



Meeting Minutes

September 19, 2022 6:00 PM - 8:00 PM

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

Attendees

Trustees in attendance at MC²: Jodi Adams, Katie Hamon, Savannah Drowne, Diane Neilsen, Yves Gakunde

Trustees in attendance by phone: None

Administration/School Staff: Sarah Stout (left at 6:59), Elizabeth Cardine (via Zoom)

Apologies: Chris O'Reilly

Guests:

Topics	Discussion	Decision
Call to Order	Called to order at 6:02 pm	
Approval of Agenda	#6 (on agenda) - "Sign on bonuses" was updated to "Retention Bonuses"	
Public Time	None	

<p>Consent Agenda</p>	<p>Approval of Minutes August 2022 minutes - approved by Board.</p> <p>Executive Director Report Jodi asked about lack of attendance issues brought up last meeting and where we stood on un-enrollments for these students.</p> <p>Sarah gave report on policy update for attendance. Enrollment is predicted to be 62 at the end of October, with one student withdrawing, one graduating and multiple in the pipeline.</p> <p>Attendance contract being enacted this week based on significant attendance issues for 6-7 students (some absences are parent-related, some combination, some student-based). Probationary attendance contract notes that they have exceeded the allotted days for the year and need 100% attendance for the rest of the fall quarter. If more unexcused absences, learning team will be called and DCYF (given truancy). If second unexcused, DCYF will be called again and they will be asked to explore alternative educational settings. If third time, they will be asked to unenroll. This contract is set up to address commitment to the model of MC2 and finance issues based on lack of attendance.</p> <p>Budget projected for 57 students so still above this even with the withdrawals.</p> <p>Data dashboard - Chris has received log-in, Elizabeth doesn't have a working one.</p> <p>The question of "completed" special education staff meetings in the annual report came up. Funding for additional meetings has expired but the team is looking at doing weekly special education meetings (versus subgroups), to address lack of CSI funding and build culture in intentional ways.</p> <p>Board Goals Report Board had asked Chris to give updates on his goals as part of monthly or quarterly reports.</p> <p>With a similar thought, Jodi took our Board goals and added updates to them. She checked in with the Board regarding formatting and intends to add in the newest info at top of each goal update with reset each year with new goals.</p>	<p>Katie to follow up with Chris on questions for Charter School Annual Report.</p>
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<p>Finance</p>	<p>Financial Report</p> <p>Above budgeted enrollment. Numbers are based on delayed billables and disbursement for insurance that will be made in September.</p> <p>Instruction expenditures were \$4K less than budget. The primary driver for this is that support staff worked fewer hours than budgeted. Variances in this account are not uncommon as the number of hours actually worked varies based on IEPs and as such the budget is not always in step with actual amounts. Such variances, either fewer or more than expected, in expenses for billable staff do not materially affect the budget or net position.</p> <p>Jodi noted that at Century21 every quarter the top producers get to choose which organization gets a donation. Jodi will drop off a \$250 check as an unrestricted donation.</p>	
<p>Sign-on Retention Bonuses</p>	<p>Elizabeth noted that Chris said the retention bonuses were due to come out at the end of September, and Chris had said he was determining a way to extend this to non-teaching positions as well.</p>	
<p>Policy Updates</p>	<p>Governance committee to finish answering questions. Will schedule a policy committee in 2 weeks.</p> <p>Voting on the following policies is delayed until October Meeting. Additionally, all relevant weapons on school property policies will be reviewed based on new NH law - HB 1178.</p> <p>a. DAF11 b. EHB c. EHB-R d. GBEB e. GBEBB f. JIC</p> <p>Elizabeth asked if the Board ever felt like it was appropriate to take a public stand on any particular policy. This was based on PR questions and addressing things like diversity and inclusivity. Yves asked what other schools are doing. Katie noted that sometimes clubs or other groups have done this at other schools, but that would be specific to the focus of that group. Elizabeth to follow up with list of potential topics/questions.</p>	<p>EC to send list of things to the Board to start to discern whether we want to post on them.</p>

