

Application: Manhattan Charter School

Maria Campo - grants@csbm.com
2020-2021 Annual Report

Entry 1 School Info and Cover Page

Completed - Aug 2 2021

Instructions

Required of ALL Charter Schools

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

Entry 1 School Information and Cover Page

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

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

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

MANHATTAN CHARTER SCHOOL 310100860873

a. Popular School Name

(No response)

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

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

SUNY BOARD OF TRUSTEES

c. DISTRICT / CSD OF LOCATION

CSD # 1 - MANHATTAN

d. DATE OF INITIAL CHARTER

7/2004

e. DATE FIRST OPENED FOR INSTRUCTION

9/2005

h. SCHOOL WEB ADDRESS (URL)

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

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

290

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

231

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

Check all that apply

Grades Served

K, 1, 2, 3, 4, 5

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

No

FACILITIES INFORMATION

m. FACILITIES

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

No, just one site.

School Site I (Primary)

ml. SCHOOL SITES

Please provide information on Site I 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 I	100 Attorney Street, New York, NY 10002	212-533-2743	NYC CSD I	K-5	No

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Genie DePolo	212-533-2743	914-316-5978	gdepolo@manhattancharterschool.org
Operational Leader	Gianina Kesselman	212-533-2743	914-574-1606	gkesselman@manhattancharterschool.org
Compliance Contact	Genie DePolo	212-533-2743	914-316-5978	gdepolo@manhattancharterschool.org
Complaint Contact	Genie DePolo	212-533-2743	914-316-5978	gdepolo@manhattancharterschool.org
DASA Coordinator	Genie DePolo	212-533-2743	914-316-5978	gdepolo@manhattancharterschool.org
Phone Contact for After Hours Emergencies	Genie DePolo	212-533-2743	914-316-5978	gdepolo@manhattancharterschool.org

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

Co-located Space

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

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

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

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

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

Site 1 Certificate of Occupancy (COO)

Site 1 Fire Inspection Report

CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR

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

Yes

n2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in Maximum Approved Enrollment	Decrease maximum enrollment from 290 to serve 240 students in grades K-5 for the 2021-22 school year through the 2023-24 school year.	12/09/2020	03/17/2021
2				
3				
4				
5				

More revisions to add?

No

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

Yes

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report.

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

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

Responses Selected:

Yes

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

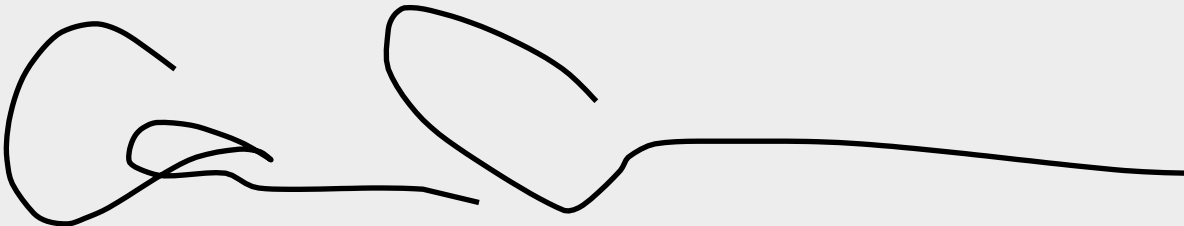
Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

Aug 2 2021

Thank you.



Entry 3 Accountability Plan Progress Reports

Incomplete

Instructions

SUNY-Authorized Charter Schools ONLY

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

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

Entry 4 - Audited Financial Statements

Incomplete

Required of ALL Charter Schools

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

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

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

Entry 4a – Audited Financial Report Template (SUNY)

Incomplete

Instructions - SUNY-Authorized Charter Schools ONLY

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

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

Entry 5 – Fiscal Year 2021-2022 Budget

Incomplete

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

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

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

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

Entry 6 – Board of Trustees Disclosure of Financial Interest

Form

Completed - Aug 2 2021

Required of ALL Charter Schools by August 2

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

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

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

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

[AndriaOlson MCSFinancialDisclosure](#)

Filename: AndriaOlson_MCSFinancialDisclosure.pdf **Size:** 284.8 kB

[MegannMcManus MCSFinancialDisclosure](#)

Filename: MegannMcManus_MCSFinancialDisclosure.pdf **Size:** 276.7 kB

[AnnabelJavier MCSFinancialDisclosure](#)

Filename: AnnabelJavier_MCSFinancialDisclosure.pdf **Size:** 423.6 kB

[LaurenSchwarz MCSFinancialDisclosure](#)

