

# Application: Manhattan Charter School 2

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Annual Reports

## Summary

**ID:** 0000000042  
**Status:** Annual Report Submission  
**Last submitted:** Nov 2 2020 11:56 AM (EST)

## Entry 1 School Info and Cover Page

**Completed** Jul 31 2020

### [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 2019-20 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, 2020)** or you may not be assigned the correct tasks.

## **BASIC INFORMATION**

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**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, 2020)**

Please select the correct authorizer as of June 30, 2020 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**

8/2013

**h. SCHOOL WEB ADDRESS (URL)**

<https://www.manhattancharterschool.org/>

**i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2019-2020 SCHOOL YEAR (exclude Pre-K program enrollment)**

274

**j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2020 (exclude Pre-K program enrollment)**

151

**k. GRADES SERVED IN SCHOOL YEAR 2019-2020 (exclude Pre-K program students)**

Check all that apply

Grades Served

K, 1, 2, 3, 4, 5

**l1. 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 2020-2021?

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			<a href="mailto:asalazar@manhattancharterschool.org">asalazar@manhattancharterschool.org</a>
Operational Leader	Gianina Kesselman			<a href="mailto:gkesselman@manhattancharterschool.org">gkesselman@manhattancharterschool.org</a>
Compliance Contact	Genie DePolo			<a href="mailto:gdepolo@manhattancharterschool.org">gdepolo@manhattancharterschool.org</a>
Complaint Contact	Genie DePolo			<a href="mailto:gdepolo@manhattancharterschool.org">gdepolo@manhattancharterschool.org</a>
DASA Coordinator	Amy Salazar			<a href="mailto:asalazar@manhattancharterschool.org">asalazar@manhattancharterschool.org</a>
Phone Contact for After Hours Emergencies	Genie DePolo			<a href="mailto:gdepolo@manhattancharterschool.org">gdepolo@manhattancharterschool.org</a>

**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	N/A	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, 2020.**

**Site 1 Certificate of Occupancy (COO)**

**Site 1 Fire Inspection Report**

**CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR**

**n1. Were there any revisions to the school's charter during the 2019-2020 school year? (Please include approved or pending material and non-material charter revisions).**

No

**PLEASE NOTE CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS, ANNUAL BUDGETS, AND RELATED FISCAL DATA VIA THE ANNUAL REPORT. HOWEVER, NYSED BOARD OF REGENTS WOULD LIKE TO KNOW IF YOUR SCHOOL'S BOARD OF TRUSTEES HAS APPROVED A BUDGET FOR THE 2020-2021 FISCAL YEAR.**

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

Yes

**ATTESTATION**

**p. Individual Primarily Responsible for Submitting the Annual Report.**

Name	Gianina Kesselman
Position	HR and Finance Manager
Phone/Extension	212-533-2743
Email	<a href="mailto:gkesselman@manhattancharterschool.org">gkesselman@manhattancharterschool.org</a>

**p. 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. Check **YES** if you agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

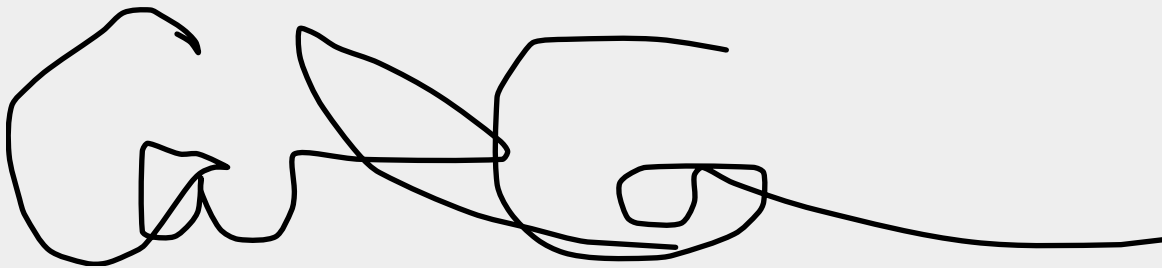
**Responses Selected:**

Yes

**Signature, Head of Charter School**



**Signature, President of the Board of Trustees**



**Date**

Jul 31 2020

**Thank you.**



## **Entry 2 NYS School Report Card**

**Completed** Jul 31 2020

### **Instructions**

#### **SUNY-authorized charter schools only**

Provide a direct web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>) . This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).



## Entry 2 NYS School Report Card Link

MANHATTAN CHARTER SCHOOL II 310100861031

### NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one.

Please type "URL is not available" in the space provided.)

[https://data.nysed.gov/essa.php?instid=800000071163&year=2019&createreport=1&allchecked=1&OverallStatus=1&section\\_1003=1&EMStatus=1&EMindicators=1&EMcomposite=1&EMgrowth=1&EMcompgrowth=1&EMelp=1&EMprogress=1&EMchronic=1&EMpart=1&38ELA=1&38MATH=1&48SCI=1&nyseslat=1&naep=1&staffqual=1&feddata=1](https://data.nysed.gov/essa.php?instid=800000071163&year=2019&createreport=1&allchecked=1&OverallStatus=1&section_1003=1&EMStatus=1&EMindicators=1&EMcomposite=1&EMgrowth=1&EMcompgrowth=1&EMelp=1&EMprogress=1&EMchronic=1&EMpart=1&38ELA=1&38MATH=1&48SCI=1&nyseslat=1&naep=1&staffqual=1&feddata=1)

## Entry 3 Progress Toward Goals

**Incomplete** Hidden from applicant

### Instructions

**Regents, NYCDOE, and Buffalo BOE-authorized charter schools**

For the 2019-2020 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as "N/A".

## Entry 3 Progress Toward Goals

## PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-authorized charter schools only.

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2020.

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### 1. ACADEMIC STUDENT PERFORMANCE GOALS

**For the 2019-2020 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as "N/A".**

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**2019-20 Progress Toward Attainment of Academic Goals**

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1				
Academic Goal 2				
Academic Goal 3				
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

**2. Do have more academic goals to add?**

(No response)

### 2019-2020 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11				
Academic Goal 12				
Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				
Academic Goal 17				
Academic Goal 18				
Academic Goal 19				
Academic Goal 20				

### 3. Do have more academic goals to add?

(No response)

### 2019-2020 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Meet	If not met, describe efforts the school will take to meet goal. If unable to assess

				goal, type N/A for Not Applicable
Academic Goal 21				
Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				
Academic Goal 31				
Academic Goal 32				
Academic Goal 33				
Academic Goal 34				
Academic Goal 35				
Academic Goal 36				
Academic Goal 37				
Academic Goal 38				
Academic Goal 39				
Academic Goal 40				

#### 4. ORGANIZATION GOALS

**For the 2019-2020 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

#### 2019-2020 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1				
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				

Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

**5. Do have more organizational goals to add?**

(No response)

**6. FINANCIAL GOALS**

**2019-2020 Progress Toward Attainment of Financial Goals**

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

**7. Do have more financial goals to add?**

(No response)

## 2019-2020 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
	Financial Goal 6			
	Financial Goal 7			
	Financial Goal 8			
	Financial Goal 9			
	Financial Goal 10			

Thank you.

## Entry 3 Accountability Plan Progress Reports

Completed Sep 15 2020

### Instructions

### **SUNY-Authorized Charter Schools ONLY**

SUNY-authorized charter schools must download an [Accountability Plan Progress Report template](#). After completing, schools must upload the document into the by September 15, 2020.

