



**Meeting Minutes**

July 17, 2023 6:00 PM - 8:00 PM

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

**Attendees**

Trustees in attendance at MC<sup>2</sup>: Chris O'Reilly, Katie Hamon, Savannah Drowne, Diane Neilsen, Yves Gakunde, Catlin McLaughlin

Trustees in attendance by Zoom: None

Administration/School Staff: Elizabeth Cardine (via Zoom / left at 6:40)

Apologies: None

Guests: None

Topics	Discussion	Decision
Call to Order	Called to order at 6:04 pm	
Approval of Agenda	<p>Agenda Approved as Posted.</p> <ol style="list-style-type: none"> <li>1. Call to order</li> <li>2. Approval of Agenda</li> <li>3. Public Time</li> <li>4. Consent Agenda               <ol style="list-style-type: none"> <li>a. Approval of Minutes</li> <li>b. Executive Director Report</li> </ol> </li> <li>5. Finance               <ol style="list-style-type: none"> <li>a. Financial Report</li> <li>b. 2023-2024 Budget</li> </ol> </li> <li>6. Committee Updates               <ol style="list-style-type: none"> <li>a. Academic Excellence                   <ol style="list-style-type: none"> <li>i. CSI Goals &amp; Next Steps</li> </ol> </li> </ol> </li> </ol>	

	<ul style="list-style-type: none"> <li>b. Development <ul style="list-style-type: none"> <li>i. Website &amp; Annual Campaign Updates</li> </ul> </li> <li>c. Governance <ul style="list-style-type: none"> <li>i. Charter Renewal Committee Plan</li> </ul> </li> <li>d. Finance</li> <li>e. Non-Board Committee Updates</li> </ul> <p>7. New Business</p> <ul style="list-style-type: none"> <li>a. Board Logistics</li> </ul> <p>8. Meeting Adjournment</p>	
Public Time	N/A	
Consent Agenda	<p><b>Approval of Minutes</b> June 12, 2023 minutes - Savannah motioned to approve. Catlin seconded. Yves abstained as he was not present at that meeting. Unanimously approved.</p> <p><b>Executive Director Report</b> There are 21 new students, with more in the process of joining.</p> <p>Board discussed the survey completed by parents, noting the higher response rate (potentially due to paper version), parents' comments about being impressed with their learners and the work done at MC2, and specific responses.</p> <p>Donations &amp; Einbeck fundraiser (yard sale) went well. 2 donated bikes were not sold. The possibility of keeping them at the school to ride to internships was noted.</p>	
Finance	<p><b>Financial Report</b> June report was noted as preliminary until all numbers from the 2022-2023 school year are finalized. (May report is also forthcoming.) It was noted that we are \$65K in the black at the end of the school year, and that transportation costs have now been added to the budget (instead of coming from student activities funds as they had previously).</p> <p><b>2023-2024 Budget</b> This was previously approved by the Board. Chris &amp; Savannah to talk about updated budget based on enrollment numbers (which are above what was budgeted for next year) and increased</p>	<p>Chris to get answer on why school admin was \$6500 over budget.</p> <p>Chris &amp; Savannah to follow up with updated budget based on</p>

	<p>funding by the state for charter schools (moved to \$9,000 per pupil).</p> <p>It was noted that ESSER funded positions are ending at the end of next year. Enrollment numbers and matching budget will be factors in those positions for the future. It was also noted that Vickie will let Chris know if our numbers get close to 80 students as we will need to increase our staff at that time.</p> <p>Savannah checked in with Chris given his work this year regarding Special Education. He noted that we are looking to hire another paraprofessional and/or special educator, but that there is a lack of available people for this. Currently 20% of our students are on IEPs. More would like to enroll but we do not have the staff for this, so Chris is asking districts if they could help with these services and/or have ideas on how to serve their needs.</p> <p>Once our current staff member who is training gets her full certification, we can hire her to take over from Chris (and her salary will be offset by billable hours).</p>	<p>enrollment numbers and per pupil funding.</p>
<p>Committee Updates</p>	<p><b>Academic Excellence</b> - CSI Goals &amp; Next Steps Thanks to Chris, Sarah &amp; Elizabeth for wrapping the goals up and submitting them to the DOE. It was also noted that 2 students who completed the HiSet while still enrolled at MC2 were counted on our W20 as having met HS requirements. Students who un-enroll and then finish the HiSet do not count toward MC2 graduation rates. Chris to confirm with DOE that this is correct.</p> <p><b>Development</b> - Website &amp; Annual Campaign Updates Updated website is live. Now that MC2 has finished shifting to Headrush as our LMS, Elizabeth will be able to follow up on the next round of mailings for the annual campaign and the to-do list from Sarah to help track donations.</p> <p><b>Governance</b> - Did not meet, but will work on setting up a committee for Charter Renewal.</p> <p><b>Finance</b> - Will meet to discuss the budget amendment based on funding.</p> <p><b>Non-Board committee updates</b></p>	<p>Chris to confirm HiSet counts with DOE.</p> <p>Katie, Catlin &amp; Savannah to sync up after meeting to talk about next steps regarding CSI work with other charter schools.</p> <p>Board to make annual donations to MC2.</p> <p>Governance and Site Council</p>

	<p>Site council is trying to prioritize 3 goals: help expand the Board, help with charter renewal (to bring stakeholders together for what needs to be done), and a long term vision of how various programming fits together (including CoCreate, Einbeck, and INsideOut).</p> <p>There may be a graduation in Mid-August, based on when Phase 4 students finish. Elizabeth will let the Board know.</p> <p>German exchange students are coming October 8-21 (last week of break and first week back). LetItSlide is scheduled for Sept 23.</p>	to put together committee for Charter Renewal.
New Business	<p>Board Logistics: Board discussed potential new members, including one Diane recommended that was a substitute teacher at the MC2 Manchester campus, committees and positions, and access to documents via MC2 emails.</p>	<p>Diane to invite potential Board member to upcoming meetings.</p> <p>Chris to generate MC2 emails for Board</p>
Non-Public Session	None	
	Katie made a motion to adjourn. Savannah seconded. Meeting adjourned at 6:47 pm.	