Filename: LaurenSchwarz_MCSFinancialDisclosure.pg1.pdf **Size:** 906.8 kB

[LaurenSchwarz MCSFinancialDisclosure](#)

Filename: LaurenSchwarz_MCSFinancialDisclosure.pg2.pdf **Size:** 1.3 MB

[CaitlinConklin MCSFinancialDisclosure](#)

Filename: CaitlinConklin_MCSFinancialDisclosure.pdf **Size:** 784.6 kB

[BeccaEdil MCSFinancialDisclosure](#)

Filename: BeccaEdil_MCSFinancialDisclosure.pdf **Size:** 274.0 kB

Entry 7 BOT Membership Table

Completed - Aug 2 2021

Instructions

Required of All charter schools

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

Entry 7 BOT Table

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

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

	Trustee Name	Trustee 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 2020-2021
1	Caitlin Conklin	cconklin@manhattanartschool.org	Chair	Oversees all committees	Yes	2	07/01/2020	06/30/2022	12
2	Begaim (Becca) Edil	bedil@manhattanartschool.org	Treasurer	Finance	Yes	2	12/01/2020	11/30/2022	11
		ajavier@manhattanartschool.org							

3	Annabel Javier	attancharterschool.org	Trustee/Member	Nominating	Yes	1	07/01/2020	06/30/2022	10
4	Megann McManus	mmcmanus@manhattancharter.org	Secretary	Nominating	Yes	2	09/01/2020	08/31/2022	9
5	Andria Olson	aolson@manhattancharter.org	Trustee/Member	Finance	Yes	2	11/01/2020	10/31/2022	10
6	Lauren Schwarz	lschwarz@manhattancharter.org	Trustee/Member	Education	Yes	1	01/01/2019	12/31/2021	12
7									
8									
9									

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

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

3. Number of Board meetings held during 2020-2021

12

4. Number of Board meetings scheduled for 2021-2022

12

Thank you.

Entry 9 Enrollment & Retention

Completed - Aug 2 2021

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

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

meeting or making progress toward meeting its enrollment and retention targets in 2021-2022.

Entry 9 Enrollment and Retention of Special Populations

Instructions for Reporting Enrollment and Retention Strategies

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

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
Economically Disadvantaged	In 2020-21, 91% of our students were economically disadvantaged, as measured by eligibility for Free and Reduced Price Lunch. To recruit these students, MCS focuses its efforts in small, low-tuition Pre-K programs, as well as Head Start Programs, located in CSD I. Outreach sessions for students are publicized using flyers, signage at the school, and contact with community organizations. Families are encouraged to visit the school, talk to instructional, executive and other staff, visit classes, and	In 2021-22, MCS will continue to focus its efforts to recruit economically disadvantaged students in small, low-tuition Pre-K programs, as well as Head Start Programs, located in CSD I. Outreach sessions for students will be publicized using flyers, signage at the school, and contact with community organizations. Families will be encouraged to visit the school, talk to instructional, executive and other staff, visit classes, and meet currently enrolled students. The school allocates a significant budget for recruitment, in order to advertise in paper and online platforms, posters on NY ferries, and pole banners. We do

	<p>meet currently enrolled students, although some of these efforts were done virtually during the pandemic.</p>	<p>targeted mailings through Vanguard.</p> <p>In addition, we have joined Schola, an online platform that provides targeted outreach and increased awareness of the school.</p>
<p>English Language Learners</p>	<p>Manhattan Charter School undertakes significant measures to recruit student applicants who are English Language Learners (11% of total student body in 2020-21) including translated promotional materials and translation services for person-to-person interactions, when needed. The school has a 20% lottery set-aside for students who indicate they primarily speak a language other than English on their application in an effort to recruit additional English Language Learners. The paper application is available in English, Mandarin, Spanish, and Tibetan in addition to the Common Charter School application via the NYC Charter Schools Center website, which is available in 10 languages. For any parent that requests assistance in completing the application, the Family Relations and Attendance Coordinator and other multilingual MCS staff will provide help. If translation services are required and</p>	<p>In 2021-22, Manhattan Charter School will continue to undertake all measures to recruit ELL students and will provide translation services for all promotional materials and any person-to-person interaction requiring an English translation. The school has a 20% lottery set-aside for students who indicate they primarily speak a language other than English on their application in an effort to recruit additional English Language Learners. The paper application will be made available in English, Mandarin, Spanish, and Tibetan. We will advertise in foreign language newspapers and attend local community events for non-English speaking communities, specifically in Spanish-speaking communities. We will continue to conduct outreach in Bangladeshi and Pakistani communities, which have grown in the district. Parents of students in the school reach out to other parents in their communities.</p> <p>In addition, we will accept the Common Charter School application via the NYC Charter Schools Center website, which is available in 10 languages. For any parent that requests</p>

