



**Meeting Minutes**

December 18, 2023 6:00 PM - 8:00 PM

Onsite at 310 Marlboro Street / Remote Meeting via Google Meet

**Attendees**

Trustees in attendance at MC<sup>2</sup>: Chris O'Reilly, Katie Hamon, Savannah Drowne, Larry Monson, Yves Gakunde, Christine Parshall

Trustees in attendance by phone/video:

Administration/School Staff: Elizabeth Cardine (on Meet)

Apologies: Catlin McLaughlin (health)

Guests: Kendra Carter (on Meet), Matthew Bickford (joined late at approximately 6:30 pm on Meet)

Topics	Discussion	Decisions / Action Items
Call to Order	Called to order at 6:04 pm	
Approval of Agenda	<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. Roy Hunt Gift</li> </ol> </li> <li>6. Committee Updates               <ol style="list-style-type: none"> <li>a. Quorums, Members &amp; Chairs</li> <li>b. Academic Excellence</li> <li>c. Development</li> </ol> </li> </ol>	No updates

	<ul style="list-style-type: none"> <li>i. Giving Tuesday Review</li> <li>ii. Possible Development Video</li> <li>d. Governance <ul style="list-style-type: none"> <li>i. Investment Policy - New</li> <li>ii. Charter Renewal - Next Steps</li> </ul> </li> <li>e. Finance</li> <li>f. Non-Board Committee Updates</li> <li>7. Look Back &amp; 2024 Strategic Goals</li> <li>8. New Business</li> <li>9. Meeting Adjournment</li> </ul>	
Public Time	No comments.	
Consent Agenda	<p><b>Approval of Minutes</b>  <b>November 4, 2023 minutes - Approved unanimously.</b>  Savannah asked about 1K sq ft addition- it was approved.  Reiterated that current board leadership positions are temporary through January.</p> <p><b>Executive Director Report</b> - Chris handed it out physically, including Oct/Nov financials.  Board discussed Rosie taking on work towards Special Education certificate &amp; CSI designation explanation. The 4-year cohort measurement is a Federal metric that NH follows. Other small schools are exploring other metrics for communicating success.</p> <p>January 19th is the Winter Graduation date for anyone that can attend.</p>	
Finance	<p><b>Financial Report</b>  It was clarified that Local Revenues are cumulative YTD on reports.  Giving Tuesday was not on the financial report but will be included in the December statement.</p> <p>Regarding benefits, the amount there is for current benefits, not those being researched for the future. Chris said the Finance Committee met to discuss what MC2 can do with the increased per pupil funding and how we might raise salaries overall. They are still researching benefits: the questionnaire was sent to the staff asking about their priorities for</p>	

	<p>benefits. Once that's back it will drive the committee's priorities. One option they are looking at is a buyout fund.</p> <p><b>Roy Hunt Gift</b> We were notified of an unrestricted gift of \$2,500 from the Roy Hunt Foundation in November. This was unsolicited and regular. Katie <b>moved to accept this gift</b>. Savannah seconded, unanimously approved. They will send the check in February, and the Board will send the thank you letter then.</p>	
<p>Committee Updates</p>	<p><b>Quorums, Members &amp; Chairs</b>  Board discussed breakup and chairs for committees given recent change in leadership roles.</p> <p>Updated breakdown is as follows:  Charter Renewal - <b>Katie/Savannah</b>, Chris &amp; Elizabeth, with possibility of Matt or Kendra  Governance - <b>Katie</b>, Yves, Christine, with goal to get a parent member to join as well  AE - Possible (to be confirmed when Catlin is present): <b>Catlin</b>, Chris, Sarah, with possibility of Matt or Kendra  DevCom - <b>Larry</b>, Kendra + Elizabeth  Finance - <b>Savannah</b>, Chris, Larry &amp; Sarah, with possibility of Matt</p> <p>Given a recommendation from the Charter School Foundation, the Board discussed potential reasons to adjust what constitutes a quorum for committees. They noted that for the Board it has to be a majority, but the Board can set it for committees, which would allow for needed in-person quorums to be more easily met.</p> <p><b>Katie moved that a committee quorum is defined as at least one member of the committee. Seconded by Larry. Unanimously approved.</b></p> <p><b>Academic Excellence - Didn't meet.</b>  Chris and Katie met with someone from the state to talk more about the CSI designation</p> <p><b>Development - Met and reviewed the following:</b></p> <ul style="list-style-type: none"> <li>● Giving Tuesday was mildly successful. Sara Barrett and Elizabeth did troubleshoot some of our online portal integration into Salesforce, which is looking positive and will be ready for the Annual campaign in spring.</li> <li>● Catlin sent along information to Katie (who will forward to the Development Committee for consideration) for a</li> </ul>	

