



## MEETING OF THE TRUSTEES OF MANHATTAN CHARTER SCHOOL

100 Attorney Street, New York, NY 10002

September 24, 2015 at 5:30 pm

The September meeting of the Manhattan Charter School Board of Trustees was called to order at 5:33 pm. In attendance at this meeting were Trustees Manuel Romero, Joy Daley, Barbara Cuspard, Jessica Aronin, Ben Breen, Ira Greenberg, Valerie Levenberg, Lisa Long, and Jim Ford. School representatives present: Sonia Park, Genie DePolo, Chris Doscher. Carissa Page, Principal of MCS2, was also in attendance.

### AGENDA

- I. Call to Order
- II. **Topic:** Consideration of Meeting Minutes of June 25, 2015  
Document: Minutes of June 25, 2015  
Vote: Approval of minutes June 25, 2015  
**Moved:** Manny  
**Seconded:** Joy  
**Approved:** Approved with amendments; unanimous
- III. **Topic:** Consideration of 2015-2016 Employee Handbook  
Document: 2015-16 Employee Handbook with updates to leave, timeliness, and accommodations policies.  
Vote: Approval of 2015-16 Employee Handbook  
**Moved:** Manny  
**Seconded:** Joy  
**Approved:** Unanimous
- IV. **Topic:** Consideration of Increasing Total Enrollment Numbers  
Document: DOE approved enrollment table of 274; proposed enrollment table of 290.  
Vote: Approval of increase in total enrollment, effective 2016-17.  
**Moved:** Valerie  
**Seconded:** Lisa  
**Approved:** Approved with analysis on board policy of class size; unanimous
- V. **Topic:** DOO candidate  
Document: Resume  
Candidate was introduced to the Board; she had previously met and spoken with Finance Committee members. Final determination will be made by the Executive Director.
- VI. **Topic:** Dashboard  
Document: Dashboard
- VII. **Topic:** Review of State assessment performance 2014-15  
Extensive presentation made by Operations Manager to the Board on school performance in terms of comparative performance (absolute, comparative, longitudinal) and growth.

Further analysis is to be conducted by Education Committee.

**VIII. Topic:** CAO Update

**IX. Topic:** Executive Director Update

**X. Topic:** Committee meetings scheduling

- Executive
- Education
- Finance & Audit
- Fundraising
- Facilities
- Board nomination

Manny asked all committees to schedule and submit dates for their next meeting.

Jim emphasized that the board should respect the committee process; this was echoed by Joy.

**XI. Topic:** Board retreat

**XII. Topic:** Public Comments

- None

**XIII. Topic:** Executive Session

- Not called

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



## EMERGENCY MEETING OF THE TRUSTEES OF MANHATTAN CHARTER SCHOOL

100 Attorney Street, New York, NY 10002

October 21, 2015 at 5:30 pm

The Emergency Meeting of the Manhattan Charter School Board of Trustees was called to order at 5:55 pm. In attendance at this meeting were Trustees Manuel Romero, Joy Daley, Barbara Cuspard, Ben Breen, Ira Greenberg, Lisa Long, Valerie Levenberg (via skype), Jim Ford (via skype) and Jessica Aronin (via facetime). School representatives present: Sonia Park and Genie DePolo. Carissa Page, Principal of MCS2, was also in attendance.

### AGENDA

#### I. Call to Order

#### II. Consideration of consultant proposals

- Lynn Fardell Consulting
- Struck Consulting
- SchoolWorks

An in-depth discussion took place about the need for an external consultant to perform a diagnostic on MCS and MCS2. Some board members did not initially see the necessity to invest any funds on outside consultants and that the money should be used to support staffing in the schools. Further discussion highlighted that the board has educational experts on hand in the form of trustees along with the school based leadership; it has also empowered the Executive Director to make these decisions.

The evaluation of the proposals was incomplete; the bios and list of former clients was not provided by all of the consultants. Several board members expressed concern about making any determination without further analysis and background information. Others were unsure of bringing in an evaluator that did not have a background in New York.

It was emphasized that the fundamental responsibility of the board is to ensure that the schools are delivering a quality education to the families that we serve. The Board holds the legal responsibility for the academic and operational performance of the school.

#### III. **Topic:** Consideration of the Executive Director making the sole determination of the consultant to be used.

Vote: Approval of the ED to make the sole determination on the outside consultant.