### **[2019-20-Accountability-Plan-Progress-Report-MCS2](#)**

Filename: 2019 20 Accountability Plan Progress R 7PnyqYa.pdf Size: 244.1 kB

## Entry 7 Disclosure of Financial Interest Form

Completed Jul 31 2020

### Instructions - Multiple Uploads Permitted

### **Required of ALL Charter Schools by August 3**

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 2019-2020 school year must



complete a signed:

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

### [Disclosure - Olson](#)

**Filename:** Disclosure Olson tNFZ25B.pdf **Size:** 251.7 kB

### [Disclosure - McManus](#)

**Filename:** Disclosure McManus aCSA9sA.pdf **Size:** 202.4 kB

### [Disclosure - Schwarz](#)

**Filename:** Disclosure Schwarz sa7wjaj.pdf **Size:** 1.2 MB

### [Disclosure - Edil](#)

**Filename:** Disclosure Edil KRPNTm0.pdf **Size:** 331.3 kB

### [Disclosure - Javier](#)

**Filename:** Disclosure Javier zxwx5DB.pdf **Size:** 1.3 MB

### [Disclosure - Conklin](#)

**Filename:** Disclosure Conklin 35WRef1.pdf **Size:** 620.4 kB

## **Entry 8 BOT Membership Table**

**Completed** Jul 31 2020

## **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 8 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.

### MANHATTAN CHARTER SCHOOL II 310100861031

#### 1. 2019-2020 Board Member Information (Enter info for each BOT member)

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2019-2020
1	Caitlin Conklin [REDACTED]	Chair	Oversees all committees	Yes	2	07/01/2020	06/30/2022	8
2	Begaiym (Becca) Edil [REDACTED]	Treasurer	Finance	Yes	1	12/01/2018	11/30/2020	7
	Andria Olson							

3	[REDACTED]	Trustee/Member	Finance	Yes	1	11/01/2018	10/31/2020	8	
4	Annabel Javier	[REDACTED]	Trustee/Member	Nominating	Yes	1	07/01/2020	06/30/2022	6
5	Lauren Schwarz	[REDACTED]	Trustee/Member	Education	Yes	1	01/01/2019	12/31/2021	9
6	Megann McManus	[REDACTED]	Secretary	Nominating	Yes	1	09/01/2018	08/31/2020	6
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, 2020	6
b.Total Number of Members Added During 2019-2020	0
c. Total Number of Members who Departed during 2019-2020	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	13

## 3. Number of Board meetings held during 2019-2020

9

## 4. Number of Board meetings scheduled for 2020-2021

11

Thank you.

## Entry 9 Board Meeting Minutes

**Completed** Jul 31 2020 Hidden from applicant

### Instructions

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 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 3, 2020.

## [1 - Approved-Minutes-of-MCS-Board-Meeting-9](#)

**Filename:** 1 Approved Minutes of MCS Board Meet d2Wtwfo.pdf **Size:** 69.0 kB

## [6 - Approved Minutes of MCS Board Meeting 3](#)

**Filename:** 6 Approved Minutes of MCS Board Meet e95Mhx9.pdf **Size:** 68.1 kB

## [4 - Approved Minutes of MCS Board Meeting 1](#)

**Filename:** 4 Approved Minutes of MCS Board Meet ACJGNWz.pdf **Size:** 63.4 kB

## [8 - Approved Minutes of MCS Board Meeting 5](#)

**Filename:** 8 Approved Minutes of MCS Board Meet glATCLt.pdf **Size:** 96.0 kB

## [2 - Approved-Minutes-of-MCS-Board-Meeting-10](#)

**Filename:** 2 Approved Minutes of MCS Board Meet DusalEn.pdf **Size:** 74.2 kB

## [5 - Approved Minutes of MCS Board Meeting 2](#)

**Filename:** 5 Approved Minutes of MCS Board Meet cIUJck1.pdf **Size:** 66.5 kB

## [3 - Approved Minutes of MCS Board Meeting 11](#)

**Filename:** 3 Approved Minutes of MCS Board Meet bh9unAI.pdf **Size:** 77.7 kB

## [7 - Approved Minutes of MCS Board Meeting 4](#)

**Filename:** 7 Approved Minutes of MCS Board Meet fivsEo5.pdf **Size:** 98.4 kB

## [9 - Approved Minutes of MCS Board Meeting 6](#)

**Filename:** 9 Approved Minutes of MCS Board Meet htBk2mx.pdf **Size:** 95.7 kB

## **Entry 10 Enrollment & Retention**

**Completed** Jul 31 2020

### [Instructions for submitting Enrollment and Retention Efforts](#)

**ALL charter schools must complete this section.** Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), 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 2019-2020.

## **Entry 10 Enrollment and Retention of Special Populations**

### [Instructions for Reporting Enrollment and Retention Strategies](#)

Describe the efforts the charter school has made in 2019-2020 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual 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 2020-2021.

**MANHATTAN CHARTER SCHOOL II 310100861031**

<b>Recruitment/Attraction Efforts Toward Meeting Targets</b>		
	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
Economically Disadvantaged	To recruit Free and Reduced Price Lunch eligible students (84.7% of students in 2019-20), MCS2 focused its efforts in small, low-tuition Pre-K programs as well as 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.	In 2020-21, 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 organizations. To the extent possible when social distancing requirements permit gatherings, 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.
		In 2020-21, Manhattan Charter School 2 will continue to

English Language Learners/Multilingual Learners

Manhattan Charter School 2 undertakes all measures to recruit student applicants who are English Language Learners (6% of the total student body in 2019-20) 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 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.

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 Tibetan and Spanish-speaking communities. We also have started to conduct outreach in Bangladeshi and Pakistani communities, which are experiencing a population growth in the district. Parents of students in the school reach out to other parents in their communities.

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,

		<p>we will hire translators during the admission period. Our website is available in all languages using Google translation services.</p>
<p>Students with Disabilities</p>	<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, OT and our reading teacher who work directly with any students with disabilities. In 2019-20, our SWD percentage was 25%.</p>	<p>In 2020-21, 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, OT and our reading teacher who work directly with any student with disabilities.</p>



## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
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 after school 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 after school program.
English Language Learners/Multilingual Learners	We provide constant translation services as well as one on one support for our ELL students as needed.	We will continue to provide constant translation services as well as one on one support for our ELL students as needed.
Students with Disabilities	Services we have available to families include the support of our academic intervention specialists, our Child Associate, Speech, OT 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, OT and our reading teacher who work directly with any students with disabilities.

## Entry 12 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.

## Entry 12 Uncertified Teachers

**School Name: MANHATTAN CHARTER SCHOOL II 310100861031**

# 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, 2020)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
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, 2020)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
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, 2020)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
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 13 Organization Chart

**Incomplete** Hidden from applicant

### [Instructions](#)

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

Upload the 2019-2020 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart.

## Entry 14 School Calendar

**Completed** Jul 31 2020

### [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 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3<sup>rd</sup> submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2020**.

School calendars must meet the [minimum instructional requirements](#) adopted by the Board of Regents in 2018.

