary and <i>approved</i> by the school's Board of Directors, should be submitted when submitting Quarterly Actuals.
5.) Balance Sheet	Enter Balance Sheet information for EdCorps. Separate schools merged into a primary EdCorp should NOT use this tab. >"Prior Year" column may be <i>initially</i> completed based upon preliminary data, and <i>subsequently</i> adjusted with Annual Audited data when the Quarter 2 Actuals are being submitted.
6.) Quarterly Report	Enter Actual Quarterly Report information. Includes: >Actual Enrollment data and Per Pupil Revenue for the current year are populated based upon input on tab "2.) Enrollment." >Actual FTE for current year is populated based upon input on tab "3.) Staffing Plan." >All other sources of revenue >All expenses
7.) Annual Report Requirement	Complete when submitting Actual Quarter 4.

CELL COLORS & GUIDANCE COMMENTS

-  = Enter information into the light BLUE shaded cells.
-  = Cells labeled in ORANGE contain guidance regarding the input of information.
-  = Cells containing RED triangles in the upper right corner contain "guidance comments" on that particular line item. Please "mouse-over" the triangle to reveal each comment.

Charter Funding Alphabetical By NYS School District
*** (Sum of Charter School Basic Tuition and Supplemental Basic Tuition)**



ANNUAL BUDGET & QUARTERLY REPORT TEMPLATE

Manhattan Charter School II

SCHOOL

Name:	Manhattan Charter School II
-------	-----------------------------

CONTACT INFORMATION

Contact Name:	Gianina Kesselman
Contact Title:	HR and Finance Manager
Contact Email:	[REDACTED]
Contact Phone:	[REDACTED]

REPORT PERIOD

Current Academic Year:	2021-22
Prior Academic Year:	2020-21

**MANHATTAN CHARTER SCHOOL II
2021-22**

ENROLLMENT BY GRADES

GRADES	K	1	2	3	4	5	6	7	8	9	10	11	12
INITIAL BUDGETED ENROLLMENT	21	21	23	26	27	27							
TOTAL ENROLLMENT = 145													

ENROLLMENT BY DISTRICT

		PRIOR YEAR	ANNUAL BUDGET TOTAL DISTRICTS/ENROLLMENT BY QUARTER								ACTUAL QUARTERLY TOTAL DISTRICTS/ENROLLMENT			
		ACTUAL	QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4		QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
			Original	Revised	Original	Revised	Original	Revised	Original	Revised	Actual	Actual	Actual	Actual
NUMBER OF SCHOOL DISTRICTS ENROLLED:		1	1	0	1	0	1	0	1	0	0	0	0	0
NUMBER OF STUDENTS ENROLLED:		140	145	0	145	0	145	0	145	0	0	0	0	0
			*NOTE: If there are NO budget revisions at the time of quarterly submittal leave the 'REVISED' Column(s) COMPLETELY BLANK. If budget revisions ARE made, the entire "REVISED" budget columns for the affected quarter(s) must be completed on tabs 2, 3 and 4.											
		PRIOR YEAR	ANNUAL BUDGET ENROLLMENT BY QUARTER								ACTUAL ENROLLMENT BY QUARTER			
		2020-21	QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4		QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
		Actual Enrollment	Original Budgeted Enrollment	Revised Budgeted Enrollment	Original Budgeted Enrollment	Revised Budgeted Enrollment	Original Budgeted Enrollment	Revised Budgeted Enrollment	Original Budgeted Enrollment	Revised Budgeted Enrollment	Actual Enrollment	Actual Enrollment	Actual Enrollment	Actual Enrollment
1	PRIMARY District	NYC CHANCELLOR'S OFFICE	140	145		145		145		145				
2	SECONDARY District	(Select from drop-down list) →												

		PRIOR YEAR	ANNUAL BUDGET ENROLLMENT BY QUARTER								ACTUAL ENROLLMENT BY QUARTER			
		2020-21	QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4		QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
PRIMARY/OTHER	DISTRICT NAME(S)	Actual Enrollment	Original Budgeted Enrollment	<i>Revised</i> Budgeted Enrollment	Original Budgeted Enrollment	<i>Revised</i> Budgeted Enrollment	Original Budgeted Enrollment	<i>Revised</i> Budgeted Enrollment	Original Budgeted Enrollment	<i>Revised</i> Budgeted Enrollment	Actual Enrollment	Actual Enrollment	Actual Enrollment	Actual Enrollment

MANHATTAN CHARTER SCHOOL II
2021-22

STAFFING PLAN - FULL TIME EQUIVALENT ("FTE")															
*NOTE: Enter the number of FTE positions in the "blue" cells.			*NOTE: If there are NO budget revisions at the time of quarterly submittal leave the 'REVISED' Column(s) COMPLETELY BLANK. If budget revisions ARE made, the entire "REVISED" budget columns for the affected quarter(s) must be completed on tabs 2, 3 and 4.							*NOTE: Each quarter, the actual FTE should be input.				*NOTE: State the assumptions that are being made for personnel FTE levels.	
ADMINISTRATIVE PERSONNEL FTE		PRIOR YEAR 2020-21	ANNUAL BUDGETED FTE								ACTUAL QUARTERLY FTE				Description of Assumptions
	ACTUAL		Q1		Q2		Q3		Q4		Q1	Q2	Q3	Q4	
			Original	Revised	Original	Revised	Original	Revised	Original	Revised	Actual	Actual	Actual	Actual	
Executive Management	0.3		0.5		0.5		0.5		0.5						Split of Chief of Schools with MCS2 Principal and Assistant Principal. Director of Curriculum and Instruction (split w/MCS1)
Instructional Management	2.0		2.5		2.5		2.5		2.5						
Deans, Directors & Coordinators															
CFO / Director of Finance															
Operation / Business Manager															
Administrative Staff	2.0		3.0		3.0		3.0		3.0						2 office staff, split of HR/Finance Manager and Purchasing Coordinator with MCS
TOTAL ADMINISTRATIVE STAFF	4.3		6.0	0.0	6.0	0.0	6.0	0.0	6.0	0.0	0.0	0.0	0.0	0.0	
INSTRUCTIONAL PERSONNEL FTE		PRIOR YEAR 2020-21	ANNUAL BUDGETED FTE								ACTUAL QUARTERLY FTE				Description of Assumptions
	ACTUAL		Q1		Q2		Q3		Q4		Q1	Q2	Q3	Q4	
			Original	Revised	Original	Revised	Original	Revised	Original	Revised	Actual	Actual	Actual	Actual	
Teachers - Regular	7.0		7.0		7.0		7.0		7.0						6 classroom teachers and 1 reading teacher 2 sped teacher, split of sped coordinator w/ MCS2
Teachers - SPED	0.5		1.5		1.5		1.5		1.5						
Substitute Teachers															
Teaching Assistants	1.0		2.0		2.0		2.0		2.0						2 teaching assistants to serve multiple classrooms music, art, PE, French
Specialty Teachers	4.0		5.0		5.0		5.0		5.0						
Aides															
Therapists & Counselors	0.5		0.5		0.5		0.5		0.5						child associate split with MCS
Other															
TOTAL INSTRUCTIONAL	13.0		16.0	0.0	16.0	0.0	16.0	0.0	16.0	0.0	0.0	0.0	0.0	0.0	
NON-INSTRUCTIONAL PERSONNEL FTE		PRIOR YEAR 2020-21	ANNUAL BUDGETED FTE								ACTUAL QUARTERLY FTE				Description of Assumptions
	ACTUAL		Q1		Q2		Q3		Q4		Q1	Q2	Q3	Q4	
			Original	Revised	Original	Revised	Original	Revised	Original	Revised	Actual	Actual	Actual	Actual	
Nurse															
Librarian															
Custodian															
Security															
Other															
TOTAL NON-INSTRUCTIONAL	0.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
TOTAL PERSONNEL SERVICE FTE	17.3		22.0	0.0	22.0	0.0	22.0	0.0	22.0	0.0	0.0	0.0	0.0	0.0	

