

Application: New York City Montessori Charter School

Gretchen Liga - [REDACTED]
Annual Reports

Summary

ID: 0000000045

Status: Annual Report Submission

Last submitted: Nov 2 2020 03:46 PM (EST)

Entry 1 School Info and Cover Page

Completed Aug 3 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

a. SCHOOL NAME

(Select name from the drop down menu)

NEW YORK CITY MONTESSORI CHARTER SCHOOL 320700861005

a1. Popular School Name

NYCMCS

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.

BOARD OF REGENTS

c. DISTRICT / CSD OF LOCATION

CSD # 7 - BRONX

d. DATE OF INITIAL CHARTER

12/2010

e. DATE FIRST OPENED FOR INSTRUCTION

9/2011

f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)

MISSION STATEMENT

The New York City Montessori Charter School will empower children to be critical thinkers and creative problem solvers with strong social skills so that they can succeed in their world and continue to learn in their pursuit of higher education as they prepare for careers needed in the 21st Century.

g. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school’s mission and goals, are core to the school’s overall design, and are critical to its success.

KDE 1	Differentiated instruction: This key design element is implemented in all classes. In addition to assigning differentiated followup tasks after whole group instruction, teachers work with small groups or individual children to provide lessons at different skill levels. This occurs during the scheduled “independent work time” when students are working independently under the supervision of one of their teacher supervises. To facilitate appropriate use of this independent work time, each child has a work plan. This plan is prepared with the teacher and includes assignments geared to the student’s particular needs, levels of progress, and/or learning styles. It also gives students an opportunity to devote different amounts of time to different tasks, according to their needs.
KDE 2	Continuous ongoing assessment: This design element is implemented in several ways. On a daily basis, teachers use checklists to record specific acquisitions, for example, in phonics, sight words, number bonds and the like. They are also used to record errors and omissions. Montessori tasks with materials are sequenced in order of

complexity and difficulty and are self correcting, so the completion of a task also serves to monitor progress. Some math lessons require exit tickets. Teachers also make observations daily and may write anecdotal records. All these forms of ongoing assessment serve to make immediate decisions according to each child's emergent needs, and for daily and weekly planning. More formal assessments are made periodically, for example, running records, tests and performance tasks. They are used to make decisions on grouping, longer term planning and promotion.

KDE 3

Specially designed materials: All our classrooms are equipped with the set of manipulative materials designed by Maria Montessori and her followers to give physical representation to abstract concepts and procedures, such as place value, math operations or grammatical constructions. Both Piagetian and more recent research indicate that manipulating such materials allows students to build accurate mental representations of concepts and procedures. The variety of Montessori materials made available in the classroom also allows for different learning styles and needs. Our students use them every day. We have modified some of the ways in which these materials are used, so that they correspond more to the reasoning and open-ended problem solving emphasized in the CCLS based curricula we have adopted.

KDE 4

Mixed age groups: Mixed age grouping has several advantages. It maximizes teaching and learning time, as students do not spend time every year getting to know new teachers, classrooms, or peer groups. It helps maintain the established class culture and procedures since returning students act as models for incoming students. Since students of different ages are not expected to perform equally, competition is reduced and children of lesser ability pass unnoticed, which is particularly beneficial for at risk children. Multiage grouping also offers opportunities for peer tutoring, peer modeling, and peer reinforcing, all of which

	we have seen to have helped out students develop feelings of respect, cooperation, empathy, and a sense of community.
KDE 5	Time and practice to achieve mastery: The amount of repetition and the time needed for processing information and mastering skills vary according to the child, the skill, and the topic. To give students the opportunity for longer times on task, daily schedules in the NYCMCS include a long block of time for students to work independently on their Work Plan assignments.
KDE 6	Individual Work Plans, Independence and the freedom and ability to make choices: As indicated above, the NYCMCS uses Individual Work Plans for students to make decisions on how to use their independent work time and be held accountable for their actions.
KDE 7	Prepared Environment: This important element in the Montessori approach is implemented fully in the NYCMCS. Every day, teachers check the organization of the materials on their shelves in order to ensure that all students will be able to locate the materials they will need to carry out their differentiated assignments independently. The furniture and classrooms are in muted colors and walls are uncluttered, in order to avoid distracting students' attention from their work.
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

www.nycmcs.org

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

295

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

270

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.
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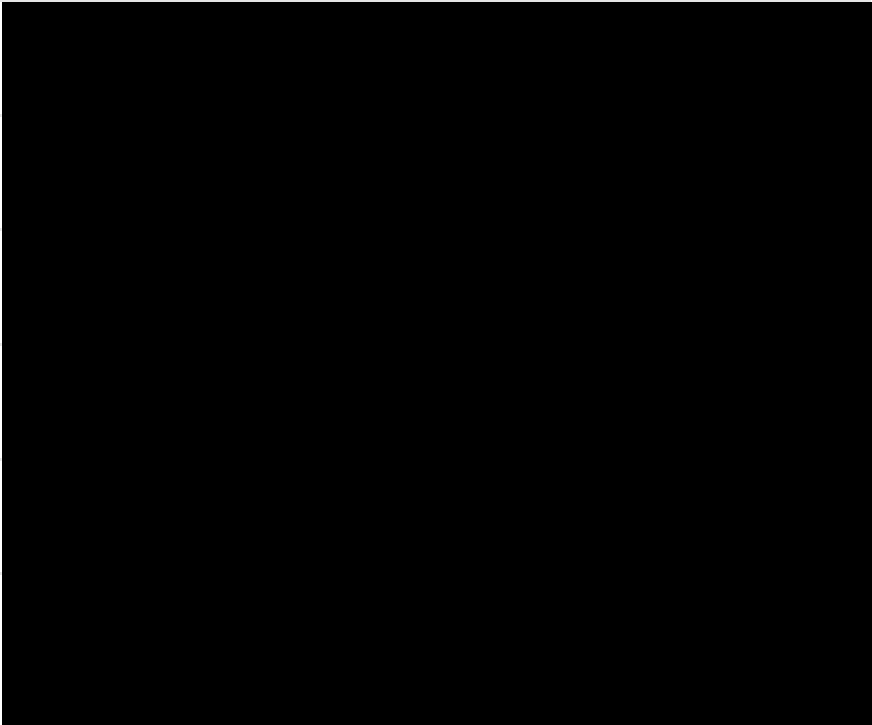
School Site 1 (Primary)

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	423 East 138th Street, Bronx, NY 10454	[REDACTED]	NYC CSD 7	K-5	5

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Abeku Hayes			
Operational Leader	Wanda Andujar			
Compliance Contact	Wanda Andujar			
Complaint Contact	Abeku Hayes			
DASA Coordinator	Monica Benjamin			
Phone Contact for After Hours Emergencies	Abeku Hayes			

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

Private Space

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)

[NYCMCS COO statement.pdf](#)

Filename: NYCMCS COO statement.pdf **Size:** 552.1 kB

Site 1 Fire Inspection Report

[FireInspection 423 E 138 st 19.pdf](#)

Filename: FireInspection 423 E 138 st 19.pdf **Size:** 688.2 kB

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	Wanda Andujar
Position	Assistant Principal, Operations
Phone/Extension	██████████
Email	██████████

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).**

No Responses Selected

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

Aug 2 2020

Thank you.



Entry 2 NYS School Report Card

Completed Aug 3 2020 Hidden from applicant

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

NEW YORK CITY MONTESSORI CHARTER SCHOOL 320700861005

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=800000070182&year=2019&createreport=1&allchecked=1&OverallStatus=1§ion_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&nysaa=1&naep=1&staffqual=1&feddata=1#.Xw2q1Xg-kXg.gmail

Entry 3 Progress Toward Goals

Completed Oct 29 2020

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.

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”.

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	Each year, the school will earn a score sufficient to place it at or above the 75th percentile of all schools on the "Performance" section of the citywide Progress Report for students in 3rd-5th grades.	NYS 3rd -8th Grade ELA and Math examination results	Unable to Assess	Progress toward this goal cannot be measured as the NYC DOE changed the format of the Progress report, and this information is no longer available.
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

3. Do have more academic goals to add?

No

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
				While this goal was not met, the school has made significant progress in increasing the attendance rate over the past school year, missing the goal by less than one

Org Goal 1	Each year the school will have a daily student attendance rate of at least 95 percent.	ATS attendance records	Not Met	percentage point. Therefore, we will continue to implement the strategies used last year, which include frequent communication with transient families to reinforce the importance of attendance and ensuring adequate bussing from the NYC Office of Pupil Transportation.
Org Goal 2	Each year the school will comply with all applicable laws, rules, regulations and contract terms and have in place and maintain effective systems, policies, procedures and other controls for ensuring that legal and charter requirements are met.	Board Policies and Minutes of Meetings, Personnel Manual, Family Manual	Met	
Org Goal 3	Each year, student enrollment will be within 10% of full enrollment as defined in the school's contract.	ATS Attendance records	Met	
Org Goal 4	Each year teacher retention of high performing staff	Accepted re-hire letters	Met	

	will be high.			
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

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	Upon completion of the school's first year of operation and every year thereafter, the school will undergo an independent financial audit that will result in an unqualified opinion and no major findings.	Independent Financial Audit findings	Met	
Financial Goal 2	Each year, the school will operate on a balanced budget and maintain a stable cash flow.	Monthly financial statements	Met	
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete Hidden from applicant

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.

Entry 7 Disclosure of Financial Interest Form

Completed Aug 3 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.

Mutlu - Financial Disclosure Form

Filename: Mutlu Financial Disclosure Form.pdf **Size:** 58.6 kB

DiSanto Financial Disclosure Form

Filename: DiSanto Financial Disclosure Form.pdf **Size:** 94.8 kB

Clay - Financial Disclosure Form

Filename: Clay Financial Disclosure Form.pdf **Size:** 123.6 kB

Keane - Financial Disclosure Form

Filename: Keane Financial Disclosure Form.pdf **Size:** 710.9 kB

Tanzer - Financial Disclosure Form

Filename: Tanzer Financial Disclosure Form.pdf **Size:** 760.4 kB

[Gulyako - Financial Disclosure Form](#)

Filename: Gulyako Financial Disclosure Form.pdf **Size:** 38.4 kB

[Garcia - Financial Disclosure Form](#)

Filename: Garcia Financial Disclosure Form.pdf **Size:** 218.7 kB

[Moore - Financial Disclosure Form](#)

Filename: Moore Financial Disclosure Form.pdf **Size:** 1.1 MB

[Cohen - Financial Disclosure Form](#)

Filename: Cohen Financial Disclosure Form.pdf **Size:** 88.8 kB

[Mullane - Financial Disclosure Form](#)

Filename: Mullane Financial Disclosure Form.pdf **Size:** 93.9 kB

Entry 8 BOT Membership Table

Completed Aug 3 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.