**Moved:** Joy

**Seconded:** Barbara

**Approved:** Joy, Barbara

**Opposes:** Ira, Manny, Jim, Valerie  
**Abstains:** Lisa  
(Ben and Jessica were not present)  
**Motion was not carried.**

- IV. **Topic:** Consideration of the Executive Director to provide the board with a recommendation for the consultant to be used. Recommendation to be made at the next scheduled board meeting, October 29, 2015 with the final decision resting with the board.  
**Vote:** Approval of the ED to provide the board with a recommendation for the consultant to be used. Recommendation to be made at the next scheduled board meeting, October 29, 2015. With the final decision resting with the board.  
**Moved:** Lisa  
**Seconded:** Manny  
**Approved:** Joy, Barbara, Manny, Lisa, Joy, Jim  
**Abstains:** Ira  
(Ben and Jessica were not present)  
**Motion was carried.**
- V. **Topic:** Public Comments
- None
- VI. **Topic:** Executive Session
- Not called
- VII. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 7:25 pm



## MINUTES OF THE TRUSTEES OF MANHATTAN CHARTER SCHOOL

220 Henry Street, New York, NY 10002

October 29, 2015 at 6:30 pm

The Meeting of the Manhattan Charter School Board of Trustees was called to order at 7:11 pm. In attendance at this meeting were Trustees Manuel Romero, Joy Daley, Barbara Cuspard, Ben Breen, Ira Greenberg, Lisa Long, Valerie Levenberg, Jim Ford, Jessica Aronin (via skype) and Rishabh Dayal (via skype). School representatives present: Sonia Park and Genie DePolo. Carissa Page, Principal of MCS2, was also in attendance.

### AGENDA

**I. Call to Order**

**II. Topic: Consideration of Meeting Minutes of September 24, 2015**

Document: Minutes of September 24, 2015

Vote: Approval of minutes September 24, 2015

Moved: Valerie

Seconded: Ben

Approved: unanimous

**III. Topic: Dashboard**

Document: Dashboard

**IV. Topic: CAO Update**

The board was updated on the continued work on instructional practices and implementation. ANet assessments were administered across both sites. Information was also provided on former MCS students (alumni) that are thriving. Their stories will be highlighted in the inaugural MCS newsletter.

**V. Topic: Executive Director Update**

Sonia discussed of Timeline for merger of MCS2 and MCS under SUNY authorization, including the SUNY checklist of the merger process. In addition, SUNY context on how CSI reviews and reports on their portfolio of charter schools was provided.

Recommendation for consultant diagnostic was discussed with a recommendation made to have a focused review performed by Greg McVerry and an overarching view performed by SchoolWorks.

**vi. Topic: Motion for Board to approve considerations as approved during the MCS2 meeting; specifically in regards to Merger Letter of Intent to SUNY (as amended per Jim's recommendation); Recommended Diagnostic Consultants; 2014-15 Financial Audits; and Board Retreat.**

Vote: Ben

Seconded: Lisa

Approved: unanimous

VII. **Topic:** Public Comments

- None

VIII. **Topic:** Executive Session

- Not called

IX. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 7:42 pm



**MINUTES OF THE TRUSTEES OF MANHATTAN CHARTER SCHOOL**  
**100 Attorney Street, New York, NY 10002**  
**November 24, 2015 at 5:30 pm**

The Meeting of the Manhattan Charter School Board of Trustees was called to order at 5:37 pm. In attendance at this meeting were Trustees Manuel Romero, Joy Daley, Barbara Cuspard, Lisa Long and Rishabh Dayal. Absent trustees include Ira Greenberg, Ben Breen, Jessica Aronin, Jim Ford, and Valerie Levenberg. School representatives present: Sonia Park, Genie DePolo, Ola Duru. Carissa Page, Principal of MCS2, was also in attendance. In addition, Bill Colavito (visiting former board member) attended. Quorum was not met.

**I. Call to Order**

**II. Topic: Dashboard**

Document: Dashboard

**III. Topic: Chief Academic Officer Update**

- Four hundred people attended the K-2 Concert. The MCS Family association had a successful raffle bringing in approximately \$300 profit.
- A hard copy of the 2014-15 School Quality Review results was shared. It is based on state assessments. Review indicates that some subgroups are moving in the right direction. Additionally, former MCS students have been tracked as they move on to middle school. Internal goals are set on the baseline showing how much students need to grow. As for absolute performance, the school needs to do better. But growth has been shown with specialized populations. Students are on a forward trajectory, moving from Level 1 to Level 2. School needs to push students to Levels 3 and 4.
- Voluntary summer K program, which is open to all, specifically targets students who are not where they need to be academically and/or socially. If the summer program were mandatory, the school would target those students who are most at risk. All students are assessed upon enrollment.
  - Staff will provide additional information about plans for targeting incoming students.
- The school is its own Local Education Agency (LEA) for everything except Special Education; thus it cannot have a school based support team and also receive special education services from DOE. The Committee on Special Education (CSE) is inundated with referrals and annual reviews. The school cannot start a small school based CSE. This is a district-wide issue. NYC DOE has been put on notice by the New York State Education Department (NYSED) for non-compliance, as it pertains to special education.

