



MEETING OF THE TRUSTEES OF MANHATTAN CHARTER SCHOOL 2

100 Attorney Street, New York, NY 10002

September 24, 2015 at 6:30 pm

The September meeting of the Manhattan Charter School 2 Board of Trustees was called to order at 7:55 pm. In attendance at this meeting were Trustees Manuel Romero, Joy Daley, Barbara Cuspad, Jessica Aronin, Ben Breen, Ira Greenberg, Valerie Levenberg, Lisa Long, and JimFord. School representatives present: Carissa Page, principal of MCS2; Sonia Park; Genie DePolo; Chris Doscher.

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: Lisa
Seconded: Valerie
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: Valerie
Seconded: Lisa
Approved: Unanimous
- IV. **Topic:** Dashboard
Document: Dashboard
- V. **Topic:** Review of State assessment performance 2014-15
Discussion on academic performance by school
Further analysis to be conducted by Education Committee
- VI. **Topic:** Principal Update
Postponed to next meeting
- VII. **Topic:** Executive Director Update
Postponed to next meeting
- VIII. **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.

IX. Topic: Board retreat

X. **Topic:** Public Comments

- None

XI. **Topic:** Executive Session

- Not called

XII. **Topic:** Business completed, the meeting of the MCS2 Board was officially adjourned at 8:10 pm



APPROVED
MINUTES OF THE TRUSTEES OF MANHATTAN CHARTER SCHOOL 2

220 Henry Street, New York, NY 10002

October 29, 2015 at 5:30 pm

The Meeting of the Manhattan Charter School 2 Board of Trustees was called to order at 5:37 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: Carissa Page, principal of MCS2; Sonia Park; Genie DePolo.

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: Joy

Seconded: Valerie

Approved: unanimous

III. Topic: Dashboard

Document: Dashboard

IV. Topic: Principal Update

Carissa and the Instructional Coach have been working on observations and feedback to teachers. Also provided was additional context on student mobility rates. Lastly, the auditorium ceiling at 220 Henry Street collapsed so it is no longer usable. This will affect the location of the MCS2 Winter Concert.

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: Consideration of Merger Letter of Intent (LOI) to SUNY

Document: Merger LOI specifically to SUNY.

Vote: Approval of Merger LOI to SUNY, as amended

Moved: Ira

Seconded: Barbara

Approved: unanimous

VII. Topic: Consideration of Recommended Diagnostic Consultants

Documents: Submitted proposals

Vote: Approval of Recommended Diagnostic Consultants, Greg McVerry and SchoolWorks, per amended and updated consultant agreements as finalized by ED and reviewed by Board prior to execution.

Moved: Jim

Seconded: Lisa

Approved: unanimous

VIII. **Topic: Consideration of 2014-15 Financial Audits**

Document: Draft 2014-15 Audits from Fruchter, Rosen and Co., independent auditor

Vote: Approval of 2014-15 Audits

Moved: Ira

Seconded: Ben

Approved: unanimous

IX. **Topic: Committee meetings reports**

- Executive
 - Manny: no report
- Education: no report
 - Joy: no report
- Finance & Audit
 - Ira: committee met to recommend approval of Audits; additional financial questions for ED to follow.
- Fundraising
 - Jessica: development of newsletter and funding ask centered around winter concerts. Mailing list from the MCS10 event will be circulated to the board for additional contacts.
- Facilities
 - Jim: no report
- Board nomination
 - Barbara: no report

X. **Topic: Board retreat**

Motion was made to hold a board retreat

Vote: Jim

Seconded: Ira

Approved: unanimous

XI. **Topic: Public Comments**

- None

XII. **Topic: Executive Session**

- Not called

XIII. **Topic: Business completed, the meeting of the MCS2 Board was officially adjourned at 7:10 pm**



MINUTES OF THE TRUSTEES OF MANHATTAN CHARTER SCHOOL 2

100 Attorney Street, New York, NY 10002

November 24, 2015 at 6:30 pm

The Meeting of the Manhattan Charter School Board of Trustees was called to order at 6:50 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 and Carissa Page, Principal of MCS2. In addition, Bill Colavito (visiting former board member) attended. Quorum was not reached.

AGENDA

I. Call to Order

II. Topic: Dashboard

Document: Dashboard

- MCS II only had one testing year, so we don't have the same amount of data as MCS.
- Goals are different. MCS II are aligned with SUNY requirements.
- Finance: Manny suggests that we track how much money is raised on Giving Tuesday.

