

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

100 Attorney Street, New York, NY 10002

March 23, 2017 at 5:30 pm

Meeting called to order at 5.35 pm

In attendance were trustees - Ben Breen, Bill Colavito, Barbara Cuspard, Kathleen Cudahy. School rep: Genie DePolo, Amy Salazar, Ola Duru: Signature Bank rep: Glenn Greenberg. 3 public participants were also in attendance

Proposed Minutes

Kathy moved to accept the minutes of the November meeting. Barbara seconded the motion. The minutes were approved by all members present.

Signature Bank

Glenn Greenberg from Signature Bank attended the meeting and introduced himself to the board. He provided documents to be signed by the board members. Genie confirmed that Signature Bank and Glenn's team have provided an attentive relationship and excellent customer service for the entirety of the time Manhattan Charter Schools has been a customer of Signature.

Reports

Treasurer

Treasurer reported that the schools are in a good place financially. Ola noted that the surplus at both schools was a result of overestimation of salaries and taxes. Genie also noted there was a donation made to both schools from Benjamin Breen. The donation will be used to allow several nominated students to attend a music school. Criteria for students being nominated for the music school are currently being determined.

Nominating

Katelyn Conklin –

Barbara has met with Katelyn Conklin, candidate interested in joining the board. The discussion centered around current employment clerking with a judge as well as her experience with bankruptcy and finance law. Barbara believes Katelyn would be a great candidate and requests the rest of the nominating committee meet with her. Candidate will attend the April meeting.

Nancy Mata

Kathy had no update on the candidate. The candidate will reach out to Kathy to discuss her candidacy as well as her work with UBS, since she needs clearance before joining the board.

CAO and Acting CEO

MCS2 was approved for a 5 year renewal.

The pre-K program for MCS was approved. Conditions for approval including space and funding are being worked out. An issue related to space may prevent the program from opening. If no space is available, MCS will withdraw its application.

Purchased technology is now being used. Both schools need new servers. Bill moves to spend the funds from the most recently expired CD to purchase the servers for both schools. Kathy seconded the motion. All board members were in favor. None were opposed.

Director of Operations

The budget will be provided to the board during the April meeting. Ola requests the board vote on the final budget during the May meeting.

The audit for the 2016-2017 fiscal year will begin in May and will conclude in August. Kathy asked if the current auditors are the same company we used last year. Genie confirmed the auditors have been used since MCS and MCS2's inception. Kathy suggested the school consider new auditors

Attorneys

JJ Leitner arrived at the meeting representing Davis Wright Tremaine LLP. She presented the boards bylaws and reviewed the section pertaining to the trustees. JJ recommended a change to the board's conflict of interest, code of ethics and self-dealings. Changes were also made to the section referring to the election terms and election of trustees. JJ will make noted changes to the bylaws and recirculate the new document to the board

Unfinished Business

The chair reported that Board on Track recommended that we use the sample evaluation they have on their website with some tweaking to evaluate the CAO and principals. The chair expressed the need for assistance and training from Board on Track in adopting and using the document. She will reach out to Board on Track and let them know of our discussion.

New Business

Board Meetings

The board has missed three meetings and will need to make those up in order to have 10 meetings during the 2016-17 school year. Genie suggested the board can schedule skype meetings if they are unable to meet at the location. Bill requested the school send out a meeting schedule proposal to the board including changing the date for the June meeting.

Public Comment

Parents from MCS2 attended the meeting. They expressed the desire to have information regarding the staffing for the next year, more website updates, plans for Henry Street after school program, plans for the 5th grade, results from the water testing, physical education alternatives, food service problems and any plans of expansion for the school. The CAO and the principal answered all questions presented by the families and agreed to follow up issues related to food service and water testing results.

Meeting was adjourned at 7:14pm