



Board Meeting Meeting Minutes

August 24, 2015 10 am – Noon

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

Attendees

Trustees in attendance at MC²: Kim Carter, Steve Coughlan, Jim DeStefano, Marcea Gustafson, Darlene Simmons, Sarah Browning

Trustees in attendance by phone:

Administration/Staff: Eddie Marceau, Chris O'Reilly (by phone),

Apologies:

Guest: Jake C.

Agenda

Topics	Discussion	Action Items
Call to Order	Ms. Carter called the meeting to order at 10:06 am	
Agenda Review	Review of agenda. Minutes tabled until next meeting. Add MC2 Monadnock Budget and Facility discussion.	
Public Comment	None.	
Student Time	Jake C. discussed his project to create an MC2 Flag. He showed a copy of the flag he created and explained the connection of the graphics to the school and mission. He has requested feedback from Elizabeth. He estimates that the flags will cost \$60 each and he created a "Go Fund Me" page to raise money for the purchase. Discussed need to confirm that we can use the NH State Seal in his design. S. Coughlan also suggested that Jake review a TedTalks piece from Roman Mars on flag design.	
Manchester Campus School Leader Report	Eddie provided a report including recent guests, attendance and demographics. Discussion of need for truancy policy. S. Coughlan and S. Browning will draft and request input from Eddie and Chris. Kim and Eddie reviewed a recent issue with a student and parent. Board is willing to host a special meeting to hear the parent's concerns.	
Monadnock Campus Coordinator Report	Chris provided a report including admissions and the facility. Currently have 62 students enrolled. Plan is to increase enrollment to 75. Pot luck dinner was a great success with over 100 folks including staff, students and families.	
CEO Report	Discussion of work load and Kim specifically thanked each member of the board for their commitment and assistance. We are truly a working board and everyone is committed to the success of the school. Kim and Darlene will work to put together a grant request. Jim has been working on fundraising ideas and would like input from board	

	<p>are made.</p> <p>Also discussed board development – Sarah will make a contact and invite them to the upcoming graduation gateway.</p> <p>Discussion of database for internship partners and others who have contributed to the community.</p> <p>Add Board Development and Fundraising to the work session agenda for 9/14/15.</p>	
Financial Report	<p>Reviewed financial reports for July 2015. Kim will be working with the new bookkeeper to determine best system for financial reporting going forward.</p> <p>D. Simmons noted that we need to go out with an RFP for Insurance for July 2016. She will develop RFP and work with Kim to review proposals.</p> <p>Reviewed and discussed Monadnock Budget. Discussion of grant/adequacy aid.</p>	<p>Motion to accept initial budget for Monadnock Campus as distributed on 8/24/15 by J. DeStefano. Second by M. Gustafson. Unanimous.</p>
Old Business – New Business	<p>Board Retreat Day to be set.</p> <p>Need further discussion of admissions process and accelerated pathway. Will need approval of HISET program. Chair to bring back to board for discussion and approval.</p> <p>S. Coughlan presented a letter to the NH State Board of Education requesting a change to the charter documents to change the Trustee terms to 3 years rather than 5 years to match the By-Laws.</p> <p>K. Carter drafted a thank you letter to Emergency Services of Manchester Mental Health for their assistance recently.</p> <p>Working on Emergency Management plan for Manchester and Keene campuses. Need to create a team to assist completing the documents.</p> <p>Facilities Update – Discussed on-going issues in Manchester and possibility of looking for a new location. Jim to develop options list and review with board at future meeting.</p>	<p>Motion to recommend the change for Trustee Terms to 3 Years and send the letter to the State Board of Education by S. Coughlan. Second by D.Simmons. Unanimous.</p> <p>Motion to send a thank you letter to Manchester Mental Health by D.Simmons. Second by S. Browning. Unanimous.</p>
Future Meeting Dates	<p>9/14 6-8 pm Keene</p> <p>9/28 10 – Noon Manchester</p> <p>10/5 6-8 pm Keene</p>	

	11/10 10 – NOON 12/5 9-5 pm 12/7 6-8 pm	MANCHESTER Amherst – QED Office Keene	
	Meeting adjourned at 12:03 p.m.		Motion to adjourn by J. DeStefano. Second by S. Coughlan.
	Minutes recorded by D. Simmons		