MANHATTAN CHARTER SCHOOL II Budget / Operating Plan 2021-22													
Total Revenue	2,622,087	771,838	-	-	818,312	-	-	798,703	-	-	786,523	-	-
Total Expenses	2,049,634	623,269	-	-	737,856	-	-	758,299	-	-	983,679	-	-
Net Income	572,453	148,569	-	-	80,456	-	-	40,404	-	-	(197,156)	-	-
Actual Student Enrollment	140	145	-	-	145	-	-	145	-	-	145	-	-
	Prior Year Actual 2020-21 Revenue Per Pupil	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter - 1/1 - 3/31			4th Quarter - 4/1 - 6/30		
		Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance
EXPENSES													
ADMINISTRATIVE STAFF PERSONNEL COSTS													
Executive Management	Avg. No. of Positions 0.50	41,916	25,778	-	25,778	-	-	25,778	-	-	25,778	-	-
Instructional Management	2.50	243,044	80,442	-	80,442	-	-	80,442	-	-	80,442	-	-
Deans, Directors & Coordinators	-	-	-	-	-	-	-	-	-	-	-	-	-
CFO / Director of Finance	-	-	-	-	-	-	-	-	-	-	-	-	-
Operation / Business Manager	-	119,478	44,623	-	44,623	-	-	44,623	-	-	44,622	-	-
Administrative Staff	3.00	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL ADMINISTRATIVE STAFF	6.00	404,438	150,843	-	150,843	-	-	150,843	-	-	150,843	-	-
INSTRUCTIONAL PERSONNEL COSTS													
Teachers - Regular	7.00	427,617	84,865	-	127,297	-	-	127,297	-	-	169,730	-	-
Teachers - SPED	1.50	55,739	22,585	-	33,877	-	-	33,877	-	-	45,170	-	-
Substitute Teachers	-	-	-	-	-	-	-	-	-	-	-	-	-
Teaching Assistants	2.00	29,750	16,099	-	24,148	-	-	24,148	-	-	32,197	-	-
Specialty Teachers	5.00	62,917	28,227	-	42,341	-	-	42,341	-	-	56,454	-	-
Aides	-	-	-	-	-	-	-	-	-	-	-	-	-
Therapists & Counselors	0.50	18,750	4,271	-	6,406	-	-	6,406	-	-	8,542	-	-
Other	-	167,587	39,156	-	67,821	-	-	67,821	-	-	184,170	-	-
TOTAL INSTRUCTIONAL	16.00	762,360	195,202	-	301,891	-	-	301,891	-	-	496,263	-	-
NON-INSTRUCTIONAL PERSONNEL COSTS													
Nurse	-	-	-	-	-	-	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-	-	-	-	-	-	-
Custodian	-	-	-	-	-	-	-	-	-	-	-	-	-
Security	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL NON-INSTRUCTIONAL	-	-	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL PERSONNEL SERVICE COSTS	22.00	1,166,799	346,045	-	452,734	-	-	452,734	-	-	647,106	-	-
PAYROLL TAXES AND BENEFITS													
Payroll Taxes		95,331	39,953	-	39,953	-	-	39,953	-	-	39,953	-	-
Fringe / Employee Benefits		160,602	62,605	-	62,605	-	-	62,605	-	-	62,605	-	-
Retirement / Pension		17,189	250	-	250	-	-	23,033	-	-	23,033	-	-
TOTAL PAYROLL TAXES AND BENEFITS		273,121	102,808	-	102,808	-	-	125,591	-	-	125,591	-	-
TOTAL PERSONNEL SERVICE COSTS	22.00	1,439,919	448,853	-	555,542	-	-	578,325	-	-	772,697	-	-
CONTRACTED SERVICES													
Accounting / Audit		95,391	26,550	-	26,550	-	-	26,550	-	-	42,550	-	-
Legal		16,107	6,250	-	6,250	-	-	6,250	-	-	6,250	-	-
Management Company Fee		-	-	-	-	-	-	-	-	-	-	-	-
Nurse Services		-	-	-	-	-	-	-	-	-	-	-	-
Food Service / School Lunch		-	-	-	-	-	-	-	-	-	-	-	-
Payroll Services		3,570	1,650	-	1,650	-	-	1,650	-	-	1,650	-	-
Special Ed Services		-	-	-	-	-	-	-	-	-	-	-	-
Titlement Services (i.e. Title I)		-	-	-	-	-	-	-	-	-	-	-	-
Other Purchased / Professional / Consulting		106,488	15,375	-	19,375	-	-	22,375	-	-	19,375	-	-
TOTAL CONTRACTED SERVICES		221,555	49,825	-	53,825	-	-	56,825	-	-	69,825	-	-

	MANHATTAN CHARTER SCHOOL II Budget / Operating Plan 2021-22												
Total Revenue	2,622,087	771,838	-	-	818,312	-	-	798,703	-	-	786,523	-	-
Total Expenses	2,049,634	623,269	-	-	737,856	-	-	758,299	-	-	983,679	-	-
Net Income	572,453	148,569	-	-	80,456	-	-	40,404	-	-	(197,156)	-	-
Actual Student Enrollment	140	145	-	-	145	-	-	145	-	-	145	-	-
	Prior Year Actual 2020-21 Revenue Per Pupil	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter - 1/1 - 3/31			4th Quarter - 4/1 - 6/30		
		Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance
SCHOOL OPERATIONS													
Board Expenses	-	25		-	25		-	25		-	25		-
Classroom / Teaching Supplies & Materials	49,061	27,375		-	16,375		-	5,375		-	5,375		-
Special Ed Supplies & Materials	-	1,056		-	611		-	167		-	167		-
Textbooks / Workbooks	10,685	-		-	-		-	14,532		-	-		-
Supplies & Materials other	-	-		-	-		-	-		-	-		-
Equipment / Furniture	-	500		-	500		-	500		-	500		-
Telephone	-	-		-	-		-	-		-	-		-
Technology	97,974	27,800		-	27,300		-	27,300		-	27,300		-
Student Testing & Assessment	15,024	5,625		-	5,625		-	5,625		-	5,625		-
Field Trips	-	-		-	-		-	-		-	5,000		-
Transportation (student)	-	-		-	-		-	-		-	-		-
Student Services - other	2,910	1,350		-	4,050		-	4,050		-	4,550		-
Office Expense	5,276	5,250		-	5,250		-	5,250		-	5,250		-
Staff Development	58,975	24,875		-	24,875		-	24,875		-	24,875		-
Staff Recruitment	6,335	3,750		-	3,750		-	3,750		-	3,750		-
Student Recruitment / Marketing	47,100	4,286		-	17,429		-	9,000		-	4,286		-
School Meals / Lunch	-			-			-			-			-
Travel (Staff)	-	62		-	62		-	62		-	63		-
Fundraising	-	-		-	-		-	-		-	-		-
Other	17,486	2,813		-	2,813		-	2,813		-	2,813		-
TOTAL SCHOOL OPERATIONS	310,825	104,766	-	-	108,665	-	-	103,324	-	-	89,577	-	-
FACILITY OPERATION & MAINTENANCE													
Insurance	35,593	9,075		-	9,075		-	9,075		-	9,075		-
Janitorial	4,222	250		-	250		-	250		-	250		-
Building and Land Rent / Lease / Facility Finance Interest	-	-		-	-		-	-		-	-		-
Repairs & Maintenance	234	500		-	500		-	500		-	500		-
Equipment / Furniture				-			-			-			-
Security				-			-			-			-
Utilities				-			-			-			-
TOTAL FACILITY OPERATION & MAINTENANCE	40,049	9,825	-	-	9,825	-	-	9,825	-	-	9,825	-	-
DEPRECIATION & AMORTIZATION	37,284	10,000		-	10,000		-	10,000		-	10,000		-
COVID-19 / CONTINGENCY				-			-			-	31,755		-
DEFERRED RENT				-			-			-			-
TOTAL EXPENSES	2,049,634	623,269	-	-	737,856	-	-	758,299	-	-	983,679	-	-
NET INCOME	572,453	148,569	-	-	80,456	-	-	40,404	-	-	(197,156)	-	-

	MANHATTAN CHARTER SCHOOL II Budget / Operating Plan 2021-22												
Total Revenue	2,622,087	771,838	-	-	818,312	-	-	798,703	-	-	786,523	-	-
Total Expenses	2,049,634	623,269	-	-	737,856	-	-	758,299	-	-	983,679	-	-
Net Income	572,453	148,569	-	-	80,456	-	-	40,404	-	-	(197,156)	-	-
Actual Student Enrollment	140	145	-	-	145	-	-	145	-	-	145	-	-
	Prior Year Actual 2020-21 Revenue Per Pupil	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter - 1/1 - 3/31			4th Quarter - 4/1 - 6/30		
		Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance
ENROLLMENT - *School Districts Are Linked To Above Entries* Number of Districts: NYC CHANCELLOR'S OFFICE - ALL OTHER School Districts: (Weighted Avg) TOTAL ENROLLMENT REVENUE PER PUPIL EXPENSES PER PUPIL	1	1	-	-	1	-	-	1	-	-	1	-	-
	140	145	-	-	145	-	-	145	-	-	145	-	-
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DESCRIPTION OF ASSUMPTIONS

		MANHATTAN CHARTER SCHOOL II					DESCRIPTION OF ASSUMPTIONS
		Budget / Operating Plan					
		2021-22					
		Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget vs. PY Budget	
Total Revenue		3,175,376	3,175,376	-	553,289	553,289	
Total Expenses		3,103,103	3,103,103	-	(1,053,469)	(1,053,469)	
Net Income		72,273	72,273	-	(500,180)	(500,180)	
Actual Student Enrollment							
		Total Year			VARIANCE		
		Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget vs. PY Budget	
EXPENSES							
ADMINISTRATIVE STAFF PERSONNEL COSTS							
	Avg. No. of Positions						
Executive Management	0.50	103,113	103,113	-	(61,197)	(61,197)	Split of Chief of Schools with MCS2 Assistant Principal, Director of Curriculum & Instruction, additional instructional leader split with MCS2
Instructional Management	2.50	321,767	321,767	-	(78,723)	(78,723)	
Deans, Directors & Coordinators	-	-	-	-	-	-	2 office staff, split of HR/Finance Manager and Purchasing Coordinator with MCS2
CFO / Director of Finance	-	-	-	-	-	-	
Operation / Business Manager	-	178,490	178,490	-	(59,012)	(59,012)	
Administrative Staff	3.00	-	-	-	-	-	
TOTAL ADMINISTRATIVE STAFF	6.00	603,371	603,371	-	(198,933)	(198,933)	
INSTRUCTIONAL PERSONNEL COSTS							
Teachers - Regular	7.00	509,188	509,188	-	(81,571)	(81,571)	13 Classroom teachers and 1 Reading teacher - Reducing staff based on enrollment
Teachers - SPED	1.50	135,510	135,510	-	(79,771)	(79,771)	2 SpEd teachers, split of SpEd coordinator with MCS2
Substitute Teachers	-	-	-	-	-	-	
Teaching Assistants	2.00	96,593	96,593	-	(66,843)	(66,843)	Teaching Assistant with each section
Specialty Teachers	5.00	169,363	169,363	-	(106,446)	(106,446)	Music, Art, PE, French
Aides	-	-	-	-	-	-	
Therapists & Counselors	0.50	25,625	25,625	-	(6,875)	(6,875)	Therapist and child associate (split with MCS2)
Other	-	358,969	358,969	-	(191,382)	(191,382)	No FTE - spending on summer program staff, sick-time payout and staff bonuses
TOTAL INSTRUCTIONAL	16.00	1,295,247	1,295,247	-	(532,887)	(532,887)	
NON-INSTRUCTIONAL PERSONNEL COSTS							
Nurse	-	-	-	-	-	-	
Librarian	-	-	-	-	-	-	
Custodian	-	-	-	-	-	-	
Security	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL NON-INSTRUCTIONAL	-	-	-	-	-	-	
SUBTOTAL PERSONNEL SERVICE COSTS		22.00	1,898,618	1,898,618	-	(731,820)	(731,820)
PAYROLL TAXES AND BENEFITS							
Payroll Taxes		159,811	159,811	-	(64,480)	(64,480)	4% match, plus quarterly fees
Fringe / Employee Benefits		250,420	250,420	-	(89,818)	(89,818)	
Retirement / Pension		46,567	46,567	-	(29,378)	(29,378)	
TOTAL PAYROLL TAXES AND BENEFITS		456,797	456,797	-	(183,677)	(183,677)	
TOTAL PERSONNEL SERVICE COSTS		22.00	2,355,416	2,355,416	-	(915,496)	(915,496)
CONTRACTED SERVICES							
Accounting / Audit		122,200	122,200	-	(26,810)	(26,810)	Accounting w/ CSBM, audit fees from PKF O'Connor Davies
Legal		25,000	25,000	-	(8,893)	(8,893)	
Management Company Fee		-	-	-	-	-	
Nurse Services		-	-	-	-	-	
Food Service / School Lunch		-	-	-	-	-	
Payroll Services		6,600	6,600	-	(3,030)	(3,030)	ADP payroll fees
Special Ed Services		-	-	-	-	-	
Titlement Services (i.e. Title I)		-	-	-	-	-	
Other Purchased / Professional / Consulting		76,500	76,500	-	29,988	29,988	E-rate consultant, Ed Ops, substitute teacher services, temporary staffing
TOTAL CONTRACTED SERVICES		230,300	230,300	-	(8,745)	(8,745)	

