



Meeting Minutes

November 19, 2022 10:00 AM - 11:00 AM
 Onsite at 310 Marlboro Street

Attendees

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

Trustees in attendance by phone:

Administration/School Staff: Sarah Stout

Apologies:

Guests:

Topics	Discussion	Decision
Call to Order	Called to order at 10:06 am.	
Approval of Agenda	"Bonuses for new staff" was added under "Finance."	
Public Time	<p>Sarah noted that MC² hired a new social studies teacher who will be doing an alt for certification. She reached out to Nick Germana, and he will help mentor. He works at Keene State and just won his NH House race. She plans to ask him to consider being a Board Member.</p> <p>Sarah is also 2 weekends into yoga training and can now start offering classes. She knows wellness is an overall goal for staff, the board, and MC² as a whole.</p>	

<p>Consent Agenda</p>	<p>Approval of Minutes October 17, 2022 minutes - approved.</p> <p>Executive Director Report MC² was re-identified as a Comprehensive Support and Improvement (CSI) school because of NH's formula that focuses on graduation rates within a specific timeframe. Chris & Jodi (plus potentially Katie & Sarah) will meet with a representative from the State to talk about why this happened and what steps come next. (E.g. We may or may not have to do the CALL survey again, a site visit may or may not be necessary this time, WestEd may or may not be involved in the process this round.) In particular, we want to make sure they recognize our concerns regarding how this designation is determined, as well as the progress we have been making - even though our model doesn't fit into their focus for this.</p> <p>Chris shared with the Board information about ESSA School Identification, Changes to the State ESSA Plan, and the New Hampshire Cohort Graduation Rate Policy and Technical Manual. This last explains how the State calculates graduation rates on a strict time-based formula, which flies in the face of the MC² model. Chris also shared data with the board for students who completed HS from 2015-now showing how long students stay at MC².</p> <p>Sarah noted that the CALL survey done as part of this designation previously helped with EOW ratings and staff meetings.</p> <p>There are funds that come with this designation that will help fund meetings for the full staff (including paras) that help build cohesion across the team. MC² can leverage the related resources (including do further alignment with TCTF & TCPF). However, we want to clarify what would happen if we were designated as a CSI school at the end of this round.</p> <p>Discussion continued related to graduation/HiSET rates and time at MC². This included the following:</p> <ul style="list-style-type: none"> ● reasons for taking the HiSET (e.g. moving away from the area, current job) and the process (including practice tests and a contract) ● time to complete high school at MC² (from <4 to >6 years total including time at previous school) ● time in phases (most time in phases 1 & 3 given paradigm shift at the beginning and heavy checklist in phase 3) ● internships 	<p>Chris, Jodi, Sarah & Katie to meet with the State. Will update Board after that.</p>
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	<ul style="list-style-type: none"> ● average time for students on an IEP/504 ● new DOE law that allows identified students to stay through age 21 (versus until 21). <p>Questions that came up included:</p> <ul style="list-style-type: none"> ● How are college degrees/dual enrollment factored in? ● Can we work with the DOE to get them to change their formula based on our model for students/citizens? ● Are we the only ones in this position? ● Are alternative high schools (vocational tech, Job Corps) in a different category? What do their graduation rates look like? If a different category, can we be put in this? <p>Plan is to look at which schools are identified as CSI and talk to them about what they are doing. Maybe we can join and make a category to allow for students to take the time they need to get through HS.</p> <p>Data to consider include age upon graduation, attendance records (both before and after enrollment at MC²), and credit prior to and after enrollment at MC².</p>	<p>AE Com to look at which schools are noted as CSI and how we might collaborate to address the narrow model.</p>
<p>Finance</p>	<p>Financial Report Request to note “other financial sources” breakdown for the future. Enrollment ALY - certification - payment in Dec is based on enrollment of 66.</p> <p>Talked about 3% raise if finances were in order. If things went well, i.e. if we were on track with fundraising/enrollment, could potentially change contracts and give 3% raise mid-year.</p> <p>Bank authorizations Yves made a motion to accept amended authorization “Authorizations ED Treasurer QED 11.19.22” and “Bank resolution.” Savannah seconded. Passed unanimously.</p> <p>Acceptance of Kingsbury Fund donation Letter funding up to 10% of project. Savannah motioned to accept. Yves seconded. Unanimously accepted.</p> <p>Bonuses for new staff Chris submitted proposal for sign on bonuses, which the Board discussed, included any stipulations for it, such as a required minimum length of stay at MC² and ineligibility for any retention bonus for a period of time.</p>	<p>Katie to sign resolution so Chris & Savannah can open new account.</p>

