



Meeting Minutes

February 13, 2023 6:00 PM - 8:00 PM

Onsite at 310 Marlboro Street / Remote Meeting via Zoom video conference

Attendees

Trustees in attendance at MC²: Chris O'Reilly, Jodi Adams, Katie Hamon, Savannah Drowne, Diane Neilsen, Yves Gakunde

Trustees in attendance by phone:

Administration/School Staff: Elizabeth Cardine, Sarah Stout (both by Zoom)

Apologies: none

Guests: Catlin McLaughlin (parent/potential board member - 3rd meeting), Alex Brown (student)

Topics	Discussion	Decision
Call to Order	Called to order at 6:04 pm	
Approval of Agenda	<ol style="list-style-type: none"> 1. Call to order 2. Approval of Agenda 3. Public Time 4. Consent Agenda <ol style="list-style-type: none"> a. Approval of Minutes b. Executive Director Report 5. Finance <ol style="list-style-type: none"> a. Financial Report 6. Committee Updates <ol style="list-style-type: none"> a. Academic Excellence b. Development c. Governance <ol style="list-style-type: none"> i. BA - Board Self Evaluation – reaffirm ii. BBB - Trustee Appointment – approval iii. BEDH - Public Participation - reaffirm 	

	<p>d. Finance</p> <p>e. non-board committee updates</p> <p>7. New Business Develop and approve the Board meeting schedule for May 2023-April 2024</p> <p>8. Meeting Adjournment</p>	
Public Time	No member of the public spoke	
Consent Agenda	<p>Approval of Minutes January 9, 2022 minutes - Katie motioned to approve. Savannah seconded. Unanimously approved.</p> <p>Executive Director Report Enrollment will be back in the 60s shortly based on new pipeline of students. Some students graduated, some withdrew.</p>	
Finance	<p>Financial Report LetItSlide event was a huge success. Final numbers raised are forthcoming.</p> <p>A request was made that the “other financial sources” line be clarified, so that we can track those funds. Finance Committee is meeting Wednesday with Dawna and will request that for the future.</p> <p>A question was raised regarding budgeted versus actual instruction expenses. A staff member out on leave may be affecting that line.</p> <p>Enrollment is still above the budgeted numbers. We’ve recovered from the decline staying within 59-67 students (versus a low of about 45 during Covid). There is excitement about potential incoming freshmen, with the note that word is getting out and families are learning they have choices.</p> <p>It was noted that we have to inform the DOE about our expected enrollment ahead of each year (for budgeting). Our current spaces allows for over 100 students, but we are also looking at additional</p>	

	<p>space in the building. (We would need to hire staff to support the greater number of students.) Our charter is written for K-18, so we also have options to expand down to cover middle/elementary school or up to college.</p>	
<p>Committee Updates</p>	<p>Academic Excellence - Committee met and discussed the CSI designation and the DOE's note on "good standing." Jodi is working with other charter schools to address the set graduation timeline that is triggering this. Sarah & Cat to get added to those meetings.</p> <p>Prof. Dev Master Plan - Sarah & Dean are working on this.</p> <p>Hi-SET celebrations. It was noted that we want to do something to celebrate these completions and also include a letter talking about what they did to get there (versus a separate certificate).</p> <p>Elizabeth asked about managing special ed supervision. This is done through MoUs/contracts between MC2 & the sending district to address payment for special education services. Students are still required to meet the expectations of MC2. If we have a student who for whatever reason would be unable to meet the expectations, they could get a certificate of attendance/completion but not a diploma. Currently students who have aged out with services have graduated. Committee to look into how to acknowledge work done by a student who doesn't graduate but ages out.</p> <p>Development - Various fundraisers past/future were discussed, including LetItSlide, a spring Yard Sale on Apr 1 (to replace the proposed spring Maker Fair), a Haunted House Oct 13/14, and a Maker Fair Nov 11. Cornhole fundraiser to be moved to April.</p> <p>Messaging: The website is being updated. Discussion was had regarding using C&S annual print budget for business cards and/or annual report/summary (given our current brochures).</p> <p>Annual campaign - requested costs from Finance Committee to help develop financial goals for the campaign. Met with two potential contractors to manage this campaign. Request for any others to speak with before moving forward.</p>	<p>Jodi, Sarah & Cat to follow up on CSI with other charter schools.</p> <p>AE Committee to look into what to do for student aging out.</p> <p>Board members to complete survey for website update.</p> <p>Finance Com to look at costs for annual campaign budget. Yves to send info for one other potential contractor.</p>

	<p>Previous donations and Thank you letters - process and next steps were discussed.</p> <p>Governance -</p> <ul style="list-style-type: none"> i. BA - Board Self Evaluation – reaffirm ii. BBB - Trustee Appointment – approval Katie motioned to accept amended policy. Chris Seconded. Unanimously approved. iii. BEDH - Public Participation - reaffirm <p>Finance - Committee will be meeting Wednesday afternoon with Dawna who does our financials. Chris and Savannah want to become more hands on and understand the process and kick off the budget process. They hope to talk about the budget for fitout costs to get to the Development Committee for the annual campaign. Request was also made regarding staff benefit info and any other pieces that might be addressed in that campaign. They will also be looking at funding for Dean to continue to work with the Board. Kim will be with Dawna and talk about grant related pieces. CSI or ESSER - will decide which grant we are going to draw from and will write language for that.</p> <p>Non-Board committee updates - Site council met this past week and talked about enrollment / doing some events to help promote in 8th grades (currently they struggle to get invited into 8th grade settings). They picked the upcoming fundraising events noted above and talked about dedicating future meetings to review stakeholder input on grants. They have been doing that for ESSER funds and need to do so for Title I, II, IV & CSI.</p> <p>CoCreate is meeting next saturday. They are putting in efforts on treating CoCreate like a business. They are looking at budgets and discussing options to generate income with the goal of making it self-sufficient before ESSER funds run out for it.</p>	<p>Katie & EC to set up letters. Diane to sign.</p> <p>Gov. Com to add review / updated dates to policies. Katie to post.</p>
<p>New Business</p>	<p>Develop and approve the Board meeting schedule for May 2023-April 2024.</p> <p>Proposed and approved:</p>	

	2023: May 15, June 12 , July 17, August 21, Sept 18, Oct 16, Nov 20, Dec 18 2024: Jan 8 , Feb 12 , Mar 18, April 15	
Non-Public Session		
	Katie made motion to adjourn. Savannah seconded. Meeting adjourned at 7:18 pm.	