



Meeting Minutes

August 16, 2021 6:00 PM - 8:00 PM
 Remote Meeting via Zoom video conference.

Attendees

Trustees in attendance at MC²: Chris O'Reilly

Trustees in attendance by phone: Jerry Appell, Cindy Gallagher, Jodi Adams, Amanda MacLellan, Katie Hamon

Administration:

Apologies:

Guests: Elizabeth Cardine

Agenda

Topics	Discussion	Decision
Call to Order	Called to order at 6:06 pm.	
Approval of agenda	Additions: <ul style="list-style-type: none"> ● Between 7 & 8 Covid Reopening Plan ● Board Recruitment to be covered in Development Committee 	
Public Time	No comments from the public.	

<p>Consent Agenda</p>	<p>Approval of Minutes ▪ July 19, 2021 Executive Director Report Clarification was made that black text is the most recent text for the shared Makerspace Summary document.</p> <p>Cindy moved and Jodi seconded approval of minutes from July 19. Unanimously approved.</p>	
<p>Consolidation and Restructuring</p>	<p>Chris gave update on status, noting that he and Jodi met with Jane Waterhouse from the DOE this morning. They reviewed the checklist for closure and are in good shape. The DOE state meeting is on Friday, which Jodi will attend (and Chris may join if requested). Chris did a walkthrough with the landlord for Manchester site and reviewed repair list. Still awaiting final documentation regarding cost of repairs, amended lease terms, and written notice of storage options and associated potential costs from the landlord.</p> <p>The following questions were raised by Jodi:</p> <ul style="list-style-type: none"> • Does the deposit get forfeited or will that go toward what we owe? • How does the DOE clause regarding lack of funding and ability to avoid requirement for buying out the lease apply (if at all) given voluntary closure of campus versus entire school shutting down? <p>Board is awaiting response from Adam regarding the above.</p> <p>Discussion was had regarding legal advice when we receive final documentation from landlord and interest in pro-bono or discounted legal work. Jodi to share Lawyer Referral Service info with Chris for follow-up.</p> <p>Jodi noted that there are still some unknowns with the budget regarding Manchester closure, especially related to unemployment and lease.</p> <p>In regards to records transfer, many were sent. Jodi still has a box to deliver to districts, but will need to do so when their offices reopen.</p>	<p>Action Item: Jodi to get info regarding potential pro-bono / discounted lawyer to Chris. (Lawyer Referral Service)</p>
<p>Finance</p>	<p>Finance Report: Amanda asked Chris to share most relevant info from finance report.</p>	

	<p>Significant money came in this month with Bridge loan and first adequacy payment. Enrollment is based on 47 students and increasing enrollment is one of the financial priorities that we need to focus on. No applications came in this month so recruiting/advertising should happen to keep numbers from slipping.</p> <p>The following questions/points were raised:</p> <ul style="list-style-type: none"> ● Are we losing people now that came in due to COVID? (It was noted that MC2 went back to masking today and nearby districts have started masking requirements.) ● Do we historically see jumps in enrollment during the months prior to the start of public school? ● Given this is a good time to publicize, what strategies are in place? <ul style="list-style-type: none"> ○ Active social media, letter to families ● Do we have funds to do print advertisements or other ads? <ul style="list-style-type: none"> ○ Elizabeth to send Jodi designs to price out lawn signs to be placed in busy spots downtown and shared with families. <p>Discussion was had regarding the difference in budgets from last year to this year. How much was based on any change in calendar year (none - since on new calendar in July 2020), staff in Manchester working on grant funds last year, business admin roles/shifts in staffing structures (accounts for change in numbers in multiple lines). Chris to follow up with specifics and breakdown for why numbers are different.</p> <p>Discussion about change in calendar occurred, given that change was based around busing in Manchester. Do we want to go back to the previous schedule? Chris noted that this should be raised with families to see what works best, since both busing and DOE conversations affected those changes.</p> <p>PPP Loan Forgiveness: Jodi submitted PPP Loan Forgiveness form. Process is to submit and then they email back with what documentation they want. Jodi already provided half. Working with Donna to get rest and provide it to them. Conclusion is that we should have all of it forgiven. If anything comes up from there, they will contact us and allow us to</p>	<p>Elizabeth to send Jodi designs and she will price out lawn signs.</p> <p>Chris to follow up with specifics and breakdown for why numbers are different between July 2020 & 2021.</p>
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fix it. In final stages, but they did not give Jodi an anticipated time frame. Hoping by next meeting we have it all finalized.