**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.**

### **MCS and MCS2 STUDENT Calendar 2020-2021**

**Filename:** MCS and MCS2 STUDENT Calendar 2020 202 wvr4oLT.pdf **Size:** 158.1 kB

## Entry 15 Links to Critical Documents on School Website

**Incomplete** Hidden from applicant

## 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., 2018-19 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 15 Links to Critical Documents on School Website**

**School Name: Manhattan Charter School 2**

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**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:**

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	
2a. Webcast of Board Meetings (per Governor's Executive Order)	
3. Link to NYS School Report Card	
4. Most Recent Lottery Notice Announcing Lottery	
5. Authorizer-Approved DASA Policy	
6. District-wide Safety Plan	
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	
7. Authorizer-Approved FOIL Policy	
8. Subject matter list of FOIL records	
9. Link to School Reopening Plan	

**Thank you.**



## **Entry 16 COVID 19 Related Information**

**Completed** Jul 31 2020

### **Instructions**

#### **Required of ALL charter schools**

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are

encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

## Entry 16 COVID 19 Related Information

School Name: Manhattan Charter School 2

### TABLE 1: 2019-2020 Enrollment, Attendance and Participation Between March-June 2020

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	151	100	112

### Table 2: 2019-2020 Assessments and Grade Participation

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Assessment Title	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Number of Participants



																	ting Stud ents
	N/A	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
		X	X	X	X	X	X	X	X	X	X	X	X	X	X		
		X	X	X	X	X	X	X	X	X	X	X	X	X	X		
		X	X	X	X	X	X	X	X	X	X	X	X	X	X		
		X	X	X	X	X	X	X	X	X	X	X	X	X	X		
		X	X	X	X	X	X	X	X	X	X	X	X	X	X		
		X	X	X	X	X	X	X	X	X	X	X	X	X	X		
		X	X	X	X	X	X	X	X	X	X	X	X	X	X		
		X	X	X	X	X	X	X	X	X	X	X	X	X	X		
		X	X	X	X	X	X	X	X	X	X	X	X	X	X		
		X	X	X	X	X	X	X	X	X	X	X	X	X	X		
		X	X	X	X	X	X	X	X	X	X	X	X	X	X		
		X	X	X	X	X	X	X	X	X	X	X	X	X	X		
		X	X	X	X	X	X	X	X	X	X	X	X	X	X		
		X	X	X	X	X	X	X	X	X	X	X	X	X	X		
		X	X	X	X	X	X	X	X	X	X	X	X	X	X		
		X	X	X	X	X	X	X	X	X	X	X	X	X	X		
		X	X	X	X	X	X	X	X	X	X	X	X	X	X		
		X	X	X	X	X	X	X	X	X	X	X	X	X	X		
		X	X	X	X	X	X	X	X	X	X	X	X	X	X		
		X	X	X	X	X	X	X	X	X	X	X	X	X	X		
		X	X	X	X	X	X	X	X	X	X	X	X	X	X		
		X	X	X	X	X	X	X	X	X	X	X	X	X	X		
		X	X	X	X	X	X	X	X	X	X	X	X	X	X		
		X	X	X	X	X	X	X	X	X	X	X	X	X	X		
		X	X	X	X	X	X	X	X	X	X	X	X	X	X		
		X	X	X	X	X	X	X	X	X	X	X	X	X	X		
		X	X	X	X	X	X	X	X	X	X	X	X	X	X		
		X	X	X	X	X	X	X	X	X	X	X	X	X	X		
		X	X	X	X	X	X	X	X	X	X	X	X	X	X		

		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
Total															0

## Entry 17 Staff Roster - NEW TASK For Regents Schools Only

**Incomplete** Hidden from applicant

### [INSTRUCTIONS - NEW TASK FOR REGENTS-AUTHORIZED CHARTER SCHOOLS](#)

Please provide the full name of **ANY and ALL instructional and non-instructional employees** and their respective positions/titles, and employment start dates in the charter school by clicking on the MS Excel file link to the [Staff Roster](#).



## **Manhattan Charter School 2**

# **2019-20 ACCOUNTABILITY PLAN PROGRESS REPORT**

Submitted to the SUNY Charter Schools Institute on:

September 15, 2020

By Genie DePolo

220 Henry Street  
New York, NY 10002

212-964-3792

## 2019-20 ACCOUNTABILITY PLAN PROGRESS REPORT

Gianina Kesselman, HR and Finance Manager, prepared this 2019-20 Accountability Progress Report on behalf of the school's board of trustees:

Trustee's Name	Board Position
Caitlin Conklin	Chair, Oversees all committees
Begaiym Edil	Treasurer, Finance Committee
Annabel Javier	Member, Nominating Committee
Megann McManus	Secretary, Nominating Committee
Andria Olson	Member, Finance Committee
Lauren Schwarz	Member, Education Committee

**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 2019-20, 85% of students qualified for free and reduced priced lunches and 25% 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 move to remote learning in March 2020 entailed utilizing Google Classroom and Zoom as our primary tools to deliver instruction and communicate with students and their families. Teachers facilitated all communication with students via Google Classroom; including morning messages, closing messages, work assignments, links to resources and as a platform for questions and answers. Teachers used Zoom to facilitate lessons, read alouds, interactive learning activities, classroom collaboration and conversation and office hours for parents and other caretakers.

## 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
2015-16	43	46	49	39	27									204
2016-17	42	40	40	46	34	24								226
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

## GOAL 1: ENGLISH LANGUAGE ARTS

### ELEMENTARY ENGLISH LANGUAGE ARTS

Summary of changes to the Elementary ELA Goal due to the Covid-19 school closure:

- Schools will be unable to report state test proficiency rates, PIs, district comparisons, effect sizes, or mean growth scores.
- However, in the absence of state test results, schools should report relevant results from internally developed assessments, national norm-referenced tests, and/or any other evaluation method below. When possible, schools report tabular data aligned to the narrative.

#### 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.

MCS2's transition to remote learning in March 2020 included moving all ELA programming online. Teachers facilitated all communication with students via Google Classroom, including work

## 2019-20 ACCOUNTABILITY PLAN PROGRESS REPORT

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

MCS2 assessments for ELA include Star 360 computer-based adaptive assessment (grades K-5), Fountas & Pinnell Benchmark Assessment System (grades K-5), Stanford 10 (new students, grades K-3), and Achieve 3000 (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). However, due to the transition to remote learning in March 2020, MCS2 was not able to administer its end of year assessments.

### RESULTS AND EVALUATION

The table below highlights the comparison of percentile ranks of students in grades 2-5 on the mid-year Star 360 ELA assessment between students who were enrolled at least two years (n=120) to all students tested (n=128). 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.

<b>Manhattan Charter School 2 Percentile Rank STAR 360 ELA - Winter 2019-20</b>				
	Percentile Ranks	Total Test Takers	Percentile Rank: 2nd Year of Enrollment	Total Test Takers
K	-	-	-	-
1	-	-	-	-
2	46	27	49	24
3	54	35	55	30
4	45	43	44	43
5	51	23	51	23
Overall	49	128	50	120

Students in at least their second year of enrollment at MCS2 performed better or slightly better in Grades 2 and 3. 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 2019-20 school year to the mid-year assessment. All grades had higher average reading percentiles in Winter compared to Fall 2019-20.

## 2019-20 ACCOUNTABILITY PLAN PROGRESS REPORT

<b>Manhattan Charter School 2 Percentile Rank STAR 360 ELA – Fall and Winter 2019-20</b>		
	Fall 2019-20 Percentile Rank	Winter 2019-20 Percentile Rank
2	43	46
3	47	54
4	43	45
5	49	51

Students in 2<sup>nd</sup> Grade showed substantial gains from the Fall STAR 360 exam to the Winter exam, gaining 7 percentile points. All grades showed some level of improvement.

The table below highlights the comparison of the percent proficient of students in grades 2-5 on the Achieve 3000 assessment between students who were enrolled at least two years (n=99) to all students tested (n=107). MCS2 uses Achieve 3000 to assess Lexile levels.

<b>Manhattan Charter School 2 - Achieve 3000 Percentage Proficient</b>				
	Percent Proficient	Total Test Takers	Percent Proficient: 2nd Year of Enrollment	Total Test Takers
2	23%	26	21%	24
3	31%	29	33%	24
4	10%	31	7%	30
5	24%	21	24%	21
Overall	21%	107	20%	99

Students in 3<sup>rd</sup> Grade, in at least their second year of enrollment at MCS 2, performed slightly better than their peer who have been enrolled for less time. In Grade 5, all students have been enrolled for at least 2 years.

