

**Manhattanville in West Harlem Implementation Plan Report  
October 15, 2015 Submission**

**Declaration Reference and Key Data**

Obligation Section Number: **5.07(c)(vii)**

Obligation Title: **Graduate Scholarships for Elementary School Teachers**

Obligation Page Number: **54**

Obligation Trigger: **Acquisition by ESD or CU of all Initial Stage 1 Condemnation Parcel(s)**

Obligation Start Date: **March 12, 2012**

Obligation End Date: **March 12, 2038\* (25 Years from Commencement)**

Obligation Status: **In Compliance**

**Obligation: Innovation/Changed Conditions**

In accordance with the Declaration of Covenants and Restrictions Section 5.08, Obligation 5.07 (c)(vii) is modified to clarify the obligation. In general, the scope of services to be provided has not been changed.

*Graduate Scholarships for Elementary School Teachers.* In an effort to enhance the quality of elementary school education within the local community, and as part of Columbia University's strong commitment to supporting quality education for the community, commencing with the acquisition by ESD or CU of all Initial Stage 1 Condemnation Parcels, and continuing for a 25-year period from commencement, CU shall establish a scholarship for qualified teachers to earn a master's degree in an appropriate field from Columbia University or Teacher's College. The scholarship shall be awarded to a qualified elementary or middle school teacher either currently teaching within Community District 9 or interested in teaching elementary school within Community District 9. No more than three scholarships can be in force at any given time with a cumulative maximum of 18 credits per school year. The cumulative maximum of 18 credits per school year makes it likely that only one scholarship will be awarded annually due to the Master's Degree Program credit requirements. Recipients of the scholarships: a) must be admitted to the master's program; b) agree to teach within Community District 9 for five years after they graduate from the Master's Program; and c) meet related criteria of the NYCDOE, the United Federation of Teachers, and/or the local school principal. CU will annually assess the number of credits being utilized by the scholarship recipient(s) to determine the number of scholarships that might be awarded in any given school year.

\* Planning activities were still ongoing upon the obligation trigger date. The first graduate scholarship recipient enrolled in classes in 2013, one year after the trigger date. Therefore, this obligation will be in effect until 2038, 25 years from the commencement of the obligation implementation.

**Evidence of Compliance**

1. Annual report

Columbia University's Implementation Plan and all supporting documentation are made available on the Community Services Webpage at <http://manhattanville.columbia.edu/community-services>. For more information about communications and outreach efforts regarding the obligations, please refer to the Annual Community Outreach and Communications Report, which is also available on the Community Services Webpage.



**Annual Report: Graduate Scholarships for Elementary School Teachers**

State Submission Annual Reporting Period: **October 2014 - September 2015**

Academic Year	Name of Recipient	Program	Entrance Date	Total Credits Awarded	Total Credits Completed	Completion Date
2013-2014	██████████	Public School Administration	July 2013	36	36	August 2014
2014-2015*						
2015-2016	██████████	Curriculum and Teaching	September 2015	18	<i>In progress</i>	Anticipated: May 2017

No more than three scholarships can be in force at any given time with a cumulative maximum of 18 credits per school year. The cumulative maximum of 18 credits per school year makes it likely that only one scholarship will be awarded annually due to the Master’s Degree Program credit requirements.

**\*Academic Year 2014-2015**

The recruitment process was being refined during Academic Year 2014-2015. It is anticipated that depending on the program selected by the scholarship recipient and requirements of the specific program selected, there could be a need to adjust the recruitment process annually to meet the obligation. In the case of ██████████ she accelerated her participation and was able to utilize 36 (two years’ worth) credits in a little less than 18 months. As a result, no new scholarship was awarded in school year 2014-2015.

██████████ currently continues to serve with the Columbia Secondary School of Math, Science and Engineering utilizing her state certification for elementary school teaching.