**IV. Topic: Executive Director Update**

- Ola was formally introduced to the board, since joining the staff in November.

- Bill Colavito, a former school principal, MCS board member and lifelong educator, visited and has been informally invited to re-join the board to help address some of the academic issues that have been of concern to the board.
- CSD 1 News –
  - Two elementary schools are proposed to be merged. They are co-located in one building and because of under-enrollment, they may be merged.
  - There are two middle schools with less than 100 students that may also merge. The schools are located near MSC 2.
  - Great Oaks Charter School is stopping at grade 8, instead of grade 12 as originally plan. The decision was made as a result of a lack of space.
- SUNY Board Training - Guidance
  - All Board Notices must be sent via snail mail, USPS. E-mail does not meet the standards for public meeting notification.
  - For members Skyping into meetings, the board must list the address and location of where the Skype and/or FaceTime is taking place and make it available to the public.
  - Information on the Open Meeting Law has been provided to board members in order to address a number of questions that have arisen regarding board practices.
  - A board retreat where strategic plans are discussed would be considered a public meeting and would thus require public notice.
  - SUNY provided a sample Dashboard. Sonia asks the board to consider whether or not the current format should be changed.
- Merger
  - Next Steps include making a public notice that specifically announces that the board will be voting on a merger.
- Giving Tuesday
  - MCS and MCS 2 will participate.
  - Working on building a larger distribution list.
  - Board members are asked to share contacts and post information on social media.

**V. Topic: Board retreat**

- The proposed cost is approaching \$20K. Barbara raised concerns about the cost.
- Joy attended the SUNY board training and suggests that we contact SUNY to see if they are willing to provide training for free. She believes that SUNY might be amenable to providing some retreat training.
- Joy also suggests that each board member complete the survey, that we collate the responses and that we determine our top concerns. After we determine our topics, then we can reach out to SUNY and make a more targeted request.

**VI. Topic: Public Comments**



- None

VII. **Topic:** Executive Session

- Not called

VIII. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 6:49 pm

**Approved Minutes**  
**MERGER MEETING OF THE TRUSTEES OF**  
**MANHATTAN CHARTER SCHOOL & MANHATTAN CHARTER SCHOOL 2**  
100 Attorney Street, New York, NY 10002  
January 28, 2016 at 5:30 pm

The Merger Meeting of the Trustees of Manhattan Charter School and Manhattan Charter School 2 was called to order at 5:37 pm. In attendance at this meeting were Trustees Manuel Romero, Joy Daley, Barbara Cuspad, Ira Greenberg, Valerie Levenberg, Jim Ford, Jessica Aronin and Rishab Dayal. School representatives present: Sonia Park, Genie DePolo, Ola Duru, Chris Doscher and Carissa Page. Susan Miller Barker (Executive Director) and Chastity McFarlan (Analyst) of Charters School Institute and Spencer Blasdale of SchoolWorks were also in attendance.

**AGENDA**

**I. Call to Order**

- II. **Topic:** Susan Miller Barker, Executive Director, Charter Schools Institute  
State University of New York

Ms. Miller Barker provided information on the SUNY merger process. She also answered questions from the board regarding the advantages/disadvantage of merging Manhattan Charter School and Manhattan Charter School 2. After addressing the board Ms. Miller Barker and Ms. McFarlan left the meeting.

- III. **Topic:** Consideration of Merger of Education Corporations, Manhattan Charter School & Manhattan Charter School 2  
Document: Merger documents  
Vote: Merger of Education Corporations, Manhattan Charter School & Manhattan Charter School 2

**Moved:** Jim

**Seconded:** Jessica

**Approved:** Manny, Joy, Barbara, Ira, Valerie, Jim, Jessica, Rishab

**Motion was carried:** 3/4 of Board trustees (8 of 10 board members)

- IV. **Topic:** Public Comments  
None.

