

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

HELD August 28, 2014

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

The August meeting of the Manhattan Charter School Board 2 of Trustees was called to order at 6:36pm. In attendance at this meeting were Trustees Ben Breen, Jim Ford, Joy Daley, Ira Greenberg, Paul O'Neill, Lisa Long, Valerie Levenberg, Jessica Aronin, and Manuel Romero. School representatives present: Sonia Park, Carissa Page, Genie DePolo, Kashani Stokley, Chris Doscher and Elise Dellinger.

1. **Topic:** Approval of Board minutes from May 29, 2014
Moved: Ira
Seconded: Manny
Approved: Unanimous.
2. **Topic:** Consideration of additional signer on MCS2 Bank Account, Kashani Stokley
Moved: Ira
Seconded: Val
Approved: Unanimous
3. **Topic:** Revision of updated Finance Policies and Procedures (FPP)
Moved: Ira
Seconded: Val
Approved: Unanimous
4. **Topic:** Review of Dashboard
5. **Topic:** Executive Director Update
6. **Topic:** Pubic Comments
 - a. None
7. **Topic:** Executive Session
Moved: Ben moved to go into Executive Session for governance issue at 6:55pm.
Seconded: Val
Approved: Unanimously
8. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 7:15 pm

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

HELD September 30, 2014

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 5:35 pm. In attendance at this meeting were Trustees Jim Ford (via Skype), Joy Daley, Paul O'Neill, Lisa Long, Valerie Levenberg, and Manuel Romero. School representatives present: Sonia Park, Genie DePolo, Carissa Page Kashani Stokley. Also in attendance was Jenessa Nuñez, Clementine McKethen, Karla Zelaya, parents from MCS2; Barbara Cuspard, grandparent from MCS1.

1. **Topic:** Approval of Board minutes from August 28, 2014
Moved: Valerie, approved with revision correction to Manuel's name.
Seconded: Joy
Approved: Unanimous
2. **Topic:** Principal Update, review of 2013-14 DOE School Survey Review
3. **Topic:** Review of Dashboard
4. **Topic:** Executive Director Update
5. **Topic:** Executive Session
Moved: Manny moved to go into Executive Session for legal issue at 5:55 pm
Seconded: Lisa
Approved: Unanimous
Moved out of Executive Session at 6:25 pm
6. **Topic:** Public Comments
 - a. Parents present but declined to comment.
7. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 6:30 pm
Moved: Valerie
Seconded: Paul
Approved: Unanimous

Approved MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL 2
HELD October 29, 2014
At 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 5:47 pm. In attendance at this meeting were Trustees Joy Daley, Lisa Long, Manuel Romero, Ira Greenberg and Jessica Aronin. School representatives present: Sonia Park, Genie DePolo, Carissa Page, Kashani Stokley and Chris Doscher. Also in attendance was Jenessa Nuñez, Leeani Garcia, Tim Reed and Iseoma Okeni, parents from MCS2; Barbara Cuspard, grandparent from MCS1.

- I. **Topic:** Public Comments
 - a. Parent presentation concerning afterschool programming

- II. **Topic:** Approval of Board minutes from September 30, 2014
Moved: Joy
Seconded: Lisa
Approved: Unanimous, Ira abstains

- I. **Topic:** Consideration of 2014-15 Employee Handbook
Deferred to next board meeting

- II. **Topic:** Consideration to modify the 18% set-aside to 20% for students that speak a language other than English in the home.
Moved: Manny
Seconded: Ira
Approved: Unanimous

- III. **Topic:** Consideration of employee bonuses
Deferred

- IV. **Topic:** Review of the FY2014 Audit

- V. **Topic:** Review of Dashboard

- VI. **Topic:** Principal Update

- VII. **Topic:** Executive Director Update

- VIII. **Topic:** Executive Session
 - a. Not called

- IX. **Topic:** Business completed, the meeting of the MCS2 Board was officially adjourned at 7:14 pm



Approved MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL 2
HELD November 25, 2014
At 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 6:44 pm. In attendance at this meeting were Trustees Lisa Long, Manuel Romero, Paul O'Neill, Benjamin Bren and Valerie Levenberg (via skype). School representatives present: Sonia Park, Genie DePolo, Kashani Stokley, Carissa Page. Also in attendance was Barbara Cuspard, grandparent from MCS and Laurie Price, community member.

- I. **Topic:** Approval of Board minutes from October 29, 2014
Moved: Lisa
Seconded: Manny
Approved: Unanimous, Valerie abstains

- II. **Topic:** Consideration of 2014-15 Employee Handbook
Moved: Paul
Seconded: Valerie
Approved: Unanimous

- III. **Topic:** Consideration of Board Officer Positions
Resolution: Board bylaws to be modified to limit Board chair term to two years, beginning in September of the first year of the term. A chair-elect will be identified and elected by the beginning of the second year of the current board chair's term.
Moved: Paul
Seconded: Valerie
Approved: Unanimous

Nominations: Board Chair, Manuel Romero (term to reflect beginning September 2014)
Moved: Paul
Seconded: Valerie
Approved: Unanimous

