

MC2 Board Meeting  
July 16, 2012

Present: Bidy Irwin, Jayna Hooper, Steve Coughlan, Darlene S. Simmons, and Kim Carter.  
Agenda Review: no changes

Minutes: May 31, 2012 Moved and seconded. Approved as presented.

June 18, 2012 Moved and seconded. Slight spelling changes and changed “looking for” to “waiting to hire” regarding the Math and Science Teachers. Approved with changes.

Site Status: We have signed a rental agreement with the Boys and Girls Club and have opened our office there. We are still working on a more permanent space on Elm Street through Anagnost Realty.

Student Recruitment: we have 25 at this time and we have two or three inquiries a week. Kim is looking into more media advertising. Segun has been meeting with Pastors and other community members. There was a suggestion that we put up a poster in the ethnic markets in Manchester. Kim is optimistic that more will come.

One question was raised regarding recruiting from beyond Manchester. How would students from Goffstown, for example, get there? There is a public bus from Manchester.

Staffing Update: We have offered positions to five people, but cannot hire all of them until the enrollment is sufficient. We have three on board now. Training will be from August 6<sup>th</sup> to August 17<sup>th</sup> in Manchester. We hope that all five will be able to attend. There will be some curriculum development work done as well. Last week two staff attended the School Improvement Training at Keene State. Kim also talked about a book called “Making Thinking Possible” which will be a good resource to link the skills of our new staff to the MC2 process. The basis of our efforts is the teaching for understanding model.

She suggested that we might like to come to a day of the training to meet the staff. Perhaps that could be connected to the next board meeting.

Kim has heard from the University of New Hampshire’s Education Department and they are interested in looking at MC2 as a lab school. She will meet with them in August.

Action Items:

The board was asked to approve the following policies.

AC – Nondiscrimination/Equal Opportunity. Moved by Darlene S. and seconded by Bidy. Approved.

EB – Safety Program. Moved by Darlene S. seconded by Bidy to approve as amended.

EHAA – Computer Security. Moved by Darlene S. and seconded by Bidy to approve as amended. Note: most corrections as name changes from Ex. Director to CEO.

GBA – Equal Opportunity Employment. Moved by Darlene S. and seconded by Bidy. Approved with changes.

GBCD – Criminal Records Check. There was some discussion about how many sources we would want to check. There is a state check and an FBI check. We also decided that the organization might cover the costs. The policy was moved as presented by Darlene S. and seconded by Bidy (with name changes). Adopted.

GBEB – Staff Conduct with Students. The section on Facebook was amended to take out ‘course work’ and include ‘school related activities’. Moved by Darlene S. and seconded by Bidy. Approved with changes.

GBEBB – Employee / Student Relations. Moved by Darlene S. and seconded by Bidy. Amended to leave out number three and add the name of the staff member the report of suspected abuse or neglect needs to be submitted. Approved with changes.

GBEC – Drug Free Work Place. Moved by Darlene S. and seconded by Bidy. Adopted with changes.

#### Committee Reports:

Finance: Kim also gave us an update on the June report that was sent to the DOE and it was approved.

Board Development: We are asked to adopt the Trustees Roles and Responsibilities which include

Trustees Job Description. Moved by Bidy seconded by Darlene S. Approved

Individual Trustee Performance Expectations. Moved by Bidy and seconded by Darlene S. Approved.

Board Member Agreement. Moved by Darlene S. and seconded by Jayna to adopt the document and require Board members to sign. Approved.

Other business: Steve discussed the Guide Star website which is where potential funders look to see how your organization works. One of the important aspect is the percentage of board members contribute to the organization. We will ask the board to make a financial commitment as well in the next FY.

Darlene S asked about equipment for the school. Steve reported that there are some funds in the budget. We will also look for technology donations/grants. Perhaps we could create a letter to seek some of these grants.

Next board meeting will be held as usual, August 13, 2012 at the training site. The location will be posted. The meeting will be from 10 to 12.

The September meeting will be at the school at the Boys and Girls Club on the 17<sup>th</sup>. We are trying to stick to the third Monday’s of the month.

Future meeting dates:

Oct. 15; Nov 19; Dec. 17

Meeting adjourned at 12:15

Respectfully submitted,

Virginia O’Brien Irwin, Secretary