



Meeting Minutes

April 18, 2022 6:00 PM - 8:00 PM

Onsite at 310 Marlboro Street / Remote Meeting via Zoom video conference

Attendees

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

Trustees in attendance by phone: Katie Hamon, Jerry Appell, Amanda MacLellan, Savannah Drowne

Administration/School Staff: Elizabeth Cardine, Sarah Stout

Apologies: None

Guests: Yves Gakunde (potential board member)

Topics	Discussion	Decision
Call to Order	Called to order at 6:08 pm.	
Approval of Agenda	Remove "board security protocols" as noted in posted agenda.	
Public Time	No member of the public spoke.	

<p>Consent Agenda</p>	<p>Approval of Minutes February & March approved. Jan to update Diane's name & Dec 14 to update date at the top.</p> <p>Executive Director Report Open House - two dozen people were able to attend, including community and potential new families.</p> <p>Jodi asked about how internships were going and also noted that the fundraising thermometer had moved from \$25K to \$30K (pending confirmation of funds).</p>	
<p>Fundraising</p>	<p>Gaming for Charity Jodi received approval for Gaming for Charity at Keene Casino. She is in the process of gathering documentation needed for the application and hopes to have another update for the next board meeting.</p>	
<p>Finance</p>	<p>Financial Report Katie that the line item for "other revenue sources" be explained so that the Board knows where additional funds come from.</p> <p>Fit out loan: Separate page shows expended almost $\frac{3}{4}$ of loan. Haven't completely settled the costs with landlord but should have that reconciled by next Board meeting.</p> <p>Increased enrollment: Will kick in for the fall in terms of adequacy payments. For those, the majority comes in the first two payments (Sept & Feb). Final is made after attendance is reconciled (July or August after end of year report is uploaded to the state) based on how long students were in school for the year. Last year we had a concern that Manchester campus might have had to give money back. Won't be the case for Keene for this year. Some students will need services - will work with districts to determine what services are.</p> <p>Billable services were lower than budgeted. Could be due to lapse in billing - had to play catch up with billing for services. March is the month that took the hit. Will have higher amount in April when these are paid.</p> <p>Manchester: Still have no response from Landlord regarding verbal agreement that was made. Non-responsive to written</p>	

	<p>communication. Hasn't been legally settled in writing, so we could send a certified letter requesting that in writing. We have met our end of the verbal agreement, which apparently included rent through October and no returned security deposit.</p> <p><i>Printer that was leased over there is hanging in the balance. We haven't been credited with that even though they picked it up. Dawna following up.</i></p> <p>Legal advice needed for both sites regarding any push for security deposit and not owing additional funds. For Emerald Street, lawyer was waiting to hear if they were filing suit.</p> <p>It was noted that we do not have a line item in our budget for legal expenses. We have some money owed to past lawyer, who is currently non-responsive.</p> <p>Board recommends that Chris follow up with the lawyer for advice on next steps regarding both previous landlords.</p> <p>Update on New Site We're in! Still working on a punch list as the minimal amount was done to get in there and get approvals. We're operating on a temporary certificate of occupancy and have a few things to work out with the landlord. July 30 is when temporary certificate runs out, so will address outstanding items before then.</p>	<p>Chris to follow up with lawyer and will circle back with recommendation from the lawyer.</p>
<p>Board Members</p>	<p>Nomination of Yves Gakunde The Governance committee wanted to nominate Yves, as this is his third meeting (including a Board welcome presentation with history of MC2 and tasks we address). His resume was shared with the Board.</p> <p>Jerry nominated Yves Gakunde to the MC2. Amanda seconded the nomination. Unanimously approved.</p> <p>Update on Student Representative James (previously noted potential student representative) determined that it was not the right time for him. Jodi emailed him and asked about someone else that could be nominated. Process for this representative can still go to the Board.</p>	<p>Elizabeth will get the drafted process from the students for the Board / Governance Committee to get started on that review.</p>