Nominations: Board Secretary, Lisa Long
Moved: Paul
Seconded: Valerie
Approved: Unanimous

- IV. **Topic:** Consideration of Parent (Grandparent) Barbara Cuspard as Parent Trustee
Moved: Manny
Seconded: Ben
Approved: Unanimous

- V. **Topic:** Review of Dashboard
- VI. **Topic:** CAO Update
- VII. **Topic:** Executive Director Update
- VIII. **Topic:** Pubic Comments
 - a. None
- IX. **Topic:** Moved to go into Executive Session for Human Resource issue
 - a. **Topic:** Approval of bonuses as written.
 - Moved:** Paul
 - Seconded:** Valerie
 - Approved:** Unanimously
 - Topic:** Moved to exit Executive Session
- X. **Topic:** Business completed, the meeting of the MCS2 Board was officially adjourned at 7:02 pm



Approved MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL 2
HELD January 29, 2015
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 6:34 pm. In attendance at this meeting were Trustees Lisa Long, Manuel Romero, Paul O'Neill, Jessica Aronin, Valerie Levenberg, Joy Daley, Barbara Cuspard, and Jim Ford. School representatives present: Sonia Park, Genie DePolo, Kashani Stokley, Carissa Page. Also in attendance was Maria Campo, DOE representative.

- I. **Topic:** Approval of Board minutes from November 25, 2014
Moved: Valerie
Seconded: Lisa
Approved: Unanimous, Jim abstains

- II. **Consideration of Change in enrollment intake**
Proposed resolution: modify student enrollment intake grades from K-2 to K-3, beginning in the 2016-17 year
Vote: Approval to modify student enrollment intake grades from K-2 to K-3, beginning in the 2016-17 year
Moved: Lisa
Seconded: Jessica
Approved: Paul, Jessica, Jim, Lisa
Abstains: Valerie, Barbara
Opposes: Ira, Joy, Manny

- III. **Consideration of grade expansion to grades 6-8**
Proposed resolution: modify grade configuration from K-5 to K-8, growing a grade per year beginning in the 2017-18 year, to occur upon the school's renewal approval by SUNY
Vote: Approval to modify grade configuration from K-5 to K-8, growing a grade per year beginning in the 2017-18 year, to occur upon the school's renewal approval by SUNY
Moved: Paul
Seconded: Ira
Approved: Unanimous

- IV. **Topic:** Review of Dashboard

- V. **Topic:** Principal Update

- VI. **Topic:** Executive Director Update

- VII. **Topic:** Pubic Comments
 - a. None

VIII. **Topic:** Executive Session

a. Not called

IX. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 7:02 pm



Approved MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL 2
HELD February 26, 2015
At Manhattan Charter School 220 Henry Street, New York, NY 10002

The February meeting of the Manhattan Charter School 2 Board of Trustees was called to order at 5:40 pm. In attendance at this meeting were Trustees Manuel Romero, Joy Daley, Barbara Cuspard, Lisa Long (via skype), Jessica Aronin (via Face time), Valerie Levenberg (via skype). School representatives present: Carissa Page, principal of MCS2, Sonia Park, Genie DePolo, and Kashani Stokley.

- I. **Call to Order**
- II. **Topic:** Approval of Board minutes from January 29, 2015
Moved: Joy
Seconded: Barbara
Approved: Unanimous
- III. **Topic:** Review of Dashboard
Document: Dashboard
Document: MCS2 990
- IV. **Topic:** Principal Update
- V. **Topic:** Executive Director Update
- VI. **Topic:** Pubic Comments
 - a. None
- VII. **Topic:** Executive Session
 - a. Not called
- VIII. **Topic:** Business completed, the meeting of the MCS2 Board was officially adjourned at 5:56 pm



Approved MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF
MANHATTAN CHARTER SCHOOL 2
HELD March 26, 2015
At Manhattan Charter School 100 Attorney Street, New York, NY 10002

The March meeting of the Manhattan Charter School 2 Board of Trustees was called to order at 5:38 pm. In attendance at this meeting were Trustees Manuel Romero, Joy Daley, Barbara Cuspard, Lisa Long, Ira Greenberg, Valerie Levenberg, Jessica Aronin (via Face time), Jim Ford (via skype). School representatives present: Carissa Page, principal of MCS2, Sonia Park, Genie DePolo, and Kashani Stokley. Community member Gus Saliba was also in attendance.

- I. **Call to Order**
- II. **Topic:** Approval of Board minutes from February 26, 2015
Moved: Valerie
Seconded: Ira
Approved: Unanimous, Jim abstains
- III. **Consideration of Creation of Audit Committee**
Document: Memo, Nonprofit Revitalization Act; Audit Committee Duties
Vote: Approval to change name of the Finance Committee to the Finance & Audit Committee
Moved: Ira
Seconded: Valerie
Approved: Unanimous
- IV. **Topic:** Review of Dashboard
Document: Dashboard
- V. **Topic:** Principal Update
- VI. **Topic:** Executive Director Update
- VII. **Topic:** Pubic Comments
 - a. None
- VIII. **Topic:** Executive Session
 - a. Not called
- IX. **Topic:** Business completed, the meeting of the MCS 2 Board was officially adjourned at 6:07 pm



Approved MINUTES OF THE MEETING OF THE TRUSTEES OF
MANHATTAN CHARTER SCHOOL 2
HELD April 23, 2015
At Manhattan Charter School 2 220 Henry Street, New York, NY 10002

The April meeting of the Manhattan Charter School 2 Board of Trustees was called to order at 5:50 pm. In attendance at this meeting were Trustees Manuel Romero, Barbara Cuspard, Paul O'Neill, Lisa Long, Ira Greenberg, Jim Ford, and Valerie Levenberg (via skype). School representatives present: Carissa Page, principal of MCS2, Sonia Park, Genie DePolo, and Kashani Stokley.