	<p>multilingual staff are unavailable, we will hire translators during the admission period. Our website is available in all languages using Google translation services.</p>	<p>assistance in completing the application, the Family Relations and Attendance Coordinator and other multilingual MCS staff will provide help. If translation services are required and multilingual staff are unavailable, we will hire translators during the admission period. Our website is available in all languages using Google translation services.</p>
<p>Students with Disabilities</p>	<p>Each year, Manhattan Charter School holds tours and information sessions to inform the families of prospective students and community members about its program. Information sessions are held at the school itself, at Pre-Ks and nursery schools, and programs offering music instruction to children and additional community locations. These meetings provide us the opportunity to discuss the many services we have available to families including the support of our academic intervention specialists, our Child Associate, Speech, Occupational Therapist and our reading teacher who work directly with any students with disabilities. In 2020-21, our SWD percentage was 26%.</p>	<p>In 2021-22, Manhattan Charter School will hold tours and information sessions to inform the families of prospective students and community members about its program. Pending any changes due to consideration of COVID protocols, information sessions will be held at the school itself, at Pre-Ks and nursery schools, and programs offering music instruction to children and additional community locations. These meetings will provide us the opportunity to discuss the many services we have available to families including the support of our academic intervention specialists, our Child Associate, Speech, Occupational Therapist and our reading teacher who work directly with any students with disabilities.</p>

Retention Efforts Toward Meeting Targets

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

Entry 10 – Teacher and Administrator Attrition

Completed - Aug 2 2021

Form for "Entry 10 – Teacher and Administrator

Attrition" Revised to Employee Fingerprint Requirements Attestation

A. TEACH System – Employee Clearance

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

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

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

B. Emergency Conditional Clearances

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

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

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

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

Attestation

Responses Selected:

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

Entry 13 School Calendar

Completed - Aug 2 2021

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

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

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

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

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

only.

MCS and MCS2 Student Calendar 2021-2022

Filename: MCS_and_MCS2_Student_Calendar_2021-2022.pdf **Size:** 151.9 kB

Entry 14 Links to Critical Documents on School Website

Completed - Aug 2 2021

Instructions

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

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

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

Form for Entry 14 Links to Critical Documents on School Website

School Name: Manhattan Charter School

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

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

	Link to Documents
1. Most Recent Annual Report (i.e., 2019-20)	http://www.manhattancharterschool.org/wp-content/uploads/MCS-19-20-Annual-Report.pdf
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	https://www.manhattancharterschool.org/governance-2/
2a. Webcast of Board Meetings (per Governor's Executive Order)	https://www.manhattancharterschool.org/governance-2/
3. Link to NYS School Report Card	https://data.nysed.gov/essa.php?instid=800000057944&year=2020&createreport=1&OverallStatus=1&section_1003=1&EMStatus=1&naep=1&expnd=1&staffqual=4&feddata=1
4. Lottery Notice announcing date of lottery	https://www.manhattancharterschool.org/enroll/
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	
6. District-wide Safety Plan	https://www.manhattancharterschool.org/governance-2/
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	http://www.manhattancharterschool.org/wp-content/uploads/Parent-Handbook-2020-2021.pdf
7. Authorizer-Approved FOIL Policy	http://www.manhattancharterschool.org/wp-content/uploads/FOIA-Plan.pdf
8. Subject matter list of FOIL records	http://www.manhattancharterschool.org/wp-content/uploads/FOIA-Plan.pdf

Thank you.



2021 DISCLOSURE OF FINANCIAL INTEREST FORM

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

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

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

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

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

None

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

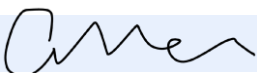
3) Identify each individual, business, corporation, union association, firm, partnership, committee, proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation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

None

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

Trustee Signature

Signature:



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

2021 DISCLOSURE OF FINANCIAL INTEREST FORM

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

Education Corporation, Trustee Name and Position(s)	
Name of education corporation:	Manhattan Charter Schools (I & II)
Name of trustee (print):	Megann K. McManus
Position(s) on board, if any (e.g., chair, treasurer, committee chair, etc.):	
Email Address:	megann.mcmanus@jacksonlewis.com

Home Address	
Please complete with <i>changes</i> only:	
Street:	1941 S. Jackson Ave.
City, State Zip:	El Dorado, AR 71730
Phone:	

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

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

None

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

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

None

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

Trustee Signature

Signature:

