



**Meeting Minutes**

June 13, 2022 6:00 PM - 8:00 PM

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

**Attendees**

Trustees in attendance at MC<sup>2</sup>: Chris O'Reilly, Jodi Adams, Savannah Drowne, Diane Neilsen, Yves Gakunde

Trustees in attendance by phone: Amanda MacLellan (based on location), Jerry Appell (based on care for family), Katie Hamon (currently out of state)

Administration/School Staff: Elizabeth Cardine

Apologies: None

Guests: None

Topics	Discussion	Decision
Call to Order	Called to order at 6:02 pm	
Approval of Agenda	Additions: 5. Finance Note: gaming for chance email was resent as they couldn't find it. 2 contracts for QED to be added to the agenda.  6. Board Membership Add nominations for treasurer and vice chair.	
Public Time	No member of the public spoke. Elizabeth's notes to be included in the discussion on the ED report.	

<p>Consent Agenda</p>	<p><b>Approval of Minutes</b> May 16, 2022 minutes</p> <p><b>Executive Director Report</b> Updates from Elizabeth Cardine:</p> <p><b>Mentor Dinner:</b> Dinner went well. Great remarks from mentors that were present. Rest to receive them over social media over the next month. Dinner coincided with Pride month - Nick Farriolo from Elm City Coaching made an impact on students who are transgender or nonbinary and in the LGBTQ community. Many went up to him afterward. A significant percentage of the student body identifies within this community.</p> <p><b>Graduation gateway:</b> One gateway this week, from the student who got permission from the board to stay on for an extra year. Her final project is on mental health and motivation. Savannah will be attending, but the student wants to share that with the board as well.</p> <p>Fit out money continues to flow in.</p>	
<p>Finance</p>	<p><b>Financial Report</b> Board reviewed QED contracts for grants and finance. These figures are already built into the proposed budget. The \$40K for grant management comes out of the grants. The other for finances is also \$40K, down from \$43K (\$25K plus \$1500/month) last year.</p> <p>Regarding grants, we have one more substantial grant - ESSER 3 grant managements - \$600K of grant money. Corrective actions that we had to make regarding grants were minimal based on our audit. Department is not worried about MC2 given how well our finances are managed.</p> <p>This is the third year QED is providing these services (starting when the CEO position was filled by a person other than the founder). QED has been involved with MC2 since the beginning.</p> <p>The idea of an RFP for grant management was raised, but it was noted that oversight of grants will go down in two years (given timeline of those grants) so we won't need this level of service and the ED could take on more financial management. At this time, QED knows our operation inside and out so we are getting the most out of continuing with them for the moment.</p>	

	<p><b>Katie made a motion to accept both contracts, pending the addition of the termination clause (included in the grants one) to the financial one. Yves seconded. Unanimously approved.</b></p> <p><b>Approval of 2022_2023 SY budget</b>  The Board reviewed the 2022-2023 budget. The following points were noted:</p> <ul style="list-style-type: none"> <li>● Advertising done through accepted grant funds.</li> <li>● Legal included as part of budget.</li> </ul> <p>Fundraising - if all comes through, MC2 will be close to fit out costs. If enrollment continues to increase, we will have options for more legal if needed as well as other things. If fit out costs are paid, we have the option to keep the loan or pay it off depending on how we want to allocate that money.</p> <p><b>Katie made a motion to accept the budget presented in the May meeting. Amanda seconded. Unanimously approved.</b></p>	
<p>Board Members</p>	<p><b>Nominations of new Vice-Chair &amp; Treasurer</b>  Jodi nominated Diane as interim vice-chair. Savannah motioned to accept. Amanda seconded. Unanimously approved. (Diane abstained)</p> <p>Amanda nominated Savannah to be interim treasurer. Diane seconded. Unanimously approved (Savannah abstained)</p> <p><b>Introduction of possible new member</b>  Potential Board Member unable to attend tonight.</p> <p><b>Board Members Stepping Down</b>  Jerry spoke about his experience on the board. Tonight was his last meeting. Stepping down due to available time, but hopes to remain as part of MC2 and continue relationship through work at River Valley. Thanks to all.</p> <p>Amanda spoke about her experience, from joining the advisory council 7 years ago (due to her connection with Kim) and the Board after that. She noted that, while difficult to go through the closure in Manchester, it was wonderful to be part of the journey for this changemaker school and she was excited to see the positivity of the school culture when she visited the Keene campus</p>	

	<p>recently. She's proud of the team and happy to have a leader in Chris and his team. Her departure is based on not having connections to the Keene community.</p>	
<p>Bonus Pay Update</p>	<p>Going out on Friday. All the staff has been informed.</p>	
<p>Committee Updates</p>	<p><b>Academic Excellence</b> - Did not meet this month.</p> <p><b>Development</b> - Plan to meet later this month. Regarding fit out funds and letter asks:</p> <ul style="list-style-type: none"> <li>● \$10K pledged from NGM (National Grange Mutual / Main Street America).</li> <li>● MC2 was asked to present to Kingsbury Foundation Board in October (Chris will make that presentation to convince them for the \$25K ask).</li> <li>● CMH foundation (had been asked for \$25K) - were caught at the end of the cycle. Personal contact there donated \$3,942 out of his own discretionary account. They will put the ask in front of board in the fall.</li> </ul> <p>MC2 plan to thank these funders in letter in the Sentinel.</p> <p>Other Fundraising:</p> <ul style="list-style-type: none"> <li>● Corn hole fundraiser. Services and rental fees gifted because of student internship project.</li> <li>● Let it slide - August 6.</li> <li>● Student got \$600 (\$300 each from 2 places - for composter and materials).</li> </ul> <p><b>Governance</b> - Met to organize and start working on next group of policies. Will have yearly calendar for the future. Approved policies posted and/or being posted shortly.</p> <p>Students read through every policy and made a summary policy so students could understand. Going through to see about amending these as appropriate.</p> <p><b>Finance</b> - At this time with Amanda leaving, just Savannah and Chris on Finance. If someone wants to join, let Jodi know.</p>	

	<p><b>Non-Board committee updates</b>  CoCreate meeting - supporting Makerspace. They continue to develop &amp; refine the job description for Steward job as Jerry Kuhn takes on makerspace next month. Brainstorm list of non-negotiables, safety concerns, waivers, etc. to develop or coordinate with MC2.</p>	
New Business	None	
Non-Public Session	<p><b>Executive Director Evaluation</b>  Jerry made a motion to go into non-public session to discuss ED eval - Amanda seconded. Elizabeth and Chris stepped out.</p> <hr/> <p>SUMMARY of Non-Public Session:  Board discussed evaluation done with Executive Director, including successful consolidation of two campuses, move to a new location in Keene, and operations during the pandemic.</p> <p>Also discussed were various staff roles, including two proposed stipended leadership positions (for Elizabeth Cardine &amp; Sarah Stout) in the coming year to address components of instruction and that of the special education case manager.</p> <p>Potential presentations to the board for the future include the proposed co-leader model and periodic updates on data for how students are doing.</p> <p>Governance committee to reference the evaluation document when discussing future goals and evaluations, with metrics including enrollment, fundraising, and student outcomes with the co-leader model.</p> <p>Chris was brought back in to speak with board. No additional questions or topics were raised.</p> <p>Savannah made a motion to bring us back into public time. Yves seconded.</p>	Chris to formally give Jodi written goals for the year for tracking purposes.
	The Board thanked Amanda and Jerry for their effort and support of MC2.	

	Katie made a motion to adjourn. Meeting adjourned at 7:11 pm.	
--	---	--