

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL
HELD July 29, 2013
At the Manhattan Charter School, 100 Attorney Street, New York, NY 10002

The July meeting of the Manhattan Charter School Board of Trustees was called to order at 5:41 pm. In attendance at this meeting were Trustees Tom Alwood (via skype), Paul O'Neill, Joy Daley, Ben Breen, Jessica Aronin, Ira Greenberg, Valarie Levenberg, and Jim Ford (via Skype). School leadership present: Genie DePolo, Stephanie Mauterstock, Taylor Bernal

1. **Topic:** Approval of Board minutes from June 27, 2013.
Moved: Joy
Seconded: Jim
Approved: 4 in favor, Paul, Jessica and Ben abstain.
2. **Topic:** Introduction of new board member Valerie Levenberg.
3. **Topic:** CAO Update: NY State Report Card for 2011-12 school year is incorrect due to an error in NYSED's use of MCS data in calculating AYP. 44 MCS fourth graders took the state exam but NYSED incorrectly miscoded 41 fourth graders as being fifth graders. As a result, MCS failed AYP for failure to test the requisite percentage of fourth grade student. We appealed the report card data and NYSED said that there is nothing they can do at this point to fix the data but encouraged the school to complete an analysis of AYP with the correct data. MCS has replicated the NY State Report Card for 2011-12 using the correct student data and has made AYP.
4. **Topic:** Approval of Valerie Levenberg being added as a member of the Manhattan Charter School Board of Trustees.
Moved: Ira
Seconded: Joy
Approved: Unanimously.
5. **Topic:** Discussion of 2013-14 Budget and human capital. Determined that no further action is necessary at this time.
6. **Topic:** Board Chair Update: Civic Builders contacted Paul about MCS's interest in pursuing a private facility that would be financed mostly through NYC DOE funding and MCS would pay a small percentage of the total cost in return for a long term lease. It was decided that the board would schedule a meeting with Civic to continue the conversation.
7. **Topic:** Review of an employee complaint to the Board of Trustees. The complaint was made by an employee of Manhattan Charter School and was investigated by the school's attorney. Joy moves that the Manhattan Charter School board of trustees accept the interpretation of council and pay the grievant the balance requested.
Moved: Joy
Seconded: Ira
Approved: Ben, Valerie, Paul, Jim in favor; Ira, Jessica, Joy opposed; Tom abstains.

8. **Topic:** Pubic Comments

a. None

9. **Topic:** Business completed, the meeting of the MCS2 Board was officially adjourned at 7:00 pm.

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL
HELD Sept. 16, 2013
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 6:04pm. In attendance at this meeting were Trustees Tom Alwood, Paul O'Neill, Joy Daley, Jessica Leitner, Ira Greenberg, Valerie Levenberg, and Jim Ford (via Skype). School leadership present: Genie DePolo, Stephanie Mauterstock, Taylor Bernal, Joanne Mejias.

1. **Topic:** Approval of Board minutes from July 29, 2013.
Moved: Valerie
Seconded: Tom
Approved: Unanimously.
2. **Topic:** Review of Dashboard
 - a. Review of student demographic information and student achievement on 2013 NY state tests. Review of student summer K program results. Review of preliminary pre-audit financials for FY13. Review of July 2013 financials.
3. **Topic:** CAO/COO Update: Stephanie Mauterstock presented a transition plan for upcoming human resources changes. Stephanie Mauterstock and Genie DePolo presented a comprehensive overview of the 2013 NY state test scores.
4. **Topic:** Approval of Manuel Romero to be added as a member of the Manhattan Charter School Board of Trustees.
Moved: Joy
Seconded: Jessica
Approved: Unanimously.
5. **Topic:** Approval of conditional appointment for Christopher Miranda as MCS staff member.
Moved: Tom
Seconded: Ira
Approved: Unanimously.
6. **Topic:** Approval of Supervision Policy with regards to any staff member who is conditionally appointed.
Moved: Jessica
Seconded: Joy
Approved: 6 in favor, Valerie abstains.
7. **Topic:** Approval of updated Financial Policies and Procedures for Manhattan Charter School.
Moved: Ira
Seconded: Tom
Approved: 6 in favor, Valerie abstains.
8. **Topic:** Approval of additional signer to MCS bank account, Taylor Bernal.

Moved: Ira
Seconded: Jessica
Approved: Unanimously.

9. **Topic:** Approval of updated Employee Handbook for Manhattan Charter School.