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

2021 DISCLOSURE OF FINANCIAL INTEREST FORM

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

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

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

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

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

None

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

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

None

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

Trustee Signature

Signature:

Annabel Javier

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



2021 DISCLOSURE OF FINANCIAL INTEREST FORM

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

Education Corporation, Trustee Name and Position(s)

Name of education corporation: Manhattan Charter School

Name of trustee (print): Lauren Schwarz

Position(s) on board, if any (e.g., chair, treasurer, committee chair, etc.):

Email Address: Laurenschwarz@gmail.com

Home Address

Please complete with changes only:

Street:

City, State Zip:

Phone:

Business Address

Please complete with change only:

Business Name:

Street:

City, State Zip:

Phone:

Questions

1) Are you, or have you been during the last school year (July 1-June 30), an employee of the education corporation? [If you check yes, answer (a), (b), and (c)]. O Yes @ No

(a) Description of the position:

(b) Salary:

(c) Start date:

2) Are you related, by blood, marriage, or legal adoption/guardianship, to, or do you cohabit with, any person (any of the foregoing being an "interested person") who is, or, during the last school year (July 1-June 30), was employed by the education corporation, or who could otherwise benefit from your being a trustee? If yes, please identify each interest/transaction (and provide the requested information) that you ("self") or any interested persons have held or engaged in with the education corporation during the prior school year.

None

Name and Relationship	Nature of Financial Interest/Transaction	Approximate Value of the Business Conducted	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Date of Transaction(s) or "Ongoing"
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3) Identify each individual, business, corporation, union association, firm, partnership, committee, proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation and in which such entity, during the preceding school year (July 1-June 30), you and/or an interested person had a financial interest or other relationship. If you or an interested person are a member, director, officer, or employee of an organization doing business with the education corporation through a management, shared services, or other services agreement, you need not list every transaction between such entity and the education corporation; rather, please identify only the name of the entity, the applicable position in the entity as well as the relationship between such entity and the education corporation.

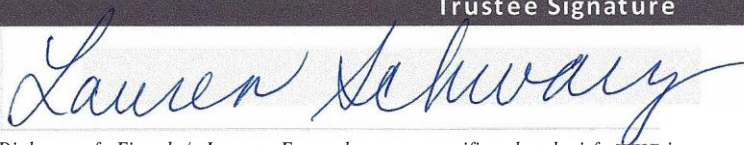
ii None

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

Signature:



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

Charter Schools Institute

The State University of New York

2021 DISCLOSURE OF FINANCIAL INTEREST FORM

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

Education Corporation, Trustee Name and Position(s)

Name of education corporation:

Charter Schools Institute

Name of trustee (print):

Caity Conklin

Position(s) on board, if any (e.g., chair, treasurer, committee chair, etc.):

Chair

Email Address:

CaityConklin@gmail.com

Home Address

Please complete with changes only:

Street: 501 C. St. Wg
City, State Zip: W. N. Y. - "U"
Phone: (516) 445-4250

Business Address

Please complete with changes only:

Business Name: _____
Street: _____
City, State Zip: _____
Phone: _____

Questions

1) Are you, or have you been during the last school year (July 1-June 30), an employee of the education corporation? [If you check yes, answer 1a), 1b), and 1c).] Yes No

1a) Description of the position: _____

1b) Salary: _____

1c) Start date: _____

2) Are you related, by blood, marriage, or legal adoption/guardianship, to, or do you cohabit with, any person (any of the foregoing being an "interested person") who is, or, during the last school year (July 1-June 30), was employed by the education corporation, or who could otherwise benefit from your being a trustee? If yes, please identify each interest/transaction (and provide the requested information) that you ("self") or any interested persons have held or engaged in with the education corporation during the prior school year.

- one

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

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

one

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

Trustee Signature

Signature: Cl.

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

2021 DISCLOSURE OF FINANCIAL INTEREST FORM

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

Education Corporation, Trustee Name and Position(s)	
Name of education corporation:	Manhattan Charter Schools
Name of trustee (print):	Begaiym Edil
Position(s) on board, if any (e.g., chair, treasurer, committee chair, etc.):	Treasurer, Finance Committee
Email Address:	bedil@manhattancharterschool.org

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

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

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

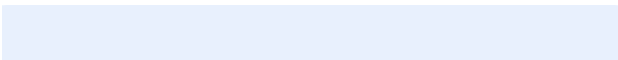
None

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

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

None

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



Trustee Signature

Signature:

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



MCS and MCS2 Calendar 2021-2022

SCHOOL CALENDAR

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

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