



Meeting Minutes

December 20, 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, Yves Gakunde, Diane Neilsen

Trustees in attendance by Zoom: Chris O'Reilly, Savannah Drowne (both due to health)

Administration/School Staff: Elizabeth Cardine (on Zoom until about 7:45pm)

Apologies:

Guests:

Topics	Discussion	Decision
Call to Order	Called to order at 6:03 pm.	
Approval of Agenda	1. Call to order 2. Approval of Agenda 3. Public Time 4. Consent Agenda Approval of Minutes Executive Director Report 5. Finance a. Financial Report 6. Committee Updates a. Academic Excellence b. Development c. Governance AGA – Sexual Harrassment – POSTPONED ADB – Drug Free Workplace – POSTPONED AM – Conflict Resolution – POSTPONED	

	<p>ADD Policy KF - Community Use and Rental of School Property</p> <p>d. Finance</p> <p>e. non-board committee updates</p> <p>7. New Business</p> <p>a. CSI Designation</p> <p>b. Board goals</p> <p>c. ADD NEW BOARD MEMBER DISCUSSION</p> <p>8. Meeting Adjournment</p>	
Public Time	N/A	
Consent Agenda	<p>Approval of Minutes November Minutes & Board Notes minutes - Yves moved to approve minutes as presented. Jodi seconded. No opposition. Minutes approved.</p> <p>Executive Director Report Regarding donations: Jodi drafted a thank you letter for donations, to be reviewed by the Board. Chris/Elizabeth were asked about specifics for the fit-out. Elizabeth to share request letter for Board to pull from for that thank you. Jodi pulled names/amounts for the thank yous. Elizabeth to share contact info.</p>	Board to give Jodi feedback on donation letter. Jodi to email Elizabeth for needed information to send letters.
Finance	<p>Financial Report - Katie requested breakdown of "other revenues" that come in to help with tracking fundraising and gifts.</p> <p>Jodi noted that she was excited to see SAFE grant.</p>	Diane to sign doc with Chris to get SAFE funds.
Committee Updates	<p>Process Update: Committees to submit goal updates to Diane after meetings/work so that Diane can note Board goal updates for each Board meeting.</p>	

	<p>–</p> <p>Academic Excellence - Set goals for 2023.</p> <p>Goals:</p> <ul style="list-style-type: none"> ● Work with the State and other charter schools to address CSI designation based on Graduation Rates. <ul style="list-style-type: none"> ○ Jodi reached 3/6 schools - all 3 are in line with what we have been talking about and interested in collaborating (North Country Charter School has started doing more research and gathering data). Jodi will email the group and set up a Zoom call. ● Communicate Assessment Model for MC² to the broader community. <ul style="list-style-type: none"> ○ Chris to sync up with Katie to talk about next steps for website update. ● Identify data to show student progress and determine the best way to access that data. <p>–</p> <p>Development - Set goals for 2023.</p> <p>Goals:</p> <ul style="list-style-type: none"> ● Create a process and tracking for donations, from original asks to follow up. ● Support MC² staff in sustaining current projects and achieving new ones by advising on projects, having a Board presence at events, etc. ● Plan, execute, and follow up on an annual campaign. ● Message the what and why of MC² to the community to encourage community support and engagement. ● Review grant funded offerings (e.g. Makerspace, Block4, Counseling, Wilderness) and other components (e.g. staff benefits and/or bonuses) for sustainability. <ul style="list-style-type: none"> ○ Savannah started reviewing website for HR & benefits. She was unable to get the information she needed from there so will try to reach out to talk to actual person. <p>Fundraising: Next Event - Let It Slide - Feb 3 Most of the lineup is already set. Tickets are on sale, so everyone is encouraged to share and get others to join. Savannah to introduce Elizabeth to another potential person for the event.</p>	<p>Jodi to follow up with other schools to address CSI metrics.</p> <p>Chris & Katie to sync up about website update.</p> <p>Savannah to follow up regarding staff benefits.</p> <p>Everyone to promote Let It Slide fundraiser.</p>
--	---	--

	<p>-</p> <p>Governance - Talked about starting a committee to address conversation regarding policies on inclusivity.</p> <p>Diane reached out to Elizabeth. Student Governance is excited to address policies related to inclusivity and LGBTQIA+. J Section of policies is all about student policies, so they considered working with students to get their input on those policies. They discussed possible times with potential meetings every other week.</p> <p>Yves to spearhead organization of committee for Charter review.</p> <p>Committee worked on a few policies, but the follow up meeting had to be postponed. Policy updates and goals TBD at the next meeting.</p> <p>KF Policy - Board discussed and updated draft of KF policy (Community Use and Rental of School Property). Jodi made a motion to accept the new KF policy as reviewed by the Board. Yves seconded. Unanimously approved.</p> <p>-</p> <p>Finance - Goals</p> <ul style="list-style-type: none"> ● To ensure sustainability for the school, e.g. money management, grant money management, fundraising, projections and ESSER money management (which will expire in Sept 2024). ● Looking for low-cost benefits for staff. ● Want to communicate MC²'s financial position to the Board. ● Look at options for expanding the school (e.g. finding funds to grow the makerspace, increase student enrollment and project costs) ● Monitor enrollment variances (affects CSI) - decrease variance but increase enrollment <p>Talked about meeting with Dawna to be more hands-on with the budget and projections.</p>	<p>Diane to email Elizabeth with potential times to sync up with students.</p> <p>Chris to follow up with driving school on rental agreement.</p>
--	--	---

	<p>Looking to expand space. Chris to follow up and include increased rent in 2023-2024 budget (with potential addition for this spring). Additional space would have required double doors and other door would go out into loading dock as there is already a garage door there - making it ideal for the MakerSpace.</p> <p>Non-Board committee updates Site Council - Diane visited. Continue to use site council to support the committee goals and public stakeholder input sessions for grant spending.</p> <p>CoCreate team met - question of where they can be set up in the long run and also starting to sketch out long-term plans to become self-sustainable. Team working with Jerry and Chris to make that happen.</p>	<p>Chris to follow up on potential expansion of space for lease.</p>
<p>New Business</p>	<p>CSI Designation</p> <ul style="list-style-type: none"> ● Based on strict 4-year graduation rate (with 5th year considered in some pieces but not necessarily for our designation given the federal 4 year standard). This runs counter to our mastery versus time-based model. ● Unlike previous designation, this one is for 1 year (not 3), to address schools whose scores were affected by COVID. (MC²'s assessment was not a factor in our designation but we still fall under this shorter designation timeframe.) ● Outstanding questions from the Board for the State include next steps and how the State might be involved. <p>2023 Board Goals Board reviewed and updated the strategic plan for 2023. Katie made a motion to accept the updated 2023 Board goals. Savannah seconded. Unanimously accepted.</p> <p>NEW BOARD MEMBER DISCUSSION Diane emailed a resume to the Board for a possible new Board Member (who has a background in education and is an MC² parent). She has been invited to join the Jan meeting.</p>	
<p>Non-Public Session</p>	<p>N/A</p>	

	Katie made a motion to adjourn. Savannah seconded. Meeting adjourned at 8:06 pm.	
--	--	--