



Meeting Minutes

August 15, 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, Savannah Drowne

Trustees in attendance by phone: None

Administration/School Staff: Elizabeth Cardine, Sarah Stout

Apologies: Katie Hamon, Yves Gakunde

Guests:

Topics	Discussion	Decision
Call to Order	Called to order at 6:05 pm	
Approval of Agenda	<p>Agenda</p> <ol style="list-style-type: none"> 1. Call to order 2. Approval of Agenda 3. Public Time 4. Consent Agenda: Approval of Minutes, Executive Director Report 5. Finance: Financial Report, Retention bonuses for staff 6. Executive Director Goals 7. Policies updates: DAF11, EHB, EHB-R, GBEB, GBEBB, JIG 8. Committee Updates: Academic Excellence, Development, Governance, Finance, non-board committee updates 9. New Business 10. Meeting Adjournment <p>Discussed pushing item 7 to next month to give more board members time to review the policies before a vote.</p> <p>The question was raised on whether Executive Director goals (sent to the board for review) should be discussed in a public or</p>	

	private setting. As Chris had no preference and it might be good for transparency, these were left as part of the public discussion.	
Public Time	No guests present.	
Consent Agenda	<p>Approval of Minutes July 18, 2022 Public - unanimous approval July 18, 2022 Non-Public - unanimous approval</p> <p>Executive Director Report Enrollment keeps going up. Everything is looking good. Students have been back for 3 weeks now. COVID has hit us hard with students and staff out. No remote options are allowed, so MC² has been working around it. Chris mentioned that the CDC has released new guidelines as well, with increased masking despite exposure. Jodi asked if everyone is wearing masks. MC² strongly recommends it but we are not allowed to require it.</p> <p>Chris mentioned the handful of learners who are truant (not due to COVID) and he will be recommending their families unenroll their students so they can enroll in the local traditional public schools.</p>	
Finance	<p>Financial Report Chris pointed out the increased enrollment and how we're above expectations. As long as we stay on that trend we should be in a good financial situation. The fit out estimate is not 100% complete. Working on one version for Lease Aid (\$104,000), but also anticipating still more big donations in October/November.</p> <p>Donations to date are not listed, they were from last year.</p> <p>Jodi asked about unbudgeted transportation costs. That item was for van registration for internships/treks.</p> <p>The report lists a \$31,000 deficit. This could be based on the loan, accounts receivable from sending districts, additional expenditures, cash flow given the lack of a Bridge Loan this year, etc. Chris to follow up with details. It was noted that this is pretty good compared to last year.</p>	

	<p>Retention bonuses for staff</p> <p>We have some Title II money left that we will lose if unused by September. Chris recommends using it to keep the high quality staff we have. Discussion noted this as a good use of money given staff have had to wait for their 3% raise. Eligible staff (those who work with students - teachers / paraprofessionals) would be offered \$1,200 if they continue to stay employed through the end of the first quarter. Our administrative assistant doesn't qualify for these specific funds, but Jodi asked if we could find the money from elsewhere to compensate her, Sarah & Jodi wondered if she can be defined as "supporting students," and Savannah recommended we re-evaluate her title given she does more than a typical administrator. Chris said if the Board wants him to find additional funds somewhere else, he can go to Dawna and figure that out.</p> <p>Diane moved that Chris find the money to match the retention bonus for Administrative Assistant, and approve \$1,200 retention bonuses for eligible staff. Savannah seconded.</p> <p>Savannah, Diane, Jodi - aye, Chris - abstained</p> <p>Motion passed.</p>	
<p>Executive Director Goals</p>	<p>Chris shared his goals. Any questions?</p> <p>Katie had previously shared that she wanted to see something around a goal about communicating with the board and also using multiple data components. Jodi interprets this as the data dashboard as discussed. Chris mentioned that he has been digging into tons of data, most coming from our Annual Report. He can share that report with the board and could be the benchmark. This goal seems to be already met, but having it as a goal could provide a "paper trail" of expectation.</p> <p>Jodi mentioned that she liked Kim's method of the CEO report being organized around the goals- that was helpful for the Board.</p>	

Committee Updates	<p>Academic Excellence - did not meet</p> <p>Development - did meet - covered site council calendar / planned fundraising events, brainstorming of additional events, management of fundraising (upcoming Salesforce account for records and potential part/full time employee down the road), and how this committee will support fundraising efforts and the annual campaign in particular - will meet again in September.</p> <p>Governance - did not meet, work will be pushed to next month</p> <p>Finance - did not meet</p> <p>Non-Board committee updates - Site Council - will be dedicating a portion of certain meetings each quarter to be specifically reviewing stakeholder input for anticipated grant spending plans. This will help us meet our grant requirements for soliciting input for funds from Title I, ESSER, etc. Also focusing on 1-1 asks for new board members.</p> <p>CoCreate - Next meeting on August 27th, 9-12.</p>	
New Business	N/A	
Non-Public Session	N/A	
	Diane made motion to adjourn. Savannah seconded. Meeting adjourned at 6:49 pm.	