The table below highlights the percentage of students who has moved reading levels from beginning to mid-year Fountas and Pinnell Reading Levels in the 2019-20 school year. 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.



<b>Manhattan Charter School 2 – Fountas and Pinnell Reading Levels</b>				
	Decreased 1 or more level	No Change	Increased 1 Level	Increased 2 or more Levels
K	-	19%	29%	52%
1	-	-	48%	52%
2	-	16%	52%	32%
3	4%	36%	32%	29%
4	-	13%	29%	58%
5	5%	33%	38%	24%

**ADDITIONAL EVIDENCE**

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 2018-19 school year as compared to the 2019-20 school year.

<b>Manhattan Charter School 2 Percentile Rank STAR 360 ELA – Fall 2018-19 and Fall 2019-20</b>		
	Fall 2018-19 Percentile Rank	Fall 2019-20 Percentile Rank
2	41	41
3	45	49
4	46	43
5	44	49

**SUMMARY OF THE ELEMENTARY ENGLISH LANGUAGE ARTS GOAL**

Although MCS2 administered midyear progress-monitoring assessments, we were not able to administer any predictive assessments in the 2019-20 school year. Therefore, MCS2 is unable to measure achievement of its English Language Arts goal in the 2019-20 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 2020-21 school year, including continuing a partnership with Expeditionary Learning to provide extensive professional development on ELA instruction to teachers and using the Engage NY curriculum for ELA across all grades.

In addition, the school will continue to provide literacy coaching 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 learning in 2020-21. 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 2019-20, 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 2020-21. The school will continue to implement Pathblazer ELA for the AIS program.

At this time, MCS will not make any changes to the ELA curriculum due to remote learning, because the EL and Writing City curriculum providers have modified the curriculum to account for online learning. Our focus in 2020-21 will be ensuring that the remote learning is standardized across classrooms.

## GOAL 2: MATHEMATICS

### ELEMENTARY MATHEMATICS

Summary of changes to the Elementary Mathematics Goal due to the Covid-19 school closure:

- Schools will be unable to report state test proficiency rates, PIs, district comparisons, effect sizes, or mean growth scores.
- However, in the absence of state test results, schools should report results from internally developed assessments, national norm-referenced tests, and/or any other evaluation method below. When possible, schools report tabular data aligned to the narrative.

### 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 Learning 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’s transition to remote learning in March 2020 included moving all math programming online. 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 assessments for math include Star 360 computer-based adaptive assessment (grades K-5) and Stanford 10 (new students, grades K-3). 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). However, due to the transition to remote learning in March 2020, MCS2 was not able to administer its end of year assessments.

**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=117) to all students tested (n=131). 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 math.

<b>Manhattan Charter School 2 - Math Percentile Rank STAR 360 - Winter 2019-20</b>				
	Percentile Ranks	Total Test Takers	Percentile Rank: 2nd Year of Enrollment	Total Test Takers
K	-	-	-	-
1	54	22	58	16
2	57	26	59	24
3	59	29	59	24
4	50	33	49	32

## 2019-20 ACCOUNTABILITY PLAN PROGRESS REPORT

5	63	21	63	21
Overall	56	131	57	117

Students in at least their second year of enrollment at MCS performed better or slightly better in Grades 1 and 2. In Grade 5, all students have been enrolled for at least 2 years.

### ADDITIONAL EVIDENCE

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 2018-19 school year as compared to the 2019-20 school year.

<b>Manhattan Charter School 2 Percentile Rank STAR 360 Math – Fall 2018-19 and Fall 2019-20</b>		
	Fall 2018-19 Percentile Rank	Fall 2019-20 Percentile Rank
1	65	42
2	44	49
3	56	61
4	59	59
5	52	60

### SUMMARY OF THE ELEMENTARY MATHEMATICS GOAL

Although MCS2 administered midyear progress-monitoring assessments, we were not able to administer any predictive assessments in the 2019-20 school year. Therefore, MCS2 is unable to measure achievement of its Mathematics goal in the 2019-20 school year.

### ACTION PLAN

In 2020-21, MCS2 is continuing the use of JUMP Math across K – 5<sup>th</sup> grades, which the school fully adopted in the 2018-19 school year augmented by EngageNY Mathematics.

The school will utilize additional assessment tools for 2020-21 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 due to remote learning, because the curriculum providers have modified the curriculum to account for online learning. Our focus in 2020-21 will be ensuring that the remote learning is standardized across classrooms.

### GOAL 3: SCIENCE

#### ELEMENTARY SCIENCE

Summary of changes to the Elementary Science Goal due to the Covid-19 school closure:

- Schools will be unable to report state test proficiency rates or a district comparison.
- However, in the absence of state test results, schools should report results from internally developed assessments, national norm-referenced tests, and/or any other evaluation method below. When possible, schools report tabular data aligned to the narrative.

#### 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.

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 transition to remote learning in March 2020 included moving all science programming online. 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

MCS did not administer any formal assessments in Science in the 2019-20 school year. As stated above, teachers used embedded curricular unit tests to gauge student progress.

### RESULTS AND EVALUATION

Since MCS2 did not administer any formal assessments in Science in the 2019-20 school year, we have no data from the 2019-20 school year to present.

### ADDITIONAL EVIDENCE

Since MCS2 did not administer any formal assessments in Science in the 2019-20 school year, we have no data to compare with previous years.

### SUMMARY OF THE ELEMENTARY SCIENCE GOAL

MCS2 is unable to measure achievement of its Science goal in the 2019-20 school year.

### ACTION PLAN

MCS2 has maintained a high level of proficiency in Science, and updated its Science program in 2018-19 school year by adopting the Amplify Science curriculum, in order to improve its resources for teachers and to ensure alignment with the Next Generation Science Standards. MCS2 continues to engage a Science consultant to support 3<sup>rd</sup> and 4<sup>th</sup> Grade classroom teachers with the implementation of the science curriculum.

At this time, MCS2 will not make any changes to the Science curriculum due to remote learning, because the FOSS and Picture Perfect Science curriculum has modifications in the curriculum to account for online learning. Our focus in 2020-21 will be ensuring that the remote learning is standardized across classrooms.

### GOAL 4: ESSA

The 2019-20 ESSA Goal remains unchanged due to the Covid-19 school closure. The 2019-20 accountability status based on 2018-19 results and can be found by navigating to the school report card available [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. 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
2017-18	Good Standing
2018-19	Good Standing
2019-20	Good Standing







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FILING FOR SCHOOL YEAR: \_\_\_\_\_  
DATE RECEIVED: \_\_\_\_\_

**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

- 1. Name of education corporation: Manhattan Charter Schools
- 2. Trustee's name (print): Andria Olson
- 3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): \_\_\_\_\_



8. Is Trustee an employee of the education corporation? \_\_\_ Yes. X No. If you checked yes, please provide a description of the position you hold, your salary and your start date.  
\_\_\_\_\_