- I. **Call to Order**
- II. **Topic:** Approval of Board meeting minutes from March 26, 2015
Moved: Ira
Seconded: Valerie
Approved: Unanimous, Paul abstains
- III. **Topic:** Consideration of Modification of the Board bylaws to incorporate Finance & Audit Committee
Document: Bylaws with revisions redlined
Vote: Approval revisions to incorporate Finance & Audit Committee
Moved: Paul
Seconded: Ira
Approved: Unanimous
- IV. **Topic:** Addition to Board Committees
Document: Board Roster & Committees
- V. **Topic:** Review of Dashboard
Document: Dashboard
- VI. **Topic:** Principal Update
- VII. **Topic:** Executive Director Update
- VIII. **Topic:** Public Comments
 - a. None
- IX. **Topic:** Executive Session
 - a. Not called
- X. **Topic:** Business completed, the meeting of the MCS 2 Board was officially adjourned at 6:29 pm



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

HELD May 28, 2015

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

The May meeting of the Manhattan Charter School Board of Trustees was called to order at 6:06 pm. In attendance at this meeting were Trustees Manuel Romero, Paul O'Neill, Ira Greenberg, Ben Breen, Jessica Aronin, Valerie Levenberg, and Lisa Long (via skype). School representatives present: Sonia Park, Genie DePolo, Kashani Stokley, Chris Doscher, with Carissa Page, principal of MCS2. Also present were Rishabh Dayal, prospective board trustee and Naomi Pena, parent of a MCS2 student.

AGENDA

- I. **Call to Order**
- II. **Topic:** Consideration of Board meeting minutes from April 23, 2015
Document: Board minutes from April 23, 2015
Vote: Approval of Board meeting minutes from April 23, 2015
Moved: Paul
Seconded: Ira
Approved: Unanimous
- III. **Topic:** Addition to Board Committees
Document: Board Roster & Committees
Committee composition set as suggested
- IV. **Topic:** Enrollment Presentation
- V. **Topic:** Review of Dashboard
Document: Dashboard
- VI. **Topic:** CAO Update
- VII. **Topic:** Executive Director Update
MCS10 Party planning
- VIII. **Topic:** Consideration of Proposed Trustee
Document: Rishabh Dayal Resume
Moved: Ira
Seconded: Valerie
Approved: Unanimous
- IX. **Topic:** Resignation of Trustee Paul O'Neill
- X. **Topic:** Public Comments
 - a. None
- XI. **Topic:** Executive Session
 - a. Not called
- XII. **Topic:** Business completed, the meeting of the MCS Board was officially adjourned at 7:09 pm



MEETING OF THE TRUSTEES OF MANHATTAN CHARTER SCHOOL 2

100 Attorney Street, New York, NY 10002

June 25, 2015 at 6:00 pm

The June meeting of the Manhattan Charter School 2 Board of Trustees was called to order at 6:28 pm. In attendance at this meeting were Trustees Manuel Romero, Joy Daley, Barbara Cuspard, Jessica Aronin (via Facetime), Valerie Levenberg (via skype), and JimFord (via skype). School representatives present: Sonia Park and Genie DePolo.

AGENDA

- I. **Call to Order**
- II. **Topic:** Consideration of Meeting Minutes of May 28, 2015
Document: Minutes of May 28, 2015
Vote: Approval of minutes May 28, 2015
Moved: Joy
Seconded: Valerie
Approved: Manny, Barbara Jessica, Valerie approved; Jim abstains, Joy abstains
- III. **Topic:** Consideration of FPP addendum
Document: FPP addendum that contain new requirements per the federal government new regulations regarding the spending of federal funds.
Vote: Approval of FPP addendum
Moved: Joy
Seconded: Jessica
Approved: Unanimous
- IV. **Topic:** Budget review 2015-16
Document: Proposed budget for 2015-16.
Vote: Approval of 2015-16 budget
Moved: Joy
Seconded: Jessica
Approved: Manny, Barbara Jessica, Valerie, Joy approved; Jim abstains
- V. **Topic:** Dashboard
Document: Dashboard
- VI. **Topic:** Principal Update (via ED)
- VII. **Topic:** Executive Director Update
- VIII. **Topic:** Public Comments
 - a. None
- IX. **Topic:** Executive Session
 - a. Not called
- I. **Topic:** Business completed, the meeting of the MCS2 Board was officially adjourned at 6:47 pm