

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

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

**November 16, 2017 at 5:30 pm**

Meeting called to order at 5:40 pm

**In attendance were trustees: Joy Daley, Kathleen Cudahy, Bill Colavito, and Caitlin Conklin.**

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

**Proposed Minutes**

Minutes for the October 19<sup>th</sup> meeting were reviewed by the board and approved as distributed.

**Executive Session**

**Reports**

Executive Report

Genie DePolo, the current Interim Acting CEO and CAO will now be the Director of Schools. This new title will replace both the CEO and CAO positions in the organizational chart.

- The change formalizes the role of Ms. DePolo as the coach and manager for MCS2 leaderships as well as management over all aspects of the 2 schools
- The current MCS Assistant Principal will take on additional responsibility to allow for the shift in organization structure.
- Additional compensation will be provided to the leadership teams for additional responsibility.

Leadership evaluations will be conducted by Struk Consulting

- A preliminary report of Struk Consulting's findings has been made available to the board and will be shared with the 2 building principals. Additional reports will be prepared after each subsequent visit.
- Struk Consulting will not providing any coaching support to the principals.
- The board requests feedback from school principals about the recently completed report.

### Interim Acting CEO and CAO

MCS2 has now completed staff recruitment and has a staff structure comparable to MCS.

Reminder to plan on attending the winter concerts. Dates made available at the meeting

Student recipients of the 3<sup>rd</sup> Street Music scholarships have begun lessons. Some instruments have been provided for student use.

Reminder of the meeting date and time for the upcoming board meetings in November and December.

There are no recommendations at this time.

### Director of Operations

Paid Family Leave Program goes into effect January 1, 2018. Our current disability policy will be adjusted to include paid family leave coverage. Staff members will be entitled to 50% of pay for 8 weeks and their job upon completion of the 8 weeks leave. The schools will cover the cost of the increased insurance policies.

There will be a potential deficit in the 2017-2018 budget as a result of the addition of 2 new staff members. CSBM project interviews and document collection complete. Leadership awaiting next steps from CSBM.

### Finance Committee

No other updates at this time.

### **Unfinished Business**

A new parent representative has expressed interest in the board. The chair of the nominating committee, Caity Conklin will contact parent and provide recommendations to the full board about the candidacy.

### **New Business**

The DOO will send a current bonus policy and calculation document to the board for review. The board would like to revise how bonuses are calculated for staff members.

The board would like to follow up with SUNY about a charter revision to stop accepting 3<sup>rd</sup> grade students. The DOO will contact SUNY to determine the process, timeline, and viability of submitting a charter revision.

### **Public Comment**

No public comment

The meeting adjourned at 7:00pm