- V. **Topic:** Executive Session  
Not called.

- VI. **Topic:** Business completed, the merger meeting of the MCS and MCS2 Boards was officially adjourned at 6:22 pm



**Approved Minutes of  
THE MEETING OF THE TRUSTEES OF MANHATTAN CHARTER SCHOOL  
100 Attorney Street, New York, NY 10002  
January 28, 2016 at 6:00 pm**

The Meeting of the Manhattan Charter School Board of Trustees was called to order at 6:23 pm. In attendance at this meeting were Trustees Manuel Romero, Joy Daley, Barbara Cuspard, Jessica Aronin, Jim Ford, Valerie Levenberg, Ira Greenberg, and Rishabh Dayal. Absent trustees include Ben Breen and Lisa Long. School representatives present: Sonia Park, Genie DePolo, Ola Duru, and Chris Doscher. Carissa Page, Principal of MCS2, was also in attendance. In addition, Spencer Blasdale of SchoolWorks attended.

**AGENDA**

- I. Call to Order**
- II. Topic: Consideration of Meeting Minutes of October 29, 2015**  
Document: Minutes of October 29, 2015  
Vote: Approval of minutes October 29, 2015  
Moved: Valerie  
Seconded: Barbara  
Approved: unanimous
- III. Topic: Consideration of Meeting Minutes of November 24, 2015**  
Document: Minutes November 24, 2015  
Vote: Approval of minutes November 24, 2015  
Moved: Jessica  
Seconded: Barbara  
Approved: Manny, Barbara, Joy, Valerie, Rishab, Jessica  
Abstained: Ira, Jim abstains
- IV. Topic: SchoolWorks presentation**  
Preliminary report of the SchoolWorks review  
Motion to move discussion to Executive Session.  
Moved: Jim  
Seconded: Ira  
Approved: unanimous
- V. Topic: Consideration of additional signer on MCS bank account, Ola Duru**  
Document: Proposed resolution for MCS bank account  
Vote: Approval of adding Ola Duru to MCS bank account  
Moved: Ira  
Seconded: Valerie  
Approved: unanimous
- VI. Topic: Consideration of Proposed Trustees**

Document: William Colavito Resume; Kathleen B. Cudahy Bio

Vote: Approval of trustees

Consideration of proposed trustees was tabled until the next board meeting to give all members of the Nominating Committee (Manny, Jessica, Ira and Barbara) an opportunity to speak/meet Bill and Kathleen.

**VII. Topic: Dashboard**

Document: Dashboard

**VIII. Topic: CAO Update**

2014-15 School Quality Review

- A hard copy of the 2014-15 School Quality Review results was shared. It is based on state assessments. Review indicates that some subgroups are moving in the right direction. Additionally, former MCS students have been tracked as they move on to middle school. Internal goals are set on the baseline showing how much students need to grow. Growth has been shown with specialized populations. Students are on a forward trajectory, moving from Level 1 to Level 2. School needs to push students to Levels 3 and 4.

**IX. Topic: Executive Director Update**

SUNY Board Training

- SUNY Board Training – sample dashboard
  - SUNY provided a sample Dashboard. Sonia asks the board to consider whether or not the current format should be changed.

Fundraising

- Two programs are targeted: Summer K and afterschool. Currently school is absorbing the costs for each program. Sonia to provide the Board with a 1-page letter for distribution to support the afterschool program.

PBI

- Rubric was shared with the board and distributions were made to school staff.

Action timeline

- A timeline for the rest of the academic year was provided. Several noted items include the board retreat and the election of new board officer positions, specifically chair (as designated in the bylaws).

Update on State Assessments

- SED released memo that state assessments will be revised for 2016. Revisions include fewer questions and tests being untimed.

**X. Topic: Board retreat**

Board on Track Proposal was reviewed. Motion was made to approve engaging BOT.

Document: BOT proposal

Vote: Approval of engaging BOT

Moved: Jim

Seconded: Ira

Approved: Jim, Ira, Manny, Valerie, Jessica, Rishab, Barbara

Abstained: Joy

Barbara noted that though she previously raised concerns of the cost of BOT and that the funds would be better used to support the schools, she is voting for the contract to invest in Board governance.

XI. **Topic:** Public Comments

- None

XII. **Topic:** Executive Session

- SchoolWorks discussion tabled to MCS2 meeting.