	<p>* Chris noted funding source is from ESSER 3 - reason to encourage professionals to come to work for MC² because of the labor shortage currently in the state of NH. (Reason for using the money is to address covid - this would meet the criteria.)</p> <p>* Proposal is amended to include a cap of \$5000 before additional approval is needed.</p> <p>* Bonuses will be paid out if staff is still here after a full quarter worked at MC².</p> <p>Katie made a motion to pass as amended with the above information. Savannah seconded. Unanimously approved.</p>	
Board Policies	<p>Board discussed the following policies:</p> <p>KFA - Updated.</p> <p>Savannah made a motion to accept KFA policy (as amended with Diane to add statute references); Yves seconded. Unanimously approved.</p> <p>AC - Reviewed, but no changes were made.</p> <p>ACA - Tabled for Governance Committee to compare to other matching policies with intent to streamline into a single policy. To also include transgender and non-conforming language into this and also add JBAB Policy.</p> <p>Gov. Committee plans to have a larger committee discussion including students/parents plus professionals (such as Nick Ferraiolo from Elm City Coaching and/or person from SBW who did pride inclusion awareness) regarding language and policies related to gender.</p> <p>ADB - Manchester also has GBEC - Gov.Com to streamline multiple policies and reference students, staff and visitors, etc.</p> <p>AM - Converted to procedure - will be removed from Board policy listing and made available elsewhere.</p> <p>The question of language for Co-Leaders for the School vs. School Leader/ED came up. Do we want to develop a School Leader that is below the ED or do we want to continue to have the ED be the school leader for these policies? Broader "School Leadership" is label for Elizabeth and Sarah.</p>	<p>Community discussion on transgender & non-conforming students/staff will inform the JBAB policy. Savannah to check with Mark on point person from SBW.</p> <p>Katie to remove AM from Board Policies.</p> <p>Procedures folder to be added elsewhere on Website.</p>

	<p>Recommendation was to reference ED or School Leader(s)/Designee based on situation as we update.</p>	
<p>Rental</p>	<p>Update on renting space to driving school</p> <ul style="list-style-type: none"> ● Got proposal from TSR about what they could afford to pay us. We countered with what we think is fair. They were looking at \$20/hour. We think \$25/hour would be fair, but we would include that we would do it for a limited period of time. See what additional expenses are and how that works out. Said it would be pending an approved Board policy about renting space. Policy KF. ● Should not endanger 501c3 status as fits within our purpose. ● Gov.Com. to pull Marlboro School KF policy. - Noted in proposal that it would be "Modeled on Keene School District Policy." 	
<p>Committee Updates</p>	<p>Academic Excellence - Next meeting is scheduled for Nov 29 at 10:30 am. Chris to follow up with Dean regarding the Professional Development Master Plan.</p> <p>Development - Committee reported on their last meeting, including discussion of current fundraising events (such as GivingTuesday and the Makers Fair), messaging and proposed website update, and the creation of an Ideas doc for future fundraising and community awareness events.</p> <p>It was also noted SBW made a donation we can use as matching funds.</p> <p>Annual campaign timing was discussed. Based on Board experience with fundraising for other organizations and calendar timing (e.g. property taxes due July 1 and when MC² is on break/in school), it was determined that the timing for this would be SPRING Quarter (April/May/June) which could also double as an opportunity to create events to drive enrollment for the following year.</p> <p>Governance - Working on policies</p> <p>Finance - did not meet</p>	<p>Katie to share working document on funding ideas with Board.</p>

	<p>Non-Board committee updates</p> <p>Maker Fair had high foot traffic and was a good first step into offering that more consistently. There was lots of community involvement and multiple people wanting to join next year. Donations-only concessions made \$180.</p> <p>Haunted House brought in over \$1,100 and, after paying for storage, netted \$900. 200 people came through the building for that.</p> <p>These back-to-back events with people in the school also shared flyers/pamphlets to learn more about MC².</p> <p>Site Council still meets every 2 weeks - looking at grants and how that money is funded. Trying to get stakeholders in about how money is being spent. Sarah's husband is working on helping with PR. There were working sawmill and dairy farm visits.</p> <p>Sentinel called Chris to add comment on CSI identification. He shared that.</p>	
New Business	Chris submitted draft of next year's school calendar. Chris to double check hours. Board to review and comment.	
Non-Public Session	none	
	Katie made motion to adjourn. Savannah seconded. Meeting adjourned at 12:31 pm.	