MANHATTAN CHARTER SCHOOL II					
Budget / Operating Plan					
2021-22					
Total Revenue	3,175,376	3,175,376	-	553,289	553,289
Total Expenses	3,103,103	3,103,103	-	(1,053,469)	(1,053,469)
Net Income	72,273	72,273	-	(500,180)	(500,180)
Actual Student Enrollment					
	Total Year			VARIANCE	
	Original Budget	Revised Budget	Variance	Original Budget vs. PY Budget	Revised Budget vs. PY Budget
DESCRIPTION OF ASSUMPTIONS					
SCHOOL OPERATIONS					
Board Expenses	100	100	-	(100)	(100)
Classroom / Teaching Supplies & Materials	54,500	54,500	-	(5,439)	(5,439)
Special Ed Supplies & Materials	2,000	2,000	-	(2,000)	(2,000)
Textbooks / Workbooks	14,532	14,532	-	(3,847)	(3,847)
Supplies & Materials other	-	-	-	-	-
Equipment / Furniture	2,000	2,000	-	(2,000)	(2,000)
Telephone	-	-	-	-	-
Technology	109,700	109,700	-	(11,726)	(11,726)
Student Testing & Assessment	22,500	22,500	-	(7,476)	(7,476)
Field Trips	5,000	5,000	-	(5,000)	(5,000)
Transportation (student)	-	-	-	-	-
Student Services - other	14,000	14,000	-	(11,090)	(11,090)
Office Expense	21,000	21,000	-	(15,724)	(15,724)
Staff Development	99,500	99,500	-	(40,525)	(40,525)
Staff Recruitment	15,000	15,000	-	(8,665)	(8,665)
Student Recruitment / Marketing	35,000	35,000	-	12,100	12,100
School Meals / Lunch	-	-	-	-	-
Travel (Staff)	250	250	-	(250)	(250)
Fundraising	-	-	-	-	-
Other	11,250	11,250	-	6,236	6,236
TOTAL SCHOOL OPERATIONS	406,332	406,332	-	(95,507)	(95,507)
FACILITY OPERATION & MAINTENANCE					
Insurance	36,300	36,300	-	(707)	(707)
Janitorial	1,000	1,000	-	3,222	3,222
Building and Land Rent / Lease / Facility Finance Interest	-	-	-	-	-
Repairs & Maintenance	2,000	2,000	-	(1,766)	(1,766)
Equipment / Furniture	-	-	-	-	-
Security	-	-	-	-	-
Utilities	-	-	-	-	-
TOTAL FACILITY OPERATION & MAINTENANCE	39,300	39,300	-	749	749
DEPRECIATION & AMORTIZATION					
COVID-19 / CONTINGENCY	40,000	40,000	-	(2,716)	(2,716)
DEFERRED RENT	31,755	31,755	-	(31,755)	(31,755)
	-	-	-	-	-
TOTAL EXPENSES	3,103,103	3,103,103	-	(1,053,469)	(1,053,469)
NET INCOME	72,273	72,273	-	(500,180)	(500,180)
Charter Board Partners - split fees w/ MCS2					
Internet, wiring, tech maintenance, student database assessment software and scoring fees with NYC CSC					
Henry Street after school program					
master teacher, visible learning, staff appreciation					
Linkedin membership, recruiter fees, job postings					
schoolmint, vanguard, newspaper ads, Facebook					
Northeast CS network membership, SpEd membership w/ NYC CSC					
Austin & Co - general liability, directors & officers, etc.					
2% of revenues					

	MANHATTAN CHARTER SCHOOL II						
	Budget / Operating Plan						
	2021-22						
Total Revenue	3,175,376	3,175,376	-	553,289	553,289		
Total Expenses	3,103,103	3,103,103	-	(1,053,469)	(1,053,469)		
Net Income	72,273	72,273	-	(500,180)	(500,180)		
Actual Student Enrollment							
	Total Year			VARIANCE			
	Original	Revised		Original	Revised		
	Budget	Budget	Variance	Budget vs. PY	Budget vs. PY		DESCRIPTION OF ASSUMPTIONS
	Budget	Budget		Budget	Budget		
ENROLLMENT - *School Districts Are Linked To Above Entries*							
Number of Districts:							
NYC CHANCELLOR'S OFFICE							
-							
-							
-							
-							
-							
-							
-							
-							
-							
-							
-							
-							
ALL OTHER School Districts: (Weighted Avg)							
TOTAL ENROLLMENT							
REVENUE PER PUPIL							
EXPENSES PER PUPIL							

	MANHATTAN CHARTER SCHOOL II Budget / Operating Plan 2021-22													
Total Revenue	2,622,087	771,838	-	-	818,312	-	-	798,703	-	-	786,523	-	-	3,175,376
Total Expenses	2,049,634	623,269	-	-	737,856	-	-	758,299	-	-	983,679	-	-	3,103,103
Net Income	572,453	148,569	-	-	80,456	-	-	40,404	-	-	(197,156)	-	-	72,273
Actual Student Enrollment	140	145	-	-	145	-	-	145	-	-	145	-	-	
	Prior Year Actual 2020-21 Revenue Per Pupil	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter - 1/1 - 3/31			4th Quarter - 4/1 - 6/30			Original Budget
		Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	Original Budget	Revised Budget	Variance	
CASH FLOW ADJUSTMENTS														
OPERATING ACTIVITIES {enter descriptions below }														
Example - Add Back Depreciation	37,284	10,000	-	-	10,000	-	-	10,000	-	-	10,000	-	-	40,000
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Operating Activities	37,284	10,000	-	-	10,000	-	-	10,000	-	-	10,000	-	-	40,000
INVESTMENT ACTIVITIES {enter descriptions below }														
Example - Subtract Property and Equipment Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Investment Activities	-	-	-	-	-	-	-	-	-	-	-	-	-	-
FINANCING ACTIVITIES {enter descriptions below }														
Example - Add Expected Proceeds from a Loan or Line of Credit	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Financing Activities	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Flow Adjustments	37,284	10,000	-	-	10,000	-	-	10,000	-	-	10,000	-	-	40,000
NET INCOME	609,737	158,569	-	-	90,456	-	-	50,404	-	-	(187,156)	-	-	112,273
Beginning Cash Balance	3,476,500	4,086,237	-	-	4,244,806	-	-	4,335,262	-	-	4,385,666	-	-	4,086,237
ENDING CASH BALANCE	4,086,237	4,244,806	-	-	4,335,262	-	-	4,385,666	-	-	4,198,510	-	-	4,198,510

		MANHATTAN CHARTER SCHOOL II				DESCRIPTION OF ASSUMPTIONS
		Budget / Operating Plan			2021-22	
Total Revenue		3,175,376	-	553,289	553,289	
Total Expenses		3,103,103	-	(1,053,469)	(1,053,469)	
Net Income		72,273	-	(500,180)	(500,180)	
Actual Student Enrollment						
		Total Year		VARIANCE		
		Revised		Original	Revised	
		Budget	Variance	Budget vs. PY Budget	Budget vs. PY Budget	
CASH FLOW ADJUSTMENTS						
OPERATING ACTIVITIES {enter descriptions below }						
Example - Add Back Depreciation		40,000	-	2,716	2,716	
Other		-	-	-	-	
Total Operating Activities		40,000	-	2,716	2,716	
INVESTMENT ACTIVITIES {enter descriptions below }						
Example - Subtract Property and Equipment Expenditures		-	-	-	-	
Other		-	-	-	-	
Total Investment Activities		-	-	-	-	
FINANCING ACTIVITIES {enter descriptions below }						
Example - Add Expected Proceeds from a Loan or Line of Credit		-	-	-	-	
Other		-	-	-	-	
Total Financing Activities		-	-	-	-	
Total Cash Flow Adjustments		40,000	-	2,716	2,716	
NET INCOME		112,273	-	(497,464)	(497,464)	
Beginning Cash Balance		4,086,237	-	609,737	609,737	
ENDING CASH BALANCE		4,198,510	-	112,273	112,273	

MANHATTAN CHARTER SCHOOL II
BALANCE SHEET
2021-22

Please enter balance sheet data for the Ed Corp
 Manhattan Charter Schools (Combined)
 only on this template.
 The balance sheet should include data for
 all charter schools operated by the Ed Corp.

