



# Entry 1 School Information

Created: 06/28/2017 • Last updated: 07/30/2017

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 authorizer are visible on your task page. While completing this task, please ensure that you select the correct authorizer (**as of June 30, 2017**) or you may not be assigned the correct tasks.

**a. SCHOOL NAME AND BEDS#** MOTT HALL CS (REGENTS)

(Select name from the drop down menu)

**b. CHARTER AUTHORIZER** Regents-Authorized Charter School

(For technical reasons, please re-select authorizer name from the drop down menu).

**c. DISTRICT / CSD OF LOCATION** NYC CSD 9

## d1. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	1260 Franklin Avenue Bronx, NY 10456	[REDACTED]		

## d2. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Connie Lobdell
Title	Principal
Emergency Phone Number (###-###-####)	[REDACTED]

**e. SCHOOL WEB ADDRESS (URL)** [www.motthallcharterschool.org](http://www.motthallcharterschool.org)

**f. DATE OF INITIAL CHARTER** 12/2010

**g. DATE FIRST OPENED FOR INSTRUCTION** 08/2012

# **h1. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

## MISSION STATEMENT

The mission of the Mott Hall Charter School is to prepare our scholars in mind, body, and character to succeed in top high schools, colleges, and careers by becoming inquisitive, open-minded, and compassionate citizens of the world.

# **h2. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

KEY DESIGN ELEMENTS (Brief description of Key design elements 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. The design elements may include a specific content area focus; unique student populations to be served; specific educational programs or pedagogical approaches; unique calendar, schedule, or configurations of students and staff; and/or innovative organizational structures and systems.

Variable 1	<p>Building on a track record of success</p> <p>Mott Hall Charter School is based on the Mott Hall school model which has a track record of academic success in underserved communities and a strong reputation amongst parents and community members. The original Mott Hall middle school is consistently ranked as one of the top middle schools in New York City. “Inside Schools” calls it “the jewel of district 6” and a great “source of pride in the Dominican Communities of Washington Heights and Inwood where most of its students live.” Building on this success, Replications, Inc. (Replications), a New York City based school start-up and support organization has opened six Mott Hall middle schools over the past ten years all of which have achieved attendance levels well above 90% and have maintained the same high academic standards.</p>
Variable 2	<p>Educational Program</p> <p>Mott Hall Charter School’s curriculum is standards-based and all learning activities and assessments are aligned to the New York State and Common Core standards. MHCS’s educational program is guided by the International Baccalaureate (IB) Middle Years Programme (MYP) and includes a college and career readiness program and a social and emotional health program.</p> <p>International Baccalaureate Middle Years Programme: The MYP ensures academic rigor through high quality teacher professional development and a curriculum framework which puts students at the center of a changing and increasingly</p>

interrelated world. MHCS fully implements the MYP, is an IB Middle Years Program Candidate School, and is on track to become a fully accredited IB World School during the 2017-18 school year.

College and Career Readiness Program: Our college and career readiness program is modeled on the AVID College and Career Readiness Program and utilizes many of AVID's key components like the Cornell Note-Taking System, Planners, and Student Binders. In addition, our program provides one-to-one high school placement planning for every scholar at Mott Hall as well as high school admission test preparation, and financial aid advising and assistance.

Social and Emotional Health Program: At MHCS, social and emotional health and character development are key aspects of our program. The program design is rooted in aspects of the Sanctuary model, and includes two full time clinical psychologists who provide on-going training in trauma and attachment theory, adolescent development, and other topics to all staff as well as participating in teacher observations to ensure classrooms are trauma sensitive. Our program also includes enhanced counseling for scholars who are identified as at-risk, a character development advisory class for all scholars, and on-going parent support groups.

Variable 3

Curriculum and Instruction at Mott Hall Charter School

Teachers at MHCS will use Understanding by Design (UBD) as their primary method of curriculum development. Instruction is delivered through constructivist, interdisciplinary and project-based pedagogy. In MHCS classrooms the Workshop Model of instruction will be used to ensure that students are constructing their own knowledge within a social context instead of passively receiving it from the teacher. Daily instruction in the workshop will consist of three basic parts: direct instruction; independent or small-group work; and sharing of work with peers. Within this daily structure, students will have choice in what they study, how they study it and how they present their learning. In this way students are not only more invested in their work, but they learn about themselves and their own work habits. Their peers become a real audience for whom they share their learning: not just the teacher and the grade book. The teacher serves as an expert in the subject matter, an advisor and coach—not simply the source of information and evaluator.

Variable 4

Serving Students with Special Needs

Mott Hall Charter School will ensure that English Language Learners (ELL) and students with Individual Educational Plans (IEPs) have the additional resources they need to thrive. Our goal will be to mainstream these students into the most

challenging and least restrictive classes possible. We will ensure that students receive all necessary accommodations to enable them to meet and exceed State standards. MHCS will offer intervention, using a tiered approach and research-backed programs and resources, for all students who struggle academically.

MHCS will use a collaborative team teaching approach to ensure that the needs of students with IEPs and ELLs are met. The MHCS Special Education teacher will work closely with other teachers to help them understand the needs of students with IEPs and help implement the best teaching practices. The MHCS English as a Second Language teacher will work closely with other teachers to offer support for designing lessons for, instructing, and assessing ELLs. Our ELL instructional model will include small group instruction, pull-out and push-in support from a teacher certified to teach English as a Second Language, direct vocabulary instruction, and a requirement that all lesson plans include language objectives paired with learning objectives. All MHCS teachers will receive professional development to ensure that they can address the learning needs of ELLs and students with IEPs.

Variable 5	Technology  At Mott Hall Charter School technology will be used to improve, speed, and expand the scope of student work experiences. Basic technology skills, internet safety, and the use of targeted software will be explicitly taught, but once the students have been given the tools, they must be expected and allowed to use them. Students will use technology to conduct research, build models, communicate, and share their learning.
Variable 6	(No response)
Variable 7	(No response)
Variable 8	(No response)
Variable 9	(No response)
Variable 10	(No response)

**i. TOTAL ENROLLMENT ON JUNE 30, 2017**      288

**j. GRADES SERVED IN SCHOOL YEAR 2016-17**

Check all that apply

Grades Served	6, 7, 8
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**k1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?** No

**I1. FACILITIES**

Does the school maintain or operate multiple sites?