NEW YORK CITY MONTESSORI CHARTER SCHOOL 320700861005

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	Maria Keane [REDACTED]	Chair	Education	Yes	2	07/01/2019	06/30/2021	11
2	Jacqueline DiSanto [REDACTED]	Vice Chair	Education	Yes	2	07/01/2019	06/30/2021	10
3	Neil Gulyako [REDACTED]	Secretary	Finance Buildings & Grounds	Yes	1	07/01/2019	06/30/2021	8
4	Denise Clay [REDACTED]	Trustee/Member	Education Finance	Yes	5	07/01/2019	06/30/2021	11
5	Rory Cohen [REDACTED]	Trustee/Member	Finance	Yes	4	07/01/2019	06/30/2021	5 or less

6	Diane Moore [REDACTED]	Trustee/Member	Building & Grounds	Yes	1	07/01/2019	06/30/2021	6
7	Haldun Mutlu [REDACTED]	Treasurer	Finance Building & Grounds	Yes	1	07/01/2019	06/30/2021	11
8	Ed Tanzer [REDACTED]	Trustee/Member	Buildings & Grounds Education	Yes	1	07/01/2019	06/30/2021	11
9	John Mullane [REDACTED]	Trustee/Member	Finance Buildings & Grounds	Yes	4	07/01/2019	06/30/2021	5 or less

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

Yes

1b. Current Board Member Information

	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
10	Jason Garcia [REDACTED]	Trustee/Member	Building & Grounds	Yes	2	07/01/2020	06/30/2022	5 or less
11								
12								
13								
14								
15								

1c. Are there more than 15 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	9
b.Total Number of Members Added During 2019-2020	3
c. Total Number of Members who Departed during 2019-2020	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	9

3. Number of Board meetings held during 2019-2020

11

4. Number of Board meetings scheduled for 2020-2021

11

Thank you.

Entry 9 Board Meeting Minutes

Completed Aug 3 2020

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.

[Board of Trustees - Meeting Minutes May 2020](#)

Filename: Board of Trustees Meeting Minutes May 2020.pdf **Size:** 104.8 kB

[Board of Trustees - Meeting Minutes January 2020](#)

Filename: Board of Trustees Meeting Minutes Ja vU2azff.pdf **Size:** 105.5 kB

[Board of Trustees - Meeting Minutes February 2020](#)

Filename: Board of Trustees Meeting Minutes Fe xU4j9vZ.pdf **Size:** 108.9 kB

[Board of Trustees - Meeting Minutes March 2020](#)

Filename: Board of Trustees Meeting Minutes March 2020.pdf **Size:** 107.3 kB

[Board of Trustees - Meeting Minutes April 2020](#)

Filename: Board of Trustees Meeting Minutes April 2020.pdf **Size:** 136.3 kB

[Board of Trustees - Meeting Minutes July:August 2019](#)

Filename: Board of Trustees Meeting Minutes Ju 0UnGnsq.pdf **Size:** 110.8 kB

[Board of Trustees - Meeting Minutes September 2019](#)

Filename: Board of Trustees Meeting Minutes Se guldyPz.pdf **Size:** 106.7 kB

[Board of Trustees - Meeting Minutes December 2019](#)

Filename: Board of Trustees Meeting Minutes De TGMBuJ5.pdf **Size:** 183.7 kB

[Board of Trustees - Meeting Minutes November 2019](#)

Filename: Board of Trustees Meeting Minutes No eSEx9gG.pdf **Size:** 185.5 kB

[Board of Trustees - Meeting Minutes October 2019](#)

Filename: Board of Trustees Meeting Minutes Oc MO4UqnK.pdf **Size:** 99.7 kB

[Board of Trustees - Meeting Minutes June 2020](#)

Filename: Board of Trustees Meeting Minutes June 2020.pdf **Size:** 107.6 kB

Entry 10 Enrollment & Retention

Completed Aug 3 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.

NEW YORK CITY MONTESSORI CHARTER SCHOOL 320700861005

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
Economically Disadvantaged	<p>In 2019-2020, 94.7% of NYCMCS's students were Economically Disadvantaged. To recruit these students, the school utilized the following strategies:</p> <ul style="list-style-type: none"> • We contacted local day care centers in high-need neighborhoods. We specifically targeted all daycare centers in the 10454 zip code. Outreach included distributing brochures and notifying parents of admission and lottery instructions. We began outreach in January 2019. • We presented to numerous local early childhood center staff and parents, again targeting neighborhoods with a high presentation included a 	<p>As our enrollment of economically disadvantaged students in 2019-20 was high, we intend to employ the same strategies. However, if the ongoing pandemic prevents us</p>

	<p>description of the school, our educational philosophy and programs to promote an inclusive environment. We also shared application instructions and invited parents to tour the school.</p> <ul style="list-style-type: none"> • We conducted outreach to local community-based organizations and shared information to facilitate referrals to our school. • We held two open houses for prospective families. • We posted signs regarding our application process outside of our building and throughout the community. In particular, we posted flyers at grocery stores, churches and libraries. 	<p>from conducting extensive outreach in the community, we will use other methods such as direct mailings and advertising to recruit and enroll students from low-income neighborhoods.</p>
<p>English Language Learners/Multilingual Learners</p>	<p>In the past school year, 18.21% of NYCMCS's students were English Language Learner. To recruit ELL students, the school utilized the following strategies:</p> <ul style="list-style-type: none"> • We contacted local day care centers that serve a high number of non-English speaking families. All materials shared with translated into Spanish. We began outreach in January 2019. • We presented to numerous local early childhood center staff and parents. Our presentation included a description of the school, our educational philosophy and programs to serve ELLs students. Translators were brought to every presentation, and applications in multiple languages were available. • We conducted outreach to local community-based organizations 	<p>As our enrollment of English Language Learners in 2019-20 was high, we intend to employ the same strategies. However, if the ongoing pandemic prevents us from conducting extensive outreach in the community, we will use other methods such as direct mailings and advertising in non-English publications to</p>

	<p>that serve non-English speaking and shared information in several languages to facilitate referrals to our school.</p> <ul style="list-style-type: none"> • We held two open houses for prospective families. Presentations were provided in English and Spanish. • We posted signs in Spanish regarding our application process outside of our building and throughout the community. In particular, we posted flyers at grocery stores, churches and libraries. 	<p>recruit and enroll students from low-income neighborhoods.</p>
<p>Students with Disabilities</p>	<p>Of the total enrollment for 2019-20, the percentage of Students with Disabilities was 24.67%. To recruit Students with Disabilities, the school shared information on the wide range of interventions and special education services offered at the school at every community visit, school tour, and information session. Promotional materials also highlighted the inclusive nature of the school and the personalized instructional model. We also maintained a strong relationship with the Committee on Special Education.</p>	<p>As we almost met this enrollment goal, we are confident that our specific strategies are effective, and will continue to focus on these efforts in the 2020-21 school year. As stated above, we will make necessary adjustments to these recruitment strategies during the pandemic, as necessary, to ensure the health and safety of our staff and community members.</p>

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
	<p>Research suggests that economically disadvantaged students (students eligible for free or reduced priced lunch) are</p>	

<p>Economically Disadvantaged</p>	<p>at a much greater risk for academic failure. To support these and other students, the school has implemented a Response to Intervention (RTI) program to maximize student achievement and minimize behavioral problems. At NYCMCS, we follow a three-tier implementation plan. We use research-based interventions at each tier as appropriate and target interventions to the student, their personality and their challenges.</p>	<p>Our efforts to retain and serve Economically Disadvantaged students have resulted in the vast majority of our families expressing a high degree of satisfaction with the school and choosing to re-enroll their children year after year. Therefore, changes to the school's program will only be made if necessitated by student data and/or parental concerns.</p>
<p>English Language Learners/Multilingual Learners</p>	<p>To support ELLs, NYCMCS employs a certified English-as-a-Second-Language (ESL) Teacher. She has an MA in TESOL and initial NYS TESOL K-12 teacher certification. She has fulfilled all requirements toward Common Branches certification except for the DASA training. Prior to working full-time, she taught part-time for ten years and is familiar with a variety of languages. The ESL Teacher provides push-in and pull-out instructional support to ELLs based on individual student needs. The ELL teacher oversees the program under the supervision of the Director of Instruction and the Director of Outreach. The ESL teacher collaborates frequently with the classroom teachers, Special Education Support Services teacher, and other service providers, discussing student needs, setting goals, sharing observations and results from</p>	<p>Our efforts to retain and serve English Language Learners have resulted in the vast majority of our families expressing a high degree of satisfaction with the school and choosing to re-enroll their children year after year. Therefore, changes to the school's program will only be made if necessitated by student data and/or parental concerns.</p>

	<p>assessments, and providing supports for differentiation, as well as sharing materials.</p>	
<p>Students with Disabilities</p>	<p>To support students with disabilities, NYCMCS employs seven Special Education teachers who provide the following continuum of services based on a students Individualized Education Plan (IEP): Special Education Support Services, Integrated Co-Teaching, and self-contained classrooms. Special Education teachers collaborate routinely and frequently with the General Education teachers. The school follows a school-with in a school model, with grade level teachers forming teams with one or more grades. These teams comprise Special Education and General Education teachers who have joint responsibility for planning lessons, activities and projects. They meet regularly several times a week, plan together, compare data, exchange experiences, build curriculum, and keep in step with the pacing calendar. Resources are combined to strengthen teaching and learning opportunities, methods, and effectiveness. Each team has a Team Leader, who can be either Special or General Education teachers. The Assistant Principals and Instructional Coach meet regularly to oversee the special education program. Specifically, they ensure that the program meets curricular, teaching, compliance and special education standards. They also</p>	<p>Our efforts to retain and serve Students with Disabilities have resulted in the vast majority of our families expressing a high degree of satisfaction with the school and choosing to re-enroll their children year after year. Therefore, changes to the school's program will only be made if necessitated by student data and/or parental concerns.</p>

monitor student progress and recommend changes to the program to ensure effectiveness.

