

Proposed MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL
HELD Aug. 10, 2011
At 100 Attorney Street, New York, NY 10002

The August meeting of the Manhattan Charter School Board of Trustees was called to order at 5:53 PM. In attendance at this meeting were Trustees Paul O'Neill, Jim Ford, Tom Alwood, Ira Greenberg, and Jessica Aronin. School leadership present: Genie DePolo, Stephanie Mauterstock, Taylor Evans

1. **Topic:** Review of NYS Test Scores 2011

- On average test scores were 9% percentage points higher in 2011 compared to 2010 in both ELA and Math
- On average test scores for the NY DOE went up 2% percentage points in 2011 in ELA and 4% in Math.
- MCS outperformed the NY DOE average and CSD1 which demonstrates a strong need for MCS in CSD1 and a case for replication.
- MCS ELA 3rd grade ranks 11th out of 62 charters in NY
- MCS ELA 4th grade ranks 12th out of 46 charters in NY
- MCS ELA 5th grade ranks 7th out of 62 charters in NY
- MCS Math 3rd grade ranks 21st out of 62 charters in NY
- MCS Math 4th grade ranks 19th out of 46 charters in NY
- MCS Math 5th grade ranks 17th out of 62 charters in NY

Genie and Stephanie pointed out areas for improvement as ELA for special education students and all students who achieve at level 4. Ideas were discussed for 2011-2012 initiatives to continue to raise test scores as well as solve the improvement areas.

2. **Topic:** Update on Facilities Search and New School Planning

Stephanie reviewed two scenarios and discussed the recent finance committee meeting regarding opening the new school. On both scenarios there are drop dates that were highlighted regarding important decisions that need to be made in the areas of human resources and facilities.

Paul suggested our next step should be to set up a meeting with the NY DOE to ask for public space in CSD1 for the new school to incubate in while the continued search for private space takes place with Civic Builders.

3. **Topic:** Approval of minutes of previous Board meeting June 8, 2011

Moved: Jim

Seconded: Tom

Approved: Unanimously

4. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 7:42pm.

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL
HELD Oct. 20, 2011
At 100 Attorney Street, New York, NY 10002

The October meeting of the Manhattan Charter School Board of Trustees was called to order at 7:10 PM. In attendance at this meeting were Trustees Paul O'Neill, Jim Ford, Tom Alwood, Ira Greenberg, Joy Daley, and Jessica Aronin. School leadership present: Genie DePolo, Stephanie Mauterstock, Taylor Evans

1. **Topic:** Principal Update

- Saturday Academy – starting in January 2012, MCS would like to offer Saturday Academy in the morning to those students who need extra help and test prep.
- Lengthened School Day – Starting Nov. 1, 2011, the school day will be extended from 3:30pm to 4:15pm for all students in grades 3rd, 4th, and 5th grade. Feedback from parents regarding this change has been mostly positive.
- Third Street Music Settlement – We are partnering with Third Street Music Settlement to offer our students additional music practice. All of our band members are invited to play in their band, which meets on Wednesday afternoons. They will also be offering free Professional Development for our music teachers. In addition, we hope to work with them to offer string lessons to our students in the future.
- New Initiatives for staffing – MCS leadership would like to add an additional 3-5th grade teacher to support teachers while they work in small groups and one on one with struggling students during the extended school day. MCS would like to add an additional instructional assistant to work with the enrichment teachers.

2. **Topic:** Business Director Update

Stephanie described and invited the Board to attend the Replication Program that the NYC Charter Center is hosting.

Stephanie informed the Board that PICCS had approved our staff incentive amounts and we will be paying 2010-2011 incentives the week of Oct. 24, 2011.

Stephanie also discussed the FY11 Audit which was completed by Fruchter, Rosen & Company, PC. Some highlights of the FY11 Audit:

- No management letter – no recommendations on how to improve internal financial controls
- Surplus was similar to FY10 surplus
- Significant increase in 403B match from MCS from FY10 to FY11. Currently, 65% of staff participates in the 403B plan.

Stephanie discussed possible Board of Directors Meeting dates for 2011-2012 year. Tentative dates will be emailed to Board members.