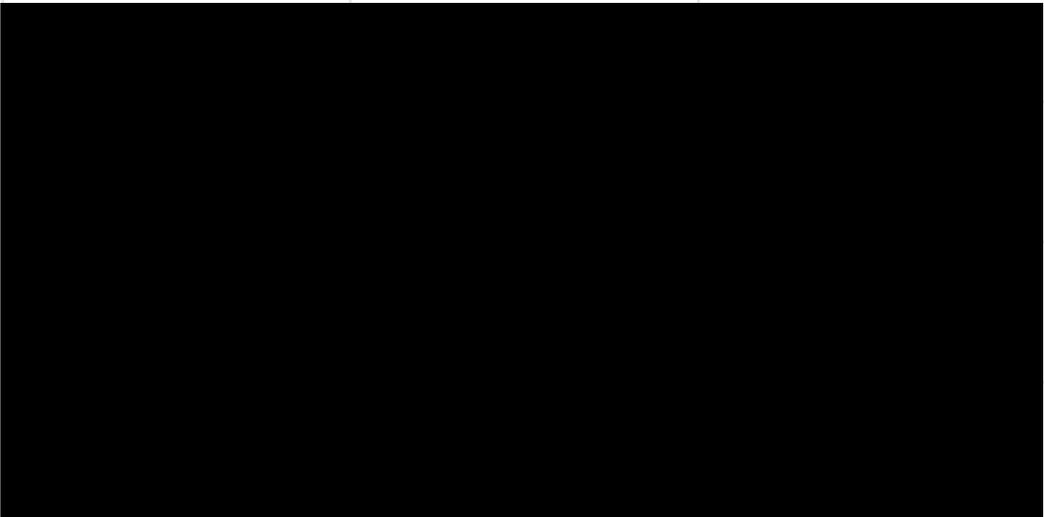
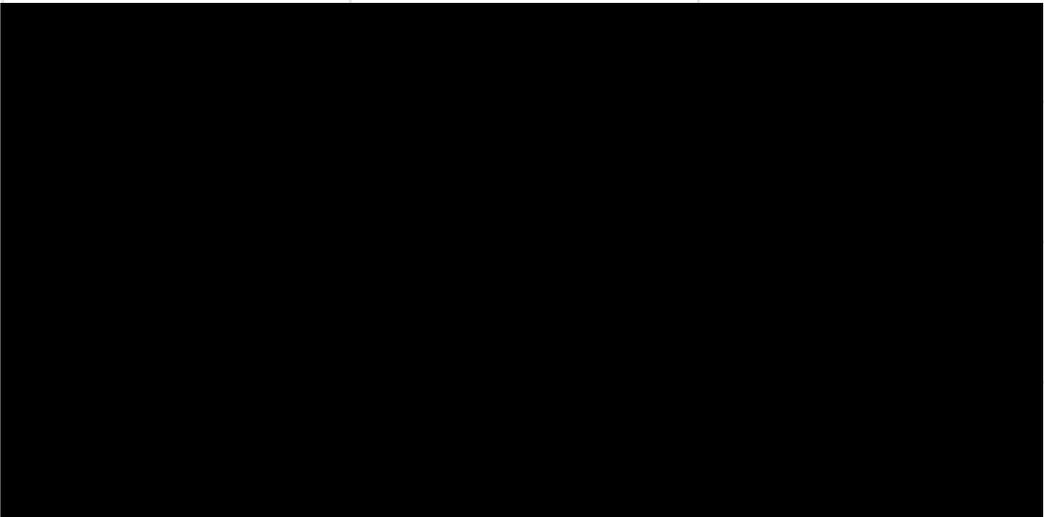
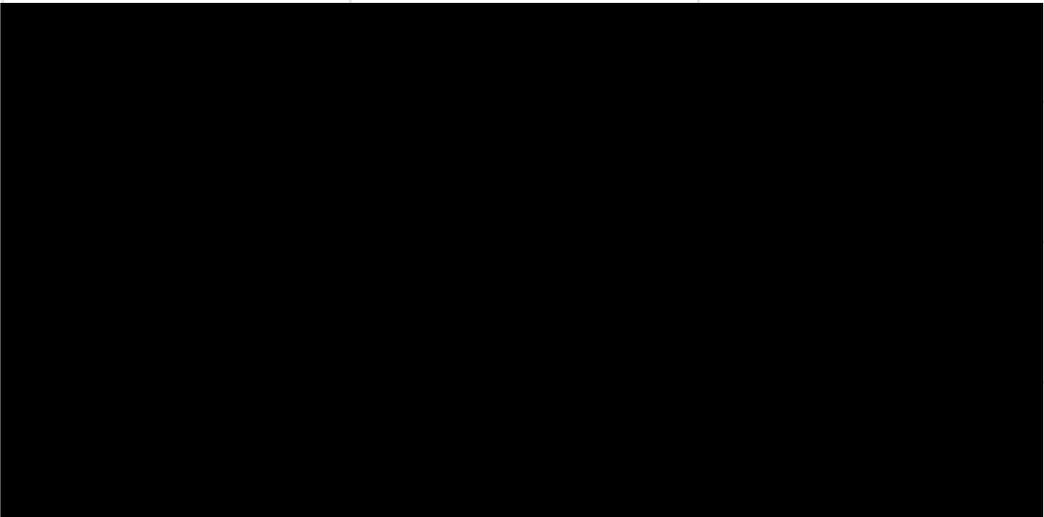
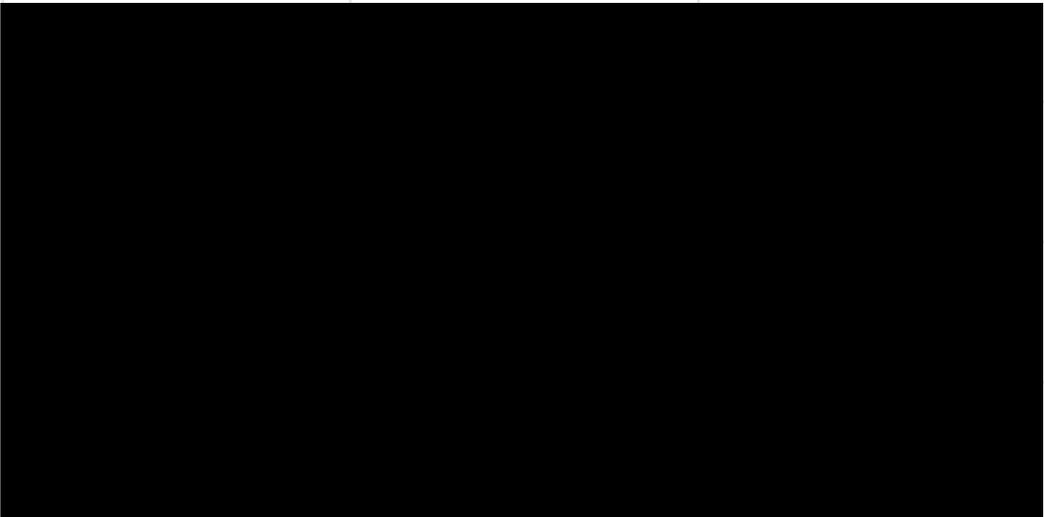
	No, just one site.
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**I2. SCHOOL SITES**