Board Retreat Notes:

1:02 pm - 3:12 pm

1. Board Goals and Priorities
 - a. Review Vision and Mission
 - i. KH updated website to match updated vision in 2020 charter renewal.
 - b. Review board terms in charter

- i. Recommendation is to have committee (including multiple stakeholders) to review and update charter even prior to charter renewal. We should track updates, including removing Board requirement for QED (bylaws state first five years, charter has no timeline) & term limits. - Gov. Com. to organize.
 - ii. The question of changing Board terms to 3 consecutive 2 year (versus 3 consecutive 3 year) terms was raised. The current process for consecutive terms is based on invite from Governance Committee to continue into the next term, acceptance by the member, and voting by the Board if they hit the end of the 3 terms for any additional terms.
 - c. Review Strategic Plan
 - i. Board reviewed the strategic plan and worked on updating the goals for 2023. All Board Members will continue to review goals and add thoughts on data needed before voting on final language in a later meeting.
 - d. Financial planning
 - i. Discussed as part of goals review.
 - e. Fundraising
 - i. Annual Campaign was discussed, along with potential contract work to support this (e.g. 100 Nights has hired Sarah Barrett to do grant proposals and fundraising and she is currently taking on additional contracts). Development Committee to follow up on this and invite potential contractors for a conversation, if applicable.
 - f. Student and board recruitment
 - i. Discussed as part of goals review.
 - g. Conflict of interest procedure BCB
 - i. Signed by the Board.
 - h. Board self evaluation procedure BA-R
 - i. Done by the Board.
 - i. Yearly donation by board members
 - i. All board members had donated or donated.
- 2. Review ED goals:
 - a. Discussed process plus meeting with Dean so Chris has feedback from the Board. Gov.Com. meets with Chris 3 times per year to go over his goals. Upcoming meeting to be scheduled. At next Board meeting, Chris to explain chart that he is using to align with his goals. Gov.Com. to talk to Dean about

process to learn more from staff and ED about how we can support them.

3. Board committees

- a. Update of Committee specific goals to be done in next committee meetings.

4. Meeting Dates

- a. Next year's meeting dates to be determined at a future meeting.

5. Other

a. Surveys to families -

- i. Chris to send draft of survey questions for families to the Board for suggestions. Board to comment back to Chris regarding relevancy, helpfulness, etc. Consideration for the future is making these accessible beyond in-person at doc week (potentially on updated website) with the hopes of getting more completed.

b. Social (justice) media

- i. To be discussed in next Board meeting.

c. Update on thank you letters for past donations

- i. Chris to pull donations from the past year. Jodi pulled some thank yous from Drive and will cross-list with donations accepted by the Board, so we can send out any additional letters. Development Committee to follow up on smaller donations and thank yous/tax letters.

d. Trustees

Regarding Board positions:

- i. Board Chair position - **Jodi formally resigned as Board Chair.**
- ii. Board Chair position - **Jodi made a motion that Diane become Board Chair.** Yves seconded. **Unanimously approved.** (Diane abstained.)
- iii. Vice Chair position - **Yves nominated Savannah to be Vice Chair.** Katie seconded. **Unanimously approved.** (Savannah abstained.)
- iv. Secretary position - **Savannah motioned to keep Katie as secretary.** Yves seconded. **Unanimously approved.** (Katie abstained.)
- v. Treasurer position - Katie motioned to move Savannah from Interim Treasurer to Treasurer. Yves seconded. **Unanimously approved.** (Savannah abstained.)

e. Meeting Adjournment

- i. Katie motioned to adjourn. Seconded by Savannah. Retreat adjourned at 3:12 pm.