

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL
HELD September 24, 2012
At the Manhattan Charter School, 100 Attorney Street, New York, NY 10002

The September meeting of the Manhattan Charter School Board of Trustees was called to order at 8:12pm. In attendance at this meeting were Trustees Paul O'Neill, Tom Alwood, Joy Daley, Ben Breen and Jim Ford. School leadership present: Genie DePolo, Stephanie Mauterstock, Joanne Mejias, Taylor Bernal

1. **Topic:** Review of 2012 NYS test scores, Progress Report and 2012-13 initiatives to raise student achievement
2. **Topic:** Approval of June 27, 2012 board meeting minutes.
Moved: Jim
Seconded: Ben
Approved: 4 yes, Tom abstained
3. **Topic:** Approval of updates to the MCS employee handbook.
Moved: Ben
Seconded: Joy
Approved: 4 yes, Tom abstained
4. **Topic:** Approval of updates to the MCS financial policies and procedures.
Moved: Joy
Seconded: Ben
Approved: 3 yes, Tom & Jim abstained
5. **Topic:** Approval of 403B plan amendment, adding Manhattan Charter School II employees to the Manhattan Charter School plan.
Moved: Jim
Seconded: Ben
Approved: Unanimously.
6. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 9:00pm.

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL
HELD October 17, 2012

At the Manhattan Charter School 2, 220 Henry Street, New York, NY 10002

The October meeting of the Manhattan Charter School Board of Trustees was called to order at 7:42pm. In attendance at this meeting were Trustees Paul O'Neill, Tom Alwood, Joy Daley, Ben Breen, Jessica Aronin, Ira Greenberg, and Jim Ford. School leadership present: Genie DePolo, Stephanie Mauterstock, Joanne Mejias, Taylor Bernal

1. **Topic:** Review of Dashboard
 - a. Enrollment overview – Genie pointed out the number of students tested with the LAB-R so far this year and the number of ELL Students. PAL data was included on dashboard and shows that summer K program was successful.
2. **Topic:** COO Update – Stephanie updated the board on the audit and that for 2012 MCS will have no management points.
3. **Topic:** Approval of Board minutes from Sept. 24, 2012
Moved: Joy
Seconded: Jim
Approved: 5 yes, Jessica and Ira abstained
4. **Topic:** Board moves to go into Executive Session to discuss human resources at 8:25pm.
Moved: Jessica
Seconded: Jim
Approved: Unanimously
5. **Topic:** Board votes to exit Executive Session. No votes taken.
Moved: Jessica
Seconded: Jim
Approved: Unanimously
6. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 9:00pm.

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL

HELD November 15, 2012

At the Manhattan Charter School 2, 220 Henry Street, New York, NY 10002

The November meeting of the Manhattan Charter School Board of Trustees was called to order at 6:56pm. In attendance at this meeting were Trustees Paul O'Neill, Tom Alwood, Joy Daley, Ira Greenberg, and Jim Ford. School leadership present: Genie DePolo, Stephanie Mauterstock, Joanne Mejias, Taylor Bernal

1. **Topic:** Presentation on 2012-13 Initiatives and NYS item analysis
 - a. Overview of specific instructional areas of focus based on NYS item analysis and current instructional initiatives to strengthen student achievement in those areas.
2. **Topic:** Review of Dashboard – no new information to share on dashboard.
3. **Topic:** COO Update – Stephanie updated the board on the instructional time lost during Storm Sandy and discussed options for making up the time if needed. Charter schools are still waiting to hear from NYCDOE and MCS and MCS2's authorizers about what their opinion is regarding making up days/time. Decisions regarding calendar changes have been tabled until further information is available from the NYCDOE and authorizers.
4. **Topic:** Approval of Board minutes from October 17, 2012
Moved: Jim
Seconded: Joy
Approved: Unanimously
5. **Topic:** Board moves to go into Executive Session to discuss personnel issues at 8:02 pm.
Moved: Paul
Seconded: Jim
Approved: Unanimously
6. **Topic:** Board votes to exit Executive Session at 9:14 pm. No votes taken.
Moved: Paul
Seconded: Jim
Approved: Unanimously
7. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 9:15pm.

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL
HELD January 24, 2013
At the Manhattan Charter School, 100 Attorney Street, New York, NY 10002

The January 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, Joy Daley, Ben Breen, and Jim Ford (via Skype). School leadership present: Genie DePolo, Stephanie Mauterstock, Joanne Mejias, Taylor Bernal

1. **Topic:** Approval of Board minutes from November 15, 2012
Moved: Ben
Seconded: Joy
Approved: Unanimously
2. **Topic:** Mid-year Presentation given by COO and CAO
 - a. Update on effectiveness of action plan established at the beginning of year based on the NYS item analysis. Reviewed mid year data and made modifications to the action plan based on data to support student achievement.
3. **Topic:** Review of Dashboard – no new information to share on dashboard.
4. **Topic:** Board Project Updates: Consolidation of MCS and MCS2
 - a. Paul O'Neill gave an update on the information he has collected regarding merging MCS and MCS2 into one education corporation. He is continuing to look into this process and MCS will need to be thoughtful about the steps in this process as well as weighing the pros/cons of merging.
 - b. **Action Item:** Create a consolidation committee to do the work involved with merging MCS and MCS2 that will consist of Jim Ford, Paul O'Neill and Tom Alwood. In addition, Stephanie Mauterstock will sit on the committee as part of school leadership.