Please list the sites where the school will operate for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	1260 Franklin Avenue Bronx, NY 10456		CSD 9	6, 7, 8	Yes	DOE space
Site 2						
Site 3						

**I2a. Please provide the contact information for Site 1.**

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Connie Lobdell			
Operational Leader	Kassandra Diaz			
Compliance Contact	Kassandra Diaz			
Complaint Contact	Connie Lobdell			

**m1. Is the school or are the school sites co-located?** Yes

**m2. 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 (primary site)	09/01/2019	No		Yes	St Jerome 203 Alexander Ave Bronx NY 10454	No
Site 2						
Site 3						

**n1. Were there any revisions to the school’s charter during the 2016-17 school year? (Please include approved or pending material and non-material charter revisions).** No

**o. Name and Position of Individual(s) Who Completed the 2016-17 Annual Report.** Cassandra Diaz, Director of Operations

**p. Our signatures 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 stylist on your mobile device to sign your name).**

Yes

**Signature, Head of Charter School**

Connie Estelle

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

**Date**

2017/07/29

**Thank you.**



# Entry 2 NYS School Report Card Link

Last updated: 07/03/2017

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## 1. NEW YORK STATE REPORT CARD

<https://data.nysed.gov/reportcard.php?year=2016&instid=800000071085>

**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).



# Entry 4 Expenditures per Child

Created: 07/03/2017 • Last updated: 07/17/2017

## Financial Information

This information is required of ALL charter schools. Provide the following measures of fiscal performance of the charter school in Appendix B (Total Expenditures and Administrative Expenditures Per Child):

### 1. Total Expenditures Per Child

To calculate '**Total Expenditures per Child**' take total expenditures (from the unaudited 2016-17 Schedule of Functional Expenses) and divide by the year end FTE student enrollment. (Integers Only. No dollar signs or commas).

**Note:** The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations: <http://www.p12.nysed.gov/psc/AuditGuide.html>

Line 1: Total Expenditures	4419667
Line 2: Year End FTE student enrollment	291
Line 3: Divide Line 1 by Line 2	15184

## 2. Administrative Expenditures per Child

To calculate **'Administrative Expenditures per Child'** To calculate "Administrative Expenditures per Child" first *add* together the following:

1. Take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2016-17 Schedule of Functional Expenses)
2. Any contracted administrative/management fee paid to other organizations or corporations
3. Take the total from above and divide it by the year-end FTE enrollment. The relevant portion that must be included in this calculation is defined as follows:

Administrative Expenditures: Administration and management of the charter school includes the activities and personnel of the offices of the chief school officer, the finance or business offices, school operations personnel, data management and reporting, human resources, technology, etc. It also includes those administrative and management services provided by other organizations or corporations on behalf of the charter school for which the charter school pays a fee or other compensation. Do not include the FTE of personnel whose role is to directly support the instructional program.

**Notes:**  
***The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:***  
**<http://www.p12.nysed.gov/psc/AuditGuide.html>.**  
**Employee benefit costs or expenditures should not be reported in the above calculations.**

Line 1: Relevant Personnel Services Cost (Row)	199875
Line 2: Management and General Cost (Column)	421979
Line 3: Sum of Line 1 and Line 2	621854
Line 5: Divide Line 3 by the Year End FTE student enrollment	2136

***Thank you.***



## Financial Audit Supplemental Data Request Form

*for Regents-Authorized Charter Schools*

**School Name:** Mott Hall Charter School

**Date:** August 1, 2017

**School Fiscal Contact Name:** [Kassandra Diaz](#)  
**School Fiscal Contact Email:** [REDACTED]  
**School Fiscal Contact Phone:** [REDACTED]  
**District of Location:** 7  
**Authorizer:** SED  
**Years of Operation:** 5  
**Facility:** Public  
**Grades Currently Served:** 6th - 8th  
**Planned Grades at Full Capacity:** 6th - 8th  
**Enrollment:** 291  
**Max Enrollment:** 300  
**Year of Most Recent Data:** 2017  
**School Fiscal Contact Phone:** [REDACTED]

**School Audit Firm Name:** [Schall and Ashenfarb](#)  
**School Audit Contact Name:** [Joe Albano](#)  
**School Audit Contact Email:** [REDACTED]  
**School Audit Contact Phone:** [REDACTED]

**Latest Audit Period (through June 30):** 2016

**Do Not Use this Box** Mott Hall Charter School2016



**FILL IN GRAY CELLS**

**Mott Hall Charter School**

STATEMENTS OF FINANCIAL POSITION

FOR THE YEARS ENDED JUNE 30,

	<u>2017</u>	<u>2016</u>
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$ 1,718,514	\$ 938,212
Grants and contracts receivable	237,288	895
Accounts receivables	46,706	-
Inventory	-	-
Prepaid Expenses	-	33,810
Contributions and other receivables	-	-
Other	-	17,044
<b>TOTAL CURRENT ASSETS</b>	<b>\$ 2,002,508</b>	<b>\$ 989,961</b>
<b>OTHER ASSETS</b>		
Investments	-	-
Property, Plant and Equipment, Net	255,846	317,810
Restricted Cash	-	-
<b>OTHER ASSETS</b>	<b>\$ 255,846</b>	<b>\$ 317,810</b>
<b>TOTAL ASSETS</b>	<b>\$ 2,258,354</b>	<b>\$ 1,307,771</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued expenses	\$ 77,109	\$ 5,944
Accrued payroll and benefits	390,062	374,492
Refundable Advances	-	-
Deferred Revenue	-	-
Current maturities of long-term debt	-	-
Short Term Debt - Bonds, Notes Payable	-	-
Other	-	-
<b>TOTAL CURRENT LIABILITIES</b>	<b>\$ 467,171</b>	<b>\$ 380,436</b>
<b>LONG-TERM DEBT, net current maturities</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 467,171</b>	<b>\$ 380,436</b>
<b>NET ASSETS</b>		
Unrestricted	\$ 1,791,183	\$ 927,335
Temporarily restricted	-	-
<b>TOTAL NET ASSETS</b>	<b>\$ 1,791,183</b>	<b>\$ 927,335</b>

