



Meeting Minutes

September 20, 2021 6:00 PM - 8:00 PM
Remote Meeting via Zoom video conference.

Attendees

Trustees in attendance at MC²: Jodi Adams, Chris O'Reilly

Trustees in attendance by phone: Jerry Appell (signed off at 6:59 pm), Amanda MacLellan, Katie Hamon

Administration/School Staff: Elizabeth Cardine (signed off at 7:06 pm)

Apologies:

Guests:

Agenda

Topics	Discussion	Decision
Call to Order	Called to order at 6:05 pm.	
Approval of agenda	Finalization of Board Retreat to be added to the agenda.	
Public Time	Thanks from Elizabeth for brochures and lawn signs.	

Resignation of Board Member	<p>Cindy Gallagher notified us of her resignation on August 24 and it went into effect upon notification. We are grateful for her service, which was intended to be short term through campus consolidation. Overlap between MC2 and the high school she runs didn't allow her to remain on the board.</p> <p>Amanda consulted QED foundation and let Kim Carter know that there is not currently a QED rep on board in Cindy's absence.</p>	Amanda will follow up with QED regarding board representative.
Consent Agenda	<p>Executive Director Report Question regarding how promotion percent compared to other years was raised.</p> <p>A few needed updates (based on updated social media links, numbers, and new titles) were noted.</p> <p>Request for sharing referenced MC2 Student Artifacts with the Board was made.</p> <p>Referenced Salesforce account is a free, non-profit account. Payment for this is based on design for custom framework within it.</p> <p>Enrollment: 8 new enrollments. 5 students left. None currently in the pipeline.</p> <p>Approval of Minutes Jodi moved to accept minutes from August 16, 2021. Jerry seconded. Unanimously accepted.</p>	Chris/Elizabeth to share artifacts if possible based on settings on Drive.
Consolidation and Restructuring	<p>100% out of Manchester campus. Items moved to storage and/or on Keene campus. Chris has to contact former landlord to find out when will get statement to settle up on any amounts owed for repairs and what will be returned to us for our security deposit.</p> <p>Still have a few requests for transcripts. Request came in from Rebecca (former teacher at Manchester now working elsewhere) for translation of some transcripts.</p> <p>Still moving forward with new site at 310 Marlboro and negotiating with landlord as he works to complete the fit-out sheet for what costs he will cover and what MC2 will need to cover. As this is not done yet, lease document has not been completed and thus we have not sent anything to a lawyer for review. Landlord has been</p>	

	<p>joining site council meetings. Construction crews are ready to start whenever finalized. Still aiming for Jan 2022 to move over there.</p> <p>Chris found local lawyer with more reasonable rates (though not pro-bono) that responded to him this morning. Jodi met someone who works at NH legal assistance and who will get back to Jodi regarding potential pro-bono options as she asks around.</p>	
<p>Finance</p>	<p>Financial Report & 2022 Budget</p> <p>Key pieces: Goal is to enroll 60 students for the school year, with the hope of having 50 students for the initial head count day. We had 48 on the originally scheduled day in September, but the state (without prior notification) changed payment to be based on the first day of school (which was July 26), resulting in a head count of 41. This means that initial payments are based on a lower number than is currently enrolled and the additional money (9 students x \$7,300) will not come in until later this year..</p> <p>State does adjustment in February based on enrollment (versus head count) and final adjustment is based on end of year report and average daily attendance.</p> <p>We most likely won't get any additional money based on attendance in Manchester. It is unknown at this time if any money would need to be paid back to the state based on average attendance for this past year in Manchester.</p> <p>The question was raised about changing the start of the school year based on the new way the state is calculating this (automatically based on first day attendance versus the previous option of a chosen day with paperwork signed off by Board chair). Given that we are coming off of the summer, and there can be an increase in students coming in September when other schools resume, this could be beneficial. In the past, MC2 has seen a jump in the second payment but has tried hard to get as many in on the head count day. The question of changing the school calendar was noted as being part of a larger ongoing discussion based on student learning and thus no decision was made at this time.</p> <p>Still working toward goal of 60 students for the school year. Additionally, fundraising goal is \$45,750, with higher goal set by Elizabeth for this year.</p>	

