



Meeting Minutes

May 16, 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, Katie Hamon, Savannah Drowne (left at 8:23), Diane Neilsen

Trustees in attendance by phone: Amanda MacLellan (based on location - through 8 pm), Jerry Appell (based on care for family), Yves Gakunde (based on transportation)

Administration/School Staff: Elizabeth Cardine

Apologies: None

Guests: None

Topics	Discussion	Decision
Call to Order	Called to order at 6:08 pm	
Approval of Agenda	Due to required votes, acceptance of gift, bonus pay, and board policies moved up to start of meeting.	Non-listed policies to be sent to Jodi by Katie for next round of review.
Public Time	No member of the public spoke.	

<p>Acceptance of Gift</p>	<p>Elizabeth Cardine sent out asks to former donors to help with fit-out costs. \$5K was already accepted by the board. The latest gift was from the Gallup Fund for \$25K. It was noted that Pat Gallup, CEO of Connections, is a long time supporter with a student here.</p> <p>Amanda asked if there were any restrictions on the gift. The reply was that it was intended for fit-out costs but the letter didn't specifically designate the funds for any particular thing at MC2.</p> <p>Katie made a motion to accept this donation. Diane seconded. Unanimously Approved.</p>	
<p>Bonus Pay Proposal</p>	<p>Proposal was sent to board by Chris this afternoon. Total of \$18K (\$2K for full time staff and \$1,500 for support staff). This will be paid out once it goes through the grant system, so potentially a few weeks before being paid to staff.</p> <p>Diane made a motion to approve the proposal. Yves seconded. Chris recused himself from voting. All others voted aye.</p>	
<p>Policy Updates</p>	<p>Board discussed revised policies (based off of school district policies in NH); updated language where clarification was needed; and agreed to amend all policies to change his/her to their, to change CEO to ED, and to remove the listed town.</p> <p>Savannah made a motion to approve the policies presented at today's meeting as amended. Amanda seconded. Unanimously approved.</p> <p>Policies that were reviewed and approved are as follows: DA, DAF, DAF1- DAF10, AC, DJB, EHB, GBCD, GBCE, GBEA, GBEAB, IJOC, IJOC-E, JOA-E, JICI</p>	<p>Jodi to update all dates, formatting, and approved amendments before policies are posted.</p> <p>Chris will follow up with notification of GBEAB and other MC2 policies.</p>
	<p>Proposed Budget</p> <p>Current enrollment: 59 with 4 graduating and 20 potential new students. MC2 will be good with projected enrollment, if not above projected number, even if only 50% of interested students end up attending.</p> <p>Chris shared budget proposal for the 2022-2023 school year, and the following was noted/discussed:</p>	

- Unreserved fund balance has eroded to its lowest level - COVID hit and enrollment went down but expenses stayed the same. This led to closure of Manchester campus.
- Enrollment has rebounded from the dip in the 2020-2021 school year and is currently above the 57 students noted in the budget proposal. Potential new students include a mix of current middle and high school students.
- Without federal funding through the Paycheck Protection Program (PPP) and Elementary and Secondary School Emergency Relief (ESSER) funds, MC2 would not have been able to stay open. There is currently still a fair amount of ESSER money that can be used over the next couple of years to help build sustainability.
- Expiration of federal funds needs to be taken into consideration as some parts of the budget (e.g. software) are being funded by this money. Hiring done under these grants needs to be noted that it is grant funded and MC2 needs to plan for the future accordingly.
- Goal would be to have unrestricted days cash back to 50+ days.
- Enrollment variance, solvency ratio, and asset ratio were reviewed. All should improve with increased enrollment.
- Chris to meet with landlord this week to determine fit-out costs and pay a portion that the landlord paid up front. Final amount of leftover funds from the loan to be determined. That money, plus donations for fit-out, will be used to pay down the debt and hopefully offer a cushion for the summer (to avoid a standard bridge loan based on the adequacy payment schedule)
- MC2 will want to hold onto any extra funds not allocated for fit-out until the first adequacy payment comes in. If enrollment is 60+ we could continue with other pieces of fit-out.
- Most districts are paying their portion of billable services. (There is one instance where two districts are working to determine who is responsible for those costs.) MC2 is looking into increasing the cost of our services to the districts to give our support staff raises and potentially some paid time off.
- Differentiated aid payments were higher in Manchester based on the student population.