**TOTAL LIABILITIES AND NET ASSETS**

\$ 2,258,354

\$ 1,307,771

*Check*

-

-

**FILL IN GRAY CELLS**

**Mott Hall Charter School**  
**STATEMENTS OF ACTIVITIES**  
 FOR THE YEARS ENDED JUNE 30,

	2017			2016
	Unrestricted	Temporarily Restricted	Total	Total
<b>REVENUE, GAINS AND OTHER SUPPORT</b>				
State & Local Operating Revenue	\$ 4,852,887	\$ -	\$ 4,852,887	\$ 4,057,558
Federal - Title and IDEA	226,468	-	226,468	115,843
Federal - Other	-	-	-	-
State and City Grants	21,459	-	21,459	-
Contributions and private grants	19,921	-	19,921	42,478
After school revenue	-	-	-	-
Other	-	-	-	-
Food Service/Child Nutrition Program	-	-	-	-
<b>TOTAL REVENUE, GAINS AND OTHER SUPPORT</b>	<b>\$ 5,120,735</b>	<b>\$ -</b>	<b>\$ 5,120,735</b>	<b>\$ 4,215,879</b>
<b>EXPENSES</b>				
Program Services				
Regular Education	\$ 2,750,431	\$ -	\$ 2,750,431	\$ 2,536,595
Special Education	933,363	-	933,363	873,254
Other Programs	-	-	-	-
Total Program Services	\$ 3,683,794	\$ -	\$ 3,683,794	\$ 3,409,849
Supporting Services				
Management and general	\$ 589,507	\$ -	\$ 589,507	\$ 665,336
Fundraising	94,232	-	94,232	83,167
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 4,367,533</b>	<b>\$ -</b>	<b>\$ 4,367,533</b>	<b>\$ 4,158,352</b>
<b>SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS</b>	<b>\$ 753,202</b>	<b>\$ -</b>	<b>\$ 753,202</b>	<b>\$ 57,527</b>
Contributions				
Foundations	\$ -	\$ -	-	\$ -
Individuals	-	-	-	-
Corporations	-	-	-	-
Fundraising	-	-	-	-
Interest income	28	-	28	31
Miscellaneous income	754	-	754	11,546
Net assets released from restriction	-	-	-	-
<b>TOTAL SUPPORT AND OTHER REVENUE</b>	<b>\$ 782</b>	<b>\$ -</b>	<b>\$ 782</b>	<b>\$ 11,577</b>
<b>CHANGE IN NET ASSETS</b>	<b>\$ 753,984</b>	<b>\$ -</b>	<b>\$ 753,984</b>	<b>\$ 69,104</b>

NET ASSETS BEGINNING OF YEAR	\$	927,335	\$	-	\$	927,335	\$	858,231
PRIOR YEAR/PERIOD ADJUSTMENTS		109,864		-		109,864		-
<b>NET ASSETS - END OF YEAR</b>	<u>\$</u>	<u>1,791,183</u>	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>1,791,183</u>	<u>\$</u>	<u>927,335</u>

# New York State Education Department

Request for Proposals to Establish Charter Schools Authorized by the -  
Board of Regents -

## 2017-18 Budget & Cash Flow Template

### General Instructions and Notes for New Application Budgets and Cash Flows Templates

1	Complete ALL SIX columns in <b>BLUE</b>
2	Enter information into the <b>GRAY</b> cells
3	Cells containing <b>RED</b> triangles in the upper right corner in columns B through G contain guidance on that particular item
4	School district per-pupil tuition information is located on the State Aid website at <a href="https://stateaid.nysed.gov/charter/">https://stateaid.nysed.gov/charter/</a> . Rows may be inserted in the worksheet to accommodate additional districts if necessary.
5	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please 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.



<Enter School Name Here>

**PROJECTED BUDGET FOR 2017-2018**

**July 1, 2017 to June 30, 2018**

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	-	-	-	-	-	-
Total Expenses	-	-	-	-	-	-
Net Income	-	-	-	-	-	-
Actual Student Enrollment	-	-	-	-	-	-
Total Paid Student Enrollment	-	-	-	-	-	-

PROGRAM SERVICES

SUPPORT SERVICES

REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
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CFO / Director of Finance	-	-	-	-	-	-
Operation / Business Manager	-	-	-	-	-	-
Administrative Staff	-	-	-	-	-	-
<b>TOTAL ADMINISTRATIVE STAFF</b>						
<b>INSTRUCTIONAL PERSONNEL COSTS</b>						
Teachers - Regular	-	-	-	-	-	-
Teachers - SPED	-	-	-	-	-	-
Substitute Teachers	-	-	-	-	-	-
Teaching Assistants	-	-	-	-	-	-
Specialty Teachers	-	-	-	-	-	-
Aides	-	-	-	-	-	-
Therapists & Counselors	-	-	-	-	-	-
Other	-	-	-	-	-	-
<b>TOTAL INSTRUCTIONAL</b>						
<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>						
Nurse	-	-	-	-	-	-
Librarian	-	-	-	-	-	-
Custodian	-	-	-	-	-	-
Security	-	-	-	-	-	-
Other	-	-	-	-	-	-
<b>TOTAL NON-INSTRUCTIONAL</b>						
<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>						
<b>PAYROLL TAXES AND BENEFITS</b>						
Payroll Taxes	-	-	-	-	-	-
Fringe / Employee Benefits	-	-	-	-	-	-
Retirement / Pension	-	-	-	-	-	-
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>						
<b>TOTAL PERSONNEL SERVICE COSTS</b>						
<b>CONTRACTED SERVICES</b>						
Accounting / Audit	-	-	-	-	-	-
Legal	-	-	-	-	-	-
Management Company Fee	-	-	-	-	-	-
Nurse Services	-	-	-	-	-	-
Food Service / School Lunch	-	-	-	-	-	-
Payroll Services	-	-	-	-	-	-
Special Ed Services	-	-	-	-	-	-
Titliment Services (i.e. Title I)	-	-	-	-	-	-
Other Purchased / Professional / Consulting	-	-	-	-	-	-
<b>TOTAL CONTRACTED SERVICES</b>						

**SCHOOL OPERATIONS**

<Enter School Name Here>

**PROJECTED BUDGET FOR 2017-2018**

**July 1, 2017 to June 30, 2018**

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	-	-	-	-	-	-
Total Expenses	-	-	-	-	-	-
Net Income	-	-	-	-	-	-
Actual Student Enrollment	-	-	-	-	-	-
Total Paid Student Enrollment	-	-	-	-	-	-