	Prior Year	Q1	Q2	Q3	Q4
	2020-21	As of 9/30	As of 12/31	As of 3/31	As of 6/30
<u>ASSETS</u>					
<u>CURRENT ASSETS</u>					
Cash and cash equivalents	-	-	-	-	-
Grants and contracts receivable	-	-	-	-	-
Accounts receivables	-	-	-	-	-
Prepaid Expenses	-	-	-	-	-
Contributions and other receivables	-	-	-	-	-
TOTAL CURRENT ASSETS	-	-	-	-	-
<u>PROPERTY, BUILDING AND EQUIPMENT, net</u>	-	-	-	-	-
<u>OTHER ASSETS</u>	-	-	-	-	-
TOTAL ASSETS	-	-	-	-	-
<u>LIABILITIES AND NET ASSETS</u>					
<u>CURRENT LIABILITIES</u>					
Accounts payable and accrued expenses	-	-	-	-	-
Accrued payroll and benefits	-	-	-	-	-
Deferred Revenue	-	-	-	-	-
Current maturities of long-term debt	-	-	-	-	-
Short Term Debt - Bonds, Notes Payable	-	-	-	-	-
Other	-	-	-	-	-
TOTAL CURRENT LIABILITIES	-	-	-	-	-
<u>LONG-TERM DEBT and NOTES PAYABLE, net current maturities</u>	-	-	-	-	-
TOTAL LIABILITIES	-	-	-	-	-
<u>NET ASSETS</u>					
Unrestricted	-	-	-	-	-
Temporarily restricted	-	-	-	-	-
TOTAL NET ASSETS	-	-	-	-	-
TOTAL LIABILITIES AND NET ASSETS	-	-	-	-	-

Budget / Operating Plan

2021-22

*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed												
1st Quarter - 7/1 - 9/30				2nd Quarter - 10/1 - 12/31			3rd Quarter - 1/1 - 3/31			4th Quarter - 4/1 - 6/30		
Actual	Current Budget	Variance		Actual	Current Budget	Variance	Actual	Current Budget	Variance	Actual	Current Budget	Variance

REVENUES FROM STATE SOURCES

2021-22
Per Pupil Rate

16,844

MANHATTAN CHARTER SCHOOL II												
Budget / Operating Plan												
2021-22												
Total Revenue	-	771,838	-	-	818,312	-	-	798,703	-	-	786,523	-
Total Expenses	-	623,269	-	-	737,856	-	-	758,299	-	-	983,679	-
Net Income	-	148,569	-	-	80,456	-	-	40,404	-	-	(197,156)	-
Actual Student Enrollment	-	145	-	-	145	-	-	145	-	-	145	-
*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed	1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter - 1/1 - 3/31			4th Quarter - 4/1 - 6/30		
	Actual	Current Budget	Variance	Actual	Current Budget	Variance	Actual	Current Budget	Variance	Actual	Current Budget	Variance
SCHOOL OPERATIONS												
Board Expenses		25	-		25	-		25	-		25	-
Classroom / Teaching Supplies & Materials		27,375	-		16,375	-		5,375	-		5,375	-
Special Ed Supplies & Materials		1,056	-		611	-		167	-		167	-
Textbooks / Workbooks		-	-		-	-		14,532	-		-	-
Supplies & Materials other		-	-		-	-		-	-		-	-
Equipment / Furniture		500	-		500	-		500	-		500	-
Telephone		-	-		-	-		-	-		-	-
Technology		27,800	-		27,300	-		27,300	-		27,300	-
Student Testing & Assessment		5,625	-		5,625	-		5,625	-		5,625	-
Field Trips		-	-		-	-		-	-		5,000	-
Transportation (student)		-	-		-	-		-	-		-	-
Student Services - other		1,350	-		4,050	-		4,050	-		4,550	-
Office Expense		5,250	-		5,250	-		5,250	-		5,250	-
Staff Development		24,875	-		24,875	-		24,875	-		24,875	-
Staff Recruitment		3,750	-		3,750	-		3,750	-		3,750	-
Student Recruitment / Marketing		4,286	-		17,429	-		9,000	-		4,286	-
School Meals / Lunch		-	-		-	-		-	-		-	-
Travel (Staff)		62	-		62	-		62	-		63	-
Fundraising		-	-		-	-		-	-		-	-
Other		2,813	-		2,813	-		2,813	-		2,813	-
TOTAL SCHOOL OPERATIONS	-	104,766	-	-	108,665	-	-	103,324	-	-	89,577	-
FACILITY OPERATION & MAINTENANCE												
Insurance		9,075	-		9,075	-		9,075	-		9,075	-
Janitorial		250	-		250	-		250	-		250	-
Building and Land Rent / Lease / Facility Finance Interest		-	-		-	-		-	-		-	-
Repairs & Maintenance		500	-		500	-		500	-		500	-
Equipment / Furniture		-	-		-	-		-	-		-	-
Security		-	-		-	-		-	-		-	-
Utilities		-	-		-	-		-	-		-	-
TOTAL FACILITY OPERATION & MAINTENANCE	-	9,825	-	-	9,825	-	-	9,825	-	-	9,825	-
DEPRECIATION & AMORTIZATION												
COVID-19 / CONTINGENCY		10,000	-		10,000	-		10,000	-		10,000	-
DEFERRED RENT		-	-		-	-		-	-		31,755	-
		-	-		-	-		-	-		-	-
TOTAL EXPENSES	-	623,269	-	-	737,856	-	-	758,299	-	-	983,679	-
NET INCOME	-	148,569	-	-	80,456	-	-	40,404	-	-	(197,156)	-

Budget / Operating Plan

2021-22

Total Revenue	-	771,838	-	-	818,312	-	-	798,703	-	-	786,523	-
Total Expenses	-	623,269	-	-	737,856	-	-	758,299	-	-	983,679	-
Net Income	-	148,569	-	-	80,456	-	-	40,404	-	-	(197,156)	-
Actual Student Enrollment	-	145	-	-	145	-	-	145	-	-	145	-

***NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed**

1st Quarter - 7/1 - 9/30

2nd Quarter - 10/1 - 12/31

3rd Quarter - 1/1 - 3/31

4th Quarter - 4/1 - 6/30

Actual

Current Budget

Variance

Actual

Current Budget

Variance

Actual

**Current
Budget**

Variance

Actual

Current Budget

Variance

ENROLLMENT - *School Districts Are Linked To Above Entries*

NYC CHANCELLOR'S OFFICE

-	145	-	-	145	-	-	145	-	-	145	-
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
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-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
-	145	-	-	145	-	-	145	-	-	145	-

ALL OTHER School Districts: (Count = 0)

TOTAL ENROLLMENT

REVENUE PER PUPIL

EXPENSES PER PUPIL

MCS2 2021-22-Budget-and-Quarterly-Report.xlsx 202202011313.xlsx

MANHATTAN CHARTER SCHOOL II Budget / Operating Plan											
2021-22											
Total Revenue	-	-	-	3,175,376	(3,175,376)	-	-	3,175,376	(3,175,376)	-	-
Total Expenses	-	-	-	3,103,103	3,103,103	-	-	3,103,103	3,103,103	-	-
Net Income	-	-	-	72,273	(72,273)	-	-	72,273	(72,273)	-	-
Actual Student Enrollment	-	-	-			-	-			-	-
TOTALS AND VARIANCE ANALYSIS											
*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed	Actual	Current Budget (Current Quarter)	Actual vs. Current Budget	Current Budget - TY	Actual vs. Current Budget TY	Original Budget (Current Quarter)	Actual vs. Original Budget	Original Budget - TY	Actual vs. Original Budget TY	PY Actual (PY TY / No. of COMPLETED Actual CY Quarters)	Actual CY vs. Actual PY
EXPENSES											
ADMINISTRATIVE STAFF PERSONNEL COSTS											
Executive Management	-	-	-	103,113	103,113	-	-	103,113	103,113	-	-
Instructional Management	-	-	-	321,767	321,767	-	-	321,767	321,767	-	-
Deans, Directors & Coordinators	-	-	-	-	-	-	-	-	-	-	-
CFO / Director of Finance	-	-	-	-	-	-	-	-	-	-	-
Operation / Business Manager	-	-	-	178,490	178,490	-	-	178,490	178,490	-	-
Administrative Staff	-	-	-	-	-	-	-	-	-	-	-
TOTAL ADMINISTRATIVE STAFF	-	-	-	603,371	603,371	-	-	603,371	603,371	-	-
INSTRUCTIONAL PERSONNEL COSTS											
Teachers - Regular	-	-	-	509,188	509,188	-	-	509,188	509,188	-	-
Teachers - SPED	-	-	-	135,510	135,510	-	-	135,510	135,510	-	-
Substitute Teachers	-	-	-	-	-	-	-	-	-	-	-
Teaching Assistants	-	-	-	96,593	96,593	-	-	96,593	96,593	-	-
Specialty Teachers	-	-	-	169,363	169,363	-	-	169,363	169,363	-	-
Aides	-	-	-	-	-	-	-	-	-	-	-
Therapists & Counselors	-	-	-	25,625	25,625	-	-	25,625	25,625	-	-
Other	-	-	-	358,969	358,969	-	-	358,969	358,969	-	-
TOTAL INSTRUCTIONAL	-	-	-	1,295,247	1,295,247	-	-	1,295,247	1,295,247	-	-
NON-INSTRUCTIONAL PERSONNEL COSTS											
Nurse	-	-	-	-	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-	-	-	-	-
Custodian	-	-	-	-	-	-	-	-	-	-	-
Security	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-
TOTAL NON-INSTRUCTIONAL	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL PERSONNEL SERVICE COSTS	-	-	-	1,898,618	1,898,618	-	-	1,898,618	1,898,618	-	-
PAYROLL TAXES AND BENEFITS											
Payroll Taxes	-	-	-	159,811	159,811	-	-	159,811	159,811	-	-
Fringe / Employee Benefits	-	-	-	250,420	250,420	-	-	250,420	250,420	-	-
Retirement / Pension	-	-	-	46,567	46,567	-	-	46,567	46,567	-	-
TOTAL PAYROLL TAXES AND BENEFITS	-	-	-	456,797	456,797	-	-	456,797	456,797	-	-
TOTAL PERSONNEL SERVICE COSTS	-	-	-	2,355,416	2,355,416	-	-	2,355,416	2,355,416	-	-
CONTRACTED SERVICES											
Accounting / Audit	-	-	-	122,200	122,200	-	-	122,200	122,200	-	-
Legal	-	-	-	25,000	25,000	-	-	25,000	25,000	-	-
Management Company Fee	-	-	-	-	-	-	-	-	-	-	-
Nurse Services	-	-	-	-	-	-	-	-	-	-	-
Food Service / School Lunch	-	-	-	-	-	-	-	-	-	-	-
Payroll Services	-	-	-	6,600	6,600	-	-	6,600	6,600	-	-
Special Ed Services	-	-	-	-	-	-	-	-	-	-	-
Titlement Services (i.e. Title I)	-	-	-	-	-	-	-	-	-	-	-
Other Purchased / Professional / Consulting	-	-	-	76,500	76,500	-	-	76,500	76,500	-	-
TOTAL CONTRACTED SERVICES	-	-	-	230,300	230,300	-	-	230,300	230,300	-	-

