



Work Session Meeting Minutes

January 26, 2015 10 am – Noon
 MC2, 60 Rogers St, Unit 203 Manchester, NH 03104

Attendees

Trustees in attendance at MC²: Kim Carter, Steve Coughlan, CJ Hebert, Jim DeStefano; Sarah Browning; Darlene Simmons
Trustees in attendance by phone: Elizabeth Cardine
Administration: Ed Marceau
Apologies: Susan Dryer-Leon
Guest: Adam Johnston

Agenda

Topics	Discussion	Action Items
Call to Order	Ms. Carter called the meeting to order at 10:03 am	
Agenda Review	Discussion of work session priorities and order of items.	
Public Comment	None.	
Student Time	None.	
Board Meeting Schedule	Discussion of meeting times and dates to accommodate board members from Manchester and Monadnock. Marcea has been nominated by Monadnock committee as board representative; will be going through prospective board member meetings.	Board members will email Kim with dates, time of day that work for them.
Financials	Review and discussion of financials and student enrollment impact. CJ discussed waxing/polishing of floors.	CJ – will look into cost for equipment for waxing floors and coordinate volunteers. Jim – will talk with landlord about assistance with floors.
Recruitment and Fund Development	Board discussed goals of student recruitment and past efforts. Further discussion to promote MC2 to other middle schools and charter schools. Maximize mentorship/internship relationships for positive PR in community. Work to establish collaboration on STEM program with Dyn. Discussion to plan a Parent & Student Information night February 4, 2015 with plan to have Eddie speak briefly, have a few students, parents and mentors speak and provide an introduction to the MC2 model. Discussed Board/Parent pizza night to engage parents with board and staff. Initiate parent PTO type organization. Darlene will assist with goals. Jim prepared a wish list along with Eddie to start a Fund Development plan. This document will provide input for PTO goals.	Eddie – discussion with Polaris staff to initiate visit for staff at MC2. Eddie will coordinate parents, students and mentors for Parent Information night. Eddie will review fund development list from Jim. Jim – will put together fund development document and coordinate with Kim and Elizabeth on Razoo site. Sarah – will put together powerpoint slide show for Parent Information night. Darlene – will draft invitation, draft PTO goals/startup list for Board/Parent Pizza night Kimberlee & CJ – will make phone calls to parents to invite them to Parent Information Night and Current parents/board pizza night – assist with PTO startup. Elizabeth – to send Kim and Darlene Google docs templates for evaluation of use for work session notes.

		Next Board Meeting – need to schedule Board/Parent Pizza night.
	Meeting adjourned at 12:10 p.m	
	Minutes recorded by D. Simmons	

Upcoming board meetings:
February 2 – Business Meeting
February 4 – Parent & Student Information Night
February 16 – Work Session