

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

**September 30, 2020 at 6:00 pm**

Meeting called to order at 6:01 pm

**In attendance were trustees: Andria Olson, Annabel Javier, Becca Edil, Caity Conklin, Lauren Schwarz, Megann McManus**

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

**Proposed Minutes**

Minutes of the August 12, 2020 meeting were reviewed by the Board and approved without correction.

**Audit presentation**

Trustee Conklin introduced and welcomed Gus Saliba and James Molloy, our auditors from PKF O'Connor Davies, to the meeting. Mr. Saliba explained that their presentation was the second part of the annual audit presentation to the Board.

- The overall assessment was that the audit went very smoothly, and that audit preparations were excellent.
- There were no difficulties during the audit, and no corrected or uncorrected misstatements. There were no disagreements with management.
- Regarding internal controls, there were no difficulties and no recommendations.

Mr. Molloy reviewed the draft financial statement and reported that the opinion of the auditors is that it is an unqualified and clean financial statement.

Mr. Saliba informed the Board that the Signed Management Representation letter, the last part of the audit, will be sent after the meeting and stated that overall, we are in a good financial position.

**Reports**

Chief of Schools Report

Ms. DePolo presented the Board with reopening updates.

The schools successfully reopened for hybrid, in person instruction on Sept. 21<sup>st</sup>. Fully remote instruction was in place starting Sept. 10<sup>th</sup> for all students until the DOE permitted students to enter school buildings on the 21<sup>st</sup>.

Manhattan Charter Schools has its own daily health screener to be used by staff and students. Each day staff, and on behalf of their child parents, complete the screener and must display the check that they have been cleared to enter the school building. Upon arriving at the building, temperatures are taken, hand sanitizer is used, students pick up breakfasts and then proceed to their classrooms to start the day.

Parents of all students who chose hybrid learning, K – 5, can now choose to have their child attend 4 days each week, or 2 days if that is still their preference. MCS is averaging 65 students each day, MCS2 is averaging 50 students per day.

Electronic devices that were distributed to students are working well. Instruction is being live streamed and recorded along with additional recorded instruction for students and families. Parents can choose to view lesson with their child after the school day and submit assignments by 6 pm each day to be marked present.

Both sites have now had experience with the Situation Room. The Situation Room is where all suspected cases of COVID are to be reported if your school is co-located with a DOE school. The procedure and criteria for reporting was explained.

New York State has announced that the plan is to administer the NYS ELA, Math and Science tests in the spring of 2021. We are in the process of ordering the exams from the state.

Enrollment has gone down, but not as much as we thought it would. We are happy with the numbers. Parents have explained that their reasons for changing school is so that they do not have to use public transportation with their child each day.

Board members were reminded that the enrollment revision hearing will take place on Thursday, Oct. 1<sup>st</sup> at 5:30 pm and that everyone is invited to attend.

The next Board meeting for the 2020-2021 school year will take place October 21, 2020.

### **New Business**

There was no new business

### **Unfinished Business**

There was no unfinished business

### **Executive Session**

There was no executive session

### **Public Comment**

There was no public comment.

The meeting was adjourned at 6:30 pm