**Additional Supporting Documentation**

- Announcement regarding availability of scholarships
- Application for Enrollment in Scholarship Program
- Applicant Pool
- Letter to scholarship recipient
- Letter of acceptance from scholarship recipient

# Graduate Scholarships for Elementary School Teachers

In an effort to support and enhance the quality of elementary school education within the local community, Columbia University offers scholarships with a cumulative maximum of 18 credits per year for qualified elementary school teachers to earn a Master's Degree in an appropriate field from Columbia University or Teachers College.

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## Applicant Eligibility Requirements

Each graduate scholarship applicant must be:

- a. **Certified** to teach elementary education in the State of New York.
- b. **Admitted** or pending admission to a Master's Degree program at Columbia University or Teachers College.
- c. **Committed** to teach for five years within Community District 9.
- d. **Approved** by the New York City Department of Education, the United Federation of Teachers, and/or their local school principal.

For more information please contact Melissa Mondesir at [mm4358@columbia.edu](mailto:mm4358@columbia.edu)

## Graduate Scholarships for Elementary School Teachers Application for Enrollment in Scholarship Program

*In an effort to support and enhance the quality of elementary school education within the local community, Columbia University offers scholarships with a cumulative maximum of 18 credits per year for qualified elementary school teachers to earn a Master's Degree from Columbia University or Teachers College.*

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  - c. **Committed** to teach for five years within Community District 9.
  - d. **Approved** by the New York City Department of Education, the United Federation of Teachers, and/or their local school principal.
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### Application Requirements Checklist

Each graduate scholarship applicant must provide the following required documents:

- Completed application form (see page 3)
- Copy of elementary education certification. Applicable certifications include:
  - Initial Certificate for Childhood Education (Grades 1-6) or
  - Initial Certificate for Middle School Education (Grades 5-9)
- Letter of admission or proof of application to a Master's Degree program at Columbia University or Teachers College
  - Master's program has to be from a pre-selected listing of CU/TC offerings. Please see *List of Available Master's Degree Programs* (Appendix A) for eligible programs.
- Letter of five-year teaching commitment
  - Letter must express applicant's commitment to teach within Community District 9 for five years after they commence their participation in the scholarship program.
- Letter of candidacy endorsement from local elementary school principal
  - Letter from local elementary school principal must approve the candidacy of each prospective scholarship recipient in writing to be considered for a graduate scholarship.

**Graduate Scholarships for Elementary School Teachers  
Application for Enrollment in Scholarship Program**

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**Application Process**

1. Interested applicants are required to completed the enclosed application (page 3) and submit the required documentation to be considered eligible for a scholarship.
  2. Columbia University will interview applicants to determine the teaching commitment of each prospective scholarship recipient.
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**Application Deadline**

**Application deadline for Fall 2015 is June 1, 2015**

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**Contact Information**

For more information regarding Graduate Scholarships for Elementary School Teachers program, please contact Melissa Mondesir at [mm4358@columbia.edu](mailto:mm4358@columbia.edu) or visit the Columbia University Community Services Webpage: <http://manhattanville.columbia.edu/graduate-scholarships-elementary-school-teachers-0>.

**Graduate Scholarships for Elementary School Teachers  
Application for Enrollment in Scholarship Program**

*In order to be considered for a scholarship, you must complete and sign the following application form along with all required documentation listed on page 1 of this application packet. All application items must be submitted as a complete package.*

**Contact Information**

<b>Full Name:</b> _____
<b>Home Address:</b> _____
<b>City, State, Zip Code:</b> _____
<b>E-mail Address:</b> _____
<b>Phone Number:</b> _____

**Teaching Experience**

<b>Name of School Where Currently Employed:</b> _____
<b>Grade Level Currently Teaching:</b> _____
<b>Number of Years Teaching:</b> _____
<b>Please list all Relevant Teaching Certifications:</b> _____
_____
_____
_____