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
<i>None</i>			

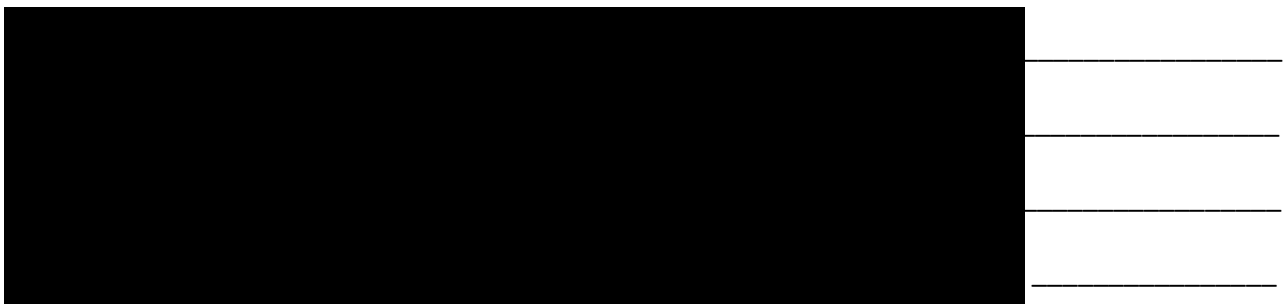




**FOR INSTITUTE USE ONLY**  
**FILING FOR SCHOOL YEAR:** \_\_\_\_\_  
**DATE RECEIVED:** \_\_\_\_\_

**DISCLOSURE OF FINANCIAL INTEREST  
 BY A NOT-FOR-PROFIT CHARTER SCHOOL  
 EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: Manhattan Charter Schools I and II
2. Trustee's name (print): Megann McManus
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): \_\_\_\_\_



8. Is Trustee an employee of the education corporation? \_\_\_Yes. X No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
NONE	NONE	NONE	NONE
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

10. 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 your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write "None."*

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
NONE	NONE	NONE	NONE	NONE
<i>Please write "None" if applicable. Do not leave this space blank.</i>				



7/13/2020

\_\_\_\_\_  
**Signature**

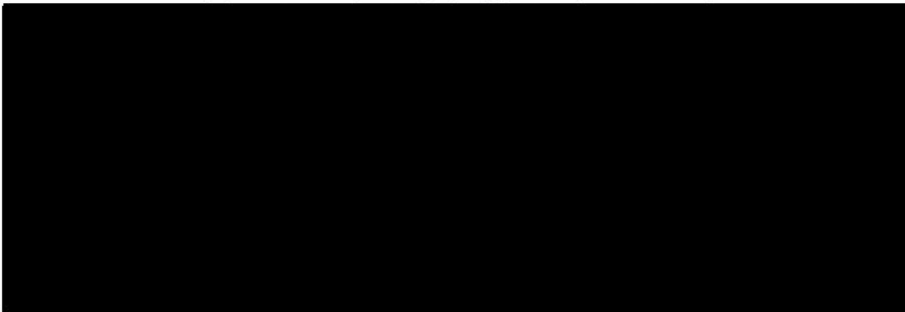
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**Date**



<b>FOR INSTITUTE USE ONLY</b>
FILING FOR SCHOOL YEAR: _____
DATE RECEIVED: _____

**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

- Name of education corporation: Manhattan Charter School
- Trustee's name (print): Lauren Schwarz
- Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): Education Committee



8. Is Trustee an employee of the education corporation?  Yes.  No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

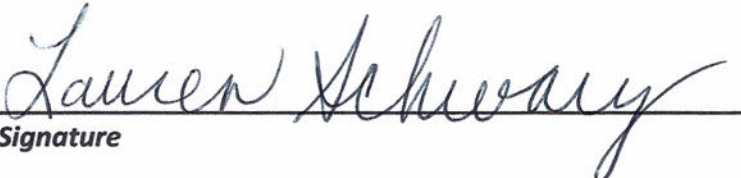
Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

10. 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 your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write "None."*

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>

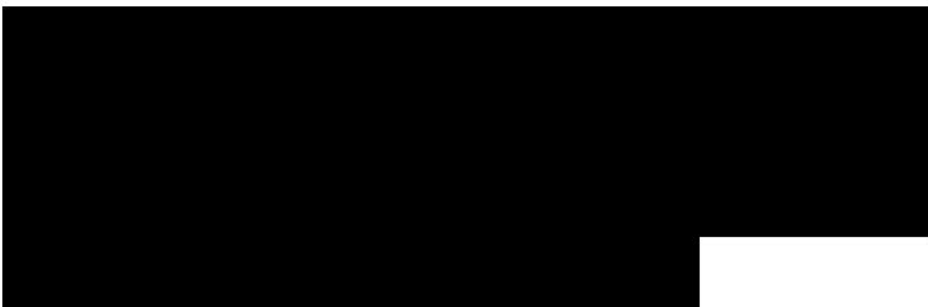
*Please write "None" if applicable. Do not leave this space blank.*

  
**Signature**

**June 29, 2020**  
**Date**

**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: Manhattan Charter Schools
2. Trustee’s name (print): Begaiym Edil
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): Treasurer



8. Is Trustee an employee of the education corporation? \_\_\_Yes. × No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

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9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
		<i>None</i>	

10. 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 your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write "None."*

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
		<i>None</i>		

Begaiym Edil



July 7 2020

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**Signature**

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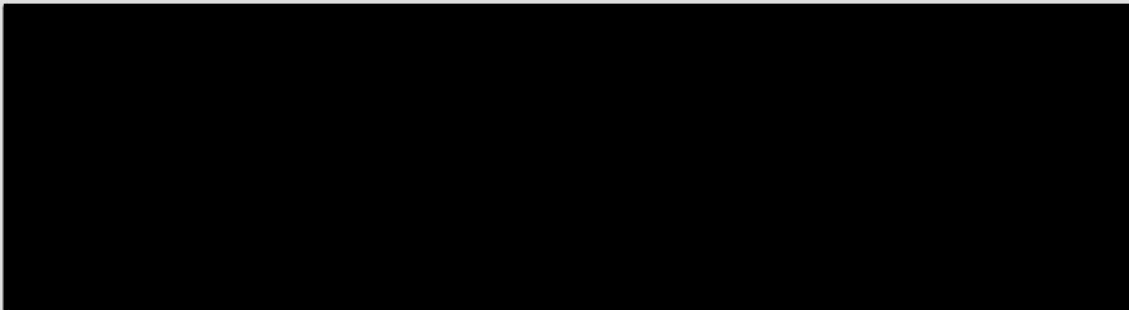
**Date**





**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

- Name of education corporation: Manhattan Charter School
- Trustee's name (print): Annabel Javier
- Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): \_\_\_\_\_



8. Is Trustee an employee of the education corporation? \_\_\_Yes.  No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

\_\_\_\_\_

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write "None." Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
none	none	none	none
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

10. 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 your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write "None."

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
none	none	none	none	none
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

Annabel Javier  
Signature

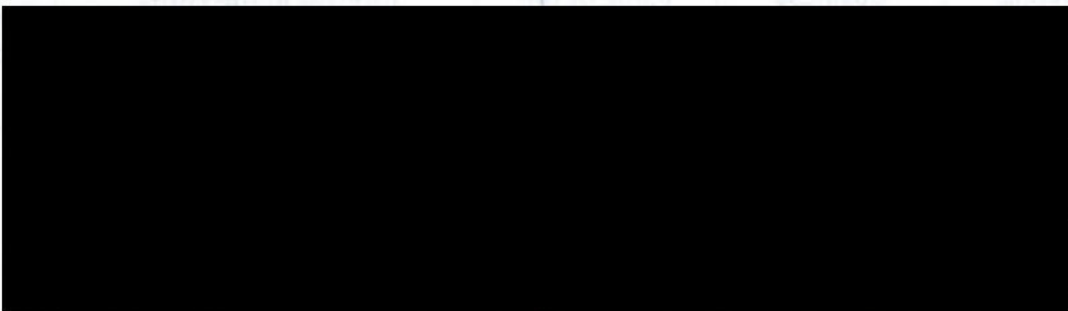
7/14/2020  
Date



**FOR INSTITUTE USE ONLY**  
FILING FOR SCHOOL YEAR: \_\_\_\_\_  
DATE RECEIVED: \_\_\_\_\_

**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

- Name of education corporation: Manhattan Charter Schools
- Trustee's name (print): Curtin Conklin
- Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): Chair



8. Is Trustee an employee of the education corporation? \_\_\_ Yes.  No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write "None." Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
<p><u>None</u></p> <p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>			

10. 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 your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write "None."

