

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

The October meeting of the Manhattan Charter School II Board of Trustees was called to order at 5:42 PM. In attendance at this meeting were Trustees Paul O'Neill, Jim Ford, Tom Alwood, Ira Greenberg, Joy Daley, Ben Breen, and Jessica Aronin. School leadership present: Genie DePolo, Stephanie Mauterstock, Taylor Evans

1. **Topic:** Creation of Board Meeting Schedule and Venue for Board Meetings.
It was decided that MCSII Board of Trustee meetings will take place at Manhattan Charter School located at 100 Attorney Street, New York, NY 10002 for the 2011-2012 year. A list of tentative Board meeting dates will be sent to the Board of Trustees after the meeting and any scheduling conflicts will be resolved then. The Board of Trustees of Manhattan Charter School II will try to meet once a month.
2. **Topic:** Approval of Manhattan Charter School II Board By-Laws with one change in Section 3.4 stating the initial number of Trustees on the Board of Trustees was raised to seven (7) members from five (5) members.
Moved: Joy
Seconded: Ira
Approved: Unanimously
3. **Topic:** Approval of Ben Breen to become Vice Chair of Manhattan Charter School II.
Moved: Ira
Seconded: Joy
Approved: Unanimously
4. **Topic:** Approval of Tom Alwood to become Secretary of Manhattan Charter School II.
Moved: Ira
Seconded: Jessica
Approved: Unanimously
5. **Topic:** Consideration and preparation of below resolution regarding the Manhattan Charter School II committees' structure.

Resolution

To assure that Manhattan Charter School II 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 II 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

6. **Topic:** Approval of Manhattan Charter School II 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 for additional sick time will be granted on case by case bases and is at the discretion of the Board of Trustees.

Moved: Jim

Seconded: Ira

Approved: Unanimously

7. **Topic:** Approval of Manhattan Charter School II Financial Policies and Procedures Manual

Moved: Joy

Seconded: Ira

Approved: Unanimously

8. **Topic:** Approval of initial statement of financial controls.
Moved: Jim
Seconded: Tom
Approved: Unanimously

9. **Topic:** Approval of engagement letter from Fruchter, Rosen & Company, P.C. to serve as Manhattan Charter School II's audit firm for the purposes of the initial statement and review of the financial controls.
Moved: Jessica
Seconded: Joy
Approved: Unanimously

10. **Topic:** Approval of FY11-12 Manhattan Charter School II Budget.
Moved: Tom
Seconded: Ira
Approved: Unanimously

11. **Topic:** Approval of opening bank accounts for Manhattan Charter School II through Signature Bank. Accounts to be opened: operating, escrow, reserve, lunch money.
Moved: Joy
Seconded: Jessica
Approved: Unanimously

12. **Topic:** Approval of the purchase of Directors and Officers Insurance with \$1,000,000 limit for Manhattan Charter School II.
Moved: Ira
Seconded: Ben
Approved: Unanimously

13. **Topic:** Approval of new board member, Rebecca Anikstein, on recommendation from nominating committee.
Moved: Jessica
Seconded: Ira
Approved: Unanimously

14. **Topic:** Approval of new board member, Jamie Prijatel, on recommendation from nominating committee.
Moved: Joy
Seconded: Ira
Approved: Unanimously

15. **Topic:** Facilities Update
Stephanie gave updates on facilities options. The school has not identified a facility yet and has been focused on outreach to community officials and the community board to develop a base of support to locate an affordable private facility. Concern about the current lack of affordable private facilities in the Lower East Side.

16. **Topic:** Business completed, the meeting of the MCSII Board was officially adjourned at 6:43pm.



Manhattan Charter School

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

December 1, 2011 5:30 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**
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- VII. Public Comments**
- VIII. Adjournment**

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

The February meeting of the Manhattan Charter School II Board of Trustees was called to order at 5:40pm. 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

- Student Recruiting- MCSII hasn't officially started recruiting yet, but has amended the current MCS application to allow for parents to apply to both schools. We are currently working on a procedure for allowing current MCS candidates (228 applicants as of 2/1/12) to easily apply to MCSII. Since MCSII will be located in District 1, the school is recruiting (and will give preference) to the same students that MCS gives preference to.
- Staff Recruiting- MCSII is currently recruiting for 7 positions. We have been interviewing and moving the process along with the belief that we will be opening in Fall 2012.
- Additional Grant Report added to the Dashboard – This report shows that MCSII had budgeted to raise \$30,000 for the pre-operating year. We have exceeded this goal, primarily through receipt of the Charter Schools Program grant.

2. **Topic:** Principal Update

- Genie DePolo reviewed the two candidates we currently have for MCSII Principal position.