Entry 12 Percent of Uncertified Teachers

Completed Aug 3 2020

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: NEW YORK CITY MONTESSORI CHARTER SCHOOL 320700861005

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)	5
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	5.0

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	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	30

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	35



Thank you.

Entry 13 Organization Chart

Completed Aug 3 2020

[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.

[20-21 Organizational Chart](#)

Filename: 20 21 Organizational Chart.pdf Size: 158.6 kB

Entry 14 School Calendar

Completed Aug 3 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 3rd 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.

[2020-21 NYCMCS Calendar JUNE](#)

Filename: 2020 21 NYCMCS Calendar JUNE.pdf Size: 173.3 kB

Entry 15 Links to Critical Documents on School Website

Completed Aug 3 2020

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: New York City Montessori Charter School

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)	https://nycmcs.org/wp-content/uploads/2020/07/NYCMCS-18-19-Annual-Report-8-1-19.pdf
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	https://nycmcs.org/board-of-trustees/
2a. Webcast of Board Meetings (per Governor's Executive Order)	https://meet.google.com/ubc-pzuh-byc?hs=122&authuser=0
3. Link to NYS School Report Card	https://data.nysed.gov/essa.php?instid=80000070182&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&nysaa=1&naep=1&staffqual=1&feddata=1#.Xw2q1Xg-kXg.gmail
4. Most Recent Lottery Notice Announcing Lottery	https://nycmcs.org/admission/
5. Authorizer-Approved DASA Policy	https://nycmcs.org/wp-content/uploads/2020/07/DASA-.pdf
6. District-wide Safety Plan	https://nycmcs.org/wp-content/uploads/2020/07/School-Safety-Plan-Revision2020-.pdf
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	https://nycmcs.org/wp-content/uploads/2020/07/Discipline-policy.19-20.pdf
7. Authorizer-Approved FOIL Policy	https://nycmcs.org/wp-content/uploads/2020/07/FOIL-Policy.pdf
8. Subject matter list of FOIL records	https://nycmcs.org/wp-content/uploads/2020/07/FOIL-Policy.pdf
9. Link to School Reopening Plan	https://nycmcs.org/principals-message/

Thank you.



Entry 16 COVID 19 Related Information

Completed Aug 3 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: New York City Montessori Charter School

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
	272	229	240

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 Participating Students
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	x	x	x	x	x	x	x	x	x	
Tota															0
I															

Entry 17 Staff Roster - NEW TASK For Regents Schools Only

Completed Aug 3 2020

[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](#).

[Staff Roster for Annual Report \(07\)](#)

Filename: Staff Roster for Annual Report 07.15. BfcG0tI.xlsx Size: 13.3 kB

<p style="text-align: center;">Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</p>
--

Trustee Name:

Haldun Mutlu

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

New York City Montessori Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

- Finance Committee Chair
- Buildings and Ground Committee Member

2. Is the trustee an employee of any school operated by the Education Corporation?

___ Yes ___ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

___ Yes ___ No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, 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)	Name of person holding interest or engaging in transaction and relationship to yourself
NONE	NONE	NONE	NONE

5. 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 school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
NONE	NONE	NONE	NONE	NONE

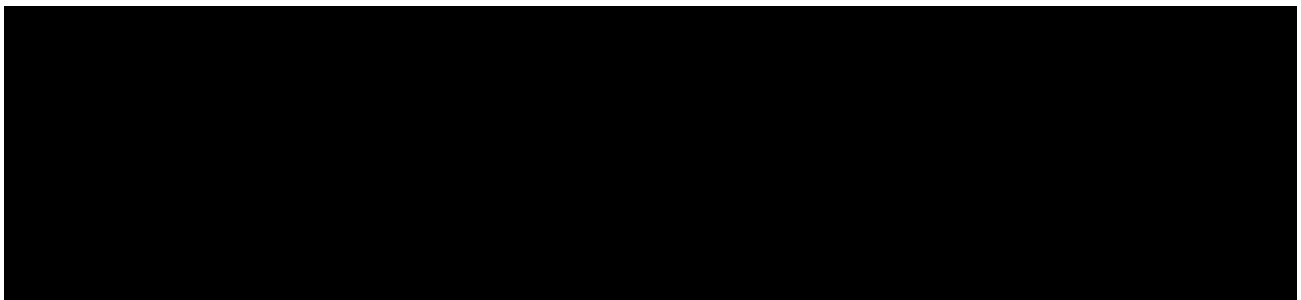
Haldun Mutlu

Signature

6/16/2020

Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

Jacqueline M. DiSanto

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

New York City Montessori Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Deputy Chair

Member of Education Committee

2. Is the trustee an employee of any school operated by the Education Corporation?

No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, 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)	Name of person holding interest or engaging in transaction and relationship to yourself
NONE			

5. 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 school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
NONE				

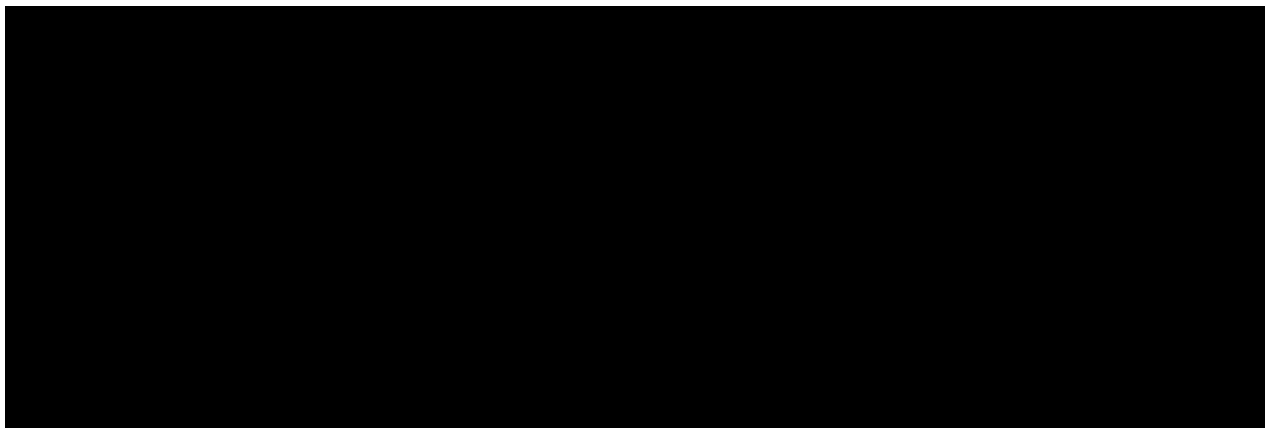
J. M. Disanto

Signature

July 1, 2020

Date

Please note that this document is considered a public record and as such may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name: Denise Clay

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

New York City Montessori Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). Chair, Education Committee; Member, Finance Committee; Member, Executive Committee

2. Is the trustee an employee of any school operated by the Education Corporation?
 ___ Yes ___ **X** No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

___ Yes ___ **X** No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

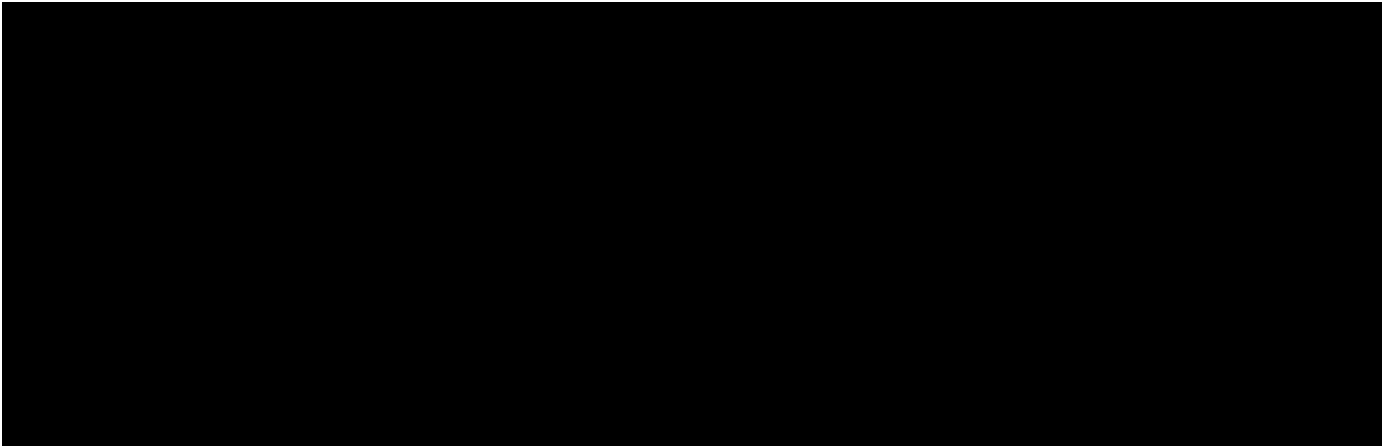
Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>Please NONE write "None" if applicable. Do not leave this space blank.</i>			

5. 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 school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>NONE Please write "None" if applicable. Do not leave this space blank.</i>				

Denise Clay, Ph.D. (Digital) _____ 6/16/20_____
Signature Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information



Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

 Maria Keane

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

New York City Montessori Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Chair

2. Is the trustee an employee of any school operated by the Education Corporation?
 Yes **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, 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)	Name of person holding interest or engaging in transaction and relationship to yourself
NONE	NONE	NONE	NONE

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

5. 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 school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
NONE	NONE	NONE	NONE	NONE

