

The Board of Trustees of MC2 Charter School authorize Dawna Duhamel, in her capacity as Business Administrator (BA), to deposit funds, enter into contracts, and make disbursements, on behalf of the MC2 Charter School, as necessary to achieve the organization’s goals and mission, with a limit of \$20,000 per contract or disbursement. The Board of Trustees of MC2 authorize the Chief Education Officer (CEO) to deposit funds, enter into contracts, make disbursements, on behalf of the Making Community Connections Charter School, as necessary to achieve the organization’s goals and mission, with a limit of \$50,000 per contract or disbursements. Contracts and disbursements over \$25,000 require the approval of both the BA and CEO. Contracts and disbursements over \$50,000 require board approval.”

This creates a 4 tier system, somewhat consistent with history:

| Contract/Disbursement Amount | Role of BA | Role of CEO | Role of Board |
|-------------------------------------|-------------------|---------------------|---------------------------------------|
| <= \$20,000 | Must approve | None | (Manifest approval for disbursements) |
| \$20,001 - \$25,000 | Recommends to CEO | Must approve | (Manifest approval for disbursements) |
| \$25,001 - \$50,000 | Must approve | Must approve | (Manifest approval for disbursements) |
| >\$50,000 | None | Recommends to Board | Must approve |

There is also a petty cash tier for the Manchester School Leader (perhaps also for the Monadnock Leader), using a credit card for expenses up to \$2,500.

Approved November 20, 2017.