

MACS Board of Trustees Meeting Minutes for November 11, 2015

In attendance: Marc Sylvester, Tom Malone, Dave Cronin, Theresa Roach, Cheryl Bean, Dick Gagnon & Amy Bottomley, Lisa is out of state.

I. The board voted on a consent agenda that included the minutes from last month's board meeting and director's report. As part of the report Amy informed us that we received a \$2,250 grant from Walmart for micro supplies. Marc made a motion to accept the minutes and director's update and Theresa seconded it. Motion carried unanimously with Dave abstaining.

II. Dave gave the Treasurer's report. There was an issue with FICA being taken out of employees paychecks when it should not have been. Marc made a motion to accept the treasurer's report and Theresa seconded it. 5 in favor, Dick opposed.

III. Marc made a motion to table the discussion about FICA issue with 5 contracted employees to the HR committee, Dick seconded it, all in favor.

IV Communications: The NH DOE State Board approved MACS board to increase from 7 members to 9.

The DOE wants the board to take up a new RSA in reference to videotaping in classrooms. Marc made a motion to put the letter from Virginia Barry on file and refer it over to the policies committee to deal with it and add it to the school policies. Theresa seconded it. Motion carried unanimously

V. Marc Sylvester will be resigning as chairman of the board and board member effective November 27, 2015. The letter will be put on file. Dave made a motion to accept Marc's resignation with sincere regret and Theresa seconded it. Motion carried unanimously.

VI. Finance committee report:

A. Discussed the contract with TreBron for content filtering. It is \$3928 and will be broken up into 3 annual payments with the first payment due on or before 12/31/15. Marc made a motion to approve Trebron contract. Dick seconded it. Motion carried unanimously

B, Fire alarm monitoring is \$395 to install and has a \$44.95 a month monitoring fee. Dick made a motion to contract with American Alarm, Marc seconded it. Motion carried unanimously

C. TSE intercom system is \$125 for each speaker (six are needed) and it is \$275 for the adapter. Full total \$1025. Marc made a motion to add an intercom system to the phone system. Cheryl seconded it. Motion carried unanimously

D. Dave made a motion to recommend all 3 bills be paid in full by 12/31/15. Marc seconded it. Motion carried unanimously

E. We will most likely be receiving some money back from St. Phillips and need to find out what we owe for NNN for October.

F. We discussed the playground. Dick made a motion to reserve \$4200 of friends of MACS fundraising money for removal of dirt and purchasing mulch, contingent on Friends of MACS group pulling together a group of qualified volunteers to do fencing, by 12/10/15 or we postpone finishing the playground until spring. If we don't have everything in place, Amy will use the money to buy toys and other activities. Marc seconded it. Motion carried unanimously

VII. Dave made a motion to discuss the financial policies and procedures draft provided by the financial committee. Marc seconded it. Motion carried unanimously. Marc made a motion to accept and implement financial procedures and policies on or before Monday 12/7/15. Theresa seconded it. Theresa added that within 6 months of implementation the board will review it. Motion Carried with 5 in favor, Dave abstained.

VIII. Vision and Evaluation committee reported:

A. The Director evaluation is in progress and will be forthcoming.

B. Submitted a board job description and new committee draft. In a board training we learned that there is typically a finance committee, executive committee, governance committee and development committee. Dick made a motion to accept the Board of Trustees job description with the removal of item number 10. Theresa seconded it, Motion carried unanimously

C. There was an update on possible board nominations: John Dagianis, Tom Dougherty, Kathy DeMello, and Jared Lock. Prospective parent nominees are presently being sought via newsletter and Facebook.

IX. Dave Cronin gave his written and verbal resignation as Treasurer and board member effective December 1st, 2015. Marc made a motion to accept the resignation with sincere regret and Theresa seconded it. Motion carried unanimously

X. Marc nominated Cheryl Bean as new Treasurer and Theresa seconded it. Cheryl accepted. Cheryl was elected by a vote of 5 to 2. Dick opposed and held Lisa's proxy and voted no. Tom Malone has agreed to be acting chair until January. It was decided we would nominate a vice chair if needed at next meeting which is scheduled for December 9, 2015.

XI. Motion to Adjourn at 9:30 PM—Made by Cheryl Bean, Seconded: Dick Gagnon, Motion carried unanimously

Next Board meeting December 9, 2015