PROGRAM SERVICES

SUPPORT SERVICES

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Board Expenses	-	-	-	-	-	-
Classroom / Teaching Supplies & Materials	-	-	-	-	-	-
Special Ed Supplies & Materials	-	-	-	-	-	-
Textbooks / Workbooks	-	-	-	-	-	-
Supplies & Materials other	-	-	-	-	-	-
Equipment / Furniture	-	-	-	-	-	-
Telephone	-	-	-	-	-	-
Technology	-	-	-	-	-	-
Student Testing & Assessment	-	-	-	-	-	-
Field Trips	-	-	-	-	-	-
Transportation (student)	-	-	-	-	-	-
Student Services - other	-	-	-	-	-	-
Office Expense	-	-	-	-	-	-
Staff Development	-	-	-	-	-	-
Staff Recruitment	-	-	-	-	-	-
Student Recruitment / Marketing	-	-	-	-	-	-
School Meals / Lunch	-	-	-	-	-	-
Travel (Staff)	-	-	-	-	-	-
Fundraising	-	-	-	-	-	-
Other	-	-	-	-	-	-

**TOTAL SCHOOL OPERATIONS**

<b>FACILITY OPERATION &amp; MAINTENANCE</b>						
Insurance	-	-	-	-	-	-
Janitorial	-	-	-	-	-	-
Building and Land Rent / Lease	-	-	-	-	-	-
Repairs & Maintenance	-	-	-	-	-	-
Equipment / Furniture	-	-	-	-	-	-
Security	-	-	-	-	-	-
Utilities	-	-	-	-	-	-

**TOTAL FACILITY OPERATION & MAINTENANCE**

<b>DEPRECIATION &amp; AMORTIZATION</b>	-	-	-	-	-	-
<b>DISSOLUTION ESCROW &amp; RESERVES / CONTINGENCY</b>	-	-	-	-	-	-

**TOTAL EXPENSES**

**NET INCOME**

**ENROLLMENT - \*School Districts Are Linked To Above Entries\***

	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
District of Location			-
School District 2 (Enter Name)			-
School District 3 (Enter Name)			-
School District 4 (Enter Name)			-
School District 5 (Enter Name)			-

<Enter School Name Here>

**PROJECTED BUDGET FOR 2017-2018**

**July 1, 2017 to June 30, 2018**

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	-	-	-	-	-	-
Total Expenses	-	-	-	-	-	-
Net Income	-	-	-	-	-	-
Actual Student Enrollment	-	-	-	-	-	-
Total Paid Student Enrollment	-	-	-	-	-	-

PROGRAM SERVICES

SUPPORT SERVICES

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
TOTAL ENROLLMENT						
REVENUE PER PUPIL	-	-	-			
EXPENSES PER PUPIL	-	-	-			









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

Trustee Name:

EMILY HARRINGTON

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

MOTT HALL CHARTER SCHOOL

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

TRUSTEE

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
---------	--	--	---

NONE

<i>Please write "None" if applicable. Do not leave this space blank.</i>			
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
<i>Please write "None" if applicable. Do not leave this space blank.</i>				
NONE	NONE	NONE	NONE	NONE

*Eric Hayler*  
 Signature

07/25/2017  
 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.*

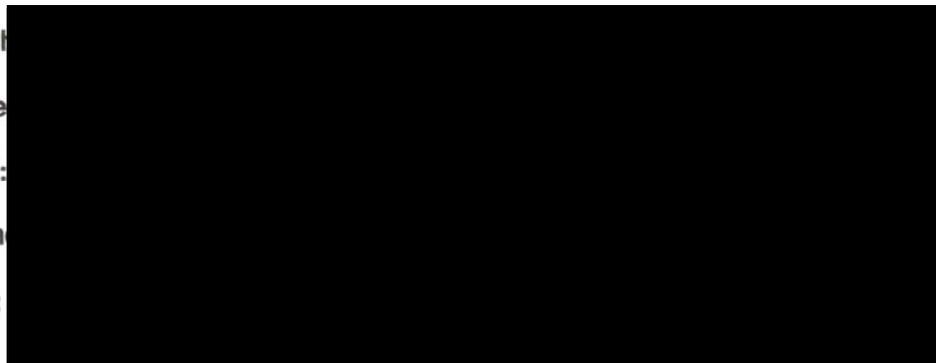
**Business Telephone:**

**Business Address:**

**E-mail Address:**

**Home Telephone:**

**Home Address:**



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

Trustee Name:

NATALIE THOMPSON

---

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

MOTT HALL CHARTER SCHOOL

---

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

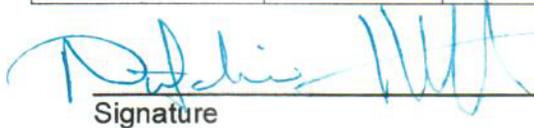
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the 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

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
<i>Please write "None" if applicable. Do not leave this space blank.</i>				



Signature

7-31-17  
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.*

Business Telephone: \_\_\_\_\_

Business Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Home Address: \_\_\_\_\_



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

**Trustee Name:**

\_\_\_\_\_  
Sarah Calderon

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

\_\_\_\_\_  
Mott Hall Charter School

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

<i>Please 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>Please write "None" if applicable. Do not leave this space blank.</i>				



Signature

Date

7/29/2017

*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.*

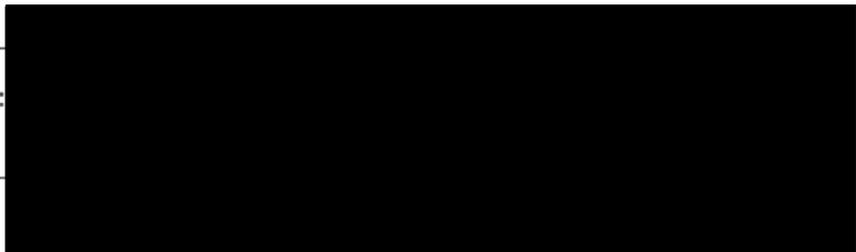
**Business Telephone:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_



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

Trustee Name:

Richard Cohen

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

Matt Hall Charter School

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

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

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
<p>Please write "None" if applicable. Do not leave this space blank.</p> <p style="font-size: 2em; text-align: center;">None</p>				