	<ul style="list-style-type: none"> ● Lease payments are going down, but the lease aid will, too. MC2 may be eligible to get some money back for the fit-out through lease aid. (Chris is looking into this and we are also waiting to hear back from some other asks.) ● Benefits noted include increase in contributions to simple IRA (based on employees opting for that). Other noted benefit is for Workers' Compensation. ● MC2 could consider a retroactive wage increase if we stay about the enrollment number (average of 58.3 students needed). ● MC2 has been able to offer staff additional duties that are grant funded (while funds are available). Ex: Sarah, Rosie & Derek provide a block four after school program three days per week. Erik provides services for executive function. Elizabeth provides SEL (social emotional learning) support. All staff have the opportunity to earn extra money for extra work. ● Given legal fees paid out this last year, it was noted that a line item for legal should be considered for the budget. ● Diane to look into Primex (MC2 liability insurance company) offerings, including free online classes, and will share resources/events with the board. ● Currently don't have IT support. ED keeps this running with the help of some students in the past. MC2 could use some grant money for this as it relates to rebounding from COVID, but we don't want to have someone we rely on that we don't have the money for in the future. ● Enrollment will have to continue to increase for MC2 to survive. We have options to expand the footprint at our current location if we go above 80 students. Goal is 70 students by 2025 with noted financial projections through 2027. ● Dawna did the bulk of the work on this budget, as she has the experience and is bringing Chris onboard to address the financial part of his job. ● Will send along contracts for QED, the founding organization of MC2, for the services they continue to provide for MC2. ● With given projections and as ED becomes more familiar with services, potential restructuring of organization within school leadership - with 1-2 school leaders, including special education and/or financial focus. There will only be 	<p>Diane to follow up re Primex offerings.</p>
--	--	--

	<p>a limited need for a grant manager once the current grant funds are spent. There will still be Title I pieces, but that can be part of the Special Education or ED role.</p> <ul style="list-style-type: none"> • Another potential line item to add would be for advertising and marketing, since this is extra work for everyone involved. <p>Overall, it was noted that the proposal was comprehensive and concise. If the Board wants to see it in a spreadsheet, that is also available. Proposal to be voted on by board once updated.</p> <p>Financial Report No questions on the submitted financial report.</p> <p>Corrective Action Plan for Federal Funds Monitoring Board updated and approved tonight all policies required for Chris. Timesheets have been done - Chris can check that off the list. Chris to send the CAP in by June 4 - have until August end to finish up the policy piece and some procedures that Kim/Dawna are working on. Will forward if signature is needed by the Board.</p> <p>Fit-out costs final breakdown - not yet finalized</p>	
Consent Agenda	<p>Approval of Minutes April 18, 2022 minutes - no questions on minutes.</p> <p>Executive Director Report June 8th is mentor dinner at KSC Camp. Board is encouraged to attend. This is usually a big reception with a catered dinner and opening remarks with students speaking and presenting a plaque to members in the audience. This year it is scaled back to be potluck appetizers, but will still have speeches for mentors.</p> <p>See notes above in the budget conversation for details on enrollment and finances.</p>	
Fundraising	<p>Gaming for Charity Chris is looking into the requested original documents piece.</p> <p>Acceptance of Gift Covered earlier in meeting.</p>	Chris to call for clarification of needed documents.

Board Members	<p>Introduction of possible new member (Owen) - postponed to the next meeting he can attend.</p> <p>Executive Director Board Membership Jodi discovered DOE point person is on leave and will follow up with a different person.</p>	
Committee Updates	<p>Academic Excellence - Regarding the data dashboard, Dawna will send Elizabeth credentials. She gave Chris & Elizabeth a screenshot of this. The framework is there, including past surveys for parents. More data can be added, but NWEA data is not currently included. Chris will review and report from there.</p> <p>Jerry reviewed annual reports, which noted successful completion of gateways. Chris to follow up on breaking down graduation rates.</p> <p>Katie spoke with Elizabeth regarding assessment components. She is working on representing that information for the committee, board, and public. Additional information, such as the percent of students that go on to post-secondary (4 or 2 year) institutions or into the workforce to be noted as well.</p> <p>Yves asked if there was a way to track where students are now that they have left MC2. Elizabeth has a database with that information and will bring it up-to-date.</p> <p>Development - Committee to follow up on tax credits to give Chris/Dawna more information to look into these. Fundraisers scheduled.</p> <p>Governance - Committee working on policy updates.</p> <p>Finance - Finances covered in budget proposal discussion.</p> <p>Non-Board committee updates No updates for this tonight.</p>	<p>Chris to follow up on graduation rates.</p> <p>Elizabeth to update database of alumni</p>
New Business	None	

Non-Public Session	None	
	Katie made motion to adjourn. Motion was accepted. Meeting adjourned at 8:38 pm.	