

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL 2
HELD September 24, 2012
At the Manhattan Charter School, 100 Attorney Street, New York, NY 10002

The September meeting of the Manhattan Charter School 2 Board of Trustees was called to order at 6:14pm. In attendance at this meeting were Trustees Paul O'Neill, Tom Alwood, Joy Daley, Ben Breen, Rebecca Anikstein, and Jim Ford. School leadership present: Genie DePolo, Stephanie Mauterstock, Joanne Mejias, Taylor Bernal

1. **Topic:** Dashboard and Principal Update – Joanne and Stephanie gave an overview of the first few weeks of operations of MCS2. The schools in the building have been collaborative and the overall opening of MCS2 was smooth. Stephanie gave an update on the ELL preference that was earlier approved by the board.
2. **Topic:** COO Update – Stephanie reviewed the suggested updates to the employee handbook and financial policies and procedures.
3. **Topic:** Approval of June 27, 2012 board meeting minutes.
Moved: Joy
Seconded: Ben
Approved: Unanimously
4. **Topic:** Approval of updates to the MCS & MCS2 employee handbook.
Moved: Tom
Seconded: Rebecca
Approved: Unanimously
5. **Topic:** Approval of updates to the MCS & MCS2 financial policies and procedures.
Moved: Joy
Seconded: Rebecca
Approved: 5 yes, Jim abstained
6. **Topic:** Approval of an amendment that Manhattan Charter School 2 be a part of the Manhattan Charter School 403B retirement plan.
Moved: Jim
Seconded: Tom
Approved: Unanimously
7. **Topic:** Board moves to go into Executive Session to discuss human resources at 7:44pm.
8. **Topic:** Board moves out of Executive Session at 8:10pm
9. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 8:11pm.

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL 2

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 2 Board of Trustees was called to order at 6:17pm. 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:** Dashboard and Principal Update – review of ELL and FRL stats for MCS2. Review of enrollment and strategies to get MCS2 at full enrollment.
2. **Topic:** COO Update – Stephanie talked about the Operations schedule at MCS2 and how the centralized operations team is supporting MCS2.
3. **Topic:** Approval of September 24, 2012 board meeting minutes.
Moved: Jim
Seconded: Jessica
Approved: 6 yes, Joy abstains.
4. **Topic:** Board Evolution Document – Jim Ford reviewed this document with the board which demonstrated the evolution of boards in charter schools.
5. **Topic:** Review of Business Plan and Organizational Initiatives – Jim and Stephanie lead this discussion on what our top priorities the business plan and timeline for getting these priorities completed.
6. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 7:41pm.

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL 2
HELD November 15, 2012
At Manhattan Charter School 2, 220 Henry Street, New York, NY 10002

The November meeting of the Manhattan Charter School 2 Board of Trustees was called to order at 5:52pm. 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:** Dashboard and Principal Update –Review of enrollment and strategies to get MCS2 at full enrollment. All test data presented is baseline data since this is the first assessment students are taking at MCS2.
2. **Topic:** Principal Update –First Family Association meeting had 28 parents in attendance. Discussion of the effects of Storm Sandy on staff and students at MCS and MCS2.
3. **Topic:** Consideration of and approval to pay part time employees for time missed due to Storm Sandy and to allow staff who needed to take personal days as a result of Storm Sandy not have those days count against their personal bank of paid time off.
Moved: Joy
Seconded: Ira
Approved: Unanimously
4. **Topic:** COO Update
 - a. Review of Fiscal Sponsorship document – since MCS2 is still waiting for its 501c3 from the IRS, the Friends Of Manhattan Charter School organization can serve as a fiscal sponsor for MCS2. This will allow MCS2 to submit grant applications and receive donations.
 - b. Review of budget to actual implications of lower than expected per pupil revenue – Financial committee asked for a revised budget based on current enrollment numbers.
5. **Topic:** Approval of October 17, 2012 board meeting minutes.
Moved: Jim
Seconded: Tom
Approved: Unanimously
6. **Topic:** Approval to accept the fiscal sponsorship of the Friends Of Manhattan Charter School organization.
Moved: Joy
Seconded: Ira
Approved: Unanimously
7. **Topic:** Review of Business Plan and Organizational Initiatives
 - a. Creating Bench Strength (Board) – Board members completed self-assessment surveys which will be compiled to see strengths and weaknesses in the board to help guide board recruitment.

- b. Jim moves to create a committee on legal and organizational structure, that will be a subcommittee of the Finance committee
 - Moved:** Jim
 - Seconded:** Tom
 - Approved:** All (Ira abstains)
8. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 6:55pm.

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL 2
HELD December 17, 2012
79 Orchard Street, New York, NY 10002

The December meeting of the Manhattan Charter School 2 Board of Trustees was called to order at 4:58pm. In attendance at this meeting were Trustees Tom Alwood, Joy Daley, Jessica Aronin, Ira Greenberg, and Jim Ford. School leadership present: Genie DePolo, Stephanie Mauterstock, Taylor Bernal

1. **Topic:** Board Resignation – Ira informed the board the Rebecca Anikstein resigned as an MCS and MCS2 board member.
2. **Topic:** MCS2 Enrollment – Stephanie gave an update on MCS2’s enrollment which included the following:
 - a. Currently, 89 students enrolled at MCS2.
 - b. Completely full in K, 41 students in 1st grade.
 - c. Subsequent to the November meeting, Stephanie and Taylor presented a revised budget to the Finance Committee based on actual enrollment.
3. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 5:02pm.