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

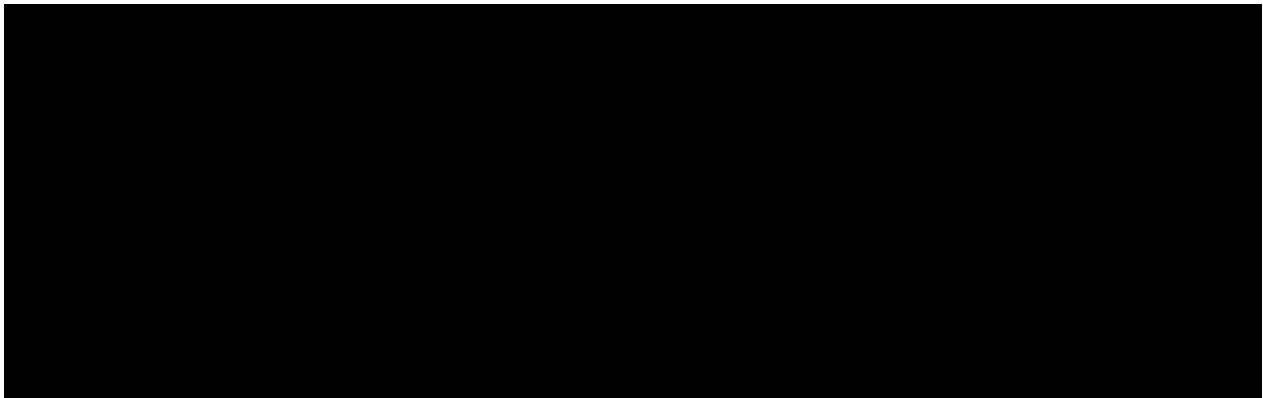
Maria Kern

Signature

6/21/20

Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name: Edward Tanzer

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name): New York City Montessori Charter School

- 1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). **Building and Grounds Committee Chair**

- 2. Is the trustee an employee of any school operated by the Education Corporation?
 Yes **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

- 3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
 Yes **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

- 4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, 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)	Name of person holding interest or engaging in transaction and relationship to yourself
None	None	None	None

5. 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 school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None	None	None	None	None

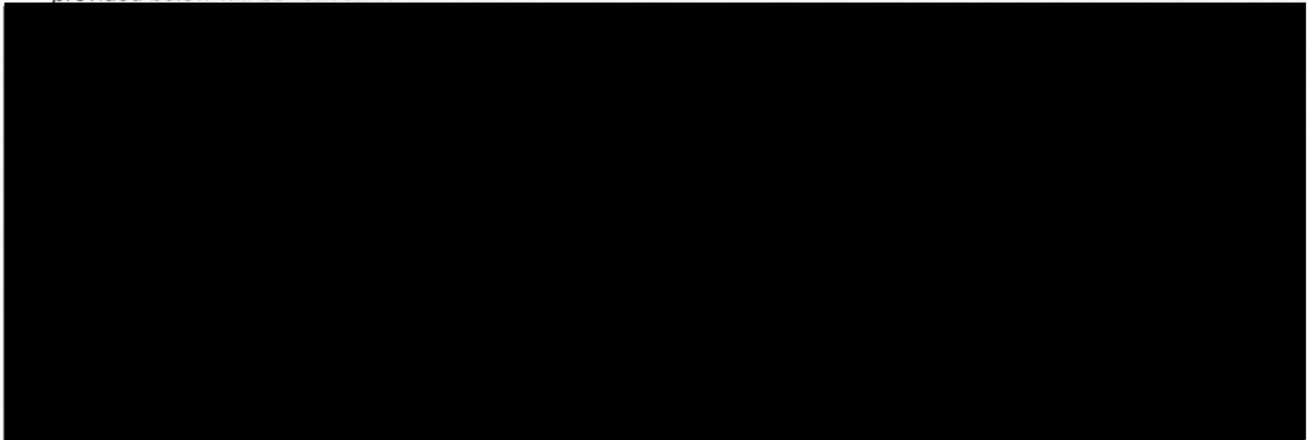
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Signature

7/1/2020

Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

Neil Gulyako

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

NYCMCS

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). **Secretary**

2. Is the trustee an employee of any school operated by the Education Corporation?
 Yes **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
 Yes **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, 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)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

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5. 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 school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

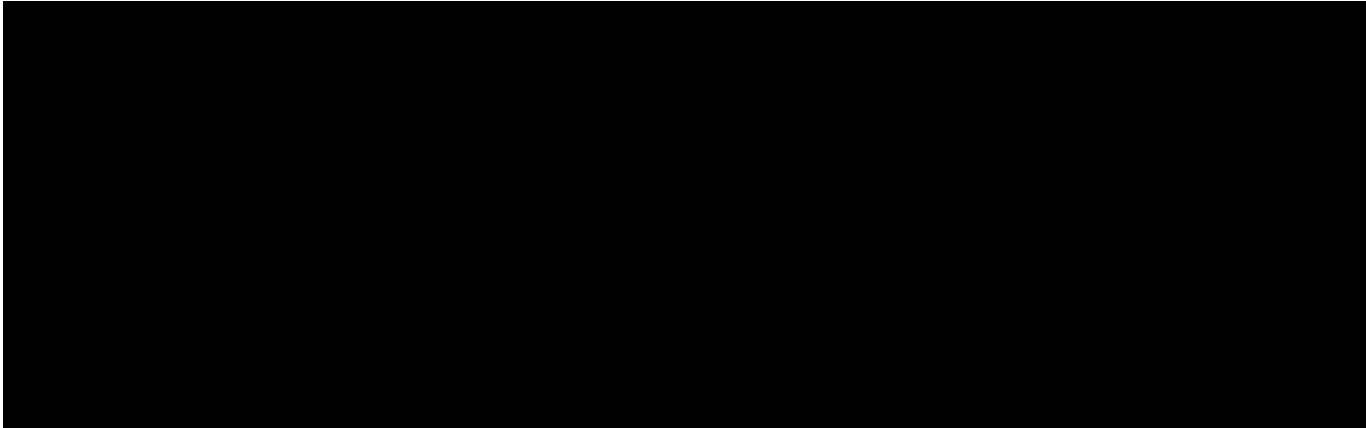
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

/S Neil Gulyako

Signature

Date

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Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:
Jason Garcia

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):
New York City Montessori Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). Member of the Building & Grounds Committee

2. Is the trustee an employee of any school operated by the Education Corporation?
 Yes **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
 Yes **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, 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)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

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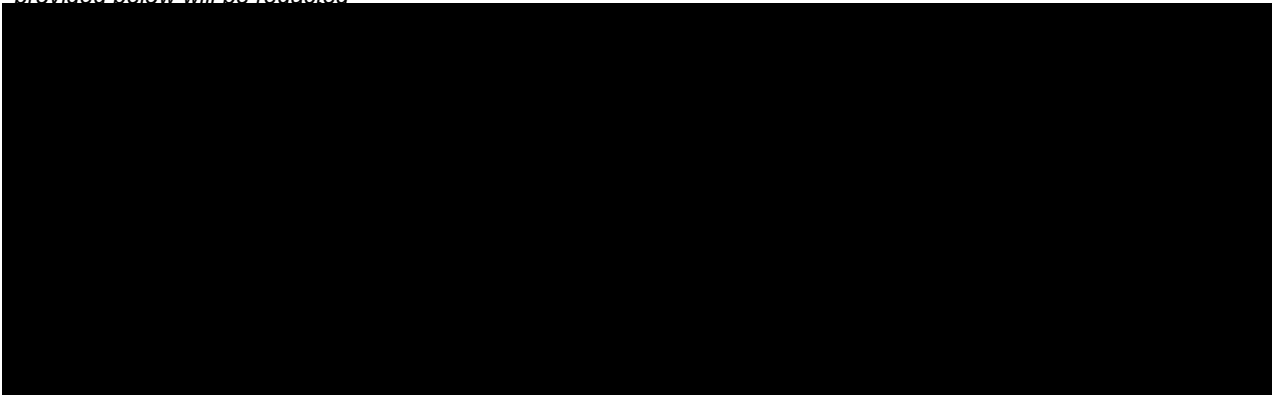
5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

Jason Garcia
Signature

J u l y 1 , 2 0 2 0
Date

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Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

Diane Moore

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

NYC Mountsoir School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee an employee of any school operated by the Education Corporation?
 Yes No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?
 Yes No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, 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)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

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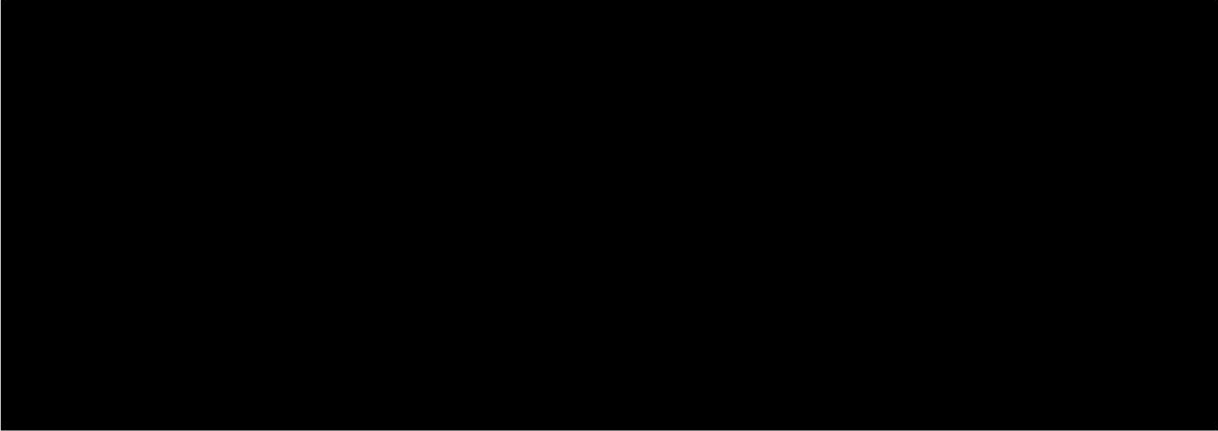
5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

elmoor
Signature

7/1/2020
Date

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Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: Rory Cohen

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation): NYC Montessori Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Member

2. Are you an employee of any school operated by the education corporation?
 Yes **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

No

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

No

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

No

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, 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)	Name of person holding interest or engaging in transaction and relationship to you
	N O N E		

