

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL
HELD September 13, 2010
At 122 East 27th Street, New York, NY 10016

The September meeting of the Manhattan Charter School Board of Trustees was officially called to order at 5:45 PM. In attendance at this meeting were Trustees Sonia Park, Rick Larios, Joy Elaine Daley, Paul O'Neill, Ira Greenberg.

1. **Topic:** Board Retreat scheduled for September 26th at NYC Charter School Center in downtown on Broadway. Time: 8:30 am to 3 pm. Guest: Jim Griffin will serve as facilitator
Next Step: Attend

2. **Topic:** Principal's Report/Update. School is enforcing school's uniform policy, as of September 13 (delayed start due to vendor issues). Today only 3 students were not admitted for being out of uniform. (School provides uniforms for those who are without means to purchase uniforms.) Shirts/blouses have school logo. Also enforcing late pick-up, collaboratively with host school principal, releasing abandoned students to precinct or child welfare office.
Next Step: None

3. **Topic:** Dashboard Review.
Enrollment: no change in ethnicity of school population; continue to be more male than female in % of students (46:54). District 1 students dominate, in lower grades, particularly when exclude sibling preferences. This represents a response to state law requiring host district to receive priority.
Assessment: Dashboards show % proficient and % meeting individual targets. Many schools dipped with change in rigor/scoring of state assessments. Math scores were higher than ELA. Preparing for increasing Sped population, beginning test prep program (M,T,TH,F) earlier this year (and paying teachers accordingly), discontinuing participation in afternoon snack program because too much time was lost in transition but will provide classroom snacks. Joy recommended daily class period dedicated to test prep.
Next Step: Genie will consider during school test prep period.

Ira arrived at 6:15, bringing the board to quorum and officially convening meeting.

4. **Topic:** Business Director Report.
Requesting changes in Employee Manual for 2010-11, changes in balance of sick versus personal days. Proposed changes presented to staff already. Requesting amendment of 403B plan year from fiscal year to calendar year for plan for purposes of discrimination testing.

5. **Topic:** Adoption of Previous Board Meeting Minutes
Moved: Paul O'Neill
Seconded: Sonia Park
Vote: Approved unanimously.

6. **Topic:** Approval of Proposed Calendar Change
Moved: Rick Larios
Seconded: Ira Greenberg

Vote: Approved unanimously.

7. **Topic:** Employee Manual change requires discussion. Paul recommends that we delegate decision to board members that remain:
Moved: Paul O'Neill
Seconded: Ira Greenberg
Vote: Approved unanimously
8. **Topic:** Discussion to Choose a Regular Board Meeting results in the 3rd Wednesday of every other month being recommended.
9. **Topic:** Executive Session to discuss school leadership bonuses.
10. **Topic:** Proposed Change in Employee Manual re sick/personal day policy, recommended 3 personal days; 6 sick days.
Moved: Rick Larios
Seconded: Joy Elaine Daley
Vote: Approved unanimously.

The Board meeting was adjourned at 6:52 PM.

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL
HELD December 8, 2010
At 100 Attorney Street, New York, NY 10002

The December meeting of the Manhattan Charter School Board of Trustees was officially called to order at 5:55 PM. In attendance at this meeting were Trustees Sonia Park, Rick Larios, Joy Elaine Daley, and Ira Greenberg.

1. **Topic: Dashboard** review led by Stephanie and Genie of revised FRL #s (80%, up from 78% last year and 70% previous year); attendance average to date highest it's been at 94% but 1% shy of school goal. Three student decline in enrollment, all due to family relocation. Stanford 10 fall results are lower than TerraNova results (10 percentiles in ELA and 14 percentiles in math) from spring but Stanford tests are longer and administration was a bit of learning curve. NYS fall practice test results were weak (as they are every year in fall). Received item analysis of last year's state tests and are looking at results (for example, only a tiny handful of students got critical thinking items correct and/or received full credit). In process of planning responses to data. Groupings with attention being paid to students "on the bubble" of proficiency or just on the near side of it and launched a daily test prep period for all grade levels. Discussion of the potential.
Next Step: Monitor test prep implementation and follow-through on item analysis response.
2. **Topic: Parent and Community Involvement:** Family Association elections held and fund raising efforts netted funds to assist yearbook and 5th grade class trip to Philadelphia. MCS parents selected to participate, following training, in Democracy Builders, advocacy group for charter schools. Cub Scout troop/dens launched, with first meetings in January.
Next Step: Verify insurance not an increased liability.
3. **Topic: TERC: Using Data**, a professional development program to support effective use of data was identified and we will begin working them shortly.
4. **Topic: Financial Report:** Increased participation in retirement plan; successful audit report received by Finance Committee; amended recommended changes in Financial Policies proposed. Only change not to be implemented is that Finance Chair will continue to receive monthly Healthcare bill for approval. Bonuses were paid out in fall for last year's performances; plan was adjusted based on individual outcomes. Fundraising efforts netted \$30K from MDC Richmond to support MCS family participation in YMCA after school fees; MCS has purchased access to Foundation Search to better target potential grants. MCS is exploring facilities possibilities.
Next Step: Stephanie will look into accessing Goldman Sachs for funds (they are awarding grants). School will put together a growth plan that reflects the expansion of additional classes within our current configuration for Civic Builders

