



Board Meeting Meeting Minutes

April 6, 2015 9 am – Noon

MC2, 60 Rogers St, Unit 203 Manchester, NH 03104

Attendees

Trustees in attendance at MC²: Kim Carter, Steve Coughlan, CJ Hebert, Darlene Simmons (10:25)

Trustees in attendance by phone: Sarah Browning, Elizabeth Cardine, Marcea Gustafson (10:30)

Administration: Eddie Marceau,

Public/Parents: Lori Juszczak (Parent)

Apologies: Jim DeStefano

Guest: Chris O'Reilly

Agenda

Topics	Discussion	Action Items
Call to Order	Ms. Carter called the meeting to order at 10:04 am	
Agenda Review	Kim reviewed amendments to the agenda; no objections.	
Approval of Minutes	Reviewed meeting minutes. Corrections to 3/16/2015 minutes: Jack Belletete's name was misspelled. Upcoming board meetings were incorrectly listed; April 6 and April 20 are the correct dates.	Motion S. Browning to approve the March 2, 2015 meeting minutes. Second CJ Hebert. Approved unanimously. Motion S. Coughlan to approve the March 16, 2015 meeting minutes with corrections. Second CJ Hebert. Approved unanimously.
Public Comment	Lori Juszczak spoke at public time to propose starting a PTA. Her research has discovered it can be complex. Steve C spoke about his experience with Parent organizations and suggested making it part of the school instead of a stand-alone organization. Kim C suggested stepping back to thoughtfully define the mission and role of a parent involvement before jumping to the legal structure. Given the nature of the school in fostering community involvement, the concept is welcome and important. Eddie asked what the desired outcomes are. He has little experience with parent teacher groups, but does have some ideas about what he hopes a PTA-like organization could accomplish, mentioning some community building ideas, support for new parents entering the school, etc. Lori doesn't want to do paperwork unless there will be sufficient participation. Kim suggested that Lori and the administration raise the topic at the mentor appreciation dinner to gauge support among other parents. Darlene Simmons arrived at 10:25. The discussion was summarized, and she thought the idea of school-sponsored organization was viable and agreed that it should be a part of the school. Volunteers for the parent group could be defined and designated as volunteers for the school. Lori will draft a questionnaire for distribution at the Mentor Recognition Dinner.	
Student Time	None.	
Monadnock School Leader	Elizabeth provided a report of the committees activities to date including hiring of the school leader, internship coordinator, AmeriCorps intern, and others. She reviewed the 34 West Street facility indicating that they have begun negotiations for the lease. The other site was ruled out because the finished space was too small. Sarah will review the lease contract. The committee recommends that we compensate Scully Architects in the amount of \$4,000 in recognition of the work done to date to review the codes and prepare the plans. This will be discussed in the Financial section of the meeting. Fundraising – Committee has been working with a local fundraiser to meet the numbers of the fit-out estimate. Also talking with Vermont Yankee plant that is closing to see about donations of office furniture and supplies.	

	<p>Internships – planning a lunch time workshop for interested community mentors at Hannah Grimes.</p> <p>Admissions – potential for 47 students with completed applications and those in process.</p> <p>Collaborations with SAU 29 – working with Athletic Director to coordinate sports for students.</p>	
<p>Manchester campus CEO Report School Leader Report</p>	<p>Advisory Group – Adam Johnston wants to continue to support MC2 because he values its recognition of each students’ strengths and its personalize approach. He is interested in the Advisory Group and had several ideas including the Rotary Club. We will discuss setting up an Advisory Group meeting for late May.</p> <p>Financial Management Search – Darlene spoke with a retiring business manager and Kim will follow up. Elizabeth met with the accountant that works with Surry Village Charter School and he provided advice relating to public school accounting software, DOE 25, and auditors.</p> <p>Community Information Sessions – need to schedule additional sessions during Spring Quarter.</p> <p>Kim discussed the status of the MC2 Monadnock School leader hiring. A strong candidate is in negotiation, but requires health insurance. The fixed amount available for compensation might accommodate the need, at the expense of salary, but it is not a resolved issue at this time.</p> <p>Manchester School Leader: Eddie reviewed current enrollment numbers, Conferences and the camping trek.</p>	
<p>Old/New Business</p>	<p>Old Business: Reviewed Manchester Calendar – same next year with 193 school days. New Discussion of hours versus days in state calculation of ADM.</p> <p>New Business: Startup budget currently has allocation for architect. Monadnock Committee and CEO recommend paying Scully Architects \$4,000 in recognition of the work done to date to review codes and prepare the plans. Costs may be incurred for additional construction plans.</p>	<p>Motion D. Simmons to accept the Manchester Calendar. CJ Hebert second. Approved unanimously.</p> <p>Motion S. Coughlan to support the recommendation of payment of \$4,000 to Scully Architects in recognition of the work done to date to review codes and prepare the plans for the Monadnock campus. D. Simmons second. Approved unanimously.</p>
<p>Financials</p>	<p>Financial reports are in dropbox for review. Kim, Charlie and Steve met on 3/13/15 to review projected financials through the end of the year. Detailed cash flow projections and looking for savings. June cash flow is usually tight due to timing of the adequacy payments. Operating at close to break-even waiting on August adequacy payment. May need to utilize bridge loan for months when cash flow is tight and to get through the summer months.</p> <p>2015-16 Budget in Board Folder. Continue to carefully evaluate student enrollment and the impact on budget and other ways to reduce costs.</p>	<p>Motion S. Coughlan to authorize acting CEO/Board Chair to take \$75,000 bridge loan. CJ Hebert second. Approved unanimously.</p> <p>Motion CJ Hebert to approve the FY15-16 proposed budget for Manchester. Steve C seconded. Approved unanimously.</p>

Policies	Discussion of AM - Conflict Resolution Policy and relationship to governance council. Complaints would continue to be internal first, then to the council and finally to the board for any appeals. Board could re-direct to the governance council. Parent/complainant added adult advocate language to policy.	Motion S. Coughlan to approve AM - Conflict Resolution Policy. Second CJ Hebert. Approved unanimously.
Marketing	Discussion of the attendance for the Community Recognition Dinner, current projection is 60 people, unknown number of parents/students. Planned attendance 100. CJ is providing 5' round tables. Plan for 10 round tables, 2 long tables for buffet.	
	Meeting adjourned at 11:44 a.m.	
	Minutes recorded by D. Simmons	

Upcoming board meetings:

- May 4 - Work Session Keene
- May 18 – Business Meeting Manchester
- June 8 - Work session Keene
- June 22 - Business Manchester