Moved: Valerie

Seconded: Tom

Approved: Unanimously.

10. **Topic:** Pubic Comments

a. None

11. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 7:55 pm.

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL
HELD Nov. 4, 2013
At the Manhattan Charter School, 100 Attorney Street, New York, NY 10002

The November meeting of the Manhattan Charter School Board of Trustees was called to order at 6:39pm. In attendance at this meeting were Trustees Tom Alwood, Paul O'Neill, Joy Daley, Jessica Leitner, Ira Greenberg, Valarie Levenberg, Ben Breen and Jim Ford (via Skype). School representatives present: Genie DePolo, Taylor Bernal, Joanne Mejias, and Sarah Olle.

1. **Topic:** Approval of Board minutes from Sept. 16, 2013 with one correction (changing the month at the top of the minutes to September).
Moved: Valerie
Seconded: Ben
Approved: Unanimously.
2. **Topic:** CAO Update – MCS K-2 Winter Concert will be held on Friday, Nov. 22, 2013 at 6:30pm and the MCS 3-5th grade Winter Concert will be held on Dec. 6, 2013 at 6:30pm.
3. **Topic:** FY13 Audit – MCS had a clean audit for FY2013.
4. **Topic:** Pubic Comments
 - a. None
5. **Topic:** Moved to go into Executive Session for Human Resource Issue
Moved: Ira
Seconded: Valerie
Approved: Unanimously.

Topic: Board votes to set 2012-13 bonus levels for MCS Co-leaders.

Topic: Board moves to exit Executive Session at 8:23pm.
6. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 8:24pm.

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

HELD Dec. 17, 2013

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

The December meeting of the Manhattan Charter School Board of Trustees was called to order at 5:55 pm. In attendance at this meeting were Trustees Paul O'Neill, Ben Breen, Valarie Levenberg, Joy Daley, Jessica Leitner, Manuel Romero, Tom Alwood, and Jim Ford. School representatives present: Genie DePolo and Sarah Olle.

1. **Topic:** Approval of Board minutes from Nov. 4, 2013, pending correction to clarify purpose of Executive Session
Moved: Joy
Seconded: Ben
Approved: Unanimously.
2. **Topic:** Dashboard – Stanford 10 results show low levels of skills for incoming Kindergarteners.
3. **Topic:** Academic Presentation – The school presented its 12-13 Progress Report and strategies to improve academic performance.
4. **Topic:** Pubic Comments
 - a. None
5. **Topic:** Moved to go into Executive Session for Human Resource issue

Topic: Board votes to approve Executive Director job description as amended.

Topic: Board moves to exit Executive Session at 8:30pm.
6. **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 Jan. 29, 2014

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 6:07 pm. In attendance at this meeting were Trustees Paul O'Neill, Ben Breen, Valerie Levenberg, Joy Daley, Jessica Leitner, Manuel Romero, Tom Alwood, and Jim Ford. School representatives present: Genie DePolo, Joanne Mejias, and Sarah Olle.

1. **Topic:** Approval of Board minutes from Dec. 17, 2013
Moved: Valerie
Seconded: Ben
Approved: Unanimously
2. **Topic:** Dashboard – The school's Kindergarten class is 6% ELL-identified. The school is focused on recruiting ELL students and hopes to recruit even more ELL students for its 2014-15 Kindergarten.
3. **Topic:** CAO Update
4. **Topic:** Pubic Comments
 - a. None
5. **Topic:** Moved to go into Executive Session for Human Resource issue

Topic: Approval of Sonia Park as the new Executive Director for Manhattan Charter School and Manhattan Charter School 2.
Approved: Unanimously

Topic: Moved to exit Executive Session
6. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 8:30 pm

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

HELD March 25, 2014

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

The March meeting of the Manhattan Charter School Board of Trustees was called to order at 6:01pm. In attendance at this meeting were Trustees Paul O'Neill, Valerie Levenberg, Joy Daley, Manuel Romero, Tom Alwood, and Jim Ford. School representatives present: Sonia Park, Genie DePolo, Joanne Mejias, and Taylor Bernal. Two representatives of the Family Association were also in attendance.

