

## MINUTES FROM SEPTEMBER 19, 2011 MC2 CHARTER SCHOOL MEETING

In attendance: Kim Carter, Jayna Hooper, Darlene Ayotte, Steve Coughlan, Susan Dreyer-Leon

1. Call to order  
Meeting called to order at 1:10 pm
2. Approval of Agenda
3. Approval of Minutes  
August 15, 2011 Board Meeting  
Minutes will be forwarded after this meeting for review and will be approved at next meeting.
4. Status Updates
  - a. Newport School Board  
Darlene and Jayna provided a review of the discussions, terminations, and resignations of the Newport School Board.  
Kim reviewed her conversations with Cindy Gallagher. Cindy is the Director of At-Risk Services and Alternative Education Programs for Newport School District.  
Cindy and Kim are meeting on Wednesday of this week. There is a possibility that Kim will be presenting on Thursday at the school board.  
MC2 is a state-approved charter school. We are not a private school, a private charter school or a local district charter school. We are state approved and do not require taxes from local taxpayers and there is no tuition paid by attendees. We can accept students from anywhere in the state.
  - b. CEO Search  
Kim has a couple of ideas in mind. She is hoping to have more information at the next meeting.
  - c. Staffing
    - i. John Shea  
Director of Partnership and Development, 25% time for 10 months. John and Kim are meeting this week to move forward.
    - ii. Brian Anderson  
Chief Financial Officer, School Project Foundation is supporting his pro bono work with MC2. School Project Foundation pledged \$15,000 – 20,000 per year support for the first three years of MC2. Their financial model has changed; they will honor this agreement for this year, but ask that we write this technical assistance into grants in the future. Brian is

in the identified in the grant paperwork as MC2's Chief Financial Officer.

d. Expenditures: Actual, Forecast & Planning Grant Cash flow

We have an award letter for the charter startup grant. We have exactly 36 months from the first day of draw down to spend the award. The first year allocation is \$220,000. The second and third years allocations are \$220,000, based on enrollment of 100 students between the two sites. If the enrollment is less than that, the amount will be reduced.

Kim Carter- Made a loan of \$100 to MC2 for the purpose of opening MC2 bank account. Fingerprinting reimbursements for board members.

Darlene Ayotte-Reimbursement for meal at August meeting.

e. Interest from additional locales

We are already having conversations with other locales about MC2 sites. Dover is interested in a middle school. Keene State College may be interested in a lab school.

Board needs to think about:

- i. There is one startup grant per organization. There are no additional federal implementation grants.
- ii. What are the parameters for a community to have an MC2 school?

6. Actions

a. Accept Resignation of Tom Brennan

Tom Brennan has submitted his resignation. He would like to be on the Advisory Board, rather than the Board of Trustees.

Susan moved to accept resignation

Jayna seconded.

No Discussion

Motion passed unanimously

b. Appoint Treasurer and second authorized signer on checking account

Can the CFO be the Treasurer? Steve reviewed the by-laws. Yes, the CFO can be the Treasurer. It would make sense to appoint someone who has experience with Finances. Steve appointed Brian Interim Treasurer. Kim will talk to Brian about this.

It may be possible for Brian to be a second authorized signer electronically; Kim will discuss this with the bank. We will defer this decision until Kim has a chance to talk with Brian and the bank.

c. Form Board of Trustee Committees (such as Finance, Board Development, Space, Personnel, Curriculum)

Does the board want to form committees to support Kim's work? Steve has made some suggestions.

*Finance:* This committee primarily provides fiduciary oversight (not bookkeeper, check signer) for the organization. Steve is willing to be the *Finance Committee*

for now. Short Term Deliverable: Work with Brian to develop a reporting mechanism for board meeting.

*Board Development*: This committee primarily works to bring more “useful” people on to the board and then develop the board to provide excellent board service to the organization. Janice Hastings has expressed interest in this role. John Shea may be able to take a lead on this work. Susan asked what are the ‘needs’ for board membership. Kim shared we need more Manchester representation. Roles: Realtors, Diversity-New Americans Community, someone tied into philanthropic giving, and legal expertise. Susan expressed a willingness to make “cold calls.” Susan is willing to support Janice, Kim, and John in this work. Short Term Deliverable : Kim and John will contact existing leads, and let Susan know if there are calls she can assist with.

*Space*: This is at the top of the list for Kim and John. John is not going to be visiting Newport much. Newport has to have “waters settled” before we can approach space. People from Newport will need to help with finding space in Newport.

We can table the additional committees until next month. We all need to be on the lookout for additional funding sources. We need to find an “angel” donor.

d. Form Advisory Board

Advisory board can be any size. Finance, Board Development, Space, Personnel, Curriculum, and Student Recruitment should be the areas we are looking for advisory board members under. The board can appoint members. Kim has two names: Tom Brennan and Brother Andrew Thornton (St. Anselm College). Darlene discussed Samantha Clough and Peter Martin as possible candidates.

e. Set Board of Trustees + Advisory Board retreat date

John Shea would like to attend this as well. The retreat has to be about developing shared understanding of vision. A full day meeting: When? We will use “when is good” to fill in calendars that are good/bad. Steve will manage this. Where? Possible locations: Antioch, Kim will talk to Tom and Brother Andrew about locations in Manchester. Susan and Kim will work together to create an agenda for the retreat.

7. Other

The board needs to take a close look at governance and what was proposed in the charter application. This is to develop a shared understanding.

Steve shared that the by-laws said board members need to be classified in “terms”. Steve created a spreadsheet of terms. He will send out for our review. We will discuss at next meeting.

Kim needs Jayna’s and Susan’s Conflict of Interest Statement. They will send in ASAP. Fingerprints and background check are needed from Janice and Bidy.

8. Adjourn

Susan moved to adjourn.

Jayna seconded.

Motion passes unanimously

Meeting adjourned at 2:47 pm