**Master's Program**

<b>Master's Program applied to at Columbia University or Teachers College:</b> _____
<b>Status of Application (Please circle one):</b> <b>Admitted</b> <b>Awaiting Decision</b>
<b>Total Number of Credits Required for Program:</b> _____
<b>Number of Credits Enrolled in this Year (if known):</b> _____







## Graduate Scholarships for Elementary School Teachers Scholarship Program

### APPLICANT POOL

#### 1. Columbia Secondary School for Math, Science, and Engineering (CSS-MSE)

Grades Served: 6-12

Location: 425 West 123<sup>rd</sup> Street, New York, NY 10027

Condition Satisfied:	Condition Required:
<p>Since elementary school education is Grades 1-6 and CSS-MSE serves grades 6-12, then <b>teachers of Grade 6</b> at CSS-MSE would be eligible to apply for a graduate scholarship.</p> <p>If a CSS-MSE elementary school teacher is eligible for a graduate scholarship, then s/he would be able to provide either a Childhood Education Certificate (Grades 1-6) or a Middle School Education Certificate (Grades 5-9). This means there will be a certification overlap for Grade 6 for teachers from CSS-MSE.</p> <ul style="list-style-type: none"> <li>CSS-MSE elementary school teachers would fulfill the requirement that they be “qualified elementary school teachers either currently teaching within Community District 9 or interested in teaching elementary school within Community District 9”.</li> </ul>	<ul style="list-style-type: none"> <li>Qualified elementary school teachers must be accepted into a master’s degree program from the pre-approved list of programs.</li> <li>CSS-MSE elementary school teachers would meet the eligibility requirement, but the scholarship recipient would still need to make a 5 year commitment to teach within Community District 9.</li> <li>CSS-MSE elementary school teachers would need to fulfill the requirement that they meet the criteria of the NYCDOE, the United Federation of Teachers, and/or the local school principal.</li> </ul>

#### 2. Teachers College Community School (TCCS)

Grades Served: PreK-3 (School will phase in an additional grade every year to PreK-8)

Location: 168 Morningside Ave, New York, NY 10027

Condition Satisfied:	Condition Required:
<p>If elementary education is Grades 1-6 and TCCS currently serves Grades PreK-3, then teachers of Grades 1, 2, or 3 at TCCS would be eligible to apply for a graduate scholarship. If a TCCS elementary school teacher is eligible for a graduate scholarship, then s/he must be able to provide a Childhood Education Certificate (Grades 1-6).</p> <p>TCCS elementary school teachers would fulfill the requirement that they be “qualified elementary school teachers either currently teaching within Community District 9 or interested in teaching elementary school within Community District 9.”</p>	

**Graduate Scholarships for Elementary School Teachers  
Scholarship Program**

<b>Condition Satisfied:</b>	<b>Condition Required:</b>
TCCS elementary school teachers would fulfill the requirement that they meet the criteria of the NYCDOE, the United Federation of Teachers, and/or the local school principal.	TCCS elementary school teachers would meet the eligibility requirement, but the scholarship recipient would still need to make a 5 year commitment to teach within Community District 9.

**SCHOLARSHIP AVAILABILITY**

The maximum **annual** scholarship to be awarded will cover 18 credits. In many cases, this will limit the number of scholarships to one annually which may be renewed until the completion of the selected Master’s Degree. Individual programs may have a restriction on the number of credits that must be taken annually and can impact the number of scholarships awarded. Further explanation follows:

- a) 1 scholarship for 18 credits = 18 credits
- b) 2 scholarships for 9 credits ea. = 18 credits
- c) 3 scholarships for 6 credits ea. = 18 credits
- d) Or any other combination equaling 18 credits annually.

**FOR CONSIDERATION:**

**Outreach:**

Outreach will begin with the Columbia Secondary School for Math Science and Engineering as well as the Teacher’s College Community School. After at least five years, Columbia will re-evaluate to determine if additional outreach might be necessary.