*John W.*  
 Signature

7/25/17  
 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.*

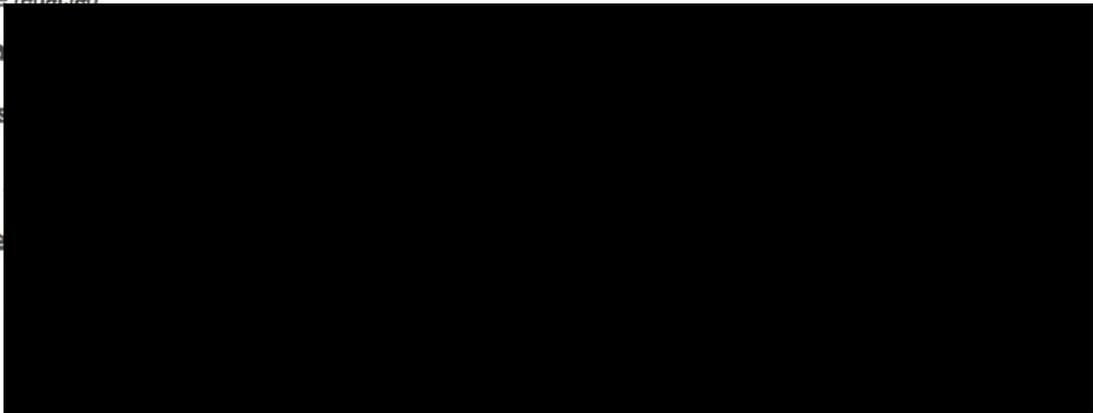
**Business Telephone:**

**Business Address:**

**E-mail Address:**

**Home Telephone:**

**Home Address:**



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

**Trustee Name:**

Karen Bhatia

---

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

Mott Hall

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

Vice 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

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

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
<p><i>Please write "None" if applicable. Do not leave this space blank.</i></p> <p>NONE</p>				

*Karen [Signature]*

7/23/17

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.*

Business Telephone: \_\_\_\_\_

Business Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Home Address: \_\_\_\_\_



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

Trustee Name:

JESSE MARGOLIS

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

MOTT HALL CHARTER SCHOOL

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

BOARD 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

12/1/12 TO 12/31/13	Please write "None" if applicable. Do not leave this space blank. I WAS A PAID CONSULTANT	I WAS NOT YET ON THE BOARD	JESSE MARGOLIS
------------------------	---	-------------------------------	----------------

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>				
NONE				

Signature

*Jane Margolin*

Date

*7/21/17*

*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.*

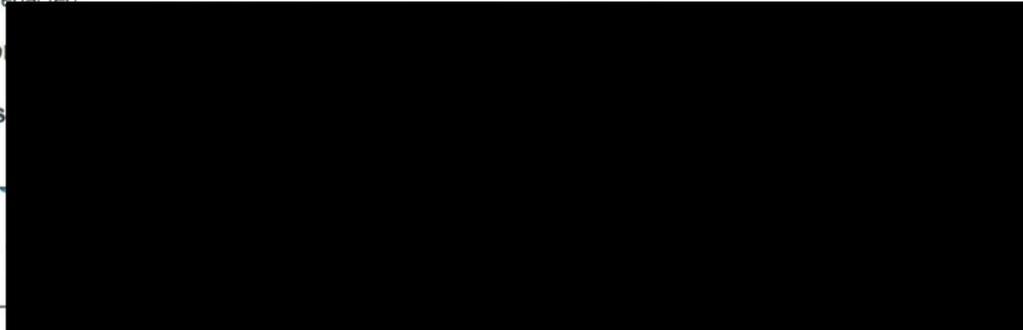
Business Telephone: \_\_\_\_\_

Business Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Home Address: \_\_\_\_\_





# Entry 9 BOT Table

Created: 07/05/2017 • Last updated: 07/31/2017

(tab across or use scroll bar at bottom of table)

## 1. Current Board Member Information

	Trustee Name	Email Addresses	Position on the Board	Committee Affiliations	Voting Member Per By-Laws? (Y/N)	Area of Expertise, and/or Additional Role at School (parent, staff member, etc.)	Number of Terms Served and Length of Each (Include election date and term expiration)	Number of Board Mtgs Attended during 2016-17?
1	Natalie Thompson	[REDACTED]	Chair/ Board President	Executive, Finance	Yes	Human Resources	2, 3 years, 1/17/15, 1/16/18	12
2	Sarah Calderon	[REDACTED]	Trustee/Member	Finance, Audit	Yes	Education	2, 3 years, 1/17/15, 1/16/18	6
3	Emily Harrington	[REDACTED]	Trustee/Member		Yes	Legal and Non-Profit Management	1, 3 years, 1/13/15, 1/12/18	10
4	Jesse Margolis	[REDACTED]	Treasurer	Executive, Finance	Yes	Education	2, 3 years, 2/25/17, 2/24/20	12

5	Richard Cohen		Secretary	Executive, Finance	Yes	Legal and Special Education	1, 3 years, 9/10/15, 9/9/18	11
6	Karen Bhatia		Vice Chair/Vice President	Executive	Yes	Legal	1, 3 years, 10/8/15, 10/7/18	11
7	Cynthia Lewis		Trustee/Member		Yes	Adolescent Health	Resigned 7/25/17	5 or less
8	Kamoy Smalling		Trustee/Member	Finance	Yes	Finance	Resigned 12/19/16	5 or less
9	Matthew Haickon		Trustee/Member		Yes	Legal	Resigned 12/22/16	5 or less
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

**2. Total Number of Members on June 30, 2016** 8

**3. Total Number of Members** 1  
**Joining the Board 2016-17 School Year**

**4. Total Number of Members** 2  
**Departing the Board during the 2016-17 School Year**

**5. Number of Voting Members** 9  
**2016-17, as set by the by-laws, resolution or minutes**

**6. Number of Board Meetings** 12  
**Conducted in the 2016-17 School Year**

**7. Number of Board Meetings** 12  
**Scheduled for the [2017-18](#) School Year**

**Thank you.**



# Entry 10 - Board Meeting Minutes

Last updated: 07/31/2017

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## [Instructions for submitting minutes of the BOT monthly meetings](#)

Regents, NYCDOE, and Buffalo BOE authorized schools must either provide a link to a complete set of minutes that are posted on the charter school website, or upload a complete set of board meeting minutes from July 2016--June 2017.

**A. Provide a URL link to the <http://motthallcharterschool.org/> Monthly Board Meeting Minutes which are posted on the School's web page.**

**OR**

**B. Upload All Monthly Board Meeting Minutes**

Combine into one .PDF file

(No response)



# Entry 11 Enrollment and Retention of Special Populations

Created: 07/26/2017 • Last updated: 08/01/2017

## Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2016-2017 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 2017-2018.

## Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Efforts Toward Meeting Recruitment Targets 2016-17)	Describe Plans Toward Meeting Recruitment Targets 2017-18)
Economically Disadvantaged	MHCS gives enrollment preference to families residing in district 9, where the school is located. We also did a Vanguard mailing to all neighboring districts, such as 8 and 12, in order to mirror ED percentages of the district. In this respect, MHCS has consistently maintained a high number of "Free and Reduced Price Meals" families. Additionally, MHCS has built relationships with elementary schools in the district by meeting administrators and having presentations to parents with the services we offer. During these presentations, parents have the opportunity to learn about our monthly Parent-to-Parent dinners and workshop opportunities designed for parents lacking resources or information about schooling, high school placement, or even English classes.	MHCS partnered with the NYC Charter Center for the application process. Preference is given to families residing in district 9, which is a district with high economically disadvantaged households. We have a new Family Engagement Coordinator for 2017-2018 who will be assisting families in ordering the uniform and school supplies and will make house visits. The objective is to provide monetary assistance and emotional support for struggling families.
English	MHCS uses Vanguard mailings to reach students in CSD 9, which has a high population of ELL students. All parent communications and registration material are in both Spanish and English (voicemails, texts, letters, flyers);	MHCS partnered with the NYC Charter Center for the application process. This electronic application gives parents a choice of language and includes information about our acceptance of ELLs. In order to meet our targets, we chose to give an enrollment preference to ELLs and gave them twice as many chances to receive a seat on the lottery. All the registration documents have been translated into Spanish, and so is the website and the communications sent

<p>Language Learners</p>	<p>interpreters in French and Spanish are available on site during meetings or presentations. Outreach efforts were made with elementary schools where presentation were made in both English and Spanish, and covered the supports and services offered to students classified as ELLs. Additionally, our ELL Coordinator was part of the registration team and provided assistance with Spanish-speaking families.</p>	<p>through our Facebook page. Our main office staff is all bilingual in Spanish and one staff member speaks French. We have identified an small increase in numbers of African families speaking French, and this resource has proven useful. We have a new Family Engagement Coordinator who also speaks Spanish and will be engaging and partnering with local organizations in the community, as well as helping ELL parents. Our 1st Open House for incoming 6 graders was held in English and in Spanish. Documents and handouts are also in both languages.</p>
<p>Students with Disabilities</p>	<p>MHCS uses Vanguard mailings to reach students in CSD 9, which has a high population of SWD students. Presentations and marketing materials include coverage of the supports and services offered to students classified as Special Education. In the 2016-2017 school year, MHCS implemented the Integrated Co-Teaching model in the classrooms where a general education and special education teacher were present during Math and ELA instruction.</p>	<p>MHCS partnered with the NYC Charter Center for the application process. This electronic application gives parents a choice of language and includes information about our acceptance of SPED students. Our materials and website include a description of our supports for SWD students. We will continue to offer the Integrated Co-Teaching model as it has proven to be a success and parents have expressed interest and satisfaction in the implementation of this model. We have expanded our SPED team and have very dedicated teachers and a new Coordinator who will continue working with families in order to successfully assist families. Relationships have been developed with the CSE over the years and we will be sending our teachers to more Professional Development workshops.</p>

## Retention Efforts Toward Meeting Targets

	Describe Efforts Toward Meeting Retention Targets 2016-17)	Describe Plans Toward Meeting Retention Targets 2017-18)
Economically Disadvantaged	<p>During the 2016-2017 school year, MHCS organized monthly Parent-to-Parent dinners and workshop opportunities designed for parents lacking resources or information about schooling, high school placement, or even English classes. Our main office was dedicated to help struggling families by assisting them with the purchase of the school uniform or school supplies, when needed. The families living in temporary housing, shelters or "doubled up" were in contact with our School Counselors and our Main Office; some struggling families received assistance with their uniform, transportation to and from school, or even their senior dues for the graduating students.</p>	<p>MHCS will continue the monthly Parent-to-Parent meetings with families. The school is committed to help our struggling families throughout the year by providing assistance with ordering the uniform pieces, transportation, or senior-related activities. Our new Family Engagement Coordinator will play a crucial role in retaining struggling families and creating meaningful relationships with them, especially when conducting home visits.</p>
English Language Learners	<p>At MHCS, every type of communication to parents is translated into Spanish. The communications include voice messages, texts, emails, flyers and letters. Our admin staff was mostly bilingual in Spanish and one staff member speaks French. We have identified an small increase in numbers of African families speaking French, and this resource has proven useful. Interpreting services are available on site for parent meetings at all times. The school's bilingual ELL Coordinator played a great role in the creation of parent partnerships as well.</p>	<p>For the 2017-2018 school year, MHCS will offer parents a dedicated bilingual Family Engagement Coordinator as well as an ELL Coordinator, who will be working with providing all necessary services to ELL students. The school will continue to translate all communications to parents and school information into both English and Spanish, and will continue to update its website and Facebook page in both languages.</p>
Students with Disabilities	<p>MHCS partnered with the NYC Special Education Collaborative and has benefited from their quality workshops and trainings. As a result, our teachers were sent to Special Education workshops throughout the year. This year, MHCS implemented the Integrated Co-Teaching model in the classrooms where a general education and special education teacher were both present during Math and ELA instruction. Our Sped Coordinator, with the help of the CSE, closely monitored Sped teachers and made sure that all IEPs were up-to-date and all services were being provided.</p>	<p>MHCS's new Special Education Coordinator will continue to work with families and the CSE in order to provide accurate and strong services to the Special Education population. We have extended our collaboration with the NYC Special Education Collaborative so that teachers can benefit from Professional Development. We will continue to offer the Integrated Co-Teaching model as it has proven to be a success and parents have expressed interest and satisfaction in the implementation of this model.</p>



# Entry 12 Classroom Teacher and Administrator Attrition

Created: 06/28/2017 • Last updated: 07/26/2017

Report changes in teacher and administrator staffing.

## Instructions for completing the Classroom Teacher and Administrator Attrition Tables

Charter schools must complete the two tables named 2016-2017 Classroom Teacher and Administrator Attrition to report changes in teacher and administrator staffing in 2016-2017. Please provide the full time equivalent (FTE) of staff on June 30, 2016; the FTE for any departed staff from July 1, 2016 through June 30, 2017; the FTE for added staff from July 1, 2016 through June 30, 2017; and the FTE of staff added in newly created positions from July 1, 2016 through June 30, 2017 using the two tables provided.