3. **Topic:** English Language Learners

The Board of Trustees discussed the lack of English Language Learners (ELL) students at Manhattan Charter School. Currently, we have no ELL students, but we have four kindergarten students who were identified as ELL in their pre-kindergarten programs but the parents did not indicate another

language on the Home Language Survey and the school has not detected a need. MCS student marketing materials are translated in 3 languages and widely disseminated to recruit ELL students in the past two years. The Board of Trustees discussed creating a multiyear plan to recruit and service ELL students at Manhattan Charter School.

4. **Topic:** Approval of minutes of previous Board meeting March 9, 2011.
Moved: Ira
Seconded: Jessica
Approved: Vote Carries
Abstained: Tom and Joy
5. **Topic:** Approval of minutes of previous Board meeting Aug. 10, 2011.
Moved: Tom
Seconded: Jessica
Approved: Vote Carries
Abstained: Joy
6. **Topic:** Approval of Ben Breen to become Vice Chair of Manhattan Charter School.
Moved: Ira
Seconded: Joy
Approved: Unanimously
7. **Topic:** Approval of Tom Alwood to become Secretary of Manhattan Charter School.
Moved: Ira
Seconded: Jessica
Approved: Unanimously
8. **Topic:** Consideration and preparation of below resolution regarding the Manhattan Charter School II committees' structure.

Resolution

To assure that Manhattan Charter School Board of Trustees has a governance structure in place that meet the requirements set forth in its charter, it is hereby resolved that, the following is the membership of the Manhattan Charter School Board of Trustees leadership and committees:

Executive Board

Board Chair - Paul O'Neill
Vice Chair - Ben Breen
Secretary – Tom Alwood
Treasurer – Ira Greenberg

Executive Committee

Paul O'Neill
Ben Breen
Tom Alwood
Ira Greenberg

Joy Daley
Jim Ford

Finance Committee

Ira Greenberg, Head of Finance Committee
Joy Daley
Tom Alwood
Jim Ford

Education Committee

Joy Daley, Head of Education Committee

Nominating Committee

Paul O'Neill, Head of Nominating Committee
Jessica Aronin

Facilities Committee

Jim Ford, Head of Facilities Committee
Paul O'Neill
Ira Greenberg

Moved: Ira

Seconded: Ben

Approved: Unanimously

9. **Topic:** Approval of updated employee handbook with the addition of the following sentence under Sick Policy – If employee needs to take additional sick time due to an extenuating circumstances (i.e. surgery), staff can petition for longer paid sick time to school leadership. Approval will be granted on case by case bases and is at the discretion of the Board of Trustees.
Moved: Tom
Seconded: Joy
Approved: Unanimously

10. **Topic:** Approval of adding two new staff members to MCS staff: Instructional Assistant and 3rd-5th grade teacher, and approval of the new Saturday school initiative.
Moved: Joy
Seconded: Ira
Approved: Unanimously

11. **Topic:** Approval of two new board members on recommendation from nominating committee: Rebecca Anikstein and Jamie Prijatel.
Moved: Tom
Seconded: Ira
Approved: Unanimously

12. **Topic:** Move to enter Executive Session at 8:15 pm

Moved: Paul

Seconded: Joy

Approved: Unanimously

13. **Topic:** Move to exit Executive Session at 8:30 pm

Moved: Paul

Seconded: Joy

Approved: Unanimously

14. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 8:30pm.

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL
HELD Dec. 1, 2011
At 100 Attorney Street, New York, NY 10002

The December meeting of the Manhattan Charter School Board of Trustees was called to order at 5:51pm. In attendance at this meeting were Trustees Paul O'Neill, Jim Ford (via phone), Tom Alwood, Joy Daley, Ben Breen, and Rebecca Anikstein. School leadership present: Genie DePolo, Stephanie Mauterstock, Taylor Evans