MANHATTAN CHARTER SCHOOL II											
Budget / Operating Plan											
2021-22											
Total Revenue	-	-	-	3,175,376	(3,175,376)	-	-	3,175,376	(3,175,376)	-	-
Total Expenses	-	-	-	3,103,103	3,103,103	-	-	3,103,103	3,103,103	-	-
Net Income	-	-	-	72,273	(72,273)	-	-	72,273	(72,273)	-	-
Actual Student Enrollment	-	-	-			-	-			-	-
TOTALS AND VARIANCE ANALYSIS											
*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed	Current Budget			Actual vs.		Actual vs.		Original Budget		Actual vs.	
	Actual	(Current Quarter)	Current Budget	Current Budget - TY	Current Budget TY	Current Budget TY	(Current Quarter)	Original Budget	Original Budget - TY	Original Budget TY	PY Actual (PY TY / No. of COMPLETED Actual CY Quarters)
SCHOOL OPERATIONS											
Board Expenses	-	-	-	100	100	-	-	100	100	-	-
Classroom / Teaching Supplies & Materials	-	-	-	54,500	54,500	-	-	54,500	54,500	-	-
Special Ed Supplies & Materials	-	-	-	2,000	2,000	-	-	2,000	2,000	-	-
Textbooks / Workbooks	-	-	-	14,532	14,532	-	-	14,532	14,532	-	-
Supplies & Materials other	-	-	-	-	-	-	-	-	-	-	-
Equipment / Furniture	-	-	-	2,000	2,000	-	-	2,000	2,000	-	-
Telephone	-	-	-	-	-	-	-	-	-	-	-
Technology	-	-	-	109,700	109,700	-	-	109,700	109,700	-	-
Student Testing & Assessment	-	-	-	22,500	22,500	-	-	22,500	22,500	-	-
Field Trips	-	-	-	5,000	5,000	-	-	5,000	5,000	-	-
Transportation (student)	-	-	-	-	-	-	-	-	-	-	-
Student Services - other	-	-	-	14,000	14,000	-	-	14,000	14,000	-	-
Office Expense	-	-	-	21,000	21,000	-	-	21,000	21,000	-	-
Staff Development	-	-	-	99,500	99,500	-	-	99,500	99,500	-	-
Staff Recruitment	-	-	-	15,000	15,000	-	-	15,000	15,000	-	-
Student Recruitment / Marketing	-	-	-	35,000	35,000	-	-	35,000	35,000	-	-
School Meals / Lunch	-	-	-	-	-	-	-	-	-	-	-
Travel (Staff)	-	-	-	250	250	-	-	250	250	-	-
Fundraising	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	11,250	11,250	-	-	11,250	11,250	-	-
TOTAL SCHOOL OPERATIONS	-	-	-	406,332	406,332	-	-	406,332	406,332	-	-
FACILITY OPERATION & MAINTENANCE											
Insurance	-	-	-	36,300	36,300	-	-	36,300	36,300	-	-
Janitorial	-	-	-	1,000	1,000	-	-	1,000	1,000	-	-
Building and Land Rent / Lease / Facility Finance Interest	-	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	-	-	-	2,000	2,000	-	-	2,000	2,000	-	-
Equipment / Furniture	-	-	-	-	-	-	-	-	-	-	-
Security	-	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-
TOTAL FACILITY OPERATION & MAINTENANCE	-	-	-	39,300	39,300	-	-	39,300	39,300	-	-
DEPRECIATION & AMORTIZATION	-	-	-	40,000	40,000	-	-	40,000	40,000	-	-
COVID-19 / CONTINGENCY	-	-	-	31,755	31,755	-	-	31,755	31,755	-	-
DEFERRED RENT	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENSES	-	-	-	3,103,103	3,103,103	-	-	3,103,103	3,103,103	-	-
NET INCOME	-	-	-	72,273	(72,273)	-	-	72,273	(72,273)	-	-

MANHATTAN CHARTER SCHOOL II											
Budget / Operating Plan											
2021-22											
Total Revenue	-	-	-	3,175,376	(3,175,376)	-	-	3,175,376	(3,175,376)	-	-
Total Expenses	-	-	-	3,103,103	3,103,103	-	-	3,103,103	3,103,103	-	-
Net Income	-	-	-	72,273	(72,273)	-	-	72,273	(72,273)	-	-
Actual Student Enrollment	-	-	-			-	-			-	-
TOTALS AND VARIANCE ANALYSIS											
*NOTE: Enrollment, Revenue and Expenditure Data IN the 'Total and Variance Analysis' Section is Based on LAST ACTUAL Quarter Completed	Actual	Current Budget (Current Quarter)	Actual vs. Current Budget	Current Budget - TY	Actual vs. Current Budget TY	Original Budget (Current Quarter)	Actual vs. Original Budget	Original Budget - TY	Actual vs. Original Budget TY	PY Actual (PY TY / No. of COMPLETED Actual CY Quarters)	Actual CY vs. Actual PY
ENROLLMENT - *School Districts Are Linked To Above Entries*	* Enrollment Data Based on Last Actual Quarter Completed										
NYC CHANCELLOR'S OFFICE	-	-	-			-	-			-	-
-	-	-	-			-	-			-	-
-	-	-	-			-	-			-	-
-	-	-	-			-	-			-	-
-	-	-	-			-	-			-	-
-	-	-	-			-	-			-	-
-	-	-	-			-	-			-	-
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-	-	-	-			-	-			-	-
-	-	-	-			-	-			-	-
-	-	-	-			-	-			-	-
-	-	-	-			-	-			-	-
-	-	-	-			-	-			-	-
-	-	-	-			-	-			-	-
-	-	-	-			-	-			-	-
-	-	-	-			-	-			-	-
ALL OTHER School Districts: (Count = 0)	-	-	-			-	-			-	-
TOTAL ENROLLMENT	-	-	-			-	-			-	-
REVENUE PER PUPIL	-	-	-			-	-			-	-
EXPENSES PER PUPIL	-	-	-			-	-			-	-



Annual Report Requirement
for SUNY Authorized Charter Schools
MANHATTAN CHARTER SCHOOL II
2021-22

Administrative
expenditures per pupil:

\$0.00

Per NYS Statute

Administrative expenditures per pupil: the sum of all general administration salaries and other general administration expenditures divided by the total number of enrolled students. Employee benefit costs or expenditures should not be reported here.

***NOTE: THIS TAB ONLY NEEDS TO BE COMPLETED FOR Q4**

Approved Minutes of THE MEETING OF THE TRUSTEES OF MANHATTAN CHARTER SCHOOLS EDUCATION CORPORATION

July 15, 2020 at 6:00 pm

Meeting called to order at 6:09 pm

In attendance were trustees: Andria Olson, Annabel Javier, Becca Edil, Caity Conklin, Lauren Schwarz, Megann McManus

School Reps: Genie DePolo, Amy Salazar

Proposed Minutes

Minutes of the June 3, 2020 meeting were reviewed by the Board and approved without correction.

Reports

Chief of Schools Report

Ms. DePolo presented the Board with reopening updates.

Guidance for writing both the SUNY reopening plan and the New York State Department of Health plan were released earlier this week. All schools in NYS must now create a reopening plan for the NYSDOH to be submitted July 31st, along with it being posted on the Manhattan Charter Schools website. The plan will be sent to all Board members for review and comment before submission and website posting.

Approximately one half of our parents participated in our school reopening parent survey. We were pleased with the number of responses and have left the survey open for those who missed the deadline. The staff survey will be sent to all staff either July 16th or 17th. We are hopeful there will be 100% response.

Ms. DePolo explained that all co-located schools are waiting for more information regarding the DOE reopening plans. While we do not have to follow DOE plans, we do need to know what kind of building access will be made available to schools to plan and reopen. We have been told that no students will be permitted in the buildings until the first day of schools for DOE students. There is still no definite DOE start date, but their goal is a September 10th start. We have changed our calendar to accommodate starting on September 10th.

Parents will be asked to decide if they want their child to return to school in one of two ways. They can choose to be 100% remote, meaning their child receives instruction remote 5 days a week, or they can choose to send their child 2 days a week, and receive remote instruction 3 days

per week. Parents would choose if they want their child to attend in person on Monday and Tuesday, or Thursday and Friday. All students would be remote Wednesdays so we can clean and disinfect between cohorts of students. Parents will have to register for one or the other so we can plan space usage and social distancing based on the numbers.

There is still no afterschool guidance available as it relates to DOE building usage.

We have purchased significant PPE and cleaning supplies to supplement what we might expect from the school's custodians. We have joined the NYS Charter Schools Association's purchasing consortium to help with costs. To date we have approximately 6 weeks of supplies on site. These supplies include masks in both adult and children sizes, hand sanitizer, bottles of disinfecting spray, disinfecting wipes, and scanning thermometers.

We are waiting for additional electronic devices to be delivered. There will be enough for all students to receive a device to start the school year. We are keeping track of those families who will need assistance getting internet and plan to help with that as well.