### Classroom Teacher Attrition Table

	FTE Classroom Teachers on June 30, 2016	FTE Classroom Teachers Departed 7/1/16 - 6/30/17	FTE Classroom Teachers Filling Vacant Positions 7/1/16 - 6/30/17	FTE Classroom Teachers Added in New Positions 7/1/16 - 6/30/17	FTE of Classroom Teachers on June 30, 2017
	22	11	9	4	24

### Administrator Position Attrition Table

	FTE Administrative Positions on June 30, 2016	FTE Administrators Departed 7/1/16 - 6/30/17	FTE Administrators Filling Vacant Positions 7/1/16 - 6/30/17	FTE Administrators Added in New Positions 7/1/16 - 6/30/17	FTE Administrative Positions on June 30, 2017
	12	7	3	3	12

Thank you



# Entry 13 Uncertified Teachers

Created: 07/30/2017 • Last updated: 07/31/2017

**FTE Count of All Teachers (Certified and Uncertified) as of June 30, 2017** 24

**FTE Count of All Certified Teachers as of June 30, 2017** 13

## Instructions for Reporting Percent of Uncertified Teachers

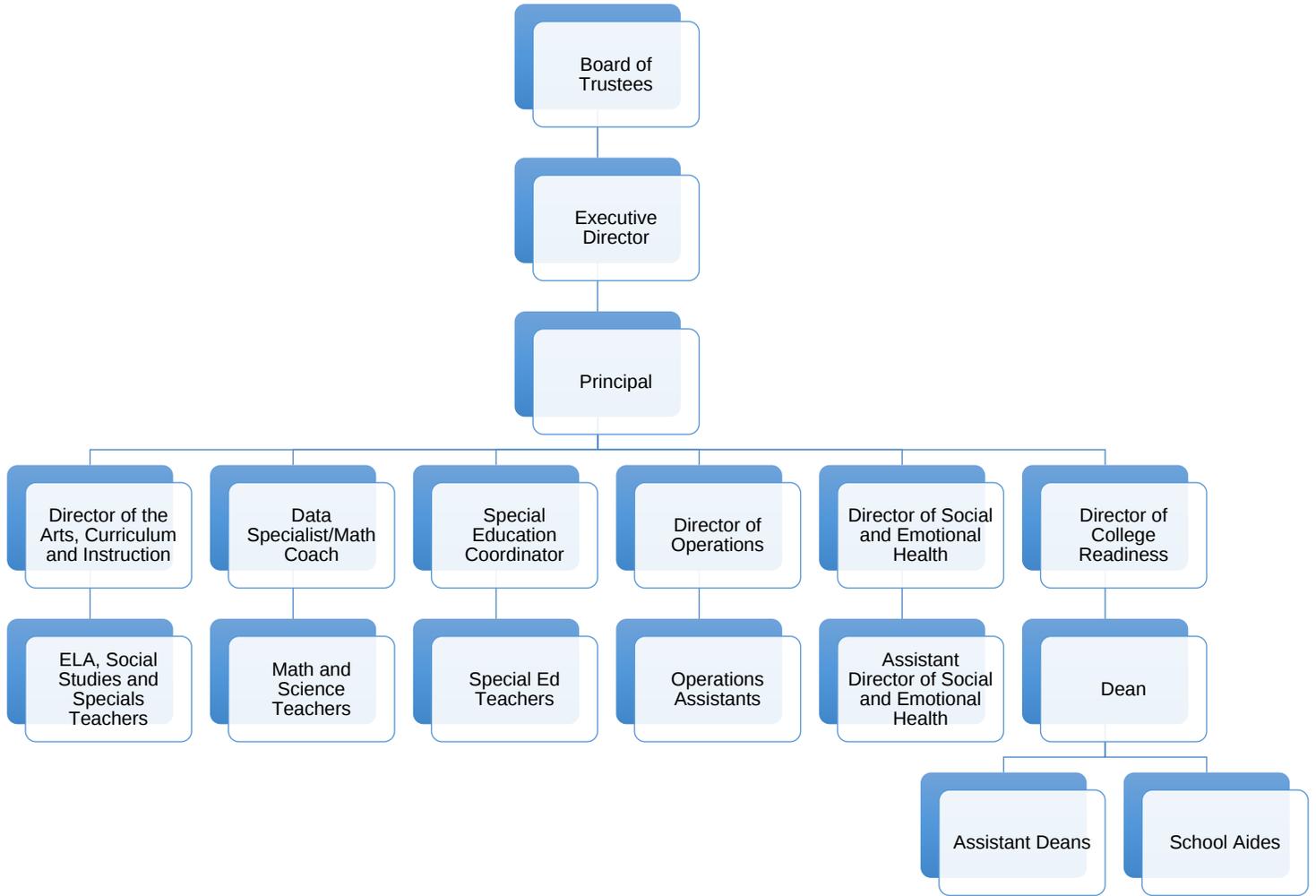
The table below is reflective of the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Enter the relevant full time equivalent (FTE) count of teachers in each column. For example, a school with 20 full time teachers and 5 half time teachers would have an FTE count of 22.5. If more than one column applies to a particular teacher, please select one column for the FTE count. Please do not include paraprofessionals, such as teacher assistants.

**FTE count of uncertified teachers on June 30, 2017, and each uncertified teacher should be counted only once.**

1. Total FTE count of uncertified teachers (6-30-17)	11
2. FTE count of uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience (6-30-17)	6
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-17)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6-30-17)	0
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6-30-17)	1
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6-30-17)	4

**Thank you.**

# 2016-2017 Organization Chart



# 2017-2018 School Calendar

August 2017						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14 - Staff Orientation begins (2 wks)  
24,25 - "Bridge Program" and Orientation 6th grade  
28 - First Day of School  
4 days

February 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Saturday Academy: 3, 10  
7 - Parent Check-in #3  
16-23 Mid-Winter Recess  
14 days

September 2017						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 - Labor Day - No School  
7 - Public Schools start  
13 Back-to-School Night (6th gr)  
14 Back-to-School Night (7th/8th gr)  
21,22 - Rosh Hashanah - No School  
29 - Progress Reports  
18 days

March 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Saturday Academy: 3, 10, 17, 24  
16 - End of Quarter 3  
21 - Grades are due  
23 - Report Cards  
29 - 1/2 day for students - All Staff PD  
30 - Good Friday  
21 days

October 2017						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4 - Parent Check-in #1  
9 - Columbus Day - No School  
27 - End of Quarter 1  
21 days

April 2018						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

7 - Saturday Academy  
11-13 - ELA State Exams  
16-20 Spring Recess  
28 - Saturday Math Marathon  
16 days

November 2017						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1 - Grades are due; 3 - Report cards  
Saturday Academy: 4, 18  
7 - Election Day - PD Students out  
10 - Veteran's Day observed  
22 - Progress reports  
23,24 - Thanksgiving - No School  
29 - Parent Check-in #2  
18 days

May 2018						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1-3 - Math State Exams  
28 - Memorial Day - No School  
22 days

December 2017						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Saturday Academy: 2, 9, 16  
15 - End of Quarter 2 + Staff Holiday Partv  
20 - Grades are due  
22 - Report Cards  
25 - Winter Recess Begins

June 2018						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 End of Quarter 4  
6 - Grades are due  
8 - Report cards  
14 Senior Dance  
15 - Eid al-Fitr - No School  
22 "Moving Up" Ceremony  
26 Last Day - Students (1/2 day)  
28 - Last Day - Teachers  
17 days

