

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

**220 Henry Street, New York, NY 10002**

**June 6, 2017 at 5:30 pm**

Meeting called to order at 5:31 pm

**In attendance were trustees – Joy Daley, Ben Breen, Kathleen Cudahy, Bill Colavito, Caitlin Conklin.  
School rep: Genie DePolo, Amy Salazar, Ola Duru**

**Proposed Minutes**

Minutes were reviewed by the board and approved as distributed.

**Executive Session 5:37pm – 6:01pm**

**Reports**

Finance Committee

Board Treasurer updated the board on the budget call hosted by the DOO and attended by the treasurer and vice chair. Based on the conversation on that call the finance committee recommended that the budget be approved.

The recommendation was approved unanimously to accept the proposed budget.

CAO and Acting CEO

The moving up ceremonies for the Kindergarten will be taking place June 6<sup>th</sup> at MCS and June 7<sup>th</sup> at MCS2. The 5<sup>th</sup> grade moving up ceremonies will take place on June 7<sup>th</sup> at MCS including the 5<sup>th</sup> grade Science Fair and June 8<sup>th</sup> at MCS2. The Treasurer is scheduled to be the guest speaker at both 5<sup>th</sup> grade ceremonies.

The party to celebrate MCS2's 5 year renewal has been postponed until September in order to allow for access to the venue and attendance from the board and staff.

There are a few vacancies at MCS and MCS2 and the schools are working to fill them and are confident they will be filled by the start of the school year.

Director of Operations

The audit was completed on May 26, 2017.

The DOO will review the finance policy and procedures manual and make updates to be approved by the

board.

**New Business**

The treasurer has spoken with the CAO/CEO and the DOO and would like to suggest that CSBM support the schools with developing an operational plan and professional development for the operations team. The board approved the recommendation with a unanimous vote. The treasurer will follow up with CSBM's COO.

The meeting adjourned at 6:18pm