

**Approved Minutes of**  
**THE MEETING OF THE TRUSTEES OF MANHATTAN CHARTER SCHOOLS**  
**EDUCATION CORPORATION**

**100 Attorney Street, New York, NY 10002**

**April 4, 2018 at 5:30 pm**

Meeting called to order at 6:30 pm

**In attendance were trustees: Ben Breen, Kathleen Cudahy, Bill Colavito, and Caitlin Conklin.**

**School Reps: Genie DePolo, Amy Salazar, Ola Duru**

**Proposed Minutes**

Minutes for the January 17<sup>th</sup> meeting were reviewed by the board and approved without changes.

**Reports**

Finance Committee Report

Signature informed us that CDs are maturing and made reinvestment recommendations. Trustee Breen investigated their recommendations and felt they were sound. It was agreed that the DOO would tell our banker to reinvest in their recommendations.

Nominating Committee Report

Trustee Conklin reported that she spoke with the parent candidate and that she seemed very interested in joining the Board. Trustee Conklin will extend an invitation to Ms. Javier to attend the next Board meeting on May 2<sup>nd</sup>.

Director of Schools Report

Plans for the April 11<sup>th</sup> lottery were presented to the Board. Student recruiting continues to be a priority even though the number of applications we have are the same as they were at this time last year. Efforts on behalf of MCS2 especially will be ongoing throughout the school year.

Trustees were invited to be guest speakers at the 5<sup>th</sup> grade Moving Up ceremony for each school.

Dates for all end of year events were shared with all trustees.

There are no recommendations at this time.

Director of Operations

DOO presented update on the implementation of the plan regarding Operations staff meetings and trainings.

It was announced that there is a new per pupil reimbursement amount. MCS and MCS2 will be reimbursed \$15,307 per student for the 2018-2019 school year.

DOO asked if the Board will be contracting with Marge Struk again next year so as to plan for the cost of her contract in the school budgets.

CSBM will present the draft budget to the Board on May 2<sup>nd</sup>. Kamilah O'Brien, our site director, will be the presenter.

The updated Financial Policies and Procedures (FPP) will be presented to the Board by CSBM at the May 23<sup>rd</sup> Board meeting. Board approval must take place by June 30<sup>th</sup>.

There are no recommendations at this time.

### **Unfinished Business**

Trustee Colavito reminded everyone that there were two items that were discussed in Executive Session that were to be presented and voted on at the open meeting.

The first was the change in title of the Director of Schools. Trustee Colavito made the motion to change the title of Director of Schools to Chief of Schools. It was seconded by Trustee Cudahy and unanimously approved.

The second item was the approval of the HR and Finance Manager moving from part time to full time. Trustee Colavito made the motion to approve the full time hiring of the HR and Finance Manager. It was seconded by Trustee Conklin and unanimously approved.

### **New Business**

MCS2 was visited by SUNY, they then met with the Board of Trustees. The Board decided that Trustee Breen would follow up with a thank you for the help they offered with student recruiting.

### **Public Comment**

No public comment.

### **Executive Session**

The meeting adjourned at 7:30 pm.