



**Meeting Minutes**

September 18, 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, Christine Parshall, Catlin McLaughlin

Trustees in attendance by Google Meet: Yves Gakunde

Administration/School Staff: Elizabeth Cardine (via Meet), Sarah Stout (via Meet left at 6:45)

Apologies: Diane Neilsen

Guests: Larry Monson (potential Board member)

Topics	Discussion	Decision
Call to Order	Called to order at 6:03 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. Updated 2023-2024 Budget</li> </ol> </li> <li>6. Committee Updates               <ol style="list-style-type: none"> <li>a. Academic Excellence</li> <li>b. Development</li> <li>c. Governance</li> <li>d. Finance</li> </ol> </li> </ol>	

	<p style="text-align: center;">e. Non-Board Committee Updates</p> <p>7. Board Retreat Schedule</p> <p>8. ADD: Board Roles</p> <p>9. New Business</p> <p>10. Meeting Adjournment</p>	
Public Time	<p>Larry introduced himself noting he has a student interning with him from MC2. He also commented that he is a firm believer in alternative education and wants to contribute to the mission of the school.</p>	
Consent Agenda	<p><b>Approval of Minutes</b>        August 18, 2023 minutes - Savannah motioned, Catlin seconded. Approved unanimously.</p> <p><b>Executive Director Report</b>        Chris noted student enrollment was 67 as of last Friday.</p> <p>Staffing positions: There are a couple of open positions (based on external things/change in career path) - Family Liaison &amp; Special Educator.</p> <p>Chris will continue to look for Special Education teachers. In the meantime, he is taking on the full requirements (beyond what the paras cover) for Special Education. Chris is working with sending districts to see if they can cover any pieces. He also called Anew to find out where they are with getting a counselor for MC2. Until we have more staff, we are unable to enroll additional students that need services.</p> <p>Facility Update: We have plans for the new space (with a few changes to those plans in the works). Next getting final approval and permits. Phase 1 work should start asap. Phase 2 will be an expansion of the front office and multi-purpose room (which will happen during summer break - based on timing and hope to raise the funds for that fit-out). Aim is to be able to use that space as soon as possible in the fall.</p> <p>Chris also noted that the Department of Labor has changed their requirement for offsite learning opportunities. An updated form for that will be released soon.</p>	

<p>Finance</p>	<p>Financial Report was reviewed, and included breakout of local revenue sources. June EOY report still pending.</p> <p>Updated 2023-2024 Budget was discussed given the change in state funding for students. <b>Yves motioned to approve the updated budget. Christine seconded it. Unanimously approved.</b></p> <p>Finance Committee will take lead on Capital Investment Project. It was noted that projections for 2025 show a \$29K deficit (due to end of some grant funds), but that if we stay on track with enrollment we should be able to even that out.</p>	
<p>Committee Updates</p>	<p><b>Academic Excellence -</b> Met last week and discussed CSI Goals and Collaboration. Katie is following up with other charters and Catlin is working to craft a statement regarding our CSI status. Chris will send along the CSI goals for the year. The committee also discussed how to best communicate assessment and student success at MC2.</p> <p>Board discussed metrics relevant to success at MC2, including:</p> <ul style="list-style-type: none"> <li>● Internships (e.g. how many become paid? How they prepare students for the workforce)</li> <li>● How many graduating students follow through with a 4-year college. Are they better prepared? Are they moving into something different that lands them a job or career?</li> </ul> <p>Chris also noted that he is checking on how attendance counts might be affected by students taking classes from their sending district. Currently there doesn't seem to be any tuition sharing or laws regarding how to calculate that. Law does allow students to take advantage of classes and opportunities from sending districts. For students taking more than one class, the question is whether they are really getting the benefit of MC2.</p> <p><b>Development -</b> Met last week to discuss fundraising efforts (including LetItSlide on 9/23/23 to benefit the BBS Einbeck Exchange). Students from Einbeck will be visiting October 9-20. The committee also discussed rehiring Sara Barrett (given the funds remaining from</p>	

	<p>her first contract) to assist with continued development efforts. Katie reached out accordingly.</p> <p><b>Governance</b> - Scheduled to meet this week.</p> <p><b>Finance</b> - Savannah &amp; Chris met two weeks ago to talk about the new budget and discuss benefits. Chris got quotes from Aflac to see what options they have for benefits and sent out a survey to staff to see what benefits people would be interested in.</p> <p><b>Non-Board committee updates</b></p> <ul style="list-style-type: none"> <li>● CoCreate: Have not met since last Board meeting. They are working on the CDFA grant.</li> <li>● Site Council - discussed enrollment and drafted a new family survey, which will be rolled out this Doc Week to get better data. Committee also focuses on addressing the stakeholder components of grants - working on Title IV, then Title I &amp; II, plus CSI &amp; ESSER.</li> <li>● Have on their radar the charter renewal process. Board noted need for teachers, admins, and students to contribute feedback to that process.</li> </ul>	
Board Retreat	<p>Board discussed upcoming fall retreat, including date (November 4th with December 2nd as backup). Christ &amp; Katie to work on getting a consultant to do training with the Board. Other topics to discuss will be:</p> <ul style="list-style-type: none"> <li>● Review of Mission</li> <li>● Board Roles &amp; Responsibilities</li> <li>● Board/Self Evaluation</li> <li>● Strategic Goals (for Board to then be base for committee goals)</li> <li>● Charter Renewal Process</li> <li>● Potential policy review (in Board Meeting at start)</li> </ul> <p>Savannah noted that NH Charitable Foundation has a Board Training Dec 13th - 12-1 pm</p>	Katie - to send out goals, charter, bylaws, self-evaluation, etc. before Retreat
New Business	<p>Board Roles: Given upcoming annual vote for leadership positions, Katie reviewed key responsibilities of Board Leadership Roles and noted Board members should think about whether they want to volunteer and/or nominate someone for each role.</p>	

Non-Public Session		
	Katie made a motion to adjourn. Catlin seconded. Meeting adjourned at 7:12 pm.	