1. **Topic:** Introduction of Rebecca Anikstein newly appointed Board Member at Manhattan Charter School.
2. **Topic:** Leadership Update
 - Presentation by Stephanie Mauterstock to discuss with Board of Trustees the organizational structure as MCS scales to two schools: goal of being one education corporation with two schools, centralizing operations and finance staff to work across both schools. Discussion of work underway to prepare to scale to two schools: curriculum review, common calendar, operations guide, sharepoint redesign.
 - Discussion of the two facilities options for Fall 2012 MCSII opening: private space and public space. Reviewing the possible risks of each option and the action items that MCS can do to mitigate any potential risks.
 - Next steps- work action items outlined, continued conversation with stakeholders, business plan completed by Feb. 28, 2012.
3. **Topic:** Approval of resolution of that Paul O'Neill will reach out to the Archdiocese with our deadline for needing to know about Our Lady of Sorrows by Jan. 17, 2011.
Moved: Tom
Seconded: Joy
Approved: Unanimously
4. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 7:05pm.

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL
HELD Feb. 1, 2012
At 100 Attorney Street, New York, NY 10002

The February meeting of the Manhattan Charter School Board of Trustees was called to order at 6:40pm. In attendance at this meeting were Trustees Paul O'Neill, Jim Ford, Ira Greenberg, Tom Alwood, Joy Daley (via phone), Ben Breen (via Skype), Jessica Aronin and Rebecca Anikstein. School leadership present: Genie DePolo, Stephanie Mauterstock, Taylor Evans

1. **Topic:** Dashboard Review
 - NYS Practice Test – change from last year, as Ed Vista now creates tests for us. The test that Ed Vista has created is far more difficult than the Leadership team thinks the actual NYS test will be. 2nd grade has been taking the test for practice in addition to 3-5th grade
2. Leadership Update
 - Genie DePolo discussed the new Saturday school program in which MCS is partnering with Kaplan. There are concerns about the quality of the program and Genie is working with the Kaplan teachers each Saturday to help improve quality.
3. **Topic:** Approval of resolution for 403B match to be given to all employees who contributed to plan in calendar year, despite date of termination.
Moved: Ira
Seconded: Ben
Approved: Unanimously
4. **Topic:** Approval of resolution MCS charter amendments that are as follows:
 - Proposed Change #1: Adapt goal for performance on NYS Social Studies examination as the state does not administer the exam every year
 - Proposed Change #2: Adapt Value-Added Performance/ Progress to create more rigorous and better-informed target scores
 - Proposed Change #3: Adapt School-Specific Educational Indicators to adjust for the standard error of measure.
 - Proposed Change #4: Adapt Standards-based Curriculum goal to be more quantifiable
 - Proposed Change #5: Delete Student Satisfaction goal as the NYC DOE student survey is administered beginning in 5th grade**Moved:** Jim
Seconded: Ira
Approved: Unanimously
5. **Topic:** Branding and Logo update from Stephanie Mauterstock. First she reviewed the branding process and the thinking behind the new logos. Stephanie then presented the new logos (three) and there was a discussion of how each logo will be used.
6. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 7:15pm.



Manhattan Charter School

**MEETING OF THE TRUSTEES OF
MANHATTAN CHARTER SCHOOL**

March 7, 2012 6:00 PM

**100 Attorney Street
New York, NY**

AGENDA

- I. Call to Order**
- II. Dashboard presentation**
- III. Principal update**
- IV. Business Director update**
- V. Board Chair**
- VI. Board Action Items**
 - **Approval of December 2011 Board Minutes**
 - **Approval of February 2012 Board Minutes**
 - **403B Adoption of plan change**
 - **Next Steps with Civic Builders**
- VII. Public Comments**
- VIII. Adjournment**

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL
HELD May 7, 2012
At 100 Attorney Street, New York, NY 10002

The May meeting of the Manhattan Charter School Board of Trustees was called to order at 6:37 pm. In attendance at this meeting were Trustees Paul O'Neill, Ira Greenberg, Tom Alwood, Joy Daley, Ben Breen, Jessica Aronin, Rebecca Anikstein and Jim Ford (via phone). School leadership present: Genie DePolo, Stephanie Mauterstock, Joanne Mejias, Taylor Bernal

1. **Topic:** Approval of board meeting minutes from board meetings in Oct. 2011, Dec. 2011, and Feb. 2012.
Moved: Tom
Seconded: Ira
Approved: Unanimously

2. **Topic:** Consideration and preparation of below resolution to include an 18% preference for ELL students in Community School District 1 in Manhattan Charter School's Admission Policy. Clarification of proposed language to state that random selection of students is conducted via a lottery.