COVID-19 signage has been purchased for both schools. The signage includes directional arrows, handwashing signs, wear your mask signs and social distancing markers. The signage will be placed throughout the 3rd floor and main office. Social distancing markers will also be placed outdoors for arrivals and dismissal.

In order to alleviate the need for students to bring items back and forth from school and home, Manhattan Charter Schools will provide copies of all instructional materials and supplies to remain at home at all times. Students will have one set at school and one at home.

The next Board meeting for the 2020-2021 school year will take place August 12, 2020.

The next Board meeting will be virtual if school buildings have not reopened.

New Business

There was no new business

Unfinished Business

There was no unfinished business

Executive Session

There was no executive session

Public Comment

There was no public comment.

The meeting was adjourned at 6:57 pm

Approved Minutes of THE MEETING OF THE TRUSTEES OF MANHATTAN CHARTER SCHOOLS EDUCATION CORPORATION

August 12, 2020 at 6:00 pm

Meeting called to order at 6:04 pm

In attendance were trustees: Andria Olson, Annabel Javier, Becca Edil, Caity Conklin, Lauren Schwarz, Megann McManus

School Reps: Genie DePolo, Amy Salazar

Proposed Minutes

Minutes of the July 15, 2020 meeting were reviewed by the Board and approved without correction.

Reports

Chief of Schools Report

Ms. DePolo presented the Board with reopening updates.

The NYForward document was submitted to the NYSDOH on July 31st and posted to our website.

The entire reopening plan will be submitted to SUNY and posted to our website on Friday, August 14th. The Board agreed that the document is ready to be submitted as is.

There is not update on building access. In the event the DOE does not allow students in the buildings on Sept. 10th, Manhattan Charter Schools will start remotely that day for all students.

Electronic devices and all school supplies will be distributed to families the week of August 31st. That is when the DOE has agreed to allow schoolyard access to parents, and it is specifically for distribution of devices and supplies to families.

As of this writing, approximately 60% of families have chosen the hybrid model in each building. As a result, we are able to offer 4 days of in person instruction to all K students. Parents can choose to have their child attend 4 days each week, or 2 days if that is still their preference.

The decision about whether or not buildings will be available for afterschool has still not been made. We cannot move forward with planning until we know what building access will look like.

All charters have been given the opportunity to apply for an Elementary and Secondary School Emergency Relief (ESSR) Grant from the federal government, through the state, to help offset the costs of preparing to open the school with all mandated requirements in place. We anticipate receiving the grant, the application was submitted on time, and the plan is to use the award for PPE, electronic devices, internet for families, and cleaning and disinfecting supplies.

We are looking into the possibility of using an online health screening option for parents and staff to complete at home to help with a smooth and speedy building entry each morning.

Hand sanitizing dispensers have been installed in every classroom in each building. Floor signage, wall signage, social distancing signage, hand washing, wear a mask signage has also been posted. We are now trying to find outdoor social distancing signage for arrivals and dismissal.

There will be 3 parents meeting to present the reopening plan to parents. The dates and times are August 25th at 6 pm, August 26th at 5 pm, and August 27th at 10 am. We will also host 2 whole staff meetings to present the reopening plan on August 13th at 9 am and 12 pm.

The next Board meeting for the 2020-2021 school year will take place September 23, 2020.

New Business

There was no new business

Unfinished Business

There was no unfinished business

Executive Session

There was no executive session

Public Comment

There was no public comment.

The meeting was adjourned at 7 pm

Approved Minutes of THE MEETING OF THE TRUSTEES OF MANHATTAN CHARTER SCHOOLS EDUCATION CORPORATION

September 30, 2020 at 6:00 pm

Meeting called to order at 6:01 pm

In attendance were trustees: Andria Olson, Annabel Javier, Becca Edil, Caity Conklin, Lauren Schwarz, Megann McManus

School Reps: Genie DePolo, Amy Salazar

Proposed Minutes

Minutes of the August 12, 2020 meeting were reviewed by the Board and approved without correction.

Audit presentation

Trustee Conklin introduced and welcomed Gus Saliba and James Molloy, our auditors from PKF O'Connor Davies, to the meeting. Mr. Saliba explained that their presentation was the second part of the annual audit presentation to the Board.

- The overall assessment was that the audit went very smoothly, and that audit preparations were excellent.
- There were no difficulties during the audit, and no corrected or uncorrected misstatements. There were no disagreements with management.
- Regarding internal controls, there were no difficulties and no recommendations.

Mr. Molloy reviewed the draft financial statement and reported that the opinion of the auditors is that it is an unqualified and clean financial statement.

Mr. Saliba informed the Board that the Signed Management Representation letter, the last part of the audit, will be sent after the meeting and stated that overall, we are in a good financial position.

Reports

Chief of Schools Report

Ms. DePolo presented the Board with reopening updates.

The schools successfully reopened for hybrid, in person instruction on Sept. 21st. Fully remote instruction was in place starting Sept. 10th for all students until the DOE permitted students to enter school buildings on the 21st.

Manhattan Charter Schools has its own daily health screener to be used by staff and students. Each day staff, and on behalf of their child parents, complete the screener and must display the check that they have been cleared to enter the school building. Upon arriving at the building, temperatures are taken, hand sanitizer is used, students pick up breakfasts and then proceed to their classrooms to start the day.

Parents of all students who chose hybrid learning, K – 5, can now choose to have their child attend 4 days each week, or 2 days if that is still their preference. MCS is averaging 65 students each day, MCS2 is averaging 50 students per day.

Electronic devices that were distributed to students are working well. Instruction is being live streamed and recorded along with additional recorded instruction for students and families. Parents can choose to view lesson with their child after the school day and submit assignments by 6 pm each day to be marked present.

Both sites have now had experience with the Situation Room. The Situation Room is where all suspected cases of COVID are to be reported if your school is co-located with a DOE school. The procedure and criteria for reporting was explained.

New York State has announced that the plan is to administer the NYS ELA, Math and Science tests in the spring of 2021. We are in the process of ordering the exams from the state.

Enrollment has gone down, but not as much as we thought it would. We are happy with the numbers. Parents have explained that their reasons for changing school is so that they do not have to use public transportation with their child each day.

Board members were reminded that the enrollment revision hearing will take place on Thursday, Oct. 1st at 5:30 pm and that everyone is invited to attend.

The next Board meeting for the 2020-2021 school year will take place October 21, 2020.

New Business

There was no new business

Unfinished Business

There was no unfinished business

Executive Session

There was no executive session

Public Comment

There was no public comment.

The meeting was adjourned at 6:30 pm

Approved Minutes of THE MEETING OF THE TRUSTEES OF MANHATTAN CHARTER SCHOOLS EDUCATION CORPORATION

October 21, 2020 at 6:00 pm

Meeting called to order at 6:02 pm

In attendance were trustees: Andria Olson, Annabel Javier, Caity Conklin, Lauren Schwarz, Megann McManus

School Reps: Genie DePolo, Amy Salazar

Proposed Minutes

Minutes of the Sept. 30, 2020 meeting were reviewed by the Board and approved without correction.

Audit presentation

Trustee Conklin presented an overview of the final audit and thanked Trustee Edil and Trustee Olson for their participation in the audit process. The completed audit will be submitted to SUNY before the due date.

Reports

Chief of Schools Report

Ms. DePolo reported that hybrid and fully remote instruction is going smoothly at this time. We are seeing an increase in the number of parents who would like their student to attend some in person instruction. Based on numbers allowed in each classroom, we have permitted former fully remote students to change to hybrid instruction.

The schools are starting to experience challenges with electronic devices. Many have had to be e-wasted and we are now considering the possible purchase of additional devices. We are trying to wait until more of the bugs are worked out of new Chromebooks and for Google and Zoom upgrades to take plan. We are monitoring this closely in case we are forced to move to full remote instruction.

Neither school has had a positive case of COVID-19. A case was reported in one of the co-located schools at 220 Henry Street. Parents and staff were notified. There has been no change in attendance at this time.

Enrollment has remained the same since the last Board meeting. Recruiting for the 21- 22 school year will begin November 1st. Manhattan Charter Schools will participate in the Common Application process sponsored by the NYC Charter Center.

The enrollment revision hearing went smoothly. Manhattan Charter School 2 was one of 6 schools seeking an enrollment amendment. We will now wait for direction from SUNY regarding next steps.

The next Board meeting for the 2020-2021 school year will take place November 11, 2020. The December Board meeting will take place on December 9, 2020

New Business

There was no new business

Unfinished Business

There was no unfinished business

Executive Session

There was no executive session

Public Comment

There was no public comment.

The meeting was adjourned at 6:17 pm

Approved Minutes of THE MEETING OF THE TRUSTEES OF MANHATTAN CHARTER SCHOOLS EDUCATION CORPORATION

November 18, 2020 at 6:00 pm

Meeting called to order at 6:04 pm

In attendance were trustees: Andria Olson, Becca Edil, Caity Conklin, Lauren Schwarz, Megann McManus

School Reps: Genie DePolo, Amy Salazar

Proposed Minutes

Minutes of the October 21st meeting were reviewed by the Board and approved with one correction. Trustee Edil was not able to attend the meeting. The minutes were adjusted to reflect the correction.

Reports

Chief of Schools Report

Ms. DePolo reported that MCS and MCS2 are fully remote as of November 19th due to the closing of all NYC DOE school buildings. The 7 day rolling average for COVID-19 cases reached 3% which triggered the closing. As charter schools co-located in DOE buildings, we will not reopen until DOE buildings are reopened. Parents were notified of the closure immediately. This poses a hardship for many of our families who called the main office, some in tears, asking if there is any way we might remain open.

All preparations for fully remote were in place and we are confident the transition will be seamless. Teachers were told November 13th of the possible closure the week of the 16th and prepared each evening in the event they didn't return the following day.

All students and staff have electronic devices and internet service. Ms. Salazar and Ms. DePolo will go to the school to exchange any non working devices as long as schools remain closed.

At this time charter schools in DOE space are not required to test 20% of students and staff. There are no yellow, or orange zones in Manhattan at this time so we are not required to test.