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
<p style="text-align: center;"><i>None</i></p> <p style="text-align: center;"><i>Please write "None" if applicable. Do not leave this space blank.</i></p>				

<p style="font-size: 2em; font-family: cursive;"><i>Coic</i></p> <p><b>Signature</b></p>	<p style="font-size: 1.5em;"><i>7/13/2020</i></p> <p><b>Date</b></p>

Form Revised November 16, 2015

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

**100 Attorney Street, New York, NY 10002**

**September 4, 2019 at 6:00 pm**

Meeting called to order at 6:06 pm

**In attendance were trustees: Andria Olson, Caitlin Conklin, Lauren Schwarz, Megann McManus**

**School Reps: Genie DePolo, Amy Salazar**

**Proposed Minutes**

Minutes of the June 5, 2019 meeting were reviewed by the Board and accepted without correction.

**Reports**

Chief of Schools Report

Opening day at both schools was successful.

Student recruitment will continue for 19-20 school year and has started for the 20-21 year.

Soundproofing for music room at MCS was completed over the summer.

Overview of NYS assessment results were reviewed. A comprehensive review of the data will take place at the October meeting.

**New Business**

The Board reviewed the revised budgets for MCS and MCS2. Trustee Conklin motioned to accept the revised budgets. Trustee Schwarz seconded the motion. All voted in favor of accepting the revised budgets.

The lunch accounts for MCS and MCS2 should be closed. They are no longer necessary as neither school collects any money for school lunches. Trustee McManus motioned to close both accounts. Trustee Olson seconded the motion. All voted in favor of closing the accounts.

Ms. DePolo informed Board that the attorney has offered to attend a meeting of the Board in order to meet all Board members.

The dates for the Board meetings for the 19-20 school year are, Oct. 2<sup>nd</sup>, Nov. 6<sup>th</sup>, Dec. 4<sup>th</sup>, Jan. 8<sup>th</sup>, Feb. 5<sup>th</sup>, Mar. 4<sup>th</sup>, Apr. 1<sup>st</sup>, May 6<sup>th</sup>, and Jun. 3<sup>rd</sup>.

The next Board meeting will take place at 220 Henry Street on the 4<sup>th</sup> floor.

### **Unfinished Business**

Trustee Conklin spoke to members about the Board committees. There are currently three committees. Finance, Governance and School Performance committee. Trustee Conklin recommended that committee members reach out to our Education Board Partners (formerly Charter Board Partners) consultant Shereen, if there are any questions about the process and function of each committee.

Trustee Conklin and Ms. DePolo will be on all committees in addition to the following members.

#### **Finance Committee**

Trustee Edil

Trustee Olson

#### **Governance Committee**

Trustee McManus

#### **School Performance**

Trustee Javier

Trustee Schwarz

### **Public Comment**

There was no public comment.

### **Executive Session**

There was no Executive Session

The meeting was adjourned at 7:05 pm

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

**220 Henry Street, New York, NY 10002**

**March 9, 2020 at 6:00 pm**

Meeting called to order at 6:06 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 February 5, 2020 meeting were reviewed by the Board and approved without correction.

**Reports**

Chief of Schools Report

Student recruitment overview was presented by Ms. DePolo as part of the March dashboard. Sample advertisements were shown to members.

Evening tours were a successful means of recruiting. All evening tours at both schools were well attended with 10 or more participants. The lottery will take place on Friday, April 3<sup>rd</sup>. Applications for the lottery will continue to be accepted until 5 pm on April 1<sup>st</sup>. Any submitted after that date will become part of the waitlist after the lottery has taken place.

Ms. DePolo presented the Board with a coronavirus update. She shared that handwashing taking place more than usual, adult morning handshakes were no longer taking place, and that should the DOE decide to close, MCS and MCS2 would close as well. We will remain open as long as we have access to the building.

The Board agreed to have Andrew Kile, from SUNY attend the June 3<sup>rd</sup> Board meeting,

Ms. DePolo announced that the NYS ELA exam will take place March 25<sup>th</sup> and 26<sup>th</sup>.

The moving up ceremony dates were announced. MCS2 is June 3<sup>rd</sup>, MCS is June 4<sup>th</sup>. Ms. DePolo invited Trustees to attend and to also volunteer to be keynote speakers. Trustee Conklin encouraged members to volunteer as well.

The remaining dates for the Board meetings for the 19-20 school year are Apr. 1<sup>st</sup>, May 6<sup>th</sup>, and

Jun. 3<sup>rd</sup>.

The next Board meeting will take place at 220 Henry Street, 3rd floor, at 6 pm.

**New Business**

There was no new business

**Unfinished Business**

Ms. DePolo presented the Board with the enrollment amendment revised budget for their approval. After review of the budget, Trustee Conklin asked for a motion to approve the revised budget. Trustee Edil motioned to approve the budget. The motion was seconded by Trustee Olson. The motion was approved unanimously.

**Executive Session**

Trustee Conklin motioned to go into Executive Session at 6:35 pm to discuss employment history of school personnel. Trustee Schwarz seconded the motion. Executive Session ended at 7:05.

**Public Comment**

There was no public comment.

The meeting was adjourned at 7:15 pm



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

**100 Attorney Street, New York, NY 10002**

**January 16, 2020 at 6:00 pm**

Meeting called to order at 6:00 pm

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

**School Reps: Genie DePolo**

**Proposed Minutes**

Minutes of the November 6, 2019 meeting were reviewed by the Board and approved without correction.

**Reports**

Chief of Schools Report

Student recruitment overview was presented by Ms. DePolo.

School tours are taking place twice a week at each building. Parents can schedule tours via SchoolMint or call to make an appointment with the school.

Ms. DePolo presented a proposal to the Board to consider the possibility of submitting an enrollment amendment to the MCS2 charter for the 2020-2021 and 2021-2022 school years, the balance of the term of the charter. The Board will consider the recommendation at the February Board meeting.

The remaining dates for the Board meetings for the 19-20 school year are Feb. 5<sup>th</sup>, Mar. 4<sup>th</sup>, Apr. 1<sup>st</sup>, May 6<sup>th</sup>, and Jun. 3<sup>rd</sup>.

The next Board meeting will take place at 220 Henry Street, 3rd floor, at 6 pm.

**New Business**

There was no new business

**Unfinished Business**

There was no unfinished business.

**Public Comment**

There was no public comment.

**Executive Session**

There was no Executive Session

The meeting was adjourned at 6:41pm

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

**May 6, 2020 at 6:00 pm**

Meeting called to order at 6:01 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 April 15, 2020 meeting were reviewed by the Board and approved without correction.

**Reports**

Chief of Schools Report

Ms. DePolo presented the Board with the schools distance learning update. The use of Zoom and Google Classroom is consistent across both schools.

Hard copies of instruction for students has continued to be sent shipped home to students. For those who have access, MCS and MCS2 are using Google Classroom and Zoom sessions to provide instruction to students. Parent feedback about using these platforms has been very positive. For some, the challenge has been that there are many options for students and they are taking full advantage of having teachers available to them from 9 – 3 pm. Some parents report students want to work on school work longer than a regular school day would require. Teachers have been providing zoom sessions, office hours, and other opportunities for individualized instruction for students.

