



## Meeting Minutes

May 13, 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, CJ Hebert

Trustees in attendance by phone: Susan Dreyer-Leon (family business)

Administration: Kim Carter

Apologies: Honore Murenzi, Biddy Irwin

Guest:

### Agenda

Topics	Discussion	Decision
Call to Order	Mr. Coughlan called the meeting to order at 10:06AM	
Agenda Review	There were no additions to the agenda	
Approval of Minutes	There were no minutes to approve.	
Public Comment	None	
Non-Public Session	The board went into non-public session to discuss personnel issues.	
Status Report: Enrollment	Kim Carter updated the board on the status of MC2 Manchester Enrollment is at 57. 8 new students were enrolled this quarter. A few students went back to public school because we couldn't meet their needs based on services in their IEP at this time. Applications are coming in for next year. Working at a 2/3 success rate with 17 year olds; sometimes extra interview with Kim to assess seriousness. 3 kids have been accepted for September. Should we set a percentage of our enrollment for students with IEPs? Should there be a percentage of kids with juvenile probation? Board discussed embedded support for IEP kids. Woman in charge of focus monitoring for Manchester SD, is recommending Kim on that committee next year.	None needed
Staffing	Kim Carter reported that she has been talking with a potential School Leader. He had worked at original MC2, has Special Education certification; internship in special education, Masters in Special Education. Kim recommends we hire him as School Leader. Board discussed salary and allocation of \$5K out of grant for certification. Board discussed that this seems like what we need for skills and knowledge and that staff is on board and supportive. He trained staff last summer, so staff knows and likes him. Steve mentioned that he was well respected in former MC2 school.	None needed.

	<p>CEO evaluating base pay of \$45K and differentials based on additional tasks and development of skills sets and improvement plans. 2 Staff coming on at 90% and 1 at 80%. During conversations staff considers work here and learning of MC2 concepts as part of their benefit. Some pro-rating because not at full year calendar right now. Would come back in August for staff development.</p>	
<p>Administrator's Report: Recruitment</p>	<p>Potential for event at a local place on Elm Street. Can have students invite other kids to informational night. Possible event at B&amp;G Club. More community events will be scheduled once we can get into new building. CJ offered to work with Kim and new School Leader to market the school.</p>	<p>None needed.</p>
<p>Facility Update</p>	<p>Kim reported on progress of new building. We received waiver from state fire marshall; received verbal confirmation that fire chief signed off and we'd get something in the mail. After application approval we can get building inspector in. Need to finalize lease agreement and how to pay for fit-out. Approximately \$20K+ for fit-out work and supplies. Landlord will amortize fit-out into lease over time. Have not had a lot of parents volunteer to do any of the work.</p>	<p>None needed.</p>
<p>Financial Status</p>	<p>Staff salaries discussed during staffing. Discussed audit process and need for regular audit of financials. CEO is bringing proposal for Kimberly Hennessey to become our auditor. Found her by talking to other charter schools; Rob Tenney said none were paying more than \$5K.</p> <p>CEO reported that Balance Sheets reflect moving items from operating into Startup Grant funding.</p>	<p>Motion: Simmons Second: Hebert Unanimous by roll call.</p>
<p>School Calendar</p>	<p>Transitional year; normally 1st quarter would be July/August with 10 weeks on/2 weeks off. This year due to building/cash flow will be starting Aug 26, 2013 with extended quarter; then 3 weeks off with staff development. Manchester SD will bus kids even when we are in session and they are not. Then we will start the 10 week/2 week off schedule. Total of 990 hours; 166 days, 996 hours. Will look at on-line and attendance credits if working at home. Looking at different time slots for middle vs. high school.</p>	<p>Motion: Simmons Second: Hebert Unanimous by roll call.</p>
<p>Board Development</p>	<p>Discussions with potential board members with skills in the areas of fund raising, financial and legal.</p> <p>Discussion of allocation of board donations to assist with self-funded insurance account for laptop use at</p>	

	home. Board to develop policy for consideration.	
Next Meetings	June 3, 2013 at the Boys and Girls Club July 8, 2013 August 12, 2013 September 9, 2013	
Adjournment	Meeting adjourned at 12:00 PM	Motion: Dryer-Leon. Second: Hebert Unanimous by roll call.
	Minutes recorded by Darlene Simmons	