<p>Board Retreat Planning</p>	<p>Planned for Saturday, Nov 19, with 10-11 am as Public Board Meeting (in place of Nov 21st meeting) followed by Non-public retreat.</p> <p>Board members to send agenda to Jodi for topics to be covered, including Board goals, Board policies, member recruitment, community activity, mission review, Board terms, etc.</p>	
<p>Student Board Member Description</p>	<p>One current Gov. Council student candidate is interested in participating as the non-voting board rep.</p> <p>It was noted that starting in 2023, all NH school boards need a student rep. Governance Committee to look into law and determine what their responsibilities would be (e.g. Board members need to be part of one or more committees).</p> <p>Elizabeth to share with Gov. Council that their current plan is fine as a student representative. Gov. Committee to follow up if a "Board Member".</p>	
<p>Committee Updates</p>	<p>Academic Excellence - will meet in October</p> <p>Development - The question of current low income enrollment came up. Vickie sent out paperwork for low income to all families and is hoping to get this back during Doc week. (This is important for applying for certain funds.)</p> <p>Upcoming Fundraisers Makerspace in Nov. Haunted House in Oct. Let It Slide in February - Friday, Feb 3.</p> <p>Other topics that were discussed were Tax Credits (Committee noted that this is something to potentially look into again in the future but was not recommended at this time.) and the Annual campaign & GivingTuesday.</p> <p>Savannah noted that C&S has a print shop where they donate \$1000 worth of prints (lawn signs, bumper stickers, thank you cards, magnets, etc.) to non-profits each year. Elizabeth and Savannah to follow up.</p>	<p>Elizabeth and Savannah to coordinate C&S print ask.</p>

Governance - no official meeting but Diane and Jodi did a work session to split policy and procedures and made a home for them on drive. Jodi to send policy folder to Katie to have for posting.

Finance - Chris & Savannah met Sept 16.

They established goals for new team, including looking into benefits for staff, 2023 budget (and what happens in 2024 when ESSER funds are gone), bringing up enrollment, applying for grants, working with the Development Committee on fundraising, managing turnover and training of staff, and finding room in the budget for a support staff (for those not on an IEP and thus not billed hourly to a district).

Diane also noted that a council or committee had discussed benefits previously, potentially with thought of reaching out to other charter schools, and that Site Council stressed the importance of having benefits.

Chris mentioned Driving School is looking to rent the space after hours and a contract is being drafted that would include rental fees and potential free driving for MC2 students.

They are also looking at a new 5-year plan for our 2025 charter renewal. Will be discussing that and looking at the past five years to see where we'll be in 2030. Chris is meeting with Kingsbury Board to present about MC2 and asking for \$25K for fit-out costs. There are a few potential asks for \$25K in Nov.

They decided they will meet quarterly (plus as needed) officially, but will communicate regularly.

Non-Board committee updates -

Two updates from Elizabeth:

CoCreate "plank" met this past month and decided to keep meeting every other month. Next month is a big push for strategic spending of remaining ESSER funds so that it can stand on its own feet and be self-sustaining once gone.

SiteCouncil meets every other week. They have taken on being the stakeholder grant review committee for all grants so that staff, students, parents, and community members can have input.

	<p>Currently Title IV & ESSER, then looking at Title I & II and CSI before the end of the year, at which point they will start over again. They have/will spend 3 meetings dedicating 15 minutes to review where the grant is, what it focuses on and if stakeholders have any recommendations for future considerations.</p>	
New Business	<p>Elizbeth to reach out to Anna to see if she's still interested in joining the Board (last month she didn't get the agenda in time to join).</p> <p>Board donations - all Board members to donate their annual contribution asap to allow school to qualify for some grants.</p>	
Non-Public Session	<p>Katie made motion to go into non-public session at 7:36 and Yves seconded.</p> <p>The Board discussed current makeup of the Board and expectations for Board members.</p> <p>Jodi to step down as Board Chair after the December meeting, but will remain on the Board for 6 months to help train Diane, who will be moving up to Board Chair.</p> <p>Diane made a motion to move out of non-public session. Savannah seconded.</p>	
	<p>Savannah made motion to adjourn. Yves seconded. Meeting adjourned at 7:52 pm.</p>	