XIII. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 7:15 pm



**Approved Minutes of  
THE MEETING OF THE TRUSTEES OF MANHATTAN CHARTER SCHOOL  
220 Henry Street, New York, NY 10002  
February 23, 2016 at 6:30 pm**

The Meeting of the Manhattan Charter School 2 Board of Trustees was called to order at 7:23 pm. In attendance at this meeting were Trustees Manuel Romero, Joy Daley, Barbara Cuspard, Lisa Long, Ira Greenberg, Jim Ford with Valerie Levenberg, and Jessica Aronin participating via skype. Absent were trustees Rishabh Dayal and Ben Breen. School representatives present: Sonia Park, Genie DePolo, Ola Duru and Carissa Page, principal of MCS2.

**AGENDA**

- I. **Topic: Call to Order**
  
- I. **Topic: Consideration of Meeting Minutes of January 28, 2016**  
Document: Minutes of January 28, 2016  
Vote: Approval of minutes of January 28, 2016  
Moved: Ira  
Seconded: Jessica  
Approved: unanimous
  
- II. **Topic: Consideration of Merger Meeting Minutes of January 28, 2016**  
Document: Merger minutes of January 28, 2016  
Vote: Approval of Merger minutes of January 28, 2016  
Moved: Jim  
Seconded: Ira  
Approved: unanimous
  
- III. **Topic: Consideration of revision of waitlist language**  
Proposed revised waitlist language:

***Amend the Lottery: Admission and Waitlist (Section IV, pages 9 and 10).*** The proposed language adds a preference for students who speak a Language other than English or are English Language Learners for applications submitted after April 1<sup>st</sup>, the deadline for inclusion in the lottery.

**PROPOSED CHANGES ARE *BOLDED*:**

*Waiting lists will not be carried over from year to year. The School may send an application or other information directly to families who have previously applied. All applicants who apply after April 1 will be placed at the bottom of the wait list for their grade, except for siblings, students who reside in Community School District 1, and **students who speak a Language other than English (LOTE) or are English Language Learners (ELL)**, 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. LOTE/ELL applications received after April 1 will be placed after all other LOTE/ELL on the wait list, but before all other wait listed students.*

Vote: Approval revision of waitlist language

Moved: Joy

Seconded: Barbara

Approved: unanimous

**IV. Topic: Consideration of Proposed Trustees**

Document: William Colavito Resume; Kathleen B. Cudahy Bio

Vote: Approval of trustees

Action: Postponed

- Barbara noted that at the January meeting the members of the Nominating Committee were specifically tasked with reaching out to the two candidates prior to the February meeting. Three of the four members did contact the candidates however Ira had not done so. Though all members of the Nominating Committee were present and could make a recommendation to the entire board, she was unclear why they weren't doing so. She disagreed with the decision to table the vote again. Ira will speak to speak/meet Bill and Kathleen before the March meeting.

**V. Topic: Consideration of Friends of MCS Directors**

Current directors of the Friends Of: Ira, Jessica. One additional director should be named.

Vote: Naming and approval of additional director

Action: Postponed

- Ira questioned the Friends Of MCS 501c3 lapse and was dramatically clear that he was upset. It was explained to the board that the 990 filings of the Friends of MCS were not submitted prior arrival of the Executive Director and that MCS attorneys are currently working on reinstating its 501c3 status. Jim questioned of the need of the Friends Of organization since there is no real fund raising campaign and academic performance of the schools would make fundraising challenging in such a competitive market.

**VI. Topic: Dashboard**

VII. Document: MCS 990

Document: Dashboard

**VIII. Topic: CAO Update**

- ELA and Math state assessments are April; April 5<sup>th</sup> – 7<sup>th</sup> for ELA and April 13<sup>th</sup> -15<sup>th</sup> for Math.
- Targeted instruction with students and continued teacher observation and professional development trainings have been occurring.
- The developers of two of the curricular programs being implemented, Jump Math and Write Steps, have toured MCS. Jump Math has asked that MCS consider being the National Model Site for the program.
- Saturday Academy for 2016 has not been implemented this year due to lack of data on effectiveness, especially given the inconsistent attendance of students asked to participate.

**IX. Topic: Executive Director Update**

Document: Action Plan

- The Action Plan, as developed with support of the Education Committee, was presented to the board. The Plan reflects the areas of growth highlighted in the SchoolWorks Report that was presented in Executive Session in the January board meeting.
- Also discussed is the changing landscape of NY State adherence to the Common Core and the reconfiguration of the Board of Regents.

**X. Topic: Board retreat**

The proposed date April 8<sup>th</sup> was agreed upon. Follow up actions include securing a venue for the retreat.