1. **Topic:** Approval of Board minutes from January 29, 2014
Moved: Valerie
Seconded: Manuel
Approved: Unanimously
2. **Topic:** Review of Dashboard
3. **Topic:** Executive Director Update
 - a. Sonia gave an overview of the status of the middle school expansion plan, update on merger and discussed the current climate for charter schools in NYC.
4. **Topic:** CAO Update
 - a. The MCS lottery will be on April 2nd at 6pm.
5. **Topic:** Pubic Comments
 - a. None
6. **Topic:** Executive Session
Moved: Tom moved to go into Executive Session for HR issue at 7:35pm.
Seconded: Jim
Approved: Unanimously
7. **Topic:** Tom submitted his resignation letter from the Board.
 - a. It was accepted by Paul.
8. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 8:10pm

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL
HELD April 23, 2014
At the Manhattan Charter School, 100 Attorney Street, New York, NY 10002

The April meeting of the Manhattan Charter School Board of Trustees was called to order at 6:17pm. In attendance at this meeting were Trustees Ben Breen, Ira Greenberg, Valerie Levenberg, Jim Ford, and Manuel Romero. School representatives present: Sonia Park, Genie DePolo, Joanne Mejias, and Taylor Bernal.

1. **Topic:** Approval of Board minutes from March 25, 2014
Moved: Jim
Seconded: Valerie
Approved: 3 Yes, 2 abstain (Ira, Ben), approved
2. **Topic:** SchoolWorks presentation on middle school plan
3. **Topic:** Review of Dashboard
4. **Topic:** Executive Director Update
 - a. Sonia gave an update on the status of the DOE merger application, discussed the ongoing political climate for charter schools in NYC and reviewed the new DOE Promotion Policy.
5. **Topic:** CAO Update
 - a. The renovations to the new space were completed over Spring Break.
 - b. Status of MCS 5th graders middle school acceptances.
 - c. Review of upcoming important dates.
6. **Topic:** Pubic Comments
 - a. None
7. **Topic:** Executive Session
 - a. Not called
8. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 7:11pm

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL
HELD May 29, 2014

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

The May meeting of the Manhattan Charter School Board of Trustees was called to order at 6:50pm. In attendance at this meeting were Trustees Ben Breen, Paul O'Neill, Jessica Aronin, Valerie Levenberg, and Jim Ford (via Skype); proposed new Trustee, Lisa Long. School representatives present: Sonia Park, Genie DePolo, Joanne Mejias, and Taylor Bernal.

1. **Topic:** Approval of Board minutes from April 23, 2014
Moved: Valerie
Seconded: Ben
Approved: Unanimous
2. **Topic:** Approval of new board member, Lisa Long.
Moved: Jessica
Seconded: Jim
Approved: Unanimous
3. **Topic:** Review of Dashboard
4. **Topic:** Approval of change in school end time for third through fifth grades from 3:30pm to 4:15pm from on or around November 1st each year through the beginning of the NYSED assessments.
Moved: Valerie
Seconded: Jessica
Approved: Unanimous
5. **Topic:** Executive Director Update
6. **Topic:** Middle School Timeline Update
7. **Topic:** CAO/Principal Update
8. **Topic:** Approval of MCS to submit a letter of intent to the NYC Department of Education to merge MCS and MCS2.
Moved: Jessica
Seconded: Ben
Approved: Unanimous
9. **Topic:** Pubic Comments
 - a. None
10. **Topic:** Executive Session
 - a. Not called
11. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 7:21pm

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

HELD June 19, 2014

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

The May meeting of the Manhattan Charter School Board of Trustees was called to order at 5:34pm. In attendance at this meeting were Trustees Jim Ford, Joy Daley, Ira Greenberg, Paul O'Neill (via Skype) and Manual Romero. School representatives present: Sonia Park, Genie DePolo, and Taylor Bernal.

1. **Topic:** Approval of Board minutes from May 29, 2014
Moved: Joy
Seconded: Manny
Approved: Approved, Joy abstains.
2. **Topic:** Consideration of additional signer on MCS Bank Account, Sonia Park
Moved: Ira
Seconded: Jim
Approved: Unanimous
3. **Topic:** Consideration of updated Finance Policies and Procedures
Moved: Ira
Seconded: Manny
Approved: Unanimous
4. **Topic:** Consideration of MCS 2014-15 Budget with \$150,000 of bonus considered contingency and only to be used with board approval
Moved: Jim
Seconded: Manny
Approved: Approved, Jim abstains.
5. **Topic:** Review of Dashboard
6. **Topic:** Pubic Comments
 - a. None
7. **Topic:** Executive Session
 - a. Not called
8. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 6:13pm