There still is no decision about summer school at this time. SUNY guidance is that schools should make that decision based on what is felt to be in the best interest of our school community. At this time we are focusing on possible reopening scenarios as we prepare for the beginning of the next school year.

Manhattan Charter Schools are preparing to purchase disinfecting supplies, and PPE in anticipation of the reopening. We have joined with the NYS Charter Association to help locate and purchase these supplies. It is likely we will be purchasing additional electronic devices as we prepare for the reopening of the schools.

Enrollment numbers for the upcoming school year were reviewed with the Board. At this time, both schools are meeting their target for enrollment after the lottery. The numbers will continue to be monitored closely as we get closer to the start of the new school year.

Ms. Salazar shared that there will be virtual moving up ceremonies for the 5<sup>th</sup> graders. At MCS2, 4<sup>th</sup> graders went on a virtual CSI field trip. The sister of one of the teachers is a CSI technician in another state. One of the MCS2 teachers found a virtual tour of Philadelphia is free to the public. All 5<sup>th</sup> graders will be participating in their 5<sup>th</sup> grade trip to Philadelphia virtually.

All 5<sup>th</sup> graders will have their yearbook mailed directly to their homes from the printer.

The remaining date for Board meeting for the 19-20 school year is June 3<sup>rd</sup>.

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

### **New Business**

CSBM presented the draft MCS and MCS 2020-2021 school budget for the trustees to review. After the presentation, Trustee Conklin asked all members to review again after the meeting and send any questions or concerns they might have to her and Ms. DePolo by May 20<sup>th</sup>. All agreed. The Board will vote on the budget at the June 3<sup>rd</sup> 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 7:13 pm

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

**200 Henry Street, New York, NY 10002**

**October 7, 2019 at 6:00 pm**

Meeting called to order at 6:09 pm

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

**School Reps: Genie DePolo, Amy Salazar**

**Proposed Minutes**

Minutes of the September 4, 2019 meeting were reviewed by the Board and accepted with one correction.

**Reports**

Chief of Schools Report

Welcome back event rescheduled to Oct. 9<sup>th</sup> and renamed a fall festival.

Student recruitment will continue for 19-20 school year and has started for the 20-21 year.

Annual Financial Statement reviewed by Finance Committee and members of the Board.

NYS assessment results were reviewed.

**New Business**

Trustee Edil reviewed the Annual Financial Statement with the Board members in attendance and recommended that it be approved by the Board. Trustee Edil motioned to accept the Annual Financial Statement. Trustee Schwarz seconded the motion. All voted in favor of approving the Annual Financial Statement.

The dates for the Board meetings for the 19-20 school year are Nov. 6<sup>th</sup>, Dec. 4<sup>th</sup>, Jan. 8<sup>th</sup>, Feb. 5<sup>th</sup>, Mar. 4<sup>th</sup>, Apr. 1<sup>st</sup>, May 6<sup>th</sup>, and Jun. 3<sup>rd</sup>.

The next Board meeting will take place at 100 Attorney Street, 3rd floor.

**Unfinished Business**

Trustee Conklin shared the following.

- Shereen will contact each Board committee to assist with starting up the committees.
- A Board Member Agreement will be created for all members to review for the current school year.

**Public Comment**

There was no public comment.

**Executive Session**

There was no Executive Session

The meeting was adjourned at 7:20 pm

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

**100 Attorney Street, New York, NY 10002**

**February 5, 2020 at 6:00 pm**

Meeting called to order at 6:03 pm

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

**School Reps: Genie DePolo**

**Proposed Minutes**

Minutes of the January 5, 2020 meeting were reviewed by the Board and approved without correction.

**Reports**

Chief of Schools Report

Student recruitment overview was presented by Ms. DePolo. Newspaper advertisements, social media, pre-k tabling, posters in community, flyering throughout the community has taken, and continues to take place.

Evening tours for prospective parents have been added to the tours taking place during school hours. MCS held one last week which was attended by 11 parents. MCS2 is taking place tonight. More will be scheduled before the lottery.

The moving up ceremony dates were announced. MCS2 is June 3<sup>rd</sup>, MCS is June 4<sup>th</sup>. Ms. DePolo invited Trustees to attend and to also volunteer to be keynote speakers.

The remaining dates for the Board meetings for the 19-20 school year are Apr. 1<sup>st</sup>, May 6<sup>th</sup>, and Jun. 3<sup>rd</sup>.

The next Board meeting will take place at 220 Henry Street, 3rd floor, at 6 pm.

**New Business**

There was no new business

**Unfinished Business**

Trustee McMannus asked the other Trustees if they had any additional questions about a charter enrollment amendment since the January Board meeting. There was discussion about the

possible new enrollment number. The members agreed that 170 students would be proposed to SUNY in the charter amendment. Trustee McMannus moved that a charter enrollment amendment changing the number of students to 170 for Manhattan Charter School 2 be submitted to SUNY for their review. Trustee Edil seconded. The vote was carried unanimously.

**Public Comment**

There was no public comment.

**Executive Session**

There was no Executive Session

The meeting was adjourned at 6:55 pm



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

**100 Attorney Street, New York, NY 10002**

**November 6, 2019 at 6:00 pm**

Meeting called to order at 6:00 pm

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

**School Reps: Genie DePolo, Amy Salazar**

**Proposed Minutes**

Minutes of the October 7, 2019 meeting were reviewed by the Board and approved with one correction.

**Reports**

Chief of Schools Report

Student recruitment overview was presented by Ms. DePolo. Will continue for 19-20 school year and has started for the 20-21 year.

School tours are starting this week. They will take place twice a week at each building. Parents can schedule tours via SchoolMint or call to make an appointment with the school.

Review of student and staff retention data was presented.

The draft Form 2018 990 was discussed in preparation for Board vote.

MCS2 is having a Fall Family Night celebration on November 20<sup>th</sup> on the 4<sup>th</sup> floor of 220 Henry Street.

MCS is having a Thanksgiving Dinner celebration on November 22<sup>nd</sup> in the gym at 100 Attorney Street.

The MCS2 winter concert is December 6<sup>th</sup> in the auditorium at 220 Henry Street.

The MCS winter concerts are December 6<sup>th</sup> in the auditorium at 100 Attorney Street for K – 2<sup>nd</sup> grade.

The MCS 3<sup>rd</sup> – 5<sup>th</sup> grade winter concert is December 13<sup>th</sup> at 100 Attorney Street in the auditorium.

The dates for the Board meetings for the 19-20 school year are Dec. 4<sup>th</sup>, Jan. 8<sup>th</sup>, Feb. 5<sup>th</sup>, Mar. 4<sup>th</sup>, Apr. 1<sup>st</sup>, May 6<sup>th</sup>, and Jun. 3<sup>rd</sup>.

The next Board meeting will take place at 100 Attorney Street, 3rd floor.

**New Business**

Trustee Conklin confirmed that all members had reviewed the draft 990 and asked for a motion to approve. Trustee Olson motioned to approve the draft Form 2018 990. Trustee Conklin seconded the motion. The Board voted unanimously to approve the draft Form 2018 990.

**Unfinished Business**

There was no unfinished business.

**Public Comment**

There was no public comment.

**Executive Session**

There was no Executive Session

The meeting was adjourned at 6:41pm

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

**April 15, 2020 at 6:00 pm**

Meeting called to order at 6:09 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 March 9, 2020 meeting were reviewed by the Board and approved without correction.