School Foods notified Ms. Salazar and Ms. DePolo the DOE will be piloting the serving of hot food for student lunch in January. Daily cold meals are oftentimes not eaten by the children and the variety of options is very limited. We will know more once schools reopen.

On Saturday, November 14th, MCS and MCS2 partnered with a CBO and hosted a Thanksgiving

food give away. In addition, the Family Association supplemented the cartons of food with kitchen and bathroom papergoods, and personal toiletries.

Enrollment has remained the same since the last Board meeting. Recruiting for the 21- 22 school year is taking place. Manhattan Charter Schools will participate in the Common Application process sponsored by the NYC Charter Center, we currently have 23 applications through the Common App.

Student recruiting has begun. In addition to newspapers, parent magazines, Vanguard postcard mailing, we will be advertising in bus shelters for the months of January, February and March.

The 990 was submitted on November 16th, completing the audit. The audit was clean.

The next Board meeting for the 2020-2021 school year will take place December 9, 2020.

New Business

Ms. DePolo asked the Board to consider an enrollment amendment for Manhattan Charter School for the remainder of the current charter term. The Board agreed to consider the request and will continue the discussion at the December meeting.

Unfinished Business

There was no unfinished business

Executive Session

There was no executive session

Public Comment

There was no public comment.

The meeting was adjourned at 6:37 pm

Approved Minutes of THE MEETING OF THE TRUSTEES OF MANHATTAN CHARTER SCHOOLS EDUCATION CORPORATION

December 9, 2020 at 6:00 pm

Meeting called to order at 6:03 pm

In attendance were trustees: Andria Olson, Annabel Javier, Becca Edil, Caity Conklin, Lauren Schwarz, Megann McManus

School Reps: Genie DePolo, Amy Salazar

Proposed Minutes

Minutes of the November 18th meeting were reviewed by the Board and approved without revisions.

Reports

Chief of Schools Report

Ms. DePolo reported that MCS and MCS2 reopening on December 7th when the DOE reopened school building. Fewer students returned than had been attending before the closing. We are hopeful more students return as we continue to provide in person instruction. Teachers continue to leave each day prepared to deliver instruction from home should there be another unplanned closing.

Another parent survey was administered to ascertain how many parents would like their student to change from fully remote instruction to in person instruction beginning January 4th. Five MCS and 6 MCS parents are opting to send their student to in person instruction. Due to the low numbers, both schools will be able to accommodate the parent's decision. Parents are still able to send their student for in person instruction at any time so long as we have the space to maintain social distancing.

Enrollment at both schools continues to remain constant. We have received some applications through the Common App, and will shortly be finalizing the advertising in bus shelters. We are pursuing companies to create virtual tours to begin in mid January. Newspaper and magazine advertising will also start in January.

The next Board meeting for the 2020-2021 school year will take place January 6, 2021.

New Business

Ms. DePolo asked the Board to consider closing the bank account associated with our former 501C3 Friends of account. The 501C3 no longer exists, so closing the account is prudent. The

Board agreed with the request. Trustee Conklin motioned that the 501C3 account be closed, Trustee McManus seconded the motion. All member were in favor, the motion carried. The account will be closed as soon as possible.

Unfinished Business

The Board continued to consider the submission of an enrollment amendment for Manhattan Charter School for the remainder of the charter term. After some discussion, Trustee Schwarz motioned that an enrollment amendment be submitted to SUNY changing the enrollment number to 240 for the remainder of the charter term. Trustee Edil seconded the motion. All members were in favor, the motion carried.

Executive Session

There was no executive session

Public Comment

There was no public comment.

The meeting was adjourned at 6:34 pm

**Approved Minutes of
THE MEETING OF THE TRUSTEES OF MANHATTAN CHARTER
SCHOOLS EDUCATION CORPORATION**

January 6, 2021 at 6:00 pm

Meeting called to order at 6:04 pm

In attendance were trustees: Andria Olson, Annabel Javier, Becca Edil, Caity Conklin, Lauren Schwarz, Megann McManus

School Reps: Genie DePolo, Amy Salazar

Proposed Minutes

Minutes of the December 9, 2020 meeting were reviewed by the Board and approved without revisions.

Reports

Chief of Schools Report

Ms. DePolo reported that MCS and MCS2 returned from winter break on Jan. 4th. We expected more students would return to in person learning but in fact more students are fully remote. When we called, parents shared they continue to be afraid to have their child go to school every day.

Enrollment at both schools continues to remain constant. There was one change at MCS2. A 2nd grader was enrolled Jan. 5th.

Our virtual school tour will be ready on February 1st. There will be a link to the tour on our website. The tour will be one tour combining both buildings. The bus shelter advertising will be from January through March. We are hoping preschools will be holding virtual showcases, which we will participate in if available. Parents continue to help with recruiting.

The next Board meeting for the 2020-2021 school year will take place February 3, 2021. The dates for the balance of the school year are March 3rd, April 7th, May 5th and June 2nd.

New Business

No new business

Unfinished Business

No unfinished business

Executive Session

There was no executive session

Public Comment

There was no public comment.

The meeting was adjourned at 6:19 pm

Approved Minutes of THE MEETING OF THE TRUSTEES OF MANHATTAN CHARTER SCHOOLS EDUCATION CORPORATION

February 3, 2021 at 6:00 pm

Meeting called to order at 6:04 pm

In attendance were trustees: Andria Olson, Annabel Javier, Becca Edil, Caity Conklin, Lauren Schwarz

School Reps: Genie DePolo, Amy Salazar

Proposed Minutes

Minutes of the January 6, 2021 meeting were reviewed by the Board and approved without revisions.

Reports

Chief of Schools Report

Ms. DePolo reported Manhattan Charter Schools would be applying for a state grant in the amount of \$49,500. The grant is to support technology for students, families and the school. Included in this support is additional hardware, software, loaners, replacements, paying internet charges for families unable to pay, hotspots, and teacher professional development. Funds will also be used for PPE and disinfecting supplies.

Vanguard has been finalized and 33,193 recruiting postcards have been mailed to prospective families. Ms. DePolo shared that the newest number of children who have left the city public school system is 43K so we are increasing our recruitment effort substantially. In addition to Vanguard, we are advertising in the Desi newspaper, El Diario, online AM NY, printed AM NY, Big Apple Parent magazine, and bus shelters. We are distributing flyers in the community and have recruited parents to help in that effort.

The Manhattan Charter School enrollment amendment was completed and submitted. We are now waiting for DOE to contact us with the date of the public hearing. Ms. DePolo will communicate the date to the Board and community as soon as it is received.

MCS2 returned from a 10 day quarantine on January 28th. This closure was due to 2 unrelated positive COVID cases in the school. Both MCS2 and MCS continue to implement our own daily disinfecting protocol in addition to the nightly electrostatic disinfecting spraying that is done by school custodians.

Trustee Schwarz inquired about the administration of the NYS ELA, Math and Science exams. Ms. DePolo reported that NYS was pursuing a testing exemption from the US Department of

Education for the 2020-2021 school year. There is no additional information from the USDOE at this time. MCS and MCS2 will continue to prepare with the expectation that the exams will be administered.

The next Board meeting for the 2020-2021 school year will take place March 3, 2021. The dates for the balance of the school year are April 7th, May 5th and June 2nd.

New Business

No new business

Unfinished Business

Trustee Schwarz asked about the status of the completion of the virtual tour. Ms. DePolo shared that the plan had been for the tour to be available February 1st, but the producers of the tour asked for a few more days to make final changes to the tour. They promised it would be ready by February 5th at the very latest.

Executive Session

There was no executive session

Public Comment

There was no public comment.

The meeting was adjourned at 6:25 pm

Approved Minutes of THE MEETING OF THE TRUSTEES OF MANHATTAN CHARTER SCHOOLS EDUCATION CORPORATION

March 3, 2021 at 6:00 pm

Meeting called to order at 6:04 pm

In attendance were trustees: Andria Olson, Annabel Javier, Becca Edil, Caity Conklin, Lauren Schwarz, Megann McManus

School Reps: Genie DePolo, Amy Salazar

Proposed Minutes

Minutes of the February 3, 2021 meeting were reviewed by the Board and approved without revisions.

Reports

Chief of Schools Report

Ms. DePolo reported that there has been little to no COVID activity in the two schools since the last meeting. All COVID protocols remain in place. Staff and students complete the daily health screener, cleaning and hand sanitizing and washing protocols continue. Social distancing is still maintained everywhere in the schools.

There have been more requests for in person instruction from families that have been fully remote all school year. These requests, because of social distancing, are resulting in waitlists for in person instruction in each building. While there has been talk about the possibility of the social distancing requirement being changed to 3 feet, that has not been adopted by NYS, and as of now, there are no changes to the 6 feet requirement.

Staff and family members have been participating in student recruitment. We have been handing out flyers at pre k schools each morning and afternoon, posted flyers in NYCHA housing, and where permitted, have gone door to door in buildings. We purchased a 30 second digital ad to be displayed on the NY Waterways ferries.

Applications for the upcoming lottery will be accepted until 5 pm on April 1st. The lottery will take place via Zoom on Wednesday, April 7th at 11 am. A member of PKF O'Conner will audit the lottery and it will be recorded.

There has been no response from the US DOE to the waiver request from NYS so state exams will be administered this spring. As of this time, we do not have any administration specifics, but are confident they will be distributed shortly. Manhattan Charter Schools has been preparing both in person and fully remote students for the exams throughout the school year.

The hearing for MCS's enrollment amendment took place February 23rd. The next step is for MCS to be placed on a SUNY Board of Trustees meeting agenda for their final approval. The Board will be notified as soon as that information becomes available.

The next Board meeting for the 2020-2021 school year will take place April 7, 2021. The dates for the balance of the school year are May 5th and June 2nd.

New Business

No new business

Unfinished Business

There was no unfinished business

Executive Session

There was no executive session

Public Comment

There was no public comment.