3. **Topic:** Business Director Update

- Stephanie Mauterstock reviewed the Fall 2012: Public Space timeline for MCSII. Things to consider:
 - There have been two CEC meetings where MCSII has been on the agenda and discussed particularly with regards to siting MCSII at 220 Henry Street.
 - The next step is that the DOE will post a public announcement that will include a EIS (Educational Impact Statement), BUP (Building Utilization Plan). These are supposed to be posted Feb. 2, 2012.
 - After this, DOE has 45 days to conduct a public hearing and incorporate public opinion into proposal.
 - March 21, 2012 – Panel for Education Policy (PEP) will hold meeting to vote on locating the new MCSII in 220 Henry Street. Meeting is supposed to be held in Manhattan.
- Stephanie Mauterstock reviewed the Fall 2013: Private Space option for MCSII.
 - Working with Civic Builders to find affordable private space options.

4. **Topic:** Executive Session begin at 6:30 pm

Moved: Paul

Seconded: Jessica

Approved: Unanimously

5. **Topic:** Executive Session end at 6:40 pm

Moved: Paul

Seconded: Jessica

Approved: Unanimously

6. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 6:40pm.

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL 2
HELD March 7, 2012
At 100 Attorney Street, New York, NY 10002

The March meeting of the Manhattan Charter School Board of Trustees was called to order at 6:15pm. In attendance at this meeting were Trustees Paul O'Neill, Jim Ford (via phone), Ira Greenberg, Joy Daley, Ben Breen, and Jessica Aronin. School leadership present: Genie DePolo, Stephanie Mauterstock, Taylor Evans

1. **Topic:** Consideration of MCS2 Principal Candidate
 - Introduction of Joanne Mejias as candidate for MCS2 Principal position. She discussed her 35 years of experience in education as a teacher, Principal, Superintendent and Network Leader. She has a lot of experience working with ELL students and emphasized that helping students succeed is her first priority.

2. **Topic:** MS56 Building offer for MCS2
 - No affordable private options have been identified
 - Discussion of the M056 building's challenges by Genie and Joy: one bathroom per floor, no elevator and cafeteria in basement, arrival and dismissal with middle and high school students.

3. **Topic:** Vote to pursue MS56 building as public space for MCS2
Moved: Joy
Seconded: Jessica
Approved: Unanimously

4. **Topic:** Vote to offer Joanne Mejias position of Principal at MCS2
Moved: Joy
Seconded: Ira
Approved: Unanimously

5. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 6:50pm.

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

The May meeting of the Manhattan Charter School II Board of Trustees was called to order at 7:20pm. In attendance at this meeting were Trustees Paul O'Neill, Ira Greenberg, 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:** Chair Update

There was an official welcome of new MCSII Principal, Joanne Mejias, from the board. There was an update on the MCSII space at 220 Henry Street from Paul, Stephanie and Genie. The space will include a separate bathroom of Manhattan Charter School II students only and a separate stairway and entrance for our students.

2. **Topic:** Approval of board meeting minutes from board meetings in Oct. 2011, Feb. 2012, and March 2012.

Moved: Jessica

Seconded: Rebecca

Approved: Unanimously

3. **Topic:** Resolution to include an 18% preference for ELL students in Community School District 1 in Manhattan Charter School's Admission Policy.

Topic: 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.

Moved: Rebecca

Seconded: Ben

Approved: policy is carried by majority of 5 votes to 1

4. **Topic:** Approval of Manhattan Charter School II's Financial Policies and Procedures Manual.

Moved: Joy

Seconded: Ira

Approved: Unanimously

5. **Topic:** Enter Executive Session

The board voted to go into executive session at 7:30pm.

Moved: Paul

Seconded: Ira

Approved: Unanimously

6. **Topic:** Exit Executive Session

The board voted to exit executive session at 7:40pm.

Moved: Paul

Seconded: Joy

Approved: Unanimously

7. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 7:40pm.

Proposed MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL 2
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 5:55pm. In attendance at this meeting were Trustees Paul O'Neill, Tom Alwood, Ben Breen, Jessica Aronin, Ira Greenberg and Jim Ford. School leadership present: Genie DePolo, Stephanie Mauterstock, Joanne Mejias, Taylor Bernal

1. **Topic:** Approval of Manhattan Charter School 2, 2012-13 Budget.
Moved: Jim
Seconded: Ben
Approved: Unanimously
2. **Topic:** Approval of board meeting minutes from board meetings in May 2012.
Moved: Jessica
Seconded: Ben
Approved: 6 yes, Tom abstains.
3. **Topic:** Approval of resolution allowing the leadership of Manhattan Charter School 2 to apply for NYC Department of Youth and Community Development charter school start-up funding.
Moved: Jessica
Seconded: Ben
Approved: 6 yes, Tom abstains.
4. **Topic:** Facilities update: Genie discussed the MCS2 facility and gave an update on the space configurations. More details will be updated to the board as they become available.
5. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 6:15pm.