



The regularly monthly meeting of Coney Island Preparatory Public Charter School was held on Tuesday September 19<sup>th</sup> at the Coney Island Prep's Central Office, 315 Avenue U, Brooklyn, NY. The meeting was called to order at 9am.

**Board Member Present:**

Jennifer McArdle (via Skype)  
Jacob Mnookin  
Josh Wolfe  
Joseph Talia (via telephone)  
Anu Malipatil  
Joan Davidson

**Board Member Absent**

Kathryn Olsen

**Guest Present**

Vincent Marigna (Deputy Executive Director of Coney Island Prep)  
Ross Thomason (Chief People Officer of Coney Island Prep)  
Matt Stern (Director of External Affairs of Coney Island Prep)  
Kevin Pesantez (Executive Assistant of Coney Island Prep)

**Quorum Present:** Yes

**I. Welcome**

Jacob Mnookin provided an update on the CIP's efforts to raise and donate funds to KIPP Houston, our progress to reach our designated goal, and the time frame of the donation. Similarly, an update was provided on the progress with our SUNY renewal process and the important dates relevant; lastly an update on the status of CIP's Alumni Relations Coordinator efforts to maintain contact with our first graduating alumni.

**II. Staff Attrition**

Ross Thomason presented an overview of the organization's turn over rate for the 2016-2017 school year, breaking it down by each campus and comparing the numbers to the organization's Non-Charter counterparts and NYC Charter Schools. Moving forward the CPO mentioned the next steps for the 2017-2018 school year, which includes a focus on sustainability efforts and a new application tracking system.

**III. Fundraising**

Mathew Stern presented an overview of donations made to Coney Island Prep, during the 2016-2017 school year; highlighting the donor retention rate, reasons behind donations, and the vents held that led to those contributions. Moving forward for the 2017-2018 school year the Director of External Affairs gave an explanation on the organization's plan to

increase retention of donors and how to further strengthen the relationships built between the donor and entire organization.

#### **IV. SchoolMint**

Jacob Mnookin presented difficulties being faced with the organizations current methods of managing our weight list and lottery applications as student's transition from one campus to the next. A proposal to enter into contract with SchoolMint was made; a software company that specializes in the student registration and enrollment.

#### **Voted:**

Josh Wolf mad a motion to approve entering into contract with SchoolMint. Joan Davidson seconded the motion and it was approved unanimously.

#### **V. Succession Planning**

Jacob Mnookin proposed a specific allocation of funds to be used in order to enter into a contract with a recruitment firm in the upcoming weeks to recruit for a Head of Schools.

#### **Voted:**

Josh Wolfe made a motion to approve the allocation of up to \$53,500 for the purpose of hiring a recruitment firm to lead a search for a new Head of Schools. Anu Malipatil seconded the motion, and it was approved unanimously.

#### **VI. Adjournment**

There being no further business to be transacted the meeting was adjourned at 10:30 am.

I hereby certify that these are a true and correct copy of the "minutes" that were adopted by the Board of Trustees of this Corporation on September 19, 2017.

Respectfully Submitted,

  
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Jacob Mnookin, Secretary