**Eligibility**

A qualified elementary school teacher, who has not yet been admitted to a Master’s degree program, can still apply for a graduate scholarship, but their scholarship award will be contingent on their graduate program acceptance.

## **Graduate Scholarships for Elementary School Teachers Scholarship Program**

### **NEW YORK STATE TEACHING REQUIREMENTS**

Certified Teacher requirements:

- All states require a minimum of a bachelor's degree in education to become a certified teacher.<sup>1</sup>
- New York State requires teachers to obtain a master's degree in teaching (or a related discipline) within five years of the completion of their initial degree.<sup>2</sup>

NY State Type of Certificates:

- Initial: the entry-level teaching certificate issued for a specific subject and grade level. It is valid for five years (with the possibility of a time extension if you are eligible). During this five-year period, you must obtain a Professional Certificate which requires a minimum of three years of experience and a Master's degree.<sup>3</sup>
- Professional: the second-level teaching certificate. A holder of an Initial certificate must apply to the New York State Department of Education (SED) for the Professional certificate upon completion of requirements.<sup>4</sup>

NY State Teaching Certificates (that would be applicable):

- Initial Certificate in Childhood Education (Grades 1-6)
- Initial Certificate in Middle School Education (Grades 5-9)

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<sup>1</sup> <http://certificationmap.com/states/new-york-teacher-certification/>

<sup>2</sup> <http://certificationmap.com/states/new-york-teacher-certification/>

<sup>3</sup> <http://schools.nyc.gov/Offices/DHR/TeacherPrincipalSchoolProfessionals/Certification/Teacher+and+School+Professional+Certification.htm>

<sup>4</sup> <http://schools.nyc.gov/Offices/DHR/TeacherPrincipalSchoolProfessionals/Certification/Teacher+and+School+Professional+Certification.htm>

COLUMBIA UNIVERSITY  
IN THE CITY OF NEW YORK

JOHN H. COATSWORTH  
PROVOST

September 17, 2015

[REDACTED]  
Early Childhood Education, Special Education  
Teachers College Community School

Dear [REDACTED]

Congratulations on your selection as a recipient of the Graduate Scholarship for Elementary School Teachers. This scholarship represents Columbia's commitment to enhancing the quality of elementary school education within the local community and to supporting the professional development of teachers within the community's schools.

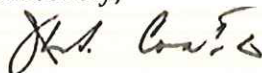
This scholarship will cover the costs of tuition for your studies toward the completion of a Masters in Education degree at Teachers College, up to a maximum of 36 credits.

I would be grateful if you could provide to my office a brief letter acknowledging your fellowship by September 23. This letter should:

- Confirm your acceptance of the fellowship;
- List the name of the graduate program in which you are enrolled;
- Provide the annual number of credits you anticipate receiving;
- Provide the year you anticipate completing the program; and
- Affirm your commitment to teach within CD 9 for five years following receipt of the degree, pursuant to the terms of the fellowship.

I wish you all success in your studies at Teachers College, and offer my deep appreciation for your work on behalf of the children of upper Manhattan.

Sincerely,



John Coatsworth  
Provost

[REDACTED]  
[REDACTED]  
[REDACTED]

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September 24, 2015

John Coatsworth  
Provost of Columbia University

Dear Mr. Coatsworth,

I am grateful to be selected as the recipient for the Graduate Scholarship for Elementary School Teachers. I will gladly accept all terms of this fellowship.

I am enrolled in the Master of Education Program in Curriculum and Teaching in the Department of Curriculum and Teaching. I anticipate that I will use 18 credits annually and hope to complete the program by May 2017.

I would also like to affirm my commitment to teach within CD9 for five years following receipt of my degree.

Once again, I would like to express my sincere gratitude for being selected for this scholarship. Please feel free to reach out to me with any questions or concerns via e-mail at [REDACTED] or by phone at [REDACTED].

Sincerely,

[REDACTED]  
[REDACTED]