



# Making Community Connections Charter School Board Meeting Minutes

**February 15, 2016 10 AM – Noon  
MC2, Manchester, NH**

***Attendees***

**Trustees in attendance at MC2:** Kim Carter, Sarah Browning, Jim DeStefano, Jodi Adams, Lori Juszczak, Steve Coughlan

**Trustees in attendance by phone:** none

**Administration:** Chris O'Reilly (by phone), Eddie Marceau, Dawna Duhamel

**Apologies:** Marcea Gustafson

**Minute Taker:** Steve Coughlan

***Agenda***

Topic	Discussion	Action Items
Call to Order	Kim Carter called the meeting to order at 9:03am	
Approval of Agenda	Kim asked to add 2016-2017 Calendar, Manchester Chamber of Commerce, and Admissions Policy to the agenda.	
Public Time	No public present.	
Minutes	January 9 <sup>th</sup> , 2016 Retreat Minutes. January 18 <sup>th</sup> , 2016 Minutes. February 1 <sup>st</sup> , 2016 Minutes. Amended to reflect correct date.	1/9/16 Minutes: Jim D. Moved to approve, Jodi A. seconded. Approved 4-0-1. 1/18/16 Minutes: Jim D. Moved to approve, Jodi A. seconded. Approved 5-0-0. 2/1/16 Minutes: Jim D moved to approve, Lori J. seconded. Approved as amended, 3-0-2.
Finance	Kim introduced Dawna Duhamel to the board. Jim asked about her activities since coming on board. Dawna has been implementing a new financial management software package for MC2 to improve accounting and financial management. Kim reviewed the draft 990. A Document Retention	Lori J. Moved to approve the IRS 990 return with corrections as proposed by Kim and Dawna. Jim D.



# Making Community Connections Charter School Board Meeting Minutes

	<p>and Destruction policy needs to be developed.</p> <p>Kim reviewed the draft Audit Client Responses to the Internal Control Report.</p> <p>Kim noted that the budget process will begin in March.</p>	<p>seconded. Motion approved 5-0-0.</p> <p>Jim D. moved to accept the audit with the proposed client responses. Jodi A. seconded. Approved 5-0-0.</p> <p><b>Policy Committee</b> to develop document retention policy.</p>
School Leader and CEO Reports	<p>Monadnock anticipates reaching its 75 student cap in early April. An additional teaching resource will be needed. Current Staffing is 3 teachers, 2 assistants, two part-time paraprofessionals (pass through costs to sending districts), plus the School Leader. Hoping to hire a social studies teacher with special education experience.</p> <p>Both Monadnock and Manchester are seeing upticks in enrollment interest, but there is no clear marketing channel driving it. Word of mouth seems to be the most common path to generating interest.</p> <p>Kim noted that we now have sufficient employees triggering the requirement to have a Joint Loss Management Committee.</p>	<p>Steve C. moved to approve an additional hire in Monadnock. Jodi A. seconded. Approved 5-0-0.</p> <p><b>Administration</b> to form the Joint Loss Management Committee with representation from both sites.</p>
Other	<p>The March 7<sup>th</sup> meeting will be cancelled due to lack of available quorum. Committees are requested to meet in lieu of making that meeting.</p> <p>Kim recommended not renewing Manchester Chamber of Commerce membership, as it has not been utilized over the last year.</p>	<p><b>March 7, 2016</b> board meeting cancelled. <b>ALL Committees</b> should meet in that general timeframe.</p>
Policies	<p>The Admission policy needs to be amended to address transfers between campuses and how they interact with the lottery. Kim proposed adding to the considerations for the lottery slots, in addition to current population and sibling applicants, “and transfers between campuses.”</p> <p>Kim discussed the 2016-2017 calendar. She strongly recommends retaining the 10 weeks on/3</p>	<p>Jim D moved to approve the amendment. Jodi A. seconded, and the motion passed 5-0-0.</p> <p><b>Finance Committee</b> to</p>



# Making Community Connections Charter School Board Meeting Minutes

	<p>weeks off structure, independent of the timing of moving holidays (eg. 4<sup>th</sup> of July, Christmas). She stated that we have great flexibility to adapt within the 10 weeks on each quarter. She solicited board feedback on staying with 10+3 or varying the quarterly scheduled to adapt to holiday issues. The board was supportive of staying on the 10+3 calendar.</p> <p>Photography and Audio or Audio-Visual Recording Policy second reading.</p> <p>Discussion on Attendance, Tardiness, and Truancy Policy. No action taken. Administration will propose amendments to reflect current administrative procedures.</p>	<p>investigate possible incremental costs for transportation if current proposed law is adopted.</p> <p>Lori J. moved to approve the Photography and Audio or Audio-Visual Recording Policy, Jim D. seconded. Approved 5-0-0.</p> <p><b>Policy Committee and Administration</b> will draft mutually agreeable proposal for board consideration.</p>
Adjournment	Meeting adjourned at 12:00.	Motion by Jim D., seconded by Lori J. Meeting adjourned.