**Reports**

Chief of Schools Report

Ms. DePolo presented the Board with the schools distance learning update. The last day students were in school buildings was Friday, March 13<sup>th</sup>. Staff returned to the building March 17 -19 to prepare for distance learning. Instructional packets were created for students and distributed. Subsequent packets have been prepared by a third party and shipped directly to student homes. We will continue to do the same until the building reopen.

In addition to hard copies of instruction for students, for those who have access, MCS and MCS2 are using Google Classroom and Zoom sessions to provide instruction to students. Online programs are also available to students, however, they are to supplement the packets and teacher interaction, no supplant. We are aware of the need for devices and many students have no device, or no internet, or either available to them. Teachers all have Google voice telephone numbers to keep connected with students, along with email.

Teachers surveyed students to ascertain who needs an electronic device. 74 students at MCS, and 48 at MCS2 were offered Chromebooks or iPads to borrow for the duration. 51 were picked up at MCS and 34 at MCS2. Parents were also given information about how to get free internet services for their child. While there are still students without devices, many now have them and parents must pursue providers for internet service. Another opportunity to pick up a device will be provided if the need arises. Fifty additional Chromebooks have been purchased, twentyfive for each building. This is in anticipation of continued distance learning and more students needing electronic devices.

Our virtual lottery took place on April 3<sup>rd</sup>, at 11 am using SchoolMint. A third party observer, one of our auditors from PKF O'Connor Davies was present for the lottery. 34 families joined, the most we have had in a number of years. A transcript of the lottery will be posted on our website. Historically, we have required in person registration of all students. Given the current circumstances, we are forced to have parents register electronically, through SchoolMint. It has proven to be very successful. While a portion of the registration will still have to be in person, parents can secure their child's seat by completing the online requirements for registration.

Trustee Conklin asked Ms. Salazar for an update from MCS2. Ms. Salazar shared that the teachers are doing an excellent job with distance learning and maintaining supportive relationships with parents during this very stressful time.

Trustee Conklin asked all Board members to consider making a donation to City Harvest, if they are able, or any other food bank in the city, as a way to support our families during this very trying time.

Trustee Olson asked what the status of the 5<sup>th</sup> grade Moving Up ceremony was. Ms. DePolo explained that all end of year activities for all grades have been cancelled. Senior dues will be returned to all families who had paid them.

The remaining dates for Board meetings for the 19-20 school year is May 6<sup>th</sup>, and June 3<sup>rd</sup>.

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 6:50 pm

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

**June 3, 2020 at 6:00 pm**

Meeting called to order at 6:06 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 May 6, 2020 meeting were reviewed by the Board and approved without correction.

**Reports**

Chief of Schools Report

Ms. DePolo presented the Board with the schools distance learning update. The use of Zoom and Google Classroom remained consistent across both schools.

We have added an additional optional week of school for those parents who would like their children to continue to participate daily until June 12<sup>th</sup>. Additional hard copies of instruction for students for that week, including traditional summer packets were shipped home to students. Students who borrowed electronic devices from MCS and MCS2 will keep them over the summer months. All online programs used during the school year will continue to be available to students during the summer. Report cards will be emailed to parents on the last day of school. The plan is to mail hard copies home when we return to the building.

Additional electronic devices have been purchased for each school. We are still very concerned about ensuring internet access for all students for the upcoming school year and are looking for available options to ensure all students have access. Hopefully providers will extend or reinstate free access when the school year resumes.

There has not yet been guidance from NYSED regarding the reopening of schools. We have been told to plan for different blended learning scenarios, but nothing can be definite until NYS sets guidelines. As charters co-located in DOE buildings, we also need to know what access to the buildings will look like in the fall. We have been told that the Chancellor is aware of how DOE decisions might impact charters and is being considerate of that need to know. Some proposed scheduling options that are being talked about are alternating days, rotating weeks, lengthened school days, half days, staggered start times to name a few. Some parents might

want their child to stay home 100% of the time. The unofficial word is to expect buildings to be occupied by approximately 30% of the usual numbers of people in the building. This includes students and adults.

We are still hoping to be able to access the schools in order to pack up classrooms so that they can be cleaned, and disinfected. There is still no afterschool guidance available.

We have purchased some PPE and cleaning supplies to supplement what the school custodians will be doing regarding daily disinfecting of the school.

Enrollment numbers for the upcoming school year were reviewed with the Board. At this time, both schools are meeting their target for enrollment after the lottery. The numbers will continue to be monitored closely as we get closer to the start of the new school year.

The first Board meeting for the 2020-2021 school year will take place July 15, 2020.

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

### **New Business**

Trustee Conklin spoke to all those present about the current news of the police encounter that resulted in the death of George Floyd, an African American man in Minnesota. She expressed her great sadness and felt strongly that the Board of Trustees should present a written statement of support to be shared throughout our school and greater community. All members were in agreement and approved the release of statement of support for the cause of Black Lives Matter. The letter of support will be posted on our website, Instagram, Twitter, Facebook, and emailed to all our families and all staff.

### **Unfinished Business**

Trustee Conklin reminded the Board that a vote must be taken to approve the budget. She informed everyone that there had been no further comment since the last Board meeting and asked again if any members had any questions or concerns. There were none. Trustee Conklin made a motion to approve the 2020-2021 budget for Manhattan Charter School and Manhattan Charter School 2. The motion was seconded by Trustee Schwarz. All members voted in favor of approving the budget.

### **Executive Session**

There was no executive session

### **Public Comment**

There was no public comment.

The meeting was adjourned at 7:02 pm



# MCS and MCS2 Calendar 2020-2021

## STUDENT CALENDAR

## SCHOOL CALENDAR

Date	Description
September 7	Labor Day – School Closed
September 10	First Day of School for all students
September 28	Yom Kippur – School is <b>OPEN</b>
October 12	Columbus Day – School is <b>OPEN</b>
October 28	Student Half Day – Parent Teacher Conferences - virtual only
November 3	Election Day – School is <b>OPEN</b>
November 11	Veteran’s Day – School is <b>OPEN</b>
November 26-27	Thanksgiving Break – School Closed
December TBD	<b>MCS</b> K – 2 <sup>nd</sup> Grade Winter Concert
December TBD	<b>MCS2</b> K – 5 Winter Concert
December TBD	<b>MCS</b> 3 <sup>rd</sup> – 5 <sup>th</sup> Grade Winter Concert
December 24 – January 1, 2020	Winter Recess – No School
January 18	Martin Luther King, Jr. Day – No School
January 27	Student Half Day – Parent Teacher Conferences - virtual only
February 10	Student Half Day – <b>Only if we are returned to brick &amp; mortar</b>
February 15, 16	Midwinter Recess – No School
February 24	Student Half Day – <b>Only if we are returned to brick &amp; mortar</b>
March 10	Student Half Day – <b>Only if we are returned to brick &amp; mortar</b>
March 24	Student Half Day – <b>Only if we are returned to brick &amp; mortar</b>
April 1, 2, 5	Spring Recess – No School
April 20, 21, 22	NYS ELA Exam (Gr. 3-5)

April 28	Student Half Day – Parent Teacher Conferences – likely virtual
May 4, 5, 6	NYS Math Exam (Gr. 3-5)
May TBD	<b>MCS 2</b> (K-5) Spring Concert
May TBD	<b>MCS</b> – K - 2 Spring Concert
May TBD	<b>MCS</b> – 3 – 5 Spring Concert
May 12	Student Half Day – <b>Only if we are returned to brick &amp; mortar</b>
May 26	Student Half Day – <b>Only if we are returned to brick &amp; mortar</b>
May 31	Memorial Day – No School
June 11	Last day of school for all students

7.20.20