	<p>Jodi to follow up with Owen (MC2 alum) regarding Board Membership.</p> <p>Amanda will be stepping off the Board after the July meeting. She noted that her service was rooted in Manchester and she is not part of the Monadnock Community, so she is excited to see new members from there. Her timing is partly based on the goal setting she began with Chris in the fall and the respective check in at the end of the school year, along with closing out the fiscal year and starting the new one with the Finance Committee. The Governance Committee will take up proposals for who can fill her roles. It was noted to reach out to Jodi with thoughts.</p> <p>It was noted that the review process and renewal of contract for ED is coming up.</p> <p>Executive Director Board Membership</p> <p>Jodi hasn't gotten return calls yet from the Charter School Rep at the Department of Education (DOE), so waiting on hearing from her. Also looking into other boards at charter schools.</p> <p>Savannah noted that she could reach out to someone at Savings Bank of Walpole who works with documents to decipher roles and responsibilities if this would be helpful. Jodi noted that we are already working with a non-profit consultant, which is how this question was raised, but that historically we have gone back and forth on how the CEO/ED is involved with the Board, and thus we are looking into what other charter schools are doing so that we can align with them.</p>	
<p>Approval of FY23 Charter School General Assurances for Federal Grant Programs</p>	<p>This is required in order to get Federal Grants, including over half of the Elementary and Secondary School Emergency Relief (ESSER) funds.</p> <p>Katie made a motion to sign the Assurances to get access to federal funds. Unanimously approved.</p> <p>Chris will be in Amherst with Dawna and grants manager, Kim, with DOE for Audit tomorrow.</p> <p>Finance committee to consider creating a calendar for various dates.</p>	

	<p>Governance to confirm that all policies referenced in these assurances are addressed and available/posted.</p>	
<p>Staff Bonus Discussion</p>	<p>ESSER funds were allowed for addressing anything Covid-related.</p> <p>Last year, bonuses were approved by the Board and the Policy for extra duty pay was updated, but it was specific to last year's calendar (since it appeared as if we had a one-time opportunity to use ESSER funds to recognize people who worked through COVID). Thus, it needs to be updated to include bonus language for this year. It was noted that even with an updated policy, these bonuses would be pending state approval for the funds.</p> <p>Board reviewed previous year's language for stipend, extra duty and COVID bonus pay, noting the similar circumstances to last year.</p> <p>The Board discussed revising the policy to make bonus pay a more permanent option that the ED can use, pending Board approval. The conversation included discussions of what a "special circumstance" would be, including language such as "for work above and beyond the job description in service to the school's mission," end-of-year discretionary bonuses, and other circumstances (such as a situation where other districts were offering sign-on bonuses), what is included in next year's budget, what the state approves (specific versus blanket bonuses), additional work put in by staff, flat rate versus percentage of salary</p> <p>The policy was updated to note proposal by the ED to the board, including amounts per person, total amount, and funding source for any proposed bonus.</p> <p>Katie made a motion (and Yves seconded it) that Chris submit a request to the state for bonus pay that matches levels approved from last year. Chris abstains. All others voted aye.</p> <p>Katie made a motion to accept the bonus pay policy as updated. Savannah seconded. Unanimously approved.</p>	<p>Chris to look into using ESSER funds for bonus pay again this year. He will bring proposal to next Board meeting for specific bonus pay.</p>

