



## Meeting Minutes

May 17 2021 6:00 - 8:00 PM

Remote Meeting via Zoom video conference.

### ***Attendees***

Trustees in attendance at MC<sup>2</sup>: None due to state guidance on in-person gatherings

Trustees in attendance by phone: Jodi Adams, Cindy Gallagher (joined at 6:36 PM) Amanda MacLellan, Jerry Appell, Adam Johnston

Administration., Chris O'Reilly, Elizabeth Cardine,

Apologies:

Guests: Brooke O'Neil, Vicki Burinskas, Katie Hamon

### ***Agenda***

Topics	Discussion	Decision
Call to Order	Meeting called to order at 6:08 PM	
Approval of agenda	The agenda was adjusted to put the nomination of a new Board Member at the top of the agenda	
Nomination of new Board members	<p>The Governance Committee recommended the addition of Katie Hamon to the Board. Katie is based in the Keene area. Adam moved to instate Katie Hamon as a member of the Board, Jerry seconded the motion. Approved by unanimous roll call vote.</p> <p>The Governance Committee recommended the addition of Chris O'Reilly to the Board. Adam moved to instate Chris O'Reilly to the Board. Jodi seconded. Approved by unanimous roll call vote.</p>	

Public Time	No members of the public spoke.	
Consent Agenda	<p>Components of agenda approved by unanimous consent without discussion:</p> <ul style="list-style-type: none"> <li>● Approval of Minutes <ul style="list-style-type: none"> <li>○ April 12, 2021</li> <li>○ April 26, 2021</li> </ul> </li> <li>● Monadnock School Leader Report</li> <li>● Manchester School Leader Report</li> <li>● CEO Report</li> </ul>	
Manchester Campus	<p>Jodi shared:</p> <ul style="list-style-type: none"> <li>● 18 students consistently attend school in person</li> <li>● Administration of state testing has started</li> <li>● The Transition Team has met weekly</li> <li>● The school lunch program is operational</li> </ul> <p>Jodi shared that the Transition Team is on track to meet its timeline and goals</p>	
Financial Report	<p>The Board reviewed the financial report, noting the organization continues to be in poor financial health. Measures, including continuing to pursue a new Keene location, are being taken to improve finances. The organization will require a Bridge Loan.</p> <p>Adam moved to accept the financial report. Jodi seconded. Approval by unanimous roll call vote.</p> <p>Adam moved to authorize the business manager to apply for a bridge loan. Amanda seconded. Approved by unanimous roll call vote.</p>	

Banking Authorizations	Discussion of banking authorizations was postponed	
Approval of future meeting dates	<p>Proposed future board meeting dates:</p> <ul style="list-style-type: none"> <li>● July 19th</li> <li>● August 16th</li> <li>● September 20th</li> <li>● October 18th</li> <li>● November 15th</li> <li>● December 20th</li> <li>● January 17th</li> <li>● February 21st</li> <li>● March 21st</li> <li>● April 18th</li> </ul> <p>Amanda asked if and when we would resume meeting in-person. Amanda requested that the CEO verify the requirements for in-person attendance at public meetings.</p> <p>The Board discussed overlap with holidays. Jodi will send a survey for how to handle the Board retreat.</p> <p>Tentative dates:</p> <ul style="list-style-type: none"> <li>● July 19th</li> <li>● August 16th</li> <li>● September 20th</li> <li>● October 18th</li> <li>● November 15th</li> <li>● December 20th</li> <li>● January 10th</li> <li>● February 7th</li> <li>● March 21st</li> <li>● April 18th</li> </ul>	

<p>Bonus/Hazard Pay</p>	<p>The Board discussed that hazard or bonus pay can be paid out of ESSER (stimulus) funds. Chris noted that spending guidance notes that the standard for hazard or bonus pay be reasonable and necessary.</p> <p>Amanda pointed out that a bonus and hazard pay are different. She proposed that a bonus could be standardized by role, but hazard pay could be tied to in-person work prior to full re-opening.</p> <p>The Board discussed that hazard pay was not discussed prior to staff returning to the building. Board members and CEO will collaborate with QED to write this policy and ensure it includes pathways for bonus pay and extra duty pay.</p>	
<p>Student Extension</p>	<p>A student has been enrolled at Keene since August 2015 and is on track to move to phase 4 this trimester. Student has already turned 21. Chris requests an extension for her to complete this school year.</p> <p>Adam moved to authorize the extension of the student's enrollment as a remote student. Amanda seconded. Approved by unanimous roll call vote.</p>	
<p>Proposed Partnership Contracts</p>	<p>QED Foundation submitted a proposal for fulfilling the service of managing ESSER grant funds. The proposed cost: \$3,333 for ESSER Grant Management through the end of the school year.</p> <p>Amanda moved to authorize the CEO to enter into contract with QED on the condition that the final contract defines "school year" as the fiscal year. Adam, seconded. Approved by unanimous roll call vote.</p> <p>QED submitted a second proposal for services for the 2021-2022 school year. The board discussed the need for clarity around what services QED is the "sole source" provider. The Board requested that Finance Committee meet with Chris as incoming Executive Director about the components of the proposal, negotiate with QED, and return to the Board with a recommendation.</p>	

Committee Updates	<p>Academic Excellence Committee has not met</p> <p>Development Committee has not met</p> <p>Roles and Responsibilities Committee has met, the members are working with Chris and Elizabeth to define the Executive Director role</p> <p>Finance Committee items were reviewed above</p>	
Non-public session	The board voted to enter non-public session at 7:51 PM to discuss specific questions about personnel	
Meeting adjournment	The board returned from non-public session at 8:08 PM and the meeting adjourned at 8:09 PM	