III. Topic: Principal Update

- Literacy Night turnout was not as high as expected.
- Struggling readers are paired with a reading buddy.
- Thanksgiving Potluck had a great turnout.
- K-4 Concert: Due to the ceiling falling at the school site, the concert will be moved to a church approximately 3 blocks away from the school. The grand hall at the church is currently under renovation, but will be finished by December 4 @ 6:30 p.m. allowing the concert to be held on the original date. The church is donating the space. An invitation will be sent to the board.

IV. Topic: Executive Director Update

- Ola was formally introduced to the board since joining the staff in November.
- Bill Colavito, a former school principal, 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 –
 - 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 merger. 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
 - Board Notices must be sent via snail mail, USPS.
 - 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 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
 - The schools 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 cost is approaching \$20K. Barbara raised concerns about the cost.
- Joy attended the 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 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 MCS2 Board was officially adjourned at 7:01 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 2
100 Attorney Street, New York, NY 10002
January 28, 2016 at 7:00 pm**

The Meeting of the Manhattan Charter School 2 Board of Trustees was called to order at 7:15 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: Carissa Page, Sonia Park, Genie DePolo, Ola Duru. 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: Jim
Seconded: Jessica
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: Rishab
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: Jessica
Seconded: Ira
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: Principal Update

Student assessments are on-going as is implementation of academic programming adopted in August.

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 representative Spencer Blasdale presented a preliminary draft of its report to the board.

XIII. Topic: Business completed, the meeting of the MCS 2 Board was officially adjourned at 7:45pm



**Approved Minutes of
THE MEETING OF THE TRUSTEES OF MANHATTAN CHARTER SCHOOL 2
220 Henry Street, New York, NY 10002
February 23, 2016 at 5:30 pm**

The Meeting of the Manhattan Charter School 2 Board of Trustees was called to order at 5:33 pm. In attendance at this meeting were Trustees Manuel Romero, Joy Daley, Barbara Cuspard, Lisa Long, Ira Greenberg, Jim Ford with Valerie Levenberg, Jessica Aronin and Ben Breen participating via skype. Absent was trustee Rishabh Dayal. School representatives present: Carissa Page, Sonia Park, Genie DePolo, Ola Duru and Chris Doscher.

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: Barbara
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: Ira
Seconded: Barbara
Approved: unanimous

- III. **Topic: Consideration of revision of waitlist language**
Proposed revised waitlist language:

Amend the Lottery: Admission and Waitlist. *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 1st, 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: Ira

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

- Student enrollment numbers are a concern as they continue to drop. A number of students have left in the upper grades (3rd & 4th) which are not backfilled. A proposed revised budget which reflects the change in enrollment has been submitted to the Finance Committee.

VIII. Topic: Principal Update

- The three district middle schools located in 220 Henry Street will be consolidated. The public hearing for the consolidation will be held on March 8th.
- A venue for the Spring Concert has been secured, Seward Park High School. The concert will take place on June 3, 2016.

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 8th 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 2 Board was officially adjourned at 7:23 pm.



Approved Minutes of

THE MEETING OF THE TRUSTEES OF MANHATTAN CHARTER SCHOOL 2

100 Attorney Street, New York, NY 10002

March 31, 2016 at 6:30 pm

The Meeting of the Manhattan Charter School Board of Trustees was called to order at 6:58 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: 6:58 p.m.

Consideration of Meeting Minutes of February 23, 2016: Unanimously Approved.

Consideration of Proposed Trustees: See MCS notes

Consideration of Creating and Executive Director Ad Hoc Committee: See MCS notes.

Greg McVerry Report: See MCS notes.

Dashboard: Ola reports that Sonia's departure impacts the budget. Also, MCS2 will receive Title I funding in the amount of \$14K, but it hasn't been confirmed. The amount is based on the number of Free and Reduced Lunches.

- **Scholarship Request:** MCS2 has a family with two students who may have to leave the school, if they don't get \$2000 for scholarship. Ira indicated that the finance committee recommends that the scholarship be provided for the family to attend the Henry Street Settlement after school program.

Add to the Agenda: Fundraising for Afterschool. Establishment of Emergency Scholarship Fund. Exceptions to the rule for scholarships.

Building Utilization: Enrollment higher than other schools in the building. Also given use of the gym, which the school has not had up until now. In addition, they will use the large cafeteria.

Board Retreat.

Executive Session: Motion by Ben. Second by Lisa.