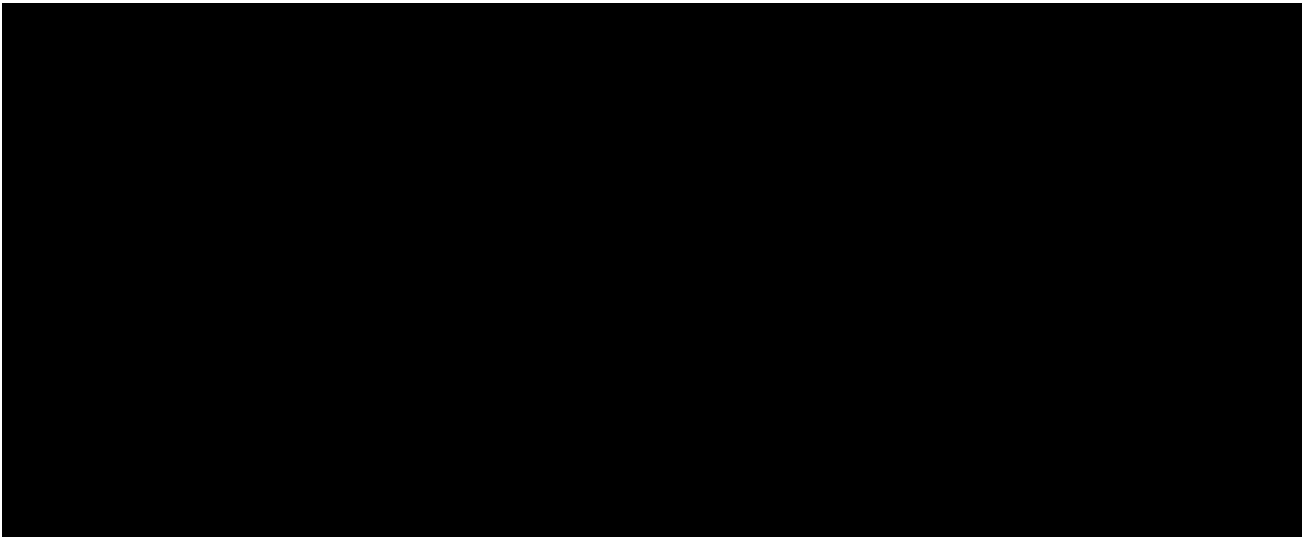
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write “**None.**”

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
		N O	N E	

Signature

Date

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<p style="text-align: center;">Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</p>
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Name: John Mullane

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation): NYC Montessori Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Member

2. Are you an employee of any school operated by the education corporation?
 Yes **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

No

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

No

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

No

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, 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)	Name of person holding interest or engaging in transaction and relationship to you
	N O N E		

8. Identify each individual, business, corporation, union association, firm, partnership, 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 school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write “**None.**”

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
		N O	N E	

Signature

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.



New York City Montessori Charter School (“NYCMCS”) Board of Trustees Meeting Minutes
May 20, 2020 9:45am

The meeting convened via videoconference at 9:45am. Abeku Hayes, Ed Tanzer, Denise Clay, Maria Keane, Hal Mutlu, and Neil Gulyako were present.

There were no public comments.

The minutes from the previous Board of Trustees (the “**Board**”) meeting were approved.

Principal Abeku Hayes conducted a review of the dashboard, indicating that there were no material changes in enrollment or employee headcount. Principal Hayes indicated the school continues to expand its teleteaching capabilities and assist parents in creating Montessori classrooms at students’ home. Principal Hayes also provided an overview of how the school is preparing to reopen, including by carefully reviewing and following school reopening guidance published by the Centers for Disease Control and Prevention.

The Board discussed the school’s budget, which had a surplus. The Board approved Principal Hayes bonus amount as well as the budget. The Board reserved the right to modify the budget (if necessary) in light of Principal Hayes’ salary amount, which the Board did not finalize as of this meeting.

The Chair of the Board asked that the Board members complete their self-evaluations and return them to the Chair within one week. The Chair also asked Board members to complete their Board evaluations and return them to the Chair by June 1, 2020.

The Board reviewed and approved the Board’s Annual Goals document as well as the Board’s Accountability Plan and the Principal’s Annual Goals document. The Chair of the Board indicated that Board members should be prepared to discuss updates to the Family Manual and the Board’s Bylaws during the June Board meeting.

The Building & Grounds Committee reported to the Board, indicating that the potential agreement with Newmark has been reviewed by counsel and providing an overview of the agreement’s terms. The Committee also proposed engaging DBI to facilitate the business inspection and subsequent phases covering phase 1 assessment.

The Education Committee reported that it did not have any new information for the Board and the Finance Committee reported that it determined that, in light of the uncertainty in financial markets, it was not appropriate to place school funds into any investment vehicles.

There being no further business before the Board, the meeting was adjourned at 10:47 am.

/s/ Neil Gulyako

Secretary

**New York City Montessori Charter School (“NYCMCS”) Board of Trustees
Meeting Minutes
January 15, 2020**

The meeting convened by video conference in 423 East 138th Street, Bronx, NY 10454, at 9:33am. Abeku Hayes, Ed Tanzer, John Mullane, Denise Clay, Jacqueline DiSanto, Maria Keane, Gelsey Jeffreys, Hal Mutlu, and Neil Gulyako were present.

There were no public comments.

The minutes from the previous Board meeting were approved.

Principal Abeku Hayes delivered his report to the Board. Principal Hayes provided an overview of recent academic performance and enrollment, noting that every grade level has seen academic improvement since the beginning of the school year. Additionally, Principal Hayes discussed efforts in recruitment of additional teaching staff, as well as the need to add background checks to the hiring process. Principal Hayes indicated that the school would begin looking to engage a vendor to perform such background checks. The Board agreed to review the incorporation of such background checks into the school’s hiring process once they are provided by the vendor.

Principal Hayes also reported that the school is planning to do a Valentines day gift-fiving even with a goal of raising \$1,500, which would be used to purchase t-shirts for students’ field day. Principal Hayes also noted that students’ parents are working on a game night as another fundraising event.

The Board discussed a potential new space for the school, following the expiration of the school’s current lease. In particular, the Board discussed leasing out the Heketi Community Charter School’s building on 403 Concord Ave, Bronx, NY 10454,

which is likely to become vacant since the Heketi school's charter was revoked earlier this year.

The Board also discussed approaches to fundraising for the school, beginning with reaching out to the Charter School Center to learn about potential fundraising resources available to the school.

Maria Keane updated the Board about the status of the school's contract with the Newmark real estate advisory firm, which was in the process of being finalized.

Each committee made their report to the Board. The education committee reported on the school's current priorities, including acclimation of students and teachers to the school's curriculum. The Buildings & Grounds committee reported on the next steps in the school's engagement with Newmark. The finance committee reported on the status of the school's budget, which had no material changes.

There being no further business before the Board, the meeting was adjourned at 10:30 am.

/s/ Neil Gulyako

Secretary

**New York City Montessori Charter School (“NYCMCS”) Board of Trustees Meeting Minutes
February 19, 2020 9:30am**

The meeting convened at Paul, Weiss, Rifkind, Wharton & Garrison LLP at 9:30am. Abeku Hayes, Ed Tanzer, Diane Moore, Denise Clay, Jacqueline DiSanto, Maria Keane, Hal Mutlu, and Neil Gulyako were present.

There were no public comments.

The minutes from the previous Board meeting were approved.

Principal Abeku Hayes conducted a review of the dashboard, indicating that there were no material changes in enrollment. Principal Hayes also notified the Board that a teacher was terminated and replaced, and that the remaining vacancy for a 5th grade teacher is in the process of being filled. Principal Hayes also proposed expanding the School to teach up to 8th grade students and returning to the F&P benchmark system for evaluating the performance of K-2 students.

The Chairman of the Board discussed a Notice of Concern issued to the School, related to the ratio of School students that are economically disadvantages, which Principal Hayes explained was already being addressed by ensuring that parents properly fill out their financial information on lunch forms.

The Board discussed seeking new board members from the Bronx community, the finance sector, and who have experience in fundraising.

The Building & Grounds Committee reported to the Board, indicating that the School’s heating system has been restored and summarizing potential new leases as suggested by the School’s real estate advisor.

The Finance Committee reported to the Board on investing the School’s surplus into the J.P. Morgan Municipal Ladder Yield Curve Enhanced Strategy account. The Board voted and

unanimously held that Hal Mutlu can submit such surplus into such account and that, if unsuccessful due to the account's terms, Abeku Hayes shall open a brokerage account on behalf of the School.

The Education Committee reported to the Board on potential changes to the School's charter. The Committee motioned that the School's charter be amended to remove reference to the Executive Director, so that authority is not shared between the Director and the Principal, and to increase add grades 6 through 8 to the schools coverage and curriculum. The motion was unanimously approved by the Board. The Committee also motioned for the School to return to the F&P benchmark system for K through 2. The motion was unanimously approved by the Board.

Principal Hayes discussed his meeting Theresa Weber, who is drafting a proposal for how to assist the Board with raising funds for the School. Principal Hayes also informed the Board that the School receive \$17,000 of curriculum from a generous donor.

The Board discussed participating in the Parent Teacher Conference on March 18 and 19, and Family Fun Day on May 16th.

There being no further business before the Board, the meeting was adjourned at 11:20 am.

/s/ Neil Gulyako

Secretary

New York City Montessori Charter School (“NYCMCS”) Board of Trustees Meeting Minutes
March 18, 2020 9:37am

The meeting convened via videoconference at 9:37am. Abeku Hayes, Ed Tanzer, Diane Moore, John Mullane, Denise Clay, Jacqueline DiSanto, Maria Keane, Hal Mutlu, and Neil Gulyako were present.

There were no public comments.

The minutes from the previous Board of Trustees (the “**Board**”) meeting were approved.

The Chair of the Board announced that Jason Garcia would be joining the Board.

Principal Abeku Hayes conducted a review of the dashboard, indicating that there were no material changes in enrollment or employee headcount. Principal Hayes indicated that state testing has been postponed indefinitely, adding that it is unclear how the COVID-19 pandemic will affect school enrollment.

Principal Hayes discussed the school’s virtual learning initiative, whereby the teachers plan to continue their curriculum in accordance with New York State guidance. He explained that the teachers are in the process of sending one month’s worth of curriculum to students’ homes, which will be taught via videoconference, and will be tracked with daily logs created by teachers.

The Board agreed that in light of the COVID-19 pandemic, and consistent with State’s emergency amendments to public meeting law, all Board participation will take place over the phone and/or videoconferencing until further notice.

The Chair of the Board asked that the Board complete the Principal’s evaluation form by April 15 and emphasized attendance at Board meetings.

The Board conducted a high level review of the Board’s bylaws and planned to continue the review over the next several meetings.

Principal Hayes reported that a potential consultant for fundraising help has declined working for the School because she does not have the time to take on another client. Principal Hayes will continue to look for other potential fundraising options/consultants.

The Building & Grounds Committee reported to the Board, indicating that Newmark is obtaining additional information on two potential buildings, including obtaining an architectural rendering.