Board Actions:

5. Approve Board Minutes approval for September meeting:
Moved: Rick
2nd: Sonia
Vote: Passed unanimously

6. Approve Financial Policy Changes as discussed in meeting

Moved: Sonia

2nd: Rick

Vote: Passed unanimously

7. Approve request by Business Director to provide Bank viewing access to Business Manager

Moved: Sonia

2nd: Rick

Vote: Passed unanimously.

8. Approve resolution for developing growth plan:

WHEREAS, the Manhattan Charter School seeks to expand the number of students served; and

WHEREAS, we are committed to furthering the School's mission; and in order to take advantage of philanthropic and facilities opportunities that may be available to the School, it would be advantageous for the School to develop a growth plan on an accelerated schedule that will provide a blue print for expansion of the program; and

WHEREAS, the growth plan will call for the expansion of the School's enrollment within the grade range it currently serves, adding additional classes; and

WHEREAS, some of the grades would continue to be located in the current facility and others would be located at another location to be secured by the school; and

WHEREAS, the details of the growth plan will be developed and finalized by the School's directors with the input from Board members and approved by the Expansion Committee of the Board; and

WHEREAS, the draft growth plan will be provided to board members for their comments and, once finalized, given to Civic Builders and any other support and philanthropic organizations the school chooses to contact, therefore, it is

RESOLVED that the School's directors are authorized to create a draft growth plan, seek input from Board members and present it to the Board's Expansion Committee for approval, on an expedited basis.

Moved: Ira

2nd: Joy

Vote: Passed unanimously.

9. **Topic:** Joy and Ira volunteered to join Paul on expansion plan committee.

10. **Topic:** Joy, as chair of two-member education committee, expressed concern re lack of progress on defining process and resources for principal evaluation. Need principal evaluation tools to go to Joy for reviewing and either selection or creating our own.

Next Step: Sonia and Rick to share evaluation resources with Joy, who will forward best of them for consideration.

The Board meeting was adjourned at 7:05 PM.

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL
HELD January 19, 2011
At 100 Attorney Street, New York, NY 10002

The January meeting of the Manhattan Charter School Board of Trustees was called to order at 6:00 PM. In attendance at this meeting were Trustees Rick Larios, Sonia Park, Benjamin Breen, Paul O'Neill, and Joy Elaine Daley. School leadership present: Genie DiPolo, Stephanie Mauterstock, Taylor Evans

1. **Topic:** Dashboard Review

Stephanie and Genie reviewed the Dashboard with the trustees. No new data beyond the BMAS results, which are positive in terms of the percentage of students on or above grade level.

2. **Topic:** Genie reported that each year Kindergarten classes are arriving with fewer Kindergarten-ready students than the previous cohorts of K students. Too much time at the start of the year is being spent teaching pre-K skills. Genie and Stephanie reported that they are looking at developing a Kindergarten Readiness summer school camp for entering K students. It would be a six week program. Discussion as to whether the program should be mandatory or optional. Consensus was reached that it should be optional with incentives to encourage participation. Expectations are that the program would be for approximately 20 entering K students.

Action to be taken: Paul is bringing a PreK expert to NY for other reasons in mid-February and could arrange a visit to MCS to discuss PreK educational practice. Genie and Stephanie would welcome the visit and discussion.

3. **Topic:** April 13 there will be a Community Engagement and Fundraising Event (approximate cost \$40 per ticket). Marketing works is proceeding well, more branding activities to come, as well as an updated website for the school

Action to Be Taken: Stephanie and Taylor would like updated invite lists from the Board to ensure a good turnout of friends at the April event.

4. **Topic:** Growth Plan Options were discussed. Two primary options were 1) expand existing MCS within existing grade levels and split grades into two campuses, a primary and elementary campus, or 2) replicate the MCS K-5 model with a new school in Manhattan.

Moved: Paul proposed we go forward with developing a growth plan to replicate the MCS K-5 model with a new school.

Seconded: Rick

Approved: Unanimously.

5. **Topic:** Board discussion on creating Growth Committee with authority for decision-making on developing plan for replication. Motion to approve committee to include Paul, Ira, and Joy and the delegation of authority was proposed.

