



## Meeting Minutes

April 15, 2013 10:00 AM – 12:00 PM  
 Boys & Girls Club Conference Room 555  
 Union Street, Manchester, NH 03104

### Attendees

Trustees in attendance at MC<sup>2</sup>: Steve Coughlan, Darlene Simmons, Honore Murenzi  
Trustees in attendance by phone: Susan Dreyer-Leon (family business); Biddy Irwin (family business)  
Administration: Kim Carter  
Apologies:  
Guest:

### Agenda

| Topics                             | Discussion   | Decision  |
|------------------------------------|--|---|
| Call to Order                      | Mr. Coughlan called the meeting to order at 10:00 AM   |   |
| Agenda Review                      | There were no additions to the agenda.   |   |
| Approval of Minutes                | March Minutes reviewed. May minutes in Draft Folder; vote at next meeting.   | Motion Simmons to approve March 2013 minutes. Second: Hebert. Vote by roll call. CJ Abstained. Approved.  |
| Public Comment                     | None   |   |
| Non-Public Session                 |  |   |
| Board Resignations and Development | <p>Board voted to accept resignations of Jayna Hooper, Darlene Ayotte, and Kimberly Hebert. Reasons for leaving include family and time commitments and one due to future employment with MC2.</p> <p>Nomination of Carl (CJ) Hebert– Carl is currently a member of the governance council; has child at school; involved in charters due to fan of holistic education – home schooled children until this year. Employed as Mental Health Councilor with Veterans Administration. Also on board of Citizens for Manchester Schools.</p> <p>Discussion re: board slots. Dryer-Leon - Jan 2014; Morenzi and</p> | <p>Motion: Irwin: Accept resignations of three board members. Second Murenzi. Unanimous vote by roll call.</p> <p>Motion: Simmons to appoint Carl Heber to the board to a term that ends January 2016.; Second Coughlan. Unanimous vote by roll call.</p> |

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|                      | Simmons - Jan 2015. Coughlan, Irwin, and Hebert - Jan 2016.   |             |
| School Status Report | <p>Admissions: Applications have been steady, but no need for lottery. Not close to full for next year. We need our own space and open houses for people to see who we are. There is a definite need to increase enrollment. Currently at 54; with one starting soon.</p> <p>One staff person has concerns about admissions and whether MC2 is a good fit for all students. Current student population - 45% free reduced lunch; 35-45% IEPs; 73% white 27% including latino, black, caribbean, African etc. – good diversity; 12% adjudicated youth. 30% with significant needs that may/may not be addressed in IEPs. Issues with appropriate services for IEPs – Kim C. contacted SERESC for assistance.</p> <p>Staffing – not overstaffed for students, but overstaffed for budget. MC2 model – need to build capacity for staff to understand model to meet needs of population.</p> <p>Steve asked Morenzi re: Recruitment and distribution of students by race of school –Immigrant community with regard to new building – Morenzi said yes, they want to visit school first.</p> | None needed |
| Student Comment      | <p>Kyle from Governance Council. On 4/18/13 the family that lives in Alaska is coming to MC2 at 11:00 am; Kyle and another student are going to greet them and give a presentation about MC2 and what they learned in Alaska. Kyle went to Alaska for 10 days, to the oldest hunting lodge – read/worked on 7 habits for success, proverbs of leadership, listened to songs and picked out what they had been learning in their experience. Worked on team work outside – moving logs for 20 miles on snow machines, survival in wilderness. Family to talk about partnerships in future with MC2.</p>  |             |
| Governance Council   | <p>Council reviewed laptop policy to bring laptops home for students. Amended policy to add Acceptable use policy (AUP), added more language and tabled policy so they can discuss/add additional language at next meeting regarding habits and EODs. Council believes students may not think it's a fair policy because financial concerns or rules they have to follow. Insurance pool would be \$100 per student and could be allocated \$10 per month</p>   |             |

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|            | for 10 months. Board will discuss other ways for financial concerns to be met.  |  |
| Facility   | <p>Kim continues to persist through procedural items – now waiting for waiver from State Fire Marshall for 1 inch for corridors; then we can apply for the building permit. Inspectors have to approve a wall 23 inches; extra bathroom; food service prep area. Can't take all space because egress capacity through stairwell is based on sq. footage – difficult for schools. Thus dictated how much space – capacity of 135 students, if want bigger, then would have to expand 2 stairwells. When school needs expansion, we could expand stairwells and go up to 250 students. Will have 8100 square feet, plus 15% shared space – 9300 sq. feet. Letter of intent to be signed this week, looking for parents to help with construction, plumbing, electricity. Cost to move wall would be \$12000, + 4-5 k for bathroom. Can't use startup grant money to build walls. Landlord would help and amortize into lease, but this is not desirable. May need to look into 1% loan. A lot of fit-out to meet fire code. Food service area can use startup grant money for – equipment, not permanent walls/bathrooms. Probably 1 month from when we get the waiver.</p> |  |
| Financials | <p>Kim reviewed a Salary Compensation model – Susan has helped with challenges with staffing. What we are trying to do is so different from what staff has seen and done in the past. Trying to get more clear around expectations – staff has at-will employment – no contracts – but we try very hard to have ethical process – improvement plans etc. This year hired everybody at the same pay – wants compensation plan to look at value added and role/responsibilities – what needs to happen in small charter school.</p> <p>Kim reviewed proposal for a way to allocate salaries to staff responsibilities/tasks. Discussion regarding how this fits with budget and the plan to deliver this to employees.</p> <p>Budget<br/> \$5450 student 120 = 654,000; 60= 327000<br/> Budget presented based on dollars per student, less lease costs and key personnel support. Based on salary model, Kim and Steve will talk with Bidy and have Bidy and Steve have conversations with Staff.</p>  |  |

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| Newport Site  | <p>3rd year of startup grant being entirely for Newport. Based on budget and new building, Manchester is not financially stable yet. Can hire school leader with startup grant, however, not sure when that would be available. Likely not until Sept 2013. Some concern over moving forward when Manchester is not yet stable. Without funds to hire school leader now, Newport is not feasible for September 2013.</p> <p>Kim stated there may be issues with philosophical alignment with folks in Newport wanting an MC2 school; and whether Newport may look at a district based MC2 model. It might be best to provide assistance as needed in district model and partner with them. Goal is to get MC2 model in Newport; how it gets there is not important.</p> <p>Review audit services proposal before next board meeting.</p> |  |
| Policies      | <p>Revised policies:<br/>         KED – Grievance Procedure for Alleged Discrimination and<br/>         JICK – Pupil Safety and Violence Prevention.</p>   | <p>Motion: Irwin to adopt policies following second reading. Second: Simmons.<br/>         Unanimous by roll call.</p> |
| Next Meetings | <p>May 13, 2013<br/>         June 3, 2013<br/>         July 8, 2013</p>  |  |
| Adjournment   | <p>Meeting adjourned at 12:00 PM</p>   | <p>Motion: Hebert<br/>         Second: Dryer-Leon<br/>         Unanimous by roll call.</p>                             |
|               | <p>Minutes recorded by Darlene Simmons</p>   |  |