

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

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

**September 5, 2018 at 5:30 pm**

Meeting called to order at 5:30pm

**In attendance were trustees: Annabel Javier, Ben Breen, Kathleen Cudahy, Bill Colavito, and Caitlin Conklin.**

**School Reps: Genie DePolo, Amy Salazar**

**Proposed Minutes**

Minutes for the June 6, 2018 meeting were reviewed by the Board. There were no corrections. The minutes were approved as circulated.

**Reports**

Finance Committee Report

Trustee Colavito reported that a conference call between MCS and our auditor, Gus Saliba took place. This call is part of the annual audit. Mr. Saliba will be invited to the November Board of Trustees meeting to report out the results of the audit to the entire Board.

Nominating Committee

Trustee Conklin introduced Megann McManus as someone who is interested in our schools and as a potential member of the Board. She reported that Ms. McManus' resume had been distributed to all Board members by the COS, Ms. McManus visited the school with Trustee Conklin, and continues to be interested in becoming a Board member.

Chief of Schools Report

Ms. DePolo reported that the MCS renewal application was submitted to SUNY on August 15, 2018. The renewal visit will take place on Oct. 29<sup>th</sup> and 30<sup>th</sup>. All renewal documents will be submitted by Oct. 5<sup>th</sup> in preparation for the pre-visit call and renewal visit. The Board interview for the renewal will be on Oct. 29<sup>th</sup>.

MCS and MCS2 had a smooth opening day and first week of school.

Student recruitment continues to be an organization focus. Both schools have had representatives at community events, flyering at subway stations, ads in parent newspapers, and foreign language newspapers have been placed. Local businesses have agreed to put flyers in their windows. There has

been more social media activity as well. While we are still recruiting for the 2018-2019 school year, recruitment for the 2019-2020 school year will begin Oct. 1, 2018.

The new FPP will be ready to be sent to the Finance Committee within the next two weeks for their review and comment. It will also be sent to the entire Board for review.

The no fee afterschool has been a success at both MCS and MCS2. There is now a wait list for the program.

The meeting schedule for the balance of the school year is, October 3<sup>rd</sup>, November 14<sup>th</sup>, December 5<sup>th</sup>, January 9<sup>th</sup>, February 6<sup>th</sup>, March 6<sup>th</sup>, April 3<sup>rd</sup>, May 8<sup>th</sup> and June 5<sup>th</sup>, 2019.

The Oct. meeting will be held at MCS2 at 220 Henry Street at 5:30 on the 4<sup>th</sup> floor.

### **Unfinished Business**

Ms. DePolo recommended that the Board officially accept the August resignation of Joy Elaine Daly as Chair and member of the Board of Trustees as she has indicated she is no longer able to fulfil the commitments of the position, and responsibilities of a Board member.

### **Executive Session**

The Board went into Executive Session at 5:50 to discuss changes in membership on the Board. Executive Session ended at 6:00.

### **New Business**

Trustee Breen announced that the Board has accepted Ms. Daly's resignation of August 10, 2018, and is ready to move forward with the election of a new Board Chair. Trustee Colavito nominated Trustee Conklin to be the Chairperson of the Board of Trustees. Trustee Kudahy seconded the nomination. The vote was taken and Trustee Conklin was voted in unanimously as the new Chairperson of the Board.

Trustee Breen spoke to the qualifications of Megann McManus and indicated that the Board would like to offer her a seat. Trustee Kudahy moved to offer Ms. McManus a seat on the Board of Trustees. Trustee Colavito seconded the motion. The motion carried unanimously.

### **Public Comment**

No public comment.

The meeting adjourned at 6:15 pm.