Moved: Joy
Seconded: Jim
Approved: Unanimously
5. **Topic:** Board Project Updates: Creating a more robust board of trustees
 - a. Paul O'Neill presented board matrix of current board members strengths and it was decided that we need additional board members. Nominating committee includes Paul O'Neill, Jessica Aronin and Taylor Bernal (school leadership member).
 - b. **Action Item:** Paul asked each board member to bring a name of someone who might be a good fit to the name board meeting.
6. **Topic:** Board Project Updates: School Leader Evaluation System
 - a. Joy Daley is looking into school leadership evaluation systems. She presented a rough draft and will be sending an email out looking for input for an evaluation system that is goal oriented.

7. **Topic:** Board Project Updates: Creating a Middle School
 - a. Jim Ford is looking into the process of creating a middle school. He suggested two options for working on this project: hiring an outside consultant or having school leadership team lead the process. He stated that time from decision to opening of school would be 12-24 months, with the ideal time period being about 18 months.
 - b. **Action item:** Jim will be sending a short list of middle schools for school leadership to look at via email.

8. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 7:23pm.

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL
HELD March 5, 2013
At the Manhattan Charter School 2, 220 Henry Street, New York, NY 10002

The March meeting of the Manhattan Charter School Board of Trustees was called to order at 5:43pm. In attendance at this meeting were Trustees Paul O'Neill, Tom Alwood, Joy Daley, Ira Greenberg and Jim Ford. School leadership present: Genie DePolo, Stephanie Mauterstock, Joanne Mejias, Taylor Bernal

1. **Topic:** Approval to consider consolidation of MCS and MCS2
 - a. Ira requested a memo be put together with information from SUNY CSI regarding consolidation and also requested a memo from MCS's lawyer regarding consolidation.
Moved: Jim
Seconded: Ira
Approved: Unanimously

2. **Topic:** Approval of the MCS and MCS2 Shared Services Policy
Moved: Ira
Seconded: Jim
Approved: 4 Yes, Tom abstains

3. **Topic:** Middle School
 - a. Discussion about expanding to middle school. Jim suggested working with a consultant to drive the process. Jim suggested having a board meeting specifically to discuss consolidation and middle school.

4. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 6:36pm.

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL
HELD May 2, 2013

At the Manhattan Charter School 2, 220 Henry Street, New York, NY 10002

The March meeting of the Manhattan Charter School Board of Trustees was called to order at 8:25pm. In attendance at this meeting were Trustees Paul O'Neill, Tom Alwood, Joy Daley, Ira Greenberg, Jessica Aronin, Ben Breen and Jim Ford. School leadership present: Genie DePolo, Stephanie Mauterstock, Joanne Mejias, Taylor Bernal

1. **Topic:** Approval of Board minutes from January 14, 2013 and March 5, 2013.
Moved: Joy
Seconded: Jessica
Approved: 6 in favor, Tom abstains
2. **Topic:** Dashboard presentation
 - a. **Point of interest:** Approximately 60% of students who have enrolled in MCS for the 2013-14 school year have identified that they speak a language other than English at home.
3. **Topic:** Approval of a motion that Manhattan Charter School intends to expand to Middle School.
Moved: Jim
Seconded: Ira
Approved: 6 in favor, Tom abstains
4. **Topic:** Approval of moving forward with Middle School Model Development with SchoolWorks
Moved: Jim
Seconded: Jessica
Approved: 6 in favor, Tom abstains
5. **Topic:** Approval of proposed Student Internet Safety Policy (pending review and approval by the MCS attorney) required to apply for erate reimbursement
Moved: Joy
Seconded: Jessica
Approved: 6 in favor, Tom abstains
6. **Topic:** Approval of MCS's FY2012 990
Moved: Jim
Seconded: Ben
Approved: 6 in favor, Tom abstains
7. **Topic:** Approval of Waitlist Management Policy
In particular, adding a preference on the waitlist for students who apply for April 1st who are siblings of currently enrolled students or reside in Community School District 1:
"All applicants who apply after April 1 will be placed at the bottom of the wait list for their grade, except for siblings and students who reside in Community School District 1,

who will be given preference. Sibling applications received after April 1 will be placed after all other siblings on the wait list, but before all other wait listed students. Community School District 1 applications received after April 1 will be placed after all other Community School District 1 applicants on the wait list, but before all other wait listed students”

Moved: Jessica

Seconded: Joy

Approved: 6 in favor, Tom abstains

8. **Topic:** Pubic Comments

- a. None

9. **Topic:** Executive Session

- a. At 8:59 pm the board voted to move into executive session to discuss a human resources issue.
- b. At 9:35 pm the board voted to exit executive session.

10. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 9:35pm.

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL

HELD June 27, 2013

At the Manhattan Charter School, 100 Attorney Street, New York, NY 10002

The June meeting of the Manhattan Charter School Board of Trustees was called to order at 6:14 pm. In attendance at this meeting were Trustees Tom Alwood, Joy Daley, Ira Greenberg, and Jim Ford (via Skype). School leadership present: Genie DePolo, Stephanie Mauterstock, Joanne Mejias, Taylor Bernal

1. **Topic:** Approval of Board minutes from May 2, 2013.
Moved: Tom
Seconded: Jim
Approved: Unanimously
2. **Topic:** Approval of a motion that Manhattan Charter School intends to expand to Middle School.
Moved: Jim
Seconded: Ira
Approved: 3 in favor, Tom abstains
3. **Topic:** Approval of Manhattan Charter School 2013-14 Budget based on the recommendation from the Finance committee with the following updates, across the board staff increases reduced from 3.0% to 2.0% and Genie DePolo's increase removed.
Moved: Tom
Seconded: Jim
Approved: 3 in favor, Joy against
4. **Topic:** Pubic Comments
 - a. None
5. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 8:02pm.