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL 2
HELD January 24, 2013
At Manhattan Charter School, 100 Attorney Street, New York, NY 10002

The January meeting of the Manhattan Charter School 2 Board of Trustees was called to order at 7:24pm. In attendance at this meeting were Trustees Paul O'Neill, Tom Alwood, Joy Daley and Jim Ford (via Skype). School leadership present: Genie DePolo, Stephanie Mauterstock, Joanne Mejias, Taylor Bernal

1. **Topic:** Approval of November 15, 2012 board meeting minutes.
Moved: Tom
Seconded: Joy
Approved: Unanimously

2. **Topic:** Approval of December 19, 2012 board meeting minutes.
Moved: Joy
Seconded: Tom
Approved: Unanimously

3. **Topic:** Dashboard and Mid-Year MCS2 Update – Test scores have improved greatly from the first BMAS tests to the second BMAS at MCS2. Leadership is working on shared experiences between MCS and MCS2 so that MCS2 leadership will understand MCS's culture, including MCS2's Instructional Coach visiting MCS weekly and MCS2 staff attending MCS events.

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 2
HELD March 5, 2013
At Manhattan Charter School 2, 220 Henry Street, New York, NY 10002

The March meeting of the Manhattan Charter School 2 Board of Trustees was called to order at 6:36 pm. In attendance at this meeting were Trustees Paul O'Neill, Tom Alwood, Ira Greenberg and Jim Ford. School leadership present: Genie DePolo, Stephanie Mauterstock, Joanne Mejias, Taylor Bernal

1. **Topic:** Approval of January 24, 2013 board meeting minutes
Moved: Tom
Seconded: Jim
Approved: Unanimously, Ira abstains
2. **Topic:** Approval of Shared Services Policy
Moved: Ira
Seconded: Jim
Approved: Unanimously
3. **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
4. **Topic:** Adoption of the Supervision Policy, outlining the policy around employee criminal background checks
Moved: Tom
Seconded: Ira
Approved: Unanimously
5. **Topic:** SUNY CSI Visit, May 2, 2013
 - a. Stephanie described the annual charter school evaluation visit that SUNY CSI makes for all CSI authorized charter schools. CSI would like to meet with board members at 5pm on May 2, 2013. Paul and Ira confirmed they will be in attendance.
6. **Topic:** Principal Update
 - a. Joanne shared with the board that the community awareness around MCS2 is growing. There is a lot of buzz in the community about MCS and MCS2 expanding to grade 8.
7. **Topic:** Public Comments
 - a. There were four parents in attendance at the MCS2 board meeting. One parent expressed that there is limited choice in District 1 for quality middle schools. She said that she toured all schools in District 1 to find a school for her older son. The rest of the parents in attendance expressed interest in having a high quality middle school option in District 1 and would support MCS and MCS2 expanding to middle school.

8. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 7:03pm.

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL 2
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 6:57pm. 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 March 5, 2013.
Moved: Ira
Seconded: Jim
Approved: Unanimously

2. **Topic:** Dashboard Presentation, Principal, CAO and COO Updates
 - a. Discussion about staff recruiting for next year and also future years.

3. **Topic:** Board Chair Update
 - a. Paul shared two resumes of potential board members with the board and asked them to review.

4. **Topic:** Approval of proposed Student Internet Safety Policy (once reviewed and approved by the MCS attorney)
Moved: Joy
Seconded: Jessica
Approved: Unanimously

5. **Topic:** Approval of MCS2's FY2012 990
Moved: Jim
Seconded: Tom
Approved: Unanimously

6. **Topic:** Approval of MCS2 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: Jim
Seconded: Ira
Approved: Unanimously

7. **Topic:** Pubic Comments

a. None

8. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 8:19pm.

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL 2
HELD June 27, 2013
At the Manhattan Charter School, 100 Attorney Street, New York, NY 10002

The June meeting of the Manhattan Charter School 2's Board of Trustees was called to order at 8:03 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 Manhattan Charter School 2's Accountability Plan.
Moved: Tom
Seconded: Joy
Approved: Unanimously
3. **Topic:** Approval of Manhattan Charter School 2's 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%.
Moved: Tom
Seconded: Jim
Approved: 3 in favor, Joy – no response.
4. **Topic:** Approval of adding Lisa Long as a board member to the MCS2 Board.
Moved: Tom
Seconded: Jim
Approved: Unanimously
5. **Topic:** Approval of adding Valerie Levenberg as a board member to the MCS2 Board.
Moved: Jim
Seconded: Tom
Approved: Unanimously
6. **Topic:** Pubic Comments
 - a. None
7. **Topic:** Executive Session
 - a. Ira moved to go into Executive Session to discuss employment matters at 8:13pm
 - b. Executive Session ends at 8:30pm
8. **Topic:** Approval of Joanne Mejias to serve as MCS2 Principal
Moved: Joy

Seconded: Ira

Approved: Unanimously

9. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 8:31pm.