



Meeting Minutes

March 21, 2022 6:00 PM - 8:00 PM

Remote Meeting via Zoom video conference.

Attendees

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

Trustees in attendance by phone: Katie Hamon, Jerry Appell, Amanda MacLellan (until 6:57 pm)

Administration/School Staff: Elizabeth Cardine, Sarah Stout

Apologies: None

Guests: Diane Neilsen (parent / potential board member), Savannah Drowne (potential board member), James Bass (student / potential student rep to board), Yves Gakunde (potential board member)

Topics	Discussion	Decision
Call to Order	Called to order at 6:05 pm.	
Approval of agenda	Approved with update to spelling of Diane's last name.	
Public Time	No member of the public spoke.	

<p>Consent Agenda</p>	<p>Approval of Minutes Katie to update spelling of Diane's last name to Neilsen, to clarify acronyms, and to clarify May 17 note for Amanda.</p> <p>Executive Director Report Report forthcoming later this week. From Chris - back in session for a week. All about getting the space ready so that we can move in. Chris has taken on a lot of the construction work to help save money. Will be meeting with Dawna on Wednesday and will be able to share more information then.</p> <p>Able to use Elm City Church for first week of first trimester. School was canceled today. Tomorrow remote. Inspection Wednesday morning at 8:30. Aiming for 2 hour delay on Wednesday and start at 10:30 on Wednesday.</p> <p>From Elizabeth: Enrollment continues to climb. Continue to get new inquires and have a backlog for tours to be rescheduled for next week. Internships continue to climb. Success getting students onto new sites and more folks are interested in paying students, with the hopes of having them be more permanent/regular employees. Looking into MC2 being the official sister school for Einbeck. In the past, choral groups, soccer teams, and school groups (in the past with Keene High) have visited. This might include MC2 students traveling there and their students being hosted by MC2 for a week or so. Savannah noted that this would give them a chance to see other ways of learning versus teaching style in Germany.</p> <p>Jerry commented on the series of jumps in enrollment and noted that we have done targeted and consistent marketing. Data to track to show for development and fundraising: percent increase in enrollment; students leaving/graduating; number of inquires, follow through, and new enrollment.</p>	
<p>Fundraising</p>	<p>Gaming for Charity Chris to follow up with proposal for approval and will then pass it along to Dawna.</p>	

<p>Finance</p>	<p>Financial Report Financial report forthcoming. Chris will send out a summary after he meets with Dawna.</p> <p>Emerald St. Lease Termination No updates at this time.</p> <p>Update on New Site When visiting recently, Mark Bowdoin noted MC2 site is beautiful and will have space as needed.</p>	
<p>Board Members</p>	<p>Nomination of Diane Neilsen and Savannah Drowne Both attended meetings and Board has gotten overview of qualifications. Jerry made motion to vote on the nomination of Diane Neilsen to Board Membership pending a successful background check. Amanda seconded. Unanimously approved.</p> <p>Jerry moved to vote on nomination of Savannah Drowne, pending a successful background check. Amanda seconded. Unanimously approved.</p> <p>For the record: Both of their resumes will be kept on file. Savannah attended meetings on 2/7 & 2/28, as well as today. Diane attended meetings on 1/10 & 2/7, as well as today.</p> <p>Introduce new potential board member Yves shared a bit about himself with the Board. For the record: Yves attended a Board introduction meeting on 2/28, as well as this meeting, so he will be eligible to join the Board at the next meeting.</p> <p>Update on student representative James went back to MC2 students to discuss how to choose student rep for Board. Last meeting was 2 weeks before the MC2 break. While he pressed for completing that in one meeting they are about halfway through the process and should have a conclusion after the next governance meeting. Their decision will then need to be approved by the Board.</p>	

	<p>Executive Director Board Membership MC2 By-laws were amended Jan 5, 2015, such that Section 3.02 was updated so that the “CEO is a voting board member, not just ex-officio.”</p> <p>Given the clarity in by-laws (adopted in 2011) and the fact that it is typical for a CEO to be ex-officio, the Board plans to discuss this further after a committee reviews the by-laws.</p>	
<p>Comprehensive School Improvement (CSI) Goal Update</p>	<p>There is a meeting tomorrow and we will have a report on MC2’s progress after tomorrow’s meeting.</p> <p>For reference: As a school designated for improvement, MC2 was given grants to improve some things, along with help to reach our goals. These periodic meetings include a review of goals and confirmation of progress.</p>	
<p>New Board meeting dates</p>	<p>Upcoming dates: 5/16/22 6/13/22 7/18/22 8/15/22 9/19/22 10/17/22 11/21/22 12/19/22 1/9/23 2/13/23 3/20/23 4/17/23</p> <p>School Calendar also shared - Board will review for next meeting and send feedback to Jodi to share with Elizabeth and Chris in the meantime.</p>	
<p>Committee Updates</p>	<p>Academic Excellence Committee determined three goals (pending feedback from Chris):</p> <ol style="list-style-type: none"> 1. Examine graduation rates to support the school 2. Outline current assessment model to support Strategic Goal 2.2: <i>“Ensure accountability for implementation of expanded assessment aligned to MC2 model (e.g. habits assessments across all learning opportunities)”</i> 3. Follow up on data dashboard. Chris & Dawna to follow up on dashboard once settled into new space. <p>It was noted that while graduation rates are not the metric to measure MC2, this needs to be taken into account for prospective funders, and it’s the metric used by the state (and thus what triggered the CSI process). There is work to do regarding a larger discussion on graduation rates, given a student’s age/years to complete and the federal definition, along with money tied to that,</p>	

but also the way that the State of NH uses this in accountability measures. State of NH has rated it heavily in accountability framework, but has some power to allow for alternative accountability metrics in charter schools authorized by the state.

Development

There was a discussion on whether marketing and communications should be part of this committee. As a Board committee, the role would be raising money, while day to day organization should fall under the responsibility of school leadership.

The committee is following up with letter writing and looking into tax credits. One challenge is to make MC2 known and our students visible in the community.

The committee updated their file systems and plans to meet quarterly with advising and work done in between without exceeding any quorum threshold.

Governance

Jodi & Jerry are working through handbook and will have reviewed more by next meeting. Amanda potentially to participate in policy calendar piece.

While the previous meeting included a discussion of splitting this committee into two parts, the description of the committee already included both parts, so it will remain as a single committee to address both policy and new Board members.

In regards to the policy calendar, some policies have to be reviewed annually, while some don't, but it's good to look at all policies every year and have a comprehensive ongoing calendar for the year.

Committee Goals:

1. Finalize handbook and onboarding procedures
2. Recruit more board members
3. Perform a risk assessment
4. Create a policy calendar

	<p>Finance Amanda and Chris to meet shortly.</p> <p>Non-Board committee updates Site Council didn't meet for the last scheduled meeting given painting of the new location. Next meeting should be this Wednesday.</p>	
New Business	None.	
Non-Public Session	<p>Elizabeth to do background checks for pending Board members.</p> <p>Board discussed security protocols for digital information. Notes to be added to onboarding for new board members.</p>	
	Katie made a motion to end the meeting. Jerry Seconded. Meeting adjourned at 7:09 pm.	