Charter lease aide:

Plan is to ask for this given need - with it applied to current lease. Board needs to sign off. Application due: Sept 1, 2021.

Vote on authorizing Chris to act as the agent for the leasing document (Charter Lease Aide Renewal Doc): Cindy moved. Jerry seconded. Unanimously approved.

Update on potential new site:

Making forward progress with current landlord regarding fit-out costs. New lease is included in budget projections starting in the new calendar year and we are still aiming for that timeline as the landlord wants to get construction done before then. One option is to include some fit-out costs in additional lease payments over time. Also, HVAC (projected around \$20K) could fall under ESSER funds for air quality in the new space.

Note was made to be careful about involving lawyers as we move forward with this, given previously incurred additional expenses.

Currently fit-out sheet has about 45% of expenses quoted so far. That will continue to be filled out and these costs and agreement with landlord are first priority so that lease agreement can be signed. Chris will continue conversations but opened it up to board for lead on details regarding the lease, noting we should be mindful of who (what lawyer) is reviewing the language in the lease. Jodi agreed to participate.

The question was raised about involvement of realtors and work with previous owner. Forwarded LOI (to MC2 & John) was vague and we needed to start over. Colliers is the realtor, but we have specific language that needs to be included given the school and DOE.

Goal is to review the lease as a board at the next or following meeting. Given the current size of the board and experience of individuals this will be reviewed by the full board. Previously, Adam dealt with language for lease - Jodi knows that language for DOE has always been there, but wasn't super involved otherwise.

	<p>Question was raised about any financial obligations we might have to the realtor. Board had authorized Adam to move forward with the realtor. Jodi to reach out to Adam to see what happened historically, any signed contracts, list of services, who is paying (landlord/MC2) for any of them, etc. to make sure we are all on the same page and know of anything we need to act on in the future. If vote needed on any new contract with realtor, Jodi will recuse herself given her friendship with the agent.</p> <p>Amanda requested that legal and other costs are added to the running budget for review regarding the new lease.</p>	<p>Jodi to reach out to Adam regarding historical process and if we signed a buyer/realtor agreement and any related fees.</p>
<p>Annual Wellness Policy review</p>	<p>Typically reviewed in August. Policy was sent to Board members for review.</p> <p>Board reviewed this policy. Some notes and questions were raised and the Board discussed continued participation in the national school lunch program (as it related to paperwork, retainment of status, potential difficulty in reapplying if we withdrew, and effects on recruitment/enrollment if that was not offered). Chris will look into current and continued participation in this program and what that would entail.</p> <p>It was decided to update out-of-date titles.</p> <p>Update to wellness committee (based on single campus) to be taken up by Governance Committee.</p>	<p>Amanda to make revisions for updated titles.</p> <p>Chris to look into status as part of National School lunch program.</p>
<p>Reopening Plan</p>	<p>Chris currently acting as team leader. Executive Director and School Leader will designate an official Team Leader. Advisement from the board was to designate someone else besides Chris to fill this role.</p> <p>Chris said MC2 moved to full masking this week.</p> <p>Plan to repost and push updated plan out to parents by way of email.</p>	<p>ED will designate Team Leader and repost/email out updated plan.</p>
<p>Committee Updates</p>	<p>Academic Excellence - hasn't met</p> <p>Development - hasn't met</p>	

	<p>Potential board member has yet to get back to Chris, so Amanda will send one more email. Beyond that, efforts should continue for Board recruitment. (Jodi noted parent participants in our charter and that she is a former parent.)</p> <p>Governance - not met Amanda gave relevant update regarding working with Dean on goal setting, supervision, and support (aligned with teacher effectiveness framework) for Executive Director. Although some time is allocated in his contract to work with the board, the decision was made to allocate that to supporting the Executive Director in his first year. It was noted that Dean can help define roles and responsibilities for MC2 as part of this.</p> <p>Roles & Responsibilities - has not met</p> <p>Finance - has not formally met, but Board covered everything finance committee would have covered.</p> <p>Board plans to revisit committee structure at retreat in October.</p>	
Non-Public Session	None	
Other business	None	
	Meeting adjourned at 7:14.	