The Education Committee reported to the Board, recommending that that the Committee take steps to preserve the school's history and increase fundraising outreach. The Committee also discussed the Principal evaluation process as well as upcoming engagement opportunities between parents and Board members.

The Finance Committee reported to the Board, providing an overview of planned investment and revisiting the previously discussed investment plan next month.

There being no further business before the Board, the meeting was adjourned at 11:20 am.

/s/ Neil Gulyako

Secretary

New York City Montessori Charter School Board of Trustees
April 15, 2020 9:30 a.m.

Call to order. The meeting was convened via videoconference at 9:36 am. Denise Clay, Jacqueline DiSanto, Jason Garcia, Maria Keane (Chair), Hal Mutlu, Ed Tanzer, Diane Moore, Abeku Hayes (Principal), and Krystal Astwood (Administrative Staff) were present.

Public Comments. There were no members of the public present. The Board discussed the public notification public process. The Principal explained that the dates of the Board of Trustees meetings are made public through school postings and on the school website. The Board requested that future postings for meetings that are planned to be held via videoconferencing inform potential public participants that anyone wishing to join the meeting should email Principal Hayes for the videoconference link.

Minutes. The minutes of last Board meeting were approved with one change – the date should be changed to March 18, 2020.

Board Member Return. Jason Garcia was welcomed back on the Board. The Chair indicated that he is not counted in the quorum until the State Education Department confirms that he can be so counted.

Principal's Dashboard Report. Principal Hayes discussed the matrix of indicators with the Board members. The Principal informed the Board that a new person was hired to replace the mental health counselor with a start date postponed to April 20, 2020. The appropriate new hire paperwork is being processed. Principal Hayes also explained that the intent to return letters for teachers are to be distributed in May and that offers for jobs for next year will start in the next two weeks through the month of May. A discussion ensued about how the school intends to measure learning growth through Lexia, STAR Early Literacy, STAR, MAP, and Success Maker, since the state tests are not being given this spring.

A discussion ensued about how the school's remote learning was progressing and the effects of school closing. The Principal reported that remote learning was going well. Principal Hayes told the Board that teachers speak to each child daily and record attendance. 70% of the student body has the ability to log into devices at home. He also noted that while the DOE has publicized giving computers to all students, NYCMCS students have not received such computers but he has a plan in place to provide computers to all students who do not have them. Currently, the school is to stay closed until April 29, 2020. While the Governor is providing updates in two-week intervals, it is anticipated that school may be closed for a longer period of time. The Board discussed that virtual learning does not count as schooling, but the State has waived the 180-day requirement. At this time, it is unknown whether this waiver will apply to charter schools who remain closed beyond the number of days ordered by the Governor's office. It was clarified that as a charter school, the Board acts as the sole governing body. The Board also discussed that if State guidelines are followed, funding for NYCMCS should not be affected.

The Principal also informed the Board that he has a plan in place for deep cleaning of the school prior to re-opening, which will follow the State's guidelines for such cleaning. It was noted that

there might be an under-representation of the coronavirus in student families, and that when the school reopens, a plan for school reentry might be needed.

Principal Evaluation Process. The Board Chair reported that the Principal's evaluation survey was sent to the parents, teachers, and Board members. There was 54% response rate from staff, a 6% response rate from parents, and a majority of the Board members responded. Those Board members who have not responded were urged to send their completed form to the Chair no later than by April 18, 2020. It was agreed that the Principal would send a reminder to parents and staff and that the survey would continue to be available to them through April 19, 2020.

The Board Self-Evaluation. The Board Chair requested that each Board member complete the self-evaluation previously distributed and return them to her prior to the next Board meeting.

Board Handbooks. The Board Chair requested that Mr. Gulyako compile the edited comments to the Board of Trustees Manual prior to the next Board meeting. In addition, Board members were asked to review the Family Handbook and submit any revisions to Dr. DiSanto, who will review and compile the edited Board members' comments prior to the next meeting.

Fundraising. The Board discussed the status of fundraising avenues, and it was noted that the school had applied for a loan under the Payroll Protection Program through Chase and was awaiting a response. The Chair noted that full forgiveness of the loan required the same level of employment and salaries as of June 30, 2020 that were in place on Feb. 15, 2020.

Building and Grounds Committee. Principal Hayes reported that he has visited potential sites in the Bronx area with Newmark, and that most of the properties were not a good fit for the school, either because the locations were more dangerous than the current location or because there were competing charter schools there. The committee presented two scenarios, which the Board discussed: a) to stay in the school's current location, or b) to relocate to another facility. The Board discussed the need to have its own independent project manager/engineer conduct a thorough building inspection, which would occur at a later date, given the current lockdown, and the need to begin possible negotiations with the current landlord, if the first scenario is to be pursued. The Board requested that the Committee contact the school's pro bono real estate attorney, Barry Langman, regarding the options, the sequence of events, and any term sheet.

The Building and Grounds Committee was given approval to: (1) contact the current landlord after the a draft term sheet is finalized and approved by Mr. Langman, and (2) to hire the appropriate professional to conduct an inspection of NYCMCS. Three bids are to be acquired prior to hiring the inspector.

Education Committee. The Chair of the Education Committee discussed the topics covered during its meeting of April 1, 2020. It was noted that Principal Hayes had discussed the long distance teaching plan that the school is implementing for the duration of the New York State on PAUSE order, had relayed that the application for changes to the school's charter could be conducted later in the year, and had discussed the possibility of sending a mailer to students' homes inviting extended family members to enroll in the school.

Finance Committee. The Board discussed the two drafts of the school's Budget for next year, which were circulated to the Board by the Principal in advance of the meeting. Principal Hayes explained that the budget options take into consideration teacher salaries staying competitive with the

Department of Education (DOE). It was agreed that the budget would be revised and re-circulated to the Board, and that the revised budget would be reviewed by the Finance Committee. The final budget is to be approved at the Board meeting in May 2020.

Family Association Report. Given the current state lockdown, no meeting has been held.

Recap. The Board Chair reminded the Board members to review the Family Handbook, complete their self-evaluations, and submit the Principal evaluation (if they have not done so). She also thanked the Board members for being responsive during the pandemic to the school's needs and requests.

Respectfully submitted - Denise Clay, Ph.D.

**New York City Montessori Charter School (“NYCMCS”) Board of Trustees
Meeting Minutes
July 31, 2019 9:38 am.**

The meeting convened in the offices of Paul, Weiss, Rifkind, Wharton & Garrison LLP at 9:38 am. Abeku Hayes, Denise Clay, Jacqueline DiSanto, Maria Keane, Hal Mutlu, and Neil Gulyako were present. Ed Tanzer, a candidate for the Board of Trustees was also present.

There were no public comments.

The minutes from the last Board meeting, held on June 29, 2019, were approved.

The Board interviewed Ed Tanzer for a position on the Board of Trustees, who provided an overview of his experience in project management and his ties to the Bronx community. The members of the Board of Trustees unanimously affirmed Ed Tanzer’s application to the Board of Trustees.

Principal Abeku Hayes then provided an overview of a number of other potential candidates for the Board of Trustees: Diane Moore, Anji Tejada, Gelsey Jeffries, and Jolleen Wagner. The Board unanimously agreed to interview all candidates except Jolleen Wagner, who had a conflict of interest.

The Board discussed internal goals for the 2019-2020 school year. The Board agreed that Neil Gulyako would review the Board of Trustees Bylaws, as well as applicable federal, state, and local law, and (1) analyze and evaluate the Board of Trustees’ compliance with its Bylaws, as well as applicable federal, state, and local law, and (2) provide recommendations with regards to how the Bylaws should be modified. Neil Gulyako would provide a report with respect to (1) and (2) to the Board in the

following months. Additionally, the Board agreed that Maria Keane would inquire about obtaining Corporate Governance training for the Board of Trustees, to be administered no earlier than October.

Afterwards, Principal Abeku Hayes delivered his report to the Board. Principal Hayes explained that there have been no changes to the School Dashboard because students are currently on summer vacation, and that test scores have not yet been released by New York State. Additionally, the Principal discussed a number of potential issues that may need to be addressed by the Board in the future. First, the principal explained that the school is running out of space for students with special needs, who require a 12:1 student to teacher ratio. Second, the Principal discussed a variety of considerations regard the school's recent influx of IEP students.

Following the Principal's report, Maria Keane spoke to the Board about the importance of attending Board meetings. The Board agreed to: (1) set a meeting schedule for the year that shall be published on the Board's website, (2) establish a procedure by which subcommittees meet prior to each Board meeting and provide their respective reports to the Board one week prior to the Board meeting, (3) create a corporate governance committee, (4) review the candidacy of any Board member who has two unexcused absences within any six month period.

The Board voted to officially remove Tamara Laville, who had submitted a letter of resignation, from the Board. The Board also voted to officially remove Aisha from the Board. The motion was carried and both individuals were removed from the Board on July 31, 2019.

The Finance Committee reported that the Committee is in the process of creating an operating model that Principal Hayes and the Board will be able to use to aid them in making finance-related decisions concerning the School.

No other committees made any reports to the Board.

The Board agreed to hold the next Board meeting on September 18 at 9:30am, in the NYCMCS located at 423 East 138th Street Bronx, NY 10454. The Board also agreed that the meeting following the September 18 meeting will be held on October 16 at 9:30 am.

There being no further business before the Board, the meeting was adjourned at 11:50 am.

/s/ Neil Gulyako

Secretary

**New York City Montessori Charter School (“NYCMCS”) Board of Trustees
Meeting Minutes
September 18, 2019 9:30am**

The meeting convened in 423 East 138th Street, Bronx, NY 10454, at 9:33am. Abeku Hayes, Ed Tanzer, John Mullane (video), Rory Cohen (video), Denise Clay, Jacqueline DiSanto, Maria Keane, Hal Mutlu, and Neil Gulyako (video) were present. Diane Moore and Gelsey Jeffries, both candidates for the Board of Trustees (the “Board”) were also present.

There were no public comments.

The minutes from the previous Board meeting were approved.

The Board interviewed two candidates for positions on the Board—Diane Moore and Gelsey Jeffries. The members of the Board unanimously affirmed Diane Moore’s and Gelsey Jeffries’ application to the Board.

The Board discussed how subcommittees should meet, clarifying that each subcommittee should provide the Board with a summary of their monthly meeting prior to the Board meeting scheduled in the same month.

Maria Keane spoke to the Board about upcoming corporate governance training. She provided an overview of the training’s scope, and indicated that the training would occur during the October 16 Board Meeting.

