



**Board Meeting Meeting Minutes**

March 16, 2015 10 am – Noon  
 MC2, 60 Rogers St, Unit 203 Manchester, NH 03104

**Attendees**

Trustees in attendance at MC<sup>2</sup>: Kim Carter, Steve Coughlan, Sarah Browning; Darlene Simmons, CJ Hebert, Jim DeStefano, Marcea Gustafson

Trustees in attendance by phone:

Administration by phone: Ed Marceau, Elizabeth Cardine

Apologies:

Guest:

**Agenda**

Topics	Discussion	Action Items
Call to Order	Ms. Carter called the meeting to order at 10:03 am	
Agenda Review	Add school calendar and discussion of low level credit card. Add Marshmallow Challenge to Marketing agenda item.	
Public Comment	None.	
Student Time	None.	
Business Items	<p>Discussion of school calendar for 2015/16, including number of hours for instruction, timing for end of quarters and coordination with Monadnock campus.            Monadnock Calendar – start date 8/27 181 days.            Manchester Calendar - discussion will be at next board meeting.</p> <p>Credit Card with low limit for School Leader. Discussion of low-level credit card to facilitate ability of school Leader to school functions that require upfront payment for facilities. Authorize Chair/CEO, Kim Carter, to apply for the credit card with a limit of up to 2500 pledging the organizations collateral and authorizing Eddie Marceau as the signer for the card. The Treasurer will review the credit card each month.</p>	<p>Motion S. Browning to approve Monadnock Calendar with a start day of August 27, 2015 and 181 days. Second S. Coughlan. All in favor.</p> <p>Motion S. Coughlan to authorize the Chair/CEO, Kim Carter, to apply for a credit card with a limit of \$2,500 pledging MC2 collateral and authorizing the School Leader, Eddie Marceau, as the signer for the card. Second D. Simmons. All in favor.</p>
Marketing/Enrollment	<p><b>Mentor Recognition Dinner</b> – April 9, 2015. Need to update list of community organizations we’ve partnered with. Set RSVPs for March 31<sup>st</sup>. Need MC for event. Sarah needs list of parents to call by 3/20/15.</p> <p>EM – update Community Organizations list/Mentors list; determine appropriate MC for the evening. Will also coordinate delivery of invitations and make phone calls to parents.            DS - Invitations – Print 80-100hard copies so they can be mailed/hand delivered. Create program for evening.            SB - Pot-Luck Dinner &amp; Beverages – coordination with parents (Steve and others will be buffer for food if needed)            CJ – will coordinate getting round tables and chairs            DS - Table Cloths (paper/plastic); paper products, utensils, cups</p>	

	<p>KC - Plaques for Mentors  DS - Laminated Certificate for Community Partners  SB - Press Release  6 pm  615 Welcome  7 Slide Show to start awards</p> <p><b><u>Parent/Pizza Night</u></b> – discuss at next board meeting</p> <p><b><u>Enrollment/Marketing</u></b>  Middle School – discussion of area for middle school students and planning for staffing and curriculum. There have been a number of calls recently.</p> <p><b><u>Marshmallow Challenge</u></b>  Discussion of challenge and how it fits within the board and school. Focus on collaboration and teamwork – and focusing on the Marshmallow. Success and Sustainability and Enrollment – for school Essential Knowledge.</p> <p>Discussion of creating a Marshmallow Challenge with Lavallee Brensiger – and potentially AutoDesk. Elizabeth will help with planning. Kim will contact Lance and work with Elizabeth to discuss timing for event.</p>	
<p>Governance and Board Development</p>	<p>Discussion of Effective Boards from Best Practices – working on relationships with other charter schools. Don't need to recreate the wheel each time. Learn from each other. Board development for a work session in April or May. Coordinate work session for first meeting and board meeting for second meeting. April 6<sup>th</sup>; April 20<sup>th</sup>. Potential for Young Professionals network to recruit for board members.</p>	
<p>Fund Development</p>	<p>Next work session</p>	
<p>Monadnock</p>	<p>Jack Beltate - on advisory for Monadnock School and he does contracting with building arena. He provided update on evaluation of sites in Keene. Continue to discuss lease rates.</p>	
	<p>Future Meeting Dates:</p> <p>Discussion of alternating meetings in Manchester and Monadnock area.</p> <p>May 4<sup>th</sup> – 6-8 pm - Keene Antioch College. – Board Development Work Session Meeting</p>	

	<p>May 18<sup>th</sup> 10-12 – Manchester.</p> <p>2<sup>nd</sup> week May – Open House focus on School Board Members</p> <p>June 8 – 6-8 pm Monadnock June 22 – 10-12 Manchester</p>	
	<p>Meeting adjourned at 12:02 p.m</p>	<p>SB; JS.</p>
	<p>Minutes recorded by D. Simmons</p>	

Upcoming board meetings:

- March 2 – Business Meeting – Conflict Resolution Policy; prioritize agenda for March 16th work session; set date for Parent Pizza Information Night for current families
- March 16 – Work Session – will include Discussion of future meeting dates/times
- April 9 – Community Recognition Dinner