

Proposed Minutes of
THE MEETING OF THE TRUSTEES OF MANHATTAN CHARTER SCHOOL

220 Henry Street, New York, NY 10002

Thursday, November 17, 2016

Meeting called to order at 5:43 pm

In attendance were trustees Joy Elaine Daley, Ben Breen, Bill Colavito, Barbara Cuspard, and Kathleen Cudahy. School rep: Genie DePolo, Amy Salazar

Reviewed the minutes -1 correction to the treasurer section of the minutes (Joy approved minutes)

Reports

Board Chair's Report

- Mr. Ford is still listed as a board member of MCS on LinkedIn. Lawyer will send him a letter requesting this be removed.
- December Board Meeting is cancelled (approved)
- Earlier time for winter Board Meetings. Move from 5:30 to 5pm. Bill will arrive at 5:30 and will be apprised upon arrival.

Treasurer's Report

- Review of the bank account
 - Cash flow is in good standing
 - CD rolled into liquid Money Market Account

CAO & Acting CEO Report

- **Concert Dates**-MCS 12/2 & 12/ 16 MCS2 12/9
- **MCS Balance Sheet**-in good standing
 - PE teacher position has not been filled
- **MCS2 Balance Sheet**-in good standing
 - Resigned positions not filled due to enrollment
- **Charter School Hearing**-December 5th @ 5:30 pm
 - Will take place at 220 Henry Street in the auditorium

- **CSBM**
 - Organization Spending is being split 50/50
 - Electronic Banking not possible until next fiscal year. Operations end needs to be addressed first

- 3 signatures for check above \$10,000
- 2 signature for check above 5,000
- 1 signature for check below 5,000

- **Spending Plan**

- **MCS-** Portable technology Carts for grades K-5 (1 per grade)
- **MCS2-** Computer lab, Projector, and 2 Portable Technology Carts
- Goal not to spend the entire CD-Money left will stay in liquid Money Market Account
- Proposed using remaining funds for a consultant
- If approved, Charter Tech available to set up during Winter Recess pending access to school buildings.
- Charter Tech will provide training to staff on using new equipment
- In Progress, Parent Communication and Access via Chromebook
 - Could we provide parent training?
- Cathy made the motion, Bill second the motion and Board Approved.
- Additional Questions presented:
 - How much money can you invest and gain a profit?
 - How much can a school hold over time?

- **Unfinished Business**

- **Finalization of attorney retainer**
- Cathy reviewed and sent items for correction
- Joy signed retainer agreement
- Joy will send email and letter to former attorney
- Lyle will be the primary contact from Davis Wright Tremaine LLP
- **Board Training and goal setting with Board on Track**
- Proposed dates for training-January 19th & *January 26th @10am
- Members will need computer and phone access to participate

- **New Business**

- There was no new business

- **Public Comment**

- Parent for MCS2 in attendance
- No comments made

Motion to adjourn meeting at 6:30 pm

Ben made motion, Bill second the motion, meeting adjourned

Submitted by Amy Salazar