



Board Meeting Meeting Minutes

June 22, 2015 10 am – Noon

MC2, 60 Rogers St, Unit 203 Manchester, NH 03103

Attendees

Trustees in attendance at MC²: Kim Carter, Steve Coughlan, Marcea Gustafson, Darlene Simmons (at 11:21 am)

Trustees in attendance by phone: Jim DeStefano (joined meeting at 10:15 am)

Administration: Eddie Marceau, Elizabeth Cardine (by phone)

Apologies: Sarah Browning

Guest: Annmarie Scribner (11:10 am)

Agenda

Topics	Discussion	Action Items
Call to Order	Ms. Carter called the meeting to order at 10:09 am	
Agenda Review	Review of agenda.	
Public Comment	None.	
Student Time	None.	
Approval of Minutes	<p>May 18, 2015 minutes deferred to the next meeting.</p> <p>Kim reviewed and made minor corrections of June 8, 2015 minutes. Darlene will send to NHDOE.</p>	<p>Motion S. Coughlan to approve minute of 6/8/2015 s as amended. Second by M. Gustafson. Unanimously approved.</p>
Manchester Campus School Leader Report	<p>Eddie reviewed progress with the Return to Work custodian position candidate. James has one more week of RTW work, then will move to On The Job (OTJ) training and increase hours to 35 per week.</p> <p>Have 59 students with more students starting. Will initiate a separate middle school program, for addressing differentiated instructional needs.</p> <p>Applying for a grant through a connection of Darlene's.</p> <p>Community outreach with Elmwood Gardens to establish an arts program for community youth in that neighborhood.</p> <p>Graduation Ceremony on June 11, 2015 went very well.</p>	
Monadnock Campus Coordinator Report	<p>Elizabeth reported on hiring progress. Have two really good candidates for Admin Assistant. Have offered the position to one, haven't heard back yet.</p> <p>Amy Knight hired as Social Studies teacher; is pursuing certification in Math.</p> <p>Student admissions numbers: just received 30th acceptance letter. Another 20 in process: 3 may be</p>	

	<p>inactive, but the rest are active. Averaging 1 new inquiry per day. Local high schools have been collaborative. Advisory committee has the sense once we have the final location more advertising will help fill out enrollment.</p> <p>Marcea described next steps for the Advisory group transitioning from startup group to being the site advisory group. More clearly define role and development of sub-committees.</p> <p>Kim explained the Charter calls for the establishment of a Governance Structure Committee. The “Governance Proxy” diagram places “Site Councils” as an advisory group Need for development work and board to be partner in that definition process.</p> <p>In development with Keene Young Professionals Network, will be scheduling a Meet and Greet date.</p> <p>Chris will begin his formal outreach to SAU 29 (Keene and surrounding towns) once he begins full time work for MC².</p> <p>Work has continued on development of Project Foundry (MC2 learning management system.)</p> <p>Steve asked about dates for burst of enrollment activity: end of school year. Eddie said yes, but also beginning of school year.</p>	
CEO Report	<p>Kim had a conversation with Meryl Levin (Mill Falls) – happy to hear we are separating out the Middle School and we are becoming more rounded, and not just at risk. In Monadnock some see it as the school for ‘smart kids’ – funny since it was seen as a school for ‘those kids’. Anticipate the reputation becoming more rounded.</p> <p>Center At Keene is the new space for Monadnock.</p> <p>Enrollment is a conversation we will have.</p> <p>HB 573. Review of discussion with Charter School group. It looks 50/50.</p> <p>For our retreat, Marcea has offered her house. Does it impact the rules regarding public session? As long as the address is published, and we are willing to have the public if they arrive.</p> <p>We may need someone to sign if lease isn’t ready by today.</p> <p>SC has asked about the amount of time put into 34 West, discussion of space options, including the Center at Keene. Kim explained issues with 34 West Street – environmental issues – lead, mold, etc; ADA compliance, and tight space. Brady Sullivan (Center at Keene) have offered us a really good financial deal. The other building option does not yet have a loan commitment, let alone a closing, and the utilities may be beyond our abilities.</p>	

	<p>Brady Sullivan has been very professional and proactive in going to the City of Keene. We are very hopeful that the lease will be signed within the next 24 hrs.</p> <p>SC has made a motion, MG seconds Steve’s ability to sign the lease in Kim’s absence. No discussion, all in favor!</p> <p>We do need to have an environmental done and Kim has plans if we want to see it.</p> <p>We have a student who has been with us for about 1 yr. The student is from Merrimack. They have an IEP. Merrimack had an IEP meeting without inviting us. Eddie is going to write a friendly letter to them reminding them of the law.</p> <p>We do not have a signed food contract. We thought everything was on track since March, but we don’t have this, but we need to come up with an alternative to feeding our kids in Manchester.</p> <p>We need to decide about the advisory group development for Manchester. It needs some momentum and support for the school.</p>	<p>Motion S. Coughlan to authorize S Coughlan to sign the lease if Chair is unavailable. Second by M. Gustafson. Unanimously approved.</p>
Financial Report	<p>Reviewed financial reports. Noted deficit in Grants is related to reimbursement cycle and to matching funds for Arts Grant. Kim spoke to budget adjustments to recoup from 2014-15 overstaffing.</p> <p>Steve asked about whether enrollment can be realistically expected to increase. Eddie said inquiries continue, families and students are increasingly inquiring because they are interested in our program (as opposed to getting away from another school). Biggest issues have to do with location and concerns about neighborhood environment.</p> <p>Establishment of middle school program should also assist in quality development of school culture and developmental progression for students.</p> <p>Introduction of Annmarie Scribner to the board. Discussion about bringing her on board and establishing a transition schedule. Annmarie said she would be more comfortable handling the entirety of the books so she can be very clear about financial circumstances and needs.</p>	
New Business – Old Business	<p>Discussion about enrollment process, orientation experience and implications for students and school.</p>	
Policies		
Future Meeting Dates	<p>7/6 6-8 pm Keene</p> <p>7/27 10:30- 12:30 Manchester</p> <p>8/3 6-8 pm Keene</p> <p>8/24 10 – Noon Manchester</p> <p>9/14 6-8 pm Keene</p> <p>9/28 10 – Noon Manchester</p> <p>Retreat 8/20 9 am – 4 pm Location to be determined</p>	

	Meeting adjourned at 12:03 p.m.	Motion to adjourn by Darlene. Second by Marcea.
	Minutes recorded by D. Simmons	