<p>Proposed Calendar</p>	<p>Board reviewed the proposed 2022-2023 school calendar, which goes back to original year-round four quarter schedule with 10 weeks on, 3 weeks off throughout the school year. (It had been changed to a trimester to match the Manchester bus schedule, but current stakeholders prefer the calendar revert to this schedule.)</p> <p>Calendar has 180 days, exceeds the minimal hours that the state requires, and includes the 10 school days for emergency purposes (snow days, other weather emergencies, etc.) Discussion was had regarding earmarking days if we don't use snow days and/or ending the day earlier, along with any financial impact regarding the new calendar. It was noted that the new schedule doesn't equate to extra school days and that staff are paid on salary and utilities are included in the lease, so there are no added expenses anyway for that.</p> <p>Noted "Doc Week" was explained. Last five days do not include classes/studio learning, but instead allow students to tie up loose ends, potentially work ahead, and prepare their exhibition of learning. Every family comes in and meets with the learning team (including advisors and others). Student presents and they go over what student did this quarter and write goals / plan for next quarter. It is like a mini gateway, and a good week for Board members to come in and see what is going on.</p> <p>Diane made motion to accept the calendar as presented. Jerry seconded. Unanimously approved.</p>	
<p>Committee Updates</p>	<p>Academic Excellence</p> <p>Committee is exploring graduation rates and MC2 assessment model with hopes of supporting MC2 given state's heavy weight for grad rates.</p> <p>Chris to separate out graduation rate versus average grade promotion.</p> <p>Regarding the data dashboard, Chris should have login information from Dawna early next week.</p> <p>Development</p>	<p>Chris to follow up with promotion vs. grad rate.</p>

Currently three outstanding responses (Kingsbury, CMH & MGM) from the letters that were sent out asking for \$25K donations to support the fit-out. Cogswell did not opt to fund fit-out.

Chris to follow up with Dawna regarding tax credits (and ability for organizations to buy them in support of MC2).

Jodi to finish up Gaming for Charity piece.

Governance

Jerry & Jodi - nominated Yves to join the board.

Working on a draft of the Board Handbook with some revisions.

Started process for risk assessment, with a few things underway at the school already. Diane is on the Joint Loss Committee so Jodi to connect with her. Covid protocols and other emergency pieces. Will gather details and policies and then Jerry and Jodi to go through and see if there are any gaps. Diane to join this committee.

Will research companies for a la carte HR services. Katie to connect Jodi with one such company to discuss.

Working on policy calendar and to address any language for one campus versus two and ED vs. CEO in policies.

New board members will be part of that policy process, so that they have education on the policies and work can be done at the same time.

Finance

Chris has been working with Dawna from QED who supports MC2 with finances and grants management. Board will be getting pdf that Dawna put together of our current financial picture and predictions based on that. This will be shared for Board to review and understanding funding sources.

Proposed 2022-2023 budget to be presented by Chris for next meeting.

Non-Board committee updates

	<p>Elizabeth discussed other group work being done.</p> <p>CoCreate - not a “committee” but rather a group of community stakeholders that meets every two months for three hours. Began process of job description for steward to spearhead makerspace with input from Jerry Kuhn, who is consulting through the end of the school year. This will then go to Chris to turn into an agreement to then get ESSER funds to get it up and running.</p> <p>After that, group will move into budgeting. Space is planned to include options for woodworking, printing, prototyping, bike maintenance, and audio/video & film. It has the potential to be profitable, such as students making pens they can sell, and/or community minded, such as a bike shop that can do service work and teach people how to maintain bikes so that those who rely on them are not left out of the transportation landscape.</p> <p>Site council (including Diane) - keeps an eye on the campus specific agile decision making that doesn’t have to be done at the Board level. Committee met and discussed smaller fundraisers, including the haunted house, and enrollment pushes. This group covers five buckets, including facilities, fundraising, and marketing. They noticed that every school gets free PR when they publish an honor roll, so they are working with Chris Stout to publish an internship appointment list every quarter, which would put us on parity in terms of marketing and PR with other schools.</p> <p>Savannah asked about a student of the month program. This can be a potential social media push. MC2 should be strategic with what the Sentinel is willing to do with us - big items, such as Board appointments, to celebrate without squandering article capital.</p> <p>Jodi to reach out to new members and see how they might fit into committees.</p>	
<p>Added item: CSI Goals</p>	<p>Campus is working on the Comprehensive Support and Improvement (CSI) goals. This is a great process that is informative and helped us learn about what we needed to put in place. Survey over time is a great way to look at progression - we have made changes and growth.</p>	

New Business	None	
Non-Public Session	None	
	Savannah motioned to adjourn. Meeting adjourned at 7:52 pm.	