Resolution: Restatement of the MCS Admissions Policy

The "Preferences and Intent to Enroll" portion of the MCS Admissions Policy is hereby replaced and superseded by the following language:

The School will give preferences to the following categories of pupils, in the following order of priority:

1. to pupils returning to the School in its second and subsequent years of operation,
2. to the siblings of enrolled pupils,
3. to students within Community School District 1 who indicate on their admissions application that they speak a language other than English at home, and
4. to all students who live within Community School District 1, where the School is located, consistent with New York State charter law.

The above preferences will be absolute preferences with the exception of the third preference which will be a set aside. The School will set aside 18% of the available seats in each grade [that is open for enrollment] for students within Community School District 1 who indicate on their admissions application that they speak a language other than English at home. If there are more students who qualify for this set aside than there are seats available, the School will administer a lottery to randomly select a number of students equal to 18% of the seats available in the grade to receive initial offers and those students who were not selected will be merged into the Community School District 1 preference pool. If a student offered admission as a result of the third preference declines the seat, the School will offer admission to the next student on the Community School District 1 waitlist who indicated on their admissions application that they speak a language other than English at home.

After implementing this policy during the 2012-13 school year, the School's Board of Trustees will review it to determine if it was successful in raising the number of English Language Learner students enrolled in the school to a level at least comparable with that of the Community School District 1 average, as indicated on the Annual State Report Card issued by the New York State Education Department. The Board of Trustees will at that time make any necessary adjustments.

Moved: Tom

Seconded: Rebecca

Approved: policy is carried 6 votes to 1

3. **Topic:** Consideration and preparation of resolution to create a reserve of Manhattan Charter School's cash assets for long-term planning.

Resolution: Establishing a Restricted Reserve

Resolution to restrict \$1,500,000 of Manhattan Charter School's cash assets for long-term educational planning, organizational growth or facilities planning to be footnoted on the annual audit and invest the funds in CDs, which are 100% FDIC insured up to \$250,000 a CD per financial institution.

Moved: Tom

Seconded: Jessica

Approved: Unanimously

4. **Topic:** Approval of resolution to amend 403B retirement plan to reflect new rules as required by the Worker, Retiree, and Employer Recovery Act of 2008, the Small Business Jobs Act of 2010 and HEART Act provisions.

Moved: Ira

Seconded: Ben

Approved: Unanimously

5. **Topic:** Business Director update

Stephanie reviewed the date for the next scheduled board meeting: June 7, 2012. Stephanie also discussed the possibility of a June Board retreat to discuss the Manhattan Charter School business plan. Stephanie will propose dates to the board in late June to schedule.

6. **Topic:** Principal update

Genie discussed Kaplan Saturday School, she felt that it was a strong experience for 4th and 5th grade, for 3rd grade she is less certain. Genie reported that parents thought that the program was valuable. Genie updated the board on the NY state exams. She felt the three parent meetings before the assessments were a good chance to get parents involved in helping their students prepare. The last statewide test is the 4th grade science test which will happen in June.

7. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 7:20pm.

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL
HELD June 27, 2012
At the NYC Charter Center, 111 Broadway, New York, NY 10006

The June meeting of the Manhattan Charter School Board of Trustees was called to order at 5:40pm. In attendance at this meeting were Trustees Paul O'Neill, Tom Alwood, Ben Breen, Jessica Aronin and Jim Ford. School leadership present: Genie DePolo, Stephanie Mauterstock, Joanne Mejias, Taylor Bernal

1. **Topic:** Approval of Manhattan Charter School 2012-13 Budget.
Moved: Jim
Seconded: Ben
Approved: Unanimously
2. **Topic:** Approval of board meeting minutes from board meetings in May 2012.
Moved: Tom
Seconded: Jessica
Approved: Unanimously
3. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 5:54pm.