Moved: Sonia

Seconded: Paul

Approved: Unanimously

6. **Topic:** Approve minutes of previous Board meeting.

Moved: Sonia

Seconded: Joy

Approved: Unanimously

7. **Topic:** Genie alerted the Board to issues related to student performance and behavior that might come before the Board.

8. **Topic:** Adjournment. Meeting was adjourned at 7:20 PM.

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL
HELD February 17, 2011
At 100 Attorney Street, New York, NY 10002

A meeting of the Manhattan Charter School Board of Trustees was officially called to order at 6:02 PM. In attendance at this meeting were Trustees Sonia Park, Rick Larios, Paul O'Neill, and Ira Greenberg. School leaders present: Genie DePolo, Stephanie Mauterstock, and Taylor Evans.

1. **Topic: Creation of a Friends of MCS 501 (c) 3** Meeting was called to consider and make a decision regarding the creation of this non-profit organization, Friends of Manhattan Charter School. Genie and Stephanie shared a one pager with considerations, procedures to create the organization, and sample mission statement for the organization. Motion to approve creation of the organization was made to the Board.

Moved: Paul O'Neill

Seconded: Ira Greenberg

Vote: Passed unanimously.

Business completed, the meeting of the MCS Board was officially adjourned at 6:15.

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL
HELD March 9, 2011
At 100 Attorney Street, New York, NY 10002

The March meeting of the Manhattan Charter School Board of Trustees was called to order at 6:35 PM. In attendance at this meeting were Trustees Benjamin Breen, Paul O'Neill, Ira Greenberg, Jessica Aronin and Joy Elaine Daley. School leadership present: Genie DePolo, Stephanie Mauterstock, Taylor Evans

1. **Topic:** Consideration of New Board Members

Paul reviewed the biography of Jim Ford. He has been a consultant for many years with charter schools especially in the areas of real estate and finance. Paul reviewed the biography of Tom Alwood. He is the father of one of our students and would satisfy the requirement of having a parent representative on the board. Paul noted that new board members are not officially on the board until our authorizer approves them.

Moved: Paul proposed we go forward with approving both Jim Ford and Tom Alwood as board members on Manhattan Charter School.

Seconded: Ira

Approved: Unanimously.

2. **Topic:** Approve minutes of previous Board meetings January 19th and February 17th

Moved: Paul

Seconded: Ira

Approved: Unanimously

3. **Topic:** Principal Review – Genie gave an overview of the Family Association (FA) and the restricting of the association. The FA will be creating new bylaws and holding elections. There will be a reinstating of room parents at Manhattan Charter School and also parents will be allowed to go on field trips, as long as they go through a formal training. In addition, letters of intent were sent to teachers and are due back to Genie by Friday, March 18th. Also, Genie invited the Board of Trustees to attend the 3-5th grade production of Aladdin on Friday, March 18th at 6:15pm.

Action to be taken: Paul suggested that if the FA needed them to, the Board of Trustees would be happy to review the FA proposed bylaws.

4. **Topic:** Paul gave the update that MCSII has applied for a new charter through SUNY CSI. Discussed the community meeting on Feb. 17, 2011 which was a call to the public for input on the charter application. Teachers, staff and parents came to the meeting and every speaker gave positive input regarding MCSII's application for a new charter. The next step is that SUNY CSI will conduct interviews on April 18 and 19, 2011. We should know SUNY's final decision by June 2011.

5. **Topic:** Dashboard Review

Stephanie and Genie reviewed the Dashboard with the trustees. ELA and Math NYS Practice Tests from January 2011 were higher than Oct. 2010's practice test but still not meeting the 75% proficient goal.

6. **Topic:** Stephanie discussed Civic builders, an organization that will find, develop, own space and rent back to charter schools. MCS has agreed to work with them to find private space in the lower east side.

7. **Topic:** Stephanie reviewed the 2010-2011 PICCS award amount and the expectation that MCS match the grant (50% of bonuses paid by MCS, 50% paid by PICCS). The amount that MCS must provide for 2010-2011 is \$64,000.

Moved: Paul moved to adopt the following resolution regarding PICCS:

To assure that the Trustees of Manhattan Charter School are fulfilling their fiduciary obligations to oversee the school's proper participation in a federal program, it is hereby resolved that, as a condition of continuing its participation in the TIF PICCS program, Manhattan Charter School hereby confirms its obligation to budget, accrue and pay its local share of the TIF incentive for the 2010-2011 school year.

Seconded: Ben

Approved: Unanimously

8. **Topic:** Paul discussed staff retention and ideas for keeping staff on board, such as tuition reimbursement or professional development ideas. The rest of the board agreed that this is an important topic and should be discussed further.

Action to be taken: Paul suggested a meeting take place before the next board meeting, so that suggestions can be made to the entire board on May 11th.

9. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 8:32pm.

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL
HELD June 8, 2011
At 100 Attorney Street, New York, NY 10002

The June meeting of the Manhattan Charter School Board of Trustees was called to order at 5:56 PM. In attendance at this meeting were Trustees Paul O'Neill, Jim Ford, Tom Alwood and Joy Elaine Daley. School leadership present: Genie DePolo, Stephanie Mauterstock, Taylor Evans

1. **Topic:** Dashboard Review

Stephanie and Genie reviewed the Dashboard with the trustees. Attendance still continues to be a problem and the Co-Leaders are working to ensure that attendance improves to meet charter goals. BMAS scores from May 2011 were reviewed. Joy asked about a few classes where the results were 100%. Genie noted that there may be some discrepancies in the data because not all teachers are skilled at giving the test. Review of the increased enrollment for 2011-2012 school year from 262 students to 277 students. The budget reflects a student enrollment of 272 due to student attrition. Review of 2011-2012 staffing chart and the additional staff members that were added for the 2011-2012 school year. There was a discussion about creating a master plan with deadlines for making decisions around the variables that have to do with Manhattan Charter School II, especially with regards to facilities and new hires for MCSII.

2. **Topic:** Request for Board of Trustees to meet monthly.

Moved: Jim

Seconded: Tom

Approved: Unanimously

3. **Topic:** Amendment to Financial Policies and Procedures

The following resolution was proposed:

To assure that Manhattan Charter School is both adhering to the policies of its Financial Policies and Procedures and paying vendors in a timely manner, it is hereby resolved that, monthly payments for staff health insurance (currently to Empire) over \$10,000 would only require the authorization of the Business Director and Head of Finance Committee. This exception would be for medical payments over \$10,000 only. The new wording from the Financial Policies and Procedures would be as follows:

The Principal, Business Director and the Chairperson of the Finance Committee (Board Member) are signatories on the checking account. The Business Director has the power to sign checks and authorize non-payroll electronic payments of up to \$5,000 for any payment; checks and electronic payments, other than payroll payments, in excess of \$5,000 but less than \$10,000 require the approval of the Business Director and signature or electronic authorization of the Head of Finance Committee; checks and electronic payments, other than payroll payments, in excess of \$10,000 require the approval of the Business Director and Head of Finance Committee and the signature or electronic authorization of the Head of the Board of Trustee. **The only exception being monthly medical payments (Empire) which will only require the signature of the Business Director and Head of Finance Committee, even when over \$10,000.** In instances when the Business Director is unavailable, the Principal will sign checks. Checks are then mailed

to vendors and cash disbursement packets are filed into the vendor files with the most recent distribution on top.

Moved: Paul

Seconded: Jim

Approved: Unanimously

4. **Topic:** Principal Review – Out of the 5th grade students, 32 were placed in a middle school (most of them very happy with the option) and 3 have yet to be placed. Some parents are submitting appeals if they didn't get into the school they wanted to attend. The ELA and Math tests were difficult this year and teachers are not excited about the prospective results. Test scores should be out by end of July or beginning of Aug. Discussion of 5th grade moving up ceremony which will be Wednesday, June 15, 2011. A local politician, Margaret Chin, is suppose to attend and will be the Keynote speaker. Also, June 16, 2011 will be the K Move Up Ceremony.
5. **Topic:** Request for additional members added to the Finance Committee.
Action to be taken: Tom Alwood and Jim Ford volunteered to be members of this committee.
6. **Topic:** Approval of the proposed 2011-2012 budget. Budget was previously approved by Ira Greenberg, Head of the Finance Committee via email.
Moved: Jim
Seconded: Tom
Approved: Unanimously
7. **Topic:** Approval of minutes of previous Board meeting March 9, 2011
Moved: Joy
Seconded: Paul
Abstained: Tom and Jim (didn't attend March 9, 2011 meeting)
Approved: Not approved.
8. **Topic:** Paul led a discussion on the need to recruit additional board members. Paul suggested one potential candidate for the Board of Trustees, Aaron Listhouse.
Action to be taken: Paul will share a matrix for what traits/skills that the Manhattan Charter School Board is in need of.
9. **Topic:** Stephanie gave an update on Our Lady of Sorrows (OLS) and Civic Builders. Civic Builders require at least a 20 year lease with all buildings they do work with. The Diocese of Manhattan would like a short-term 5 year lease for OLS. The entire board discussed options for facilities.
Action to be taken: A list will be created of all potential options and then each option will be tested.
10. **Topic:** Stephanie reviewed options for new MCS logo from the second round of logos presented by Generations (the design firm). Each board member gave input on which logo they thought best represented Manhattan Charter School.
11. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 8:36pm.