	<p>possible promotional video, as KartoonEDU does promo videos for schools.</p> <p><b>Governance</b> - Met and discussed both the DFA Investment policy and the Charter Renewal.</p> <ul style="list-style-type: none"> <li>• Board discussed draft language of a new DFA Investment policy. Language was updated and finalized. <b>Yves made a motion to approve the DFA investment policy as presented with updated legal references for the state of NH. Larry seconded. Savannah abstained, all other members voted to approve.</b></li> <li>• Charter Renewal &amp; Next Steps: Committee needs to start meeting early in the new year. Potential people to include on committee are: Jerry, Elizabeth, Chris, Sarah, Fran &amp; Vickie. - needs to start meeting in the New Year. Site Council might also have people interested in joining the committee. Katie will check in with the NH Charter School Foundation to see if they have resources for helping with the Charter Renewal process.</li> </ul> <p><b>Finance</b> - Met Set some 2024 goals, including creating a 5-year budget and business plan. Staff retention (pay increase and benefits) were discussed and a survey was drafted. Savannah to send out this week.</p> <p>Investment policy was new business and the question of creating policies for benefits came up - in particular whether staff could donate PTO (Sick Days) to others instead of losing them.</p> <p>Larry brought up the need for a strategic plan to incorporate the growth of the population (and staff) as reflected in pay increases.</p> <p>Speaking of benefits, 310 “inhabitants” are expected to get priority for apartments according to Randall.</p> <p><b>Non-Board Committee Updates</b> <b>Site Council</b>- Leadership used it mostly for stakeholder input for Title II and Title IV grants.</p>	<p>Katie to post new DFA policy with any updated legal references.</p> <p>Elizabeth to follow up with Site Council.</p> <p>Katie to check with NHCSF.</p> <p>Savannah to send out survey regarding benefits.</p>
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	<p><b>CoCreate (CC8)</b> - Decided against CDFA grant. Todd Horner (a member of this committee) noted that it was a good call. They are pursuing local funding sponsorship to be followed by foundation asks. Fitting out the new space is the immediate need. CC8 is also offering its first public classes (lathe turning) this spring.</p>	
Look Back & 2024 Strategic Goals	<p>The Board reviewed their 2023 internal survey results (based on completion from 5/7 Board members). Each year certain parts vary based on current challenges and things that went well.</p> <p>The Board then reviewed the 2023 strategic goals and what progress was made. Three main goals were as follows:</p> <ul style="list-style-type: none"> <li>● Increase Board of Trustees capacity to lead the organization.</li> <li>● Identify and track metrics that inform, support, and further goals of the MC2 Charter.</li> <li>● Increase financial sustainability.</li> </ul> <p><i>Regarding community awareness and engagement, support for Elizabeth to continue to attend community meetings was clear.</i></p> <p>The Board then discussed new strategic goals for 2024, noting parts that should continue (e.g. data, financial projections) and the need to add the Charter Renewal to that. Based on the conversation, Katie will send out a draft for the Board to comment on prior to the January meeting.</p>	Katie to send draft of 2024 plan to Board.
New Business	none	
Non-Public Session	N/A	
	Savannah made motion to adjourn. Yves seconded. Meeting adjourned at 7:40 pm.	