	<p>Budget is based on a 6 month lease for current campus and move to new on for January. Given current timeline there is still the potential to meet this.</p> <p>Cost of closing Manchester was noted in report. Amount of lease paid for July and August. Still missing final statement to see if any additional costs. Tech services noted were for July and August - currently there is no IT person and previous program for training students is not active due to cost.</p> <p>PPP Loan Forgiveness</p> <p>Issue was raised regarding PPP loan forgiveness. That application is “under review” at the SBA and payments are not supposed to have to be made while it maintains that status, especially since almost all or all of the money should be forgiven, but we will not know until the review is finished. Lender is Blue Line but loan was assigned to Celtic Bank, which said they wouldn’t take payments out while it was under review, but still took out a payment that amounted to almost two payments (totalling \$22,000). They have yet to respond to specific request to pull up our account and address this issue (versus sending back a blanket statement). Dawna has asked Blue Vine to intercede on our behalf.</p> <p>Communication is a major issue in this, both based on given statement that payment would not be deducted and then it was, as well as 5-7 day delay in response to our communications and lack of point of contact (versus main line). Currently BlueVine is looking into the payment drawn by Celtic. On MC2 end, Jodi checks website consistently for any requests (which we are still receiving) for updates needed for review of loan and returns materials within one day.</p> <p>The question was raised regarding closing that account or blocking payments to avoid any future payments being deducted before the review is finalized as this will be problematic. The application terms for accepting the loan required that payments came right out of the account. Additionally, concerns about getting the \$22,000 back if loan is forgiven were raised if we were to switch accounts and/or block transactions between that account and the bank holding the loan.</p> <p>At this time, Board would like to further pursue resources to deal with issue versus closing account, especially with hopes of getting</p>	<p>Chris to research who we talk to about banks taking payments when stated otherwise. Jodi to share papertrail with him.</p> <p>Jodi to continue communicating with Blue Vine.</p> <p>Amanda requested the name of the bank and lender and will reach out to a few people in other states that have been administering these loans.</p>
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that money back. Potential points of contact for assistance include:

- Contacting someone at NH Small Business Association, given their history in PPP loan forgiveness and potential they may already be working on this if others are having the same issue.
- Contacting Jane Waterhouse and/or the SBA to see if anyone else at the alliance is having the same issue.
- Others who have administered these loans in NH or elsewhere.

Note was made about getting an advocate involved to address this issue and/or any negotiations that would need to be made if the loan isn't forgiven for some reason.

Efforts to Increase Enrollment:

- Advertising with lawn signs and brochures is underway.
- Currently advertising open house and back-to-school night, scheduled for next Thursday.
- Encouraging students and parents to do word-of-mouth advertising.
- Students are working with Elizabeth on marketing. They have upped social media involvement and connected to groups for families looking at school options.
- Elizabeth will work on a brochure route for placement in key points around Monadnock region as she does internship rounds.

Notes: Some of the above hasn't happened in at least two years and currently struggling to get invited into school buildings (tends to work better April-June).

Potential for fundraising options and other events to show off space when new site is open.

- Jodi to look into more details (up front costs and projected outcomes) of murder mystery dinner option.
- Elizabeth to follow up with local drivers ed, currently looking for new home, after lease is signed. This would both bring in revenue with rent from them, as well as get students into the space.
- Hosting events in planned Makerspace to bring people into the building.

Jodi to find out more cost/projection details for possible fundraiser.

Elizabeth to reach out to local drivers ed when lease is signed.

<p>Committee Updates</p>	<p>Board Retreat (where committees will be structured) is set for Oct 30 from 9 am to 2 pm at the Keene Campus. Jodi and Amanda will plan this day, so any potential agenda items should be sent to them for inclusion. Previously scheduled Oct 18 meeting will be postponed until the 30th. Agenda will be posted and include allocated public time.</p> <p>Academic Excellence - has not met</p> <p>Development - has not met</p> <p>Governance - Executive Director supervision and feedback is underway. Scope of work for Dean has been approved and is being implemented. More on this to be shared with Board at the retreat in October.</p> <p>Roles & Responsibilities - has not met</p> <p>Finance - has not met</p> <p>Hope is to encourage parents on Back-to-School night to consider joining the Board. This will be held on September 30 with an open house from 5-6:30 pm and Back-to-School night from 6:30-7:45 for existing families. Chris or someone else from the Board can pitch it accordingly at that time.</p>	<p>Amanda and Jodi to plan retreat.</p>
<p>Non-Public Session</p>	<p>None</p>	
<p>Other business</p>	<p>None</p>	
	<p>Meeting adjourned at 7:07 pm.</p>	