The Board discussed the Principal Goals, and modified them as necessary. The Principal Goals were then unanimously affirmed.

Principal Abeku Hayes delivered his report to the Board. Principal Hayes provided a detailed overview of recent test results as well as recent enrollment. Additionally, Principal Hayes indicated that Nickelodeon has invited the school to participate in a sketch

show in exchange for a nominal payment. The Board discussed the terms of the offer as well as the effect the sketch show would have on the School. The Board recommended that Principal Hayes reject Nickelodeon's invitation.

The Board agreed to hold the next Board meeting on October 16 at 9:30am, in the NYCMCS located at 423 East 138th Street Bronx, NY 10454.

There being no further business before the Board, the meeting was adjourned at 11:10 am.

/s/ Neil Gulyako

Secretary

New York City Montessori Charter School (NYCMCS) Board of Trustees
423 East 138th Street, Bronx, New York 10454

December 11, 2019
9:00 a.m.

MINUTES

Present: Maria Keane, Denise Clay, Jacqueline DiSanto, Hal Mutlu, Ed Tanzer, Abeku Hayes.

- I. Call to Order – The board was called to order at 9:00 a.m.
- II. Four members of the Public were in attendance. There were no public comments.
- III. The November 2019 Board minutes were reviewed and approved with amendments.
- IV. The Board voted and unanimously approved the removal of Ayca Ergeneman, Margaret Grossman, Jason Garcia, and Tamara LaVille from the NYCMCS Board of Trustees.
- V. Fundraising
 - a. The Board received an update from Robin Urquhart, the School’s Director of Outreach, regarding the School’s fundraising efforts. Ms. Urquhart described the process whereby the School identified prospective grant opportunities and highlighted the importance of developing an overall strategic fundraising plan, incorporating input from School leadership and parents.
 - b. The Board discussed a proposal for engaging a Fundraising Consultant. The role of the Consultant would be to assist the Board in formulating specific fundraising goals, as well as overseeing the implementation of funded projects. The Board also discussed creating a list of fundraising projects, so that the School would be mobilized to pursue grants on short notice.
- VI. A draft Board’s Accountability Plan was discussed. Comments from Board members were heard and will be incorporated into an updated draft.
- VII. A draft Board’s Annual Calendar of Tasks was discussed. Comments from Board members were heard and will be incorporated into an updated draft.
- VIII. Draft Board and Education Committee Calendars were discussed. Comments from Board members were heard and will be incorporated into updated drafts. Draft calendars for the Building and Grounds Committee and the Finance Committee are pending.

- IX. A draft Board's Self-assessment Tool was considered and approved by the Board.
- X. Dashboard Review
- a. Enrollment is consistent with the previous month: 276 students. There are 40 additional children enrolled in Pre-Kindergarten.
 - b. There were two teacher resignations, in addition to one teacher out on maternity leave. The two Kindergarten teachers who resigned have been replaced.
- XI. Building and Grounds Report. The Committee updated the board on the status of the ongoing heating issues. The School has had continuous electrical problems since the temporary in-wall electric heating units were installed. However, the School is optimistic that the primary HVAC heating system will be operational again by the end of the year, pending ConEd inspection. The Newmark engagement letter is still under review, and the Committee may need to engage in discussions with Newmark regarding certain terms.
- XII. Education Committee Report. The Committee discussed how the quality of education continues to improve through the efforts of faculty and the recently-adopted scripted curriculum. Student academic performance will be assessed later in the month, with results back in January.
- XIII. Finance Committee Report. The Board reviewed materials prepared by the Finance Committee regarding options for investment of the School's operating surplus. The Board voted to approve the Committee's proposed Investment Framework, which calls for investment of 80% of the surplus, 20% per-quarter, on a rolling basis starting at the end of the year. The Committee will seek input from CSBM with respect to the proposed financial products.
- XIV. Family Association Report. The Family Association discussed how the timing of meetings, as well as differences in the understanding of the Association's goals, has contributed towards low attendance in the past.
- XV. Adjournment – The meeting was adjourned at 10:40 a.m.

New York City Montessori Charter School (NYCMCS) Board of Trustees
423 East 138th Street, Bronx, New York 10454

November 20, 2019
9:30 a.m.

MINUTES

Present: Maria Keane, Denise Clay, Rory Cohen, Jacqueline DiSanto, Diane Moore, John Mullane (phone), Hal Mutlu (video), Ed Tanzer, and Melissa Velazquez.

- I. Call to Order – The board was called to order at 9:32 a.m.
- II. There were no public comments.
- III. There were no minutes to approve; Neil will send them out shortly.
- IV. Dashboard Review
 - a. Nothing major to report. This is the first year up to this point that we have not lost a teacher. One will leave from kindergarten for maternity leave and a move to London. One substitute teacher is leaving in December.
 - b. Enrollment is holding strong at 276. We fluctuate between 276-278.
 - c. Regularly trying to increase enrollment. The problem is transiency and homelessness.
 - i. Mr. Hayes can give the number of children in shelters. The board discussed the difference between being in a shelter and the classification of homelessness as it applies to the McKinney-Vento Assistance Act that is intended to guarantee homeless children and youths access to education and other services that will allow them to meet the same student academic achievement standards to which all students in the state are held.
 - d. Testing is the same as last year. We are still in good standing. We are doing fine percentage-wise with SPED/ELLs.
- V. Building and Grounds
 - a. Con Edison shut the gas due to an irregularity with the gas pipeline. It can take between 4-6 months to rectify.

- i. In the meantime, landlord installed units in each room to keep the temperature above 65 degrees. Landlord agreed verbally to cover heating costs.
 - ii. The repair is done; we are waiting for Con Edison to reconnect everything. School has complained to various agencies seeking to have this expedited as has the landlord.
 - iii. New units autoregulate and cannot get temperature high enough. They overheat and shut down. Pockets of cold form, the children move, room becomes warm again.
 - iv. Sheltering out was avoided.
- b. Proposal to engage inspector to provide more information for negotiation of either extending lease or potential move.
- i. There was a \$4500 estimate from one inspector. Discussion needed of pros and cons about doing this and whether it changes our need to decide to stay or go.
 - ii. Newmark received glowing recommendations from two similar schools.
 - iii. Committee may propose moving forward with this option.
 - iv. David Jang Consulting, brought to our attention through SOBRO has relocation option across St. Anne's Park. It has potential financial benefits with some neighborhood negatives (such as competition with many schools). This may not make sense for us.
 - v. There is a good possibility at 149th Street and Third Avenue, which is near mass transport; however, there are safety concerns.
 - vi. Preference is leaning toward staying put. Less and different competition.
 - vii. The committee suggests engaging Newmark. They will try to remove the exclusivity agreement.

REMINDER OF DATES

December 3	Executive Committee by phone at 3:00 PM
December 4	Education Committee at school at 3:00 PM Meet the parents between 3:45-6:00
December 11	Board Meeting at school at 9:00 AM (earlier than usual)

Respectfully submitted by Jacqueline M. DiSanto on December 10, 2019 at 9:56 PM

**New York City Montessori Charter School (“NYCMCS”) Board of Trustees Meeting Minutes
October 2020 9:30am**

The meeting convened at the NYCMCS at 9:30am. Abeku Hayes, Ed Tanzer, Denise Clay, Jacqueline DiSanto, Maria Keane, Rory Cohen, John Mulane, Gelsey Jeffries, Diane Moore, Hal Mutlu, and Neil Gulyako were present.

There were no public comments.

The minutes from the previous Board of Trustees (the “**Board**”) meeting were approved.

Pro bono counsel from Paul, Weiss, Rifkind, Wharton & Garrison conducted a training session for the Board, presenting on a variety of matters, including governance, best practices, and measuring the quality of a Board of Directors.

There being no further business before the Board, the meeting was adjourned at 11:00 am.

/s/ Neil Gulyako

Secretary

New York City Montessori Charter School (“NYCMCS”) Board of Trustees Meeting Minutes
June 17, 2020 9:34am

The meeting convened via videoconference at 9:34am. Abeku Hayes, Ed Tanzer, Denise Clay, Jacqueline DiSanto, Maria Keane, Hal Mutlu, and Neil Gulyako were present.

There were no public comments.

The minutes from the previous Board of Trustees (the “**Board**”) meeting were approved.

The Chair of the Board announced that Rory Cohen will not be renewing his membership on the Board following the expiration of his current term.

Principal Abeku Hayes conducted a review of the dashboard, indicating that there were no material changes in enrollment or employee headcount. Principal Hayes discussed preparing for reopening the school in the face of the COVID-19 pandemic, specifically by ordering certain technology that will allow for remote teaching, installing hand sanitizer stations, and creating a plan so students can learn from home on short notice. Principal Hayes also noted that the school year ended with the school having a surplus of funds.

The Building & Grounds Committee reported to the Board, indicating that the school’s current landlord is amenable to a renewal term and the prospect of leasing the entire building. The Committee also provided the Board with an overview of all the current prospective new properties, including by discussing the benefits and downsides of each.

The Education Committee reported to the Board, explaining that the school is interviewing prospective teachers, provided an overview of the recent fifth grade graduation over Instagram, and previewed the 2020-2021 school year goals that the Committee is drafting, to be completed by September.

The Finance Committee reported to the Board, discussing the risks and benefits of investing the school’s surplus considering that interest rates are very low.

The Secretary of the Board provided the Board with a detailed overview of the suggested edits and changes to the school’s Manual and Bylaws, which the Board unanimously affirmed. The Manual and Bylaws will be finalized over the next few months, and adopted thereafter.

The Chair of the Board indicated that the Finance Manual and Employee Manual are being reviewed by CSBM and Littlebird respectively.

The Chair of the Board summarized votes that were unanimously upheld by the Board over email—specifically that the Board approved (i) the school’s Accountability Plan, Board Goals, and Principal Goals for the upcoming school year, and (ii) Principal Hayes’ salary for the coming year, and the CSBM contract for the coming year.