The meeting was adjourned at 6:17 pm

Approved Minutes of THE MEETING OF THE TRUSTEES OF MANHATTAN CHARTER SCHOOLS EDUCATION CORPORATION

April 7, 2021 at 6:00 pm

Meeting called to order at 6:02 pm

In attendance were trustees: Annabel Javier, Becca Edil, Caity Conklin, Lauren Schwarz

School Reps: Genie DePolo, Amy Salazar

Proposed Minutes

Minutes of the March 3, 2021 meeting were reviewed by the Board and approved without revisions.

Reports

Chief of Schools Report

The NYS ELA exam will take place on April 20th for all in person students, and April 21st for all fully remote students. The math exam will be administered on May 4th for in person students, and May 5th for fully remote students. The 4th grade NYS science exam will be administered June 8th for in person students, and June 9th for fully remote students. All fully remote students are automatically excused from the exams. Parents must notify the school if they want to have their remote student take the exams. All in person students will take the exams unless their parents opt them out. Virtual meetings were held with all parents to explain parent options for testing. We have been preparing both in person and fully remote students all year for the exams.

Our lottery took place on April 7th at 11 am with no problems or difficulties. There were 36 families in attendance, along with one of our auditors from PKF O'Conner. Eightytwo seats were offered for MCS2, and ninetyfour were offered for MCS. Parents have until April 15th to accept the seat and enroll their child. We will immediately start calling from the waitlist as seats become available.

Ms. DePolo reported that there continues to be little to no COVID activity in the schools. All COVID protocols remain in place. Staff and students complete the daily health screener, cleaning and hand sanitizing and washing protocols continue. Social distancing is still maintained everywhere in the schools.

The enrollment amendment for MCS has been completed. The new number of total students is 240. This number will be in place for the remainder of the charter term. We continue to recruit for MCS and MCS2 to meet and hopefully exceed our new total enrollment numbers.

The next Board meeting for the 2020-2021 school year will take place May 5, 2021. The date for last meeting of school year is June 2nd.

Trustee Schwarz asked the status of staff being vaccinated. Ms. DePolo responded to her and the rest of the Board that we have not been requiring staff to notify HR if and when they get vaccinated. Some staff have chosen to tell us, and we assume that there are other who have been vaccinated but have not shared that information.

New Business

The draft budget for the 2021-2022 school year will be sent to the Finance Committee for review. A meeting will be scheduled with CSBM to review the budgets with the committee.

Unfinished Business

There was no unfinished business

Executive Session

There was no executive session

Public Comment

There was no public comment.

The meeting was adjourned at 6:19 pm

Approved Minutes of THE MEETING OF THE TRUSTEES OF MANHATTAN CHARTER SCHOOLS EDUCATION CORPORATION

May 5, 2021 at 6:00 pm

Meeting called to order at 6:01 pm

In attendance were trustees: Becca Edil, Caity Conklin, Lauren Schwarz, Megann McManus

School Reps: Genie DePolo, Amy Salazar

Proposed Minutes

Minutes of the April 7, 2021 meeting were reviewed by the Board and approved without revisions.

Reports

Chief of Schools Report

The NYS ELA exam took place on April 20th for all in person students, and April 21st for all fully remote students. The math exam was administered on May 4th for in person students, and today, May 5th for fully remote students. Testing went smoothly at both schools.

The MCS2 renewal document is in the beginning stages of preparation. We are currently ensuring that all documents we know will be required are being organized, including all updated student data, and program summary. The renewal application must be submitted by August 16th, we are confident we will meet that deadline.

Ms. DePolo reported that she participated in end of year conversations with SUNY. This year, a written report will be created and sent to Trustee Conklin as Board chair, and to Ms. DePolo.

There continues to be little to no COVID activity in the schools. All COVID protocols remain in place. Staff and students complete the daily health screener, cleaning and hand sanitizing and washing protocols continue. Social distancing is still maintained everywhere in the schools.

Manhattan Charter Schools has contracted with a student recruiting company to assist with recruiting. Schola, is a national company, who works with many charter schools in NYC. This online effort includes follow up phone calls, and guidance around who is looking at our schools, and how to best migrate leads to accepted seats. We will continue to recruit in the neighborhood through flyering, tables at pre schools, and the other methods of recruiting we have used in the past.

Trustee Schwarz agreed to be this year's virtual guest speaker at our 5th grade Moving Up

ceremonies.

The next Board meeting for the 2020-2021 school year will take place June 2, 2021.

New Business

The budget vote was postponed to the June meeting when more will be known about the per pupil number and the ESSER grant.

Unfinished Business

There was no unfinished business

Executive Session

There was no executive session

Public Comment

There was no public comment.

The meeting was adjourned at 6:31 pm

**Approved Minutes of
THE MEETING OF THE TRUSTEES OF MANHATTAN CHARTER
SCHOOLS EDUCATION CORPORATION**

June 2, 2021 at 6:00 pm

Meeting called to order at 6:30 pm

In attendance were trustees: Andria Olson, Annabel Javier, Becca Edil, Caity Conklin, Lauren Schwarz,

School Reps: Genie DePolo, Amy Salazar

Proposed Minutes

Minutes of the May 5, 2021 meeting were reviewed by the Board and approved without revisions.

Reports

Chief of Schools Report

The first day of school for students is Monday, August 23rd, a week earlier than we usually would have started. The extra week at the beginning of the school year is to help students adjust to returning to school, including addressing their social and emotional needs. Manhattan Charter Schools will return to 5 days a week of in person instruction. The student schedule will return to 7:45 – 3:30. We will not be offering a remote option. All students will be expected to return to in person instruction in August. We will follow all NYCDOHMH guidelines for in person instruction. Staff is returning August 9th for our usual in person Summer Institute to prepare for the upcoming school year. Our internal Extended Day program continues to be in the planning stage and will be ready to open August 30th. Both schools have been ordering instructional materials and supplies for the upcoming school year using the anticipated budget surplus each building is expected to have. This is to help mitigate the enrollment numbers at this time.

The MCS2 renewal continues to be going smoothly and we anticipate no delays that might affect the August 16th submission deadline. There is a change in that all Board members must now submit their bios as part of the renewal document. All Board member bios will be included in the renewal. Members are asked to please submit a bio to Ms. DePolo by August 1st. We are hopeful that we will be one of SUNY's first school visits at the beginning of the school year.

The SUNY end of year report was sent to Trustee Conklin and Ms. DePolo. The report was a description of the past year, with a focus on student assessment, and assessment plans for the upcoming school year.

There will be a NYCDOHMH meeting this Friday to share COVID updates. As of this time, there are no changes for schools who share DOE space. Everyone must still wear masks, complete

daily health screeners, and sit 3 feet apart for social distancing. There is no cafeteria or gym guidance at this time.

Manhattan Charter Schools has contracted with another student recruiting company to assist with recruiting. Niche, is a national platform that provides parents who are looking for schools with information about schools in their selected area. The site also directs parents who perform Google searches with key words to schools that match the phrases. By partnering with them, we become one of the first schools that pop up when parents do searches. We will continue to recruit in the neighborhood through flyering, tables at pre schools, and the other methods of recruiting we have used in the past.

Ms. DePolo updated the Board on the status of employee vaccinations. All but one staff member has been vaccinated at this time.

The date for all Moving Up ceremonies is Wednesday, June 9th. The times are as follows:

MCS	K	9 am
MCS2	K	12 pm
MCS	5 th Grade	11 am
MCS2	5 th Grade	1:30 pm

The 4th grade written Science exam will take place on Tuesday, June 8th. Fully remote students who plan to take the exam will take it on Wednesday, June 9th.

The next Board meeting for the 2020-2021 school year will take place July 14, 2021.

Finance Committee Report

Trustee Edil reported to the Board that there was a telephone call with the Finance Committee, Kamilah O'Brian from CSBM, and Ms. DePolo to discuss the proposed 2021-2022 budgets. Ms. O'Brian explained the proposed budget, and clarified some questions posed by the committee. The committee accepted the proposal and Trustee Edil recommended that the Board approve the budget.

New Business

There was no new business.

Unfinished Business

Trustee Edil, chair of the Finance Committee, recommended that the Board approve the 2021-2022 budgets for MCS and MCS2. She then motioned for the budgets to be approved. Trustee Conklin seconded the motion and it was carried unanimously.

Executive Session

There was no executive session

Public Comment

There was no public comment.

The meeting was adjourned at 6:31 pm



MCS and MCS2 Calendar 2021-2022

SCHOOL CALENDAR

Date	Description
August 23	First Day of School for all students
September 6	Labor Day –School Closed
September 8-9	Rosh Hashanah– School is OPEN
September 15	Student Half Day
September 16	Yom Kippur – School is OPEN
September 29	Student Half Day
October 11	Columbus Day – School is CLOSED
October 13	Student Half Day
October 27	Student Half Day – Parent Teacher Conferences
November 2	Election Day – School is OPEN
November 10	Student Half Day
November 11	Veteran’s Day – School is OPEN
November 24	Student Half Day
November 25-26	Thanksgiving Break – School Closed
December 8	Student Half Day
December TBD	MCS K – 2nd Grade Winter Concert
December TBD	MCS2 K – 5 Winter Concert
December TBD	MCS 3rd – 5th Grade Winter Concert
December 22 – December 31, 2021	Winter Break
January 12, 2022	Student Half Day
January 17	Martin Luther King Day – School is CLOSED
January 26	Student Half Day – Parent Teacher Conferences

February 9	Student Half Day
February 21-25	Midwinter Break
March 2	Student Half Day
March 16	Student Half Day
March 29-31	NYS ELA Exam (Gr. 3-5)
April 6	Student Half Day
April 11-18	Spring Break
April 20	Student Half Day
April 26-28	NYS Math Exam (Gr. 3-5)
May TBD	MCS 2 (K-5) Spring Concert
May TBD	MCS – K - 2 Spring Concert
May TBD	MCS – 3 – 5 Spring Concert
May 4	Student Half Day – Parent Teacher Conferences
May 18	Student Half Day
May 30	Memorial Day – School is CLOSED
June 1	Student Half Day
June 10	Last day of school for all students