



Meeting Minutes

June 3, 2013 10:00 AM – 12:00 PM
 Boys & Girls Club Conference Room 555
 Union Street, Manchester, NH 03104

Attendees

Trustees in attendance at MC²: Steve Coughlan, Darlene Simmons, CJ Hebert
Trustees in attendance by phone: Susan Dreyer-Leon (family business)
Administration: Kim Carter, Elizabeth Cardine
Apologies: Honore Murenzi, Bidy Irwin
Guest:

Agenda

Topics	Discussion	Decision
Call to Order	Mr. Coughlan called the meeting to order at 10:03 AM	
Agenda Review	There were no additions to the agenda.	
Approval of Minutes	There were no minutes to approve. May minutes in Draft Folder; vote at next meeting.	
Public Comment	None	
Non-Public Session		
Status Report	Kim Carter reported that a student stole 5 laptops; 2 were recovered after discussion with parent; police met with student. Three cell phones stolen. Discussion of security in school and system to mark laptops. Building the community and moving responsibility to the students/parents will improve the situation. Staffing capacity and enforcement of security controls will be evaluated.	None needed
Admissions	Limited admissions control on accepting students. Can we add any pieces to policy to protect the school from adverse selection of students. Eddie Marceau has been hired and has been discussing staffing, budget and resources with Kim. Evaluating a staff person to take	None needed.

	<p>on attendance coach, entrepreneurship coordinator and extended learning coordinator. Board reviewed resume.</p> <p>This will help provide more expertise in building with special education and behavioral needs.</p>	
Enrollment	<p>Enrollment was up after adding 8 students; 5 of them have JPPO's. Referral's from JPPO's are not all the same; some very thoughtful about positive experience, some not. We need to review admissions process; conditional acceptance.</p> <p>At 50 students; 3 pending expulsion. Some kids realize they may not be able to pull it together to finish. Need to get through exhibition week to see who may stay for next year. Interesting opportunity with Hooksett leaving Manchester School District, may provide marketing opportunity. Want school working well before we add too many new students.</p>	
Staffing	<p>Conversations with all staff based on budget and enrollment. New staff will bring great energy and expertise to the school. Two new subs that have been helping out. May be able to have imbedded support next year from MSD; possibly two full time aids paid by district. Segun may be half-time and possibly add after school programs.</p>	
Facility	<p>Building coming along, but Fire Department may require replacement of frames of fire doors since they cannot determine if they are fire safe frames since they were painted. HVAC needs fresh air exchange for permit.</p> <p>Looking forward to meeting with Office of Youth Services. They are not positive on the school at this time, will provide classes outside of our building for next year and evaluate going forward. Will offer PRIME – Drug and Alcohol Education and Screening and Anger Management.</p>	
School Updates	<p>Two students had art in State Juried Exhibition and one won an award.</p> <p>Progress with some IEP team meetings.</p> <p>There are folks that are noticing the positive impact on our students.</p>	

	<p>Team Youth Society pitched business plan to four outside people; feedback was that students did a fantastic job, reporter from Christian Science Monitor who will be printing article.</p>	
<p>Financials</p>	<p>Financials: 3 claims in for school lunch. When we submitted initially, turnover in administration staff; lost ability to submit because past 6 month time frame. Have rec'd March/April/May for \$2300. Can be put into corrective action and get reimbursed for one month.</p> <p>Will be reviewing cash flow for summer. Grant has \$30K left through August; can be used for staff development, training, fit-out, etc. CEO recommends using grant to get staff ready for next year.</p> <p>QED's contribution has paid for Elizabeth's time (\$3500-\$4000 per month); Kim's time (80+ hours per week); need to evaluate future of this. Ed's position should be able to off-set this going forward. CEO's time should not be more than 10 hours.</p> <p>Need board development to take on more development of funding.</p> <p>UNH is going to work with us Institute of Disability on training. Leads to partnership and moving forward with UNH LabSchool.</p>	
<p>Policies</p>	<p>Review of list of 1st Draft Policies for 2nd reading:</p> <p>Discussion of ACA – Sexual Harassment and Sexual Violence Policy ACE – Rights of Disabled and Handicapped Persons EHB – Record Retention IHBH – Extended Learning Opportunities (CEO will review) ILBA – Assessment of Educational Programs (needs review) ILBAA – (needs review) JICK – Guidance Counselor sb School Leader or designee (take out sentence that says Designee is school leader) KED – Grievance Procedure for Alleged Discrimination</p>	

	<p>Will discuss above policies for approval at the next meeting.</p> <p>Review of Charter School suggested policies. Darlene will make checklist with dates of adoption for next meeting.</p>	
Board Development	<p>Cornell webinar on Charter School - presentation in dropbox. Chair summarized presentation key points – at least 12 board members; committee work to assist charter school and including non-board members to join committees. Emphasized need for balance of educators and parents; suggests local community groups for reaching out for new board members.</p> <p>CJ willing to do outreach and refer potential candidates to Chair. Chair to check with Bidy to see if she has names for consideration as well. Review screening process for new board members.</p> <p>Currently have Policy Committee and Finance Committee and Board Development Committee. Review committees at next meeting.</p>	
Next Meetings	<p>July 8, 2013 August 12, 2013 September 9, 2013</p>	
Adjournment	Meeting adjourned at 12:00 PM	<p>Motion:. Hebert Second: Dryer-Leon Unanimous by roll call.</p>
	Minutes recorded by Darlene Simmons	