



Meeting Minutes

September 9, 2013 10:00 AM – 12:00 PM

MC2 School

60 Rogers Street, Manchester, NH 03103

Attendees

Trustees in attendance at MC²: Steve Coughlan, Darlene Simmons, CJ Hebert

Trustees in attendance by phone: Biddy Irwin (family business),

Administration: Kim Carter, Elizabeth Cardine

Apologies: Susan Dreyer-Leon

Guest:

Agenda

Topics	Discussion	Decision
Call to Order	Mr. Coughlan called the meeting to order at 10:11 AM	
Agenda Review	There were no additions to the agenda.	
Approval of Minutes	Minutes from 8/12/2013 and 8/16/2013 reviewed; minor changes made.	Motion by CJ Hebert, second by S. Coughlan to accept minutes of 8/12/2013 and 8/16/2013 as amended. 3 in favor, 1 abstained.
Public Time	No one from public in attendance.	
Student Time	No students in attendance.	
Manchester Campus	<p><u>School Leader Report:</u> Tye gave report for Eddie; Eddie out for personal reasons; School year off to solid start; majority strongly invested in the MC2 school culture. Some students on strict behavior plans. Alarm sensors on three of the doors; security system on front door. Video security system is being installed. Continuing to work with some of the same students with behavior issues over and over; however they are attending school so he is encouraged about potential and growth.</p> <p>Kim Carter is pleased with the new administrative team and their ability to handle situations.</p> <p>Demographics: Free and reduced population will be a little higher than 50%; and we are Title I eligible. Higher percentage of IEP students. Continue to work on special education issues with Manchester.</p> <p><u>Staff:</u> Same staff but reopened Science position and Technology position; part time for ESL. Continuing to work with Manchester</p>	

	<p>SD staff regarding the district providing embedded support.</p> <p><u>Facility:</u> Fit out complete and completing security cameras and motion sensor. Just received environmental testing results – no asbestos and asbestos plan will be finalized and submitted.</p> <p>Also received the final bill from the owner; CEO and board member will meet with owner to review.</p> <p><u>Campus:</u> 70 students enrolled; 10-15 in admission process. Could have 137 students on campus. Charter shows 15 per 1 teacher. Budget is based on 86 students.</p> <p>Evaluating timing for Open House and Legislative Breakfast and potential list for folks to attend Student Exhibitions. Bidy and Darlene will work with Kim on this.</p> <p>Potential for local realtor to become a board member. Board development is a primary concern right now. Will also explore College Unbound and Kiwanis.</p>	
MC2 Monadnock	<p>Advisory committee met last week and will continue to meet monthly. 11 people, 3 were new. E. Cardine shared the idea of becoming the official advisory committee; with outline of responsibilities and commitment. Discussion of make-up of advisory committee and identifying skills and experience that they are bringing. Then will also have a larger group that is part of committee but not at advisory level. Need for two folks to serve on MC2 board; no one at the meeting felt that they could commit. E. Cardine will send out notes and request for two people to serve on the board. They asked about ability for board to be flexible on time and location of meetings. Revisited decision to do fundraising for two years and start with younger kids and developing higher. Discussed local educational ideas in Keene to build on. Discussed process questions and when committee becomes public record. Working on an action plan and will share with board in future. Excited about monthly meetings to continue progress.</p>	None needed

	Board discussed flexibility of meetings. May possibly move meetings to a late afternoon or early meeting time. Discussion of occasional meetings at a different times or locations.	
Finance and Budget	<p>Board discussed DOE 25 and remaining numbers that they are waiting on from the auditor. Once it is final, may need emergency board meeting to sign off on document.</p> <p>CEO is still finishing the annual report and will put it in the Dropbox for our review when it is final.</p> <p>For budget, any adjustments will be new line items or potentially an over expenditure on a line, but actual budget will remain intact. Discussion of a 10 % line item and 1% budget as a threshold for notification to the board.</p>	
Policies	<p>CEO is reviewing 3 policies to bring before the board for discussion.</p> <p>Laptop policy is set, but we need a process. There is a form for parents to sign and Kim will send it to board for review.</p>	
Calendar of Meetings	Will discuss at Board Retreat.	
Non-public meeting		<p>Motion by B. Irwin, second by C. Hebert to enter non-public. S. Coughlan, C.Hebert, B. Irwin, D. Simmons voted to enter non-public meeting.</p> <p>Motion by B. Irwin, second by C. Hebert to leave non-public. All in favor.</p> <p>Motion by D. Simmons, second by B. Irwin to seal minutes of non-public meeting indefinitely. All in favor.</p>
Adjournment	Meeting adjourned at 12:00 PM	Motion by C. Hebert, second by D. Simmons to adjourn at 12:00 PM. All in favor.
	Minutes respectfully recorded by Darlene Simmons.	