**II. Topic: Public Comments**

None.

**III. Topic: Executive Session**

Not called.

**Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 8:05 pm.





## Approved Minutes of

### THE MEETING OF THE TRUSTEES OF MANHATTAN CHARTER SCHOOL

100 Attorney Street, New York, NY 10002

March 31, 2016 at 5:30 pm

The Meeting of the Manhattan Charter School Board of Trustees was called to order at 5:40 pm. In attendance at this meeting were Trustees Manuel Romero, Barbara Cuspard, Lisa Long, Ira Greenberg, Ben Breen, Rishabh Dayal, Valerie Levenberg with Joy Daley participating via skype. Absent was trustees Jim Ford and Jessica Leitner. School representatives present: Carissa Page, Genie DePolo, and Ola Duru.

#### **Call to Order: 5:40PM**

#### **Consideration of Meeting Minutes of February 23, 2016**

Document: Minutes of February 23, 2016

Vote: Approval of minutes of February 23, 2016

Moved: Val

Seconded: Barbara

Approved: unanimous

**Consideration of Proposed Trustees:** The board considered and voted to approve William Colavito as a trustee. There were 5 votes in favor, 1 opposed (Ira), and 2 abstentions (Rishabh & Valerie). The board also considered and voted to approve Kathleen B. Cudahy as a trustee. There were 7 votes in favor and 1 abstention.

**Consideration of Creating an Executive Director Ad Hoc Committee:** Manny, Joy and Rishabh volunteered to serve on the recruitment and hiring committee for Sonia Park's replacement in the position of Executive Director.

**Greg McVerry Report:** Genie raises concerns about the Greg McVerry report, but was not prepared to make a presentation to the board on this subject. Valerie expressed that she felt the reviewer was biased in some instances. Carissa acknowledged that some of the things in the report are in progress, such as the focus on academic vocabulary. She acknowledged that there is room for improvement.

Carissa also stated that teachers need better training in differentiated instruction and school leaders need to track implementation closely. Genie feels that there are pieces of the report that will be useful, because the reviewer was able to give concrete feedback about English language arts and literacy. Genie, as the Chief Academic Officer, will continue to synthesize the report and develop a plan for implementing some of its recommendations.

**Dashboard:** Ola briefly reviewed the changes in the dashboard and opened the floor for questions. None were asked. In terms of finance, there hasn't been much of a change this month. Ola will send the information, so that the board can see the report in color. Professional Development cost may rise, as there are certain topics on which the school does not have in-house expertise. Rishabh was concerned that the need for professional development is a result of high teacher attrition. Genie indicated that teacher attrition is not a factor in the need for PD. Ola reported that CSBN – the accounting company supporting the schools – was contacted by a board member for additional information about the schools' finances. Ola requests that board contact her first, if there are concerns. Manny requests that board members refrain from contacting vendors, authorizers, etc. without board consensus. Ben requests that the board discuss this information during Executive Session. The line item for ED is vacant and broken out 50/50 for the two schools.

**CAO Report:**

- April 1 is the last day for applications for the admissions lottery. According to Genie, the charter does not restrict the school to slightly over enrolling students. Siblings are first preference. Approximately 26% of the applicants speak a LOTE. In district parents are choosing Manhattan Charter Schools.
- State exams are coming up. Three changes : Take as much time as they need to finish exams, however if they are sitting in front of the exam for 10 minutes or more and are not engaged with the exam. There will be fewer test questions. Pearson is no longer the test writer. Questar is the new writer. Some of the test prep that has been done so far, may not align with the exams.
- SUNY will visit MCS to complete a post-merger visit, which will be similar to a renewal visit. The visit will take place at the end of April or the beginning of May after assessments.
- The space at 220 Henry Street has been secured for next year. Sonia began the backend conversations with her DOE contacts. Ola and Carissa closed the deal.
- Jump Math and STEM (Herksher Foundation) will be visiting the schools on April 18 – provides visibility and opportunity for PD from Jump Math. Manny requests that photographs be taken so that this can be featured on the website. Manny plans to attend.
- Genie says they are implementing the action plan that Sonia developed. A literacy consultant will be regularly visiting the schools through the end of this school year.
- Spring Break April 25 – 29, 2016
- Spring Concert May 13 and May 29, 2016 at 100 Attorney Street

**Board Retreat:**

- April 8, 2016
- Send questions to Manny.
- 100% participation requested.

**Adjourned:** 6:58 p.m.