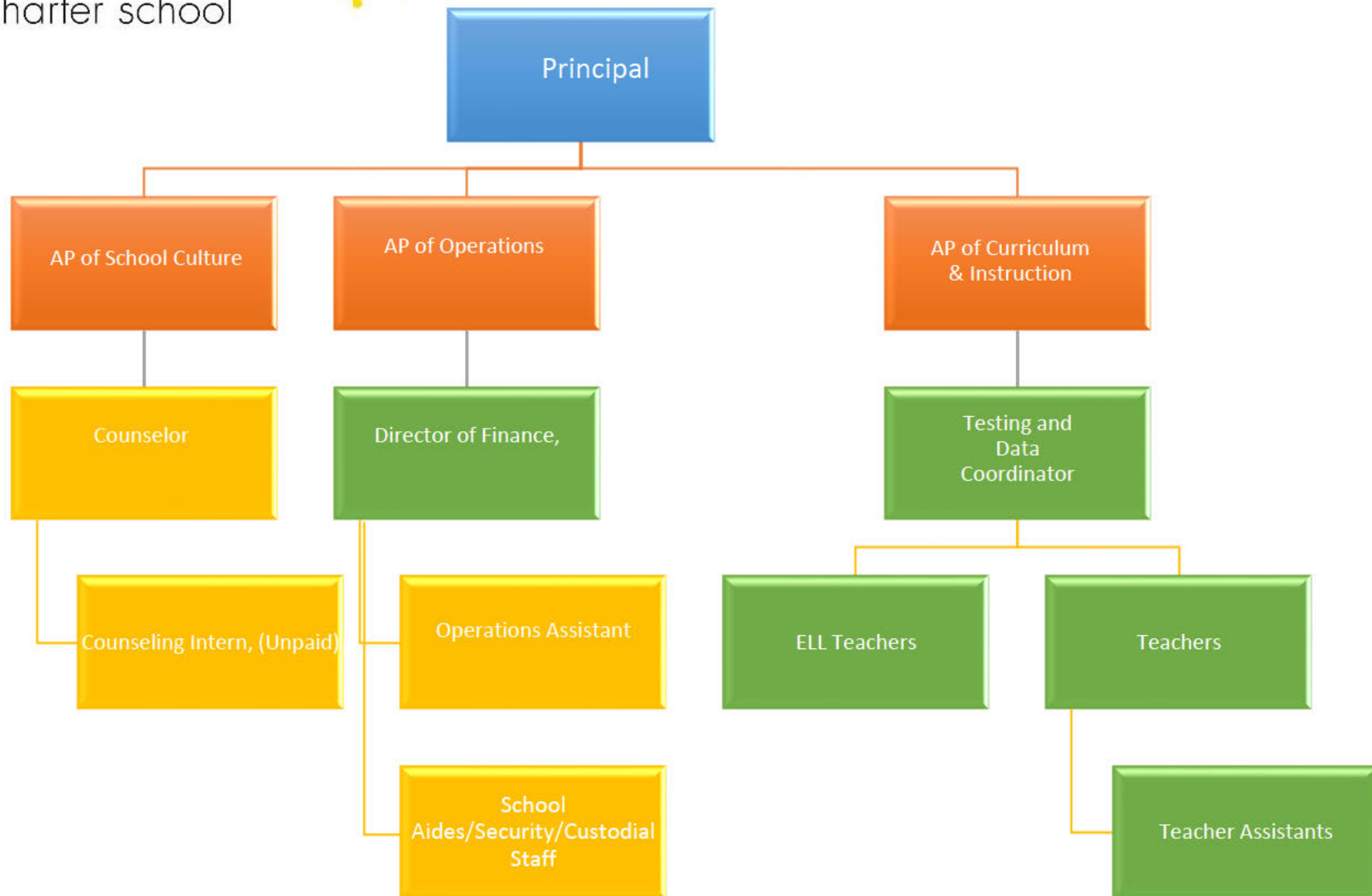
The Chair of the Board acknowledged the Trustees efforts, the efforts of Principal Hayes, and the hard work and dedication of the staff. The Trustees thanked the Chair of the Board for the Chair’s leadership and dedication to the school

There being no further business before the Board, the meeting was adjourned at 11:24 am.

/s/ Neil Gulyako

Secretary

2020/2021 Organizational Chart



New York City Montessori Charter School

2020-21 School Calendar

August 2020						
Su	M	Tu	W	Th	F	S
						1
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December 2020						
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January 2021						
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March 2021						
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April 2021						
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May 2021						
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June 2021						
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July 2021						
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CALENDAR KEY

	First/Last Day of School
	School Closed/Holidays
	Teacher In-Service. NO STUDENTS
	State Test Administration
	Parent Teacher Conferences
	End of the Trimester
	End of the Report Period
	PreK Dates
	School Events

Calendar Details

Date(s)	Details
Aug. 17-Aug. 28	Summer Teacher Orientation
Aug. 31	First Day of School (All Students)
Aug. 31-1	PreK Phase in Days (10am-12pm)
Sept. 3	Family Orientation Night (4pm-6pm)
Sept. 7	School Closed (Labor Day)
Sept. 18	School Closed (Rosh Hashanah)
Sept. 28	School Closed (Yom Kippur)
Oct. 9	End of Report Period 1
Oct. 12	School Closed (Columbus Day/ Indigenous People's Day)
Nov. 6	School Picture Day- Fall
Nov. 11	Schools Closed (Veterans Day)
Nov. 20	End of Trimester 1
Nov. 24	Thanksgiving Celebration
Nov. 26-27	School Closed (Thanksgiving)
Dec. 2-3	Parent Teacher Conferences
Dec. 21-Jan. 1	Winter Recess
Jan. 15	End of Report Period 3
Jan. 18	School Closed (Martin Luther King Jr. Day)
Feb. 15-19	School Closed (Mid-Winter Recess)
Mar. 4-7	School Closed (Montessori Conference)
Mar. 5	End of Trimester 2
Mar. 10-11	Parent Teacher Conferences
April 2	Good Friday
April 5-9	School Closed (Spring Break)
April 20-22	State Test Administration- 3-8 English Language Arts
Apr. 19- May 28	NYSESLAT Speaking Test Administration
April 23	End of Report Period 5
May 4-6	State Test Administration- 3-8 Mathematics
May 17-28	NYSESLAT Listening, Reading, Speaking Test Administration
May 25- June 4	Grade 4 Science Performance Test Administration
Mar 31	School Closed (Memorial Day)
June 7	Grade 4 Science Written Test Administration
June 18	End of Trimester 3
June 23-24	Parent Teacher Conferences
June 25	Last Day of School for Students
June 28-29	Teacher EOY PD- No Students



FIRE DEPARTMENT

9 METROTECH CENTER BROOKLYN, N.Y. 11201-3857

BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 07.21.2020.

PREMISES

New York City Montessori
423 East 138th Street
Bronx NY 10454

New York City Montessori
423 East 138th Street
Bronx NY 10454

To Whom It May Concern:

The New York City Fire Department ("FDNY"), Bureau of Fire Prevention, Public Buildings Unit conducted an inspection of the above-referenced premises on **11.26.2019**.

~~XXX~~ The inspection did not reveal any violations that FDNY's Public Buildings Unit is authorized to inspect and enforce.

_____ The inspection resulted in issuance of violations of the Fire Code or other laws, rules or regulations that FDNY's Public Buildings Unit is authorized to inspect and enforce.

_____ As of XXXXXXXX documents were submitted to FDNY as proof of correction, and such correction was deemed acceptable to FDNY

_____ The inspection, and a review of premises records, has disclosed that the premises may not be in compliance with the lawful occupancy established by the New York City Department of Buildings.

This letter shall not be construed to be a permit for, or an approval of the premises. FDNY does not certify that the premises is free from any violation for which it has not inspected, in accordance with its standard inspection protocols. This letter shall not prevent FDNY from inspecting the premises at a later date, requiring the correction of any deficiencies its finds at the premises, and/or issuing violations against the premises for conditions that do not comply with the Fire Code or other laws, rules or regulations.

Examined by: _____
Tomasz Korbas, Supervising Inspector, PBU

TOWN PARTNERS

41 Carmine St.
New York, NY 10014
Tel/Fax: [REDACTED]

July 31, 2020

New York City Montessori Charter School
423 East 138th St.
Bronx, N.Y. 10454

To Ms. Wanda Andujar,

Please be advise that Towne Partners is working with an expediter for the release of the TCO of 423 East 138th St. We submitted all requested information of the Department of Buildings and is waiting for the decision of the commissioner.

Thank you for your kind consideration with this matter.

Sincerely,



Janusz Sendowski
Member- Towne Partners LLC

Note for 2019-20 Annual Report Submission - In addition to this letter, we are attaching a copy of the Certificate of Occupancy included our 2018-19 Annual Report.

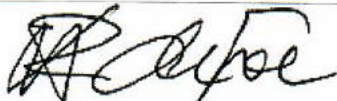
Certificate of Occupancy

CO Number: [REDACTED]

Permissible Use and Occupancy

All Building Code occupancy group designations are 1968 designations, except RES, COM, or PUB which are 1938 Building Code occupancy group designations.

Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
CEL		OG				MECHANICAL METER ROOM
MEZ	60	100	H-2		3A	DAY CARE FACILITY: 20 CHILDREN 3-4 YEARS AND 2 TEACHERS, 26 CHILDREN, 4-5 YEARS AND 2 TEACHERS, ACCESSORY OFFICES
001	24	OG	G		3A	SCHOOL LOBBY
001		100	H-2		3A	DAY CARE FACILITY: 10 CHILDREN , 0-12 MONTHS AND 2 TEACHERS, 10 CHILDREN, 12-24 MONTHS AND 2 TEACHERS, 10 CHILDREN, 2-3 YEARS AND 2 TEACHERS, 13 CHILDREN, 2-3 YEARS AND 2 TEACHERS, 10 CHILDREN, 1-2 YEARS, AND 2 TEACHERS, ACCESSORY OFFICES.
001	30	OG	E		4A	MEDICAL OFFICES, MEDICAL OFFICE LOBBY
001	60	OG	C		6A	3 STORES (LAUNDRY, PHARMACY, RETAIL STORE)
002	6	100	G		3A	KITCHEN IN CONJUNCTION WITH SCHOOL, CAFETERIA IN CONJUNCTION WITH SCHOOL.
002	136	100	G		3A	SCHOOL
002	50	100	E		4A	COMMUNITY CENTER, OFFICES (ACCESSORY)
003		100	G		3B	OUTDOOR PLAY AREA IN CONJUNCTION WITH SCHOOL.
003	175	100	G		3A	SCHOOL
004	215	100	G		3A	SCHOOL



Borough Commissioner



Commissioner

DOCUMENT CONTINUES ON NEXT PAGE