

MACS Board Meeting Minutes July 27<sup>th</sup>, 2017

- I. Convene--Micro Moment
  - a. Meeting convened at 11:25 AM
  - b. Attendance: Tom Malone, Nauzar Vimadalal, John Dagianis, Jamison Hoff, Dick Gagnon, Amy Bottomley, and Lauren Giardina
- II. \*Minutes of May 18, 2017—Lauren
  - a. NO questions or comments

**Jamie Made a motion to join May 18<sup>th</sup>'s minutes and the directors report for discussion. Dick seconds.**

- b. 7<sup>th</sup> grade is currently under enrollment by 1 student
  - i. Total enrollment for 2017-2018 is 192
  - ii. Have yet to complete a year at enrollment
  - iii. Discussion as to whether over-enrollment is beneficial in order to meet full enrollment of 150 students
  - iv. Funding still received if classrooms are over enrolled by 1-2 students, this will bring total enrollment to 155-157 students
  - v. This is the practice of many other charter schools
  - vi. Board is in agreement that a strategic enrollment decision is necessary as an insurance policy
- c. Tom has disseminated information pertaining to MACS's policy regarding non-residents of NH attending MACS and the procedure in place

**VOTE: all "YES" no "NO"; motion carried.**

- III. Public & School Community Appearances
  - a. None present
- IV. \*School Director's Reports (May & June)—Amy  
SEE ABOVE
- V. Treasurer's Report—May, June 2017—Cheryl
  - a. Taxes should be represented as its own line item

**Dick made a motion to accept the May and June 2017 Treasurer's report. Jamie seconded. VOTE: all "YES", no "NO". Motion carried.**

- VI. Finance/Audit Committee—Cheryl & Amy
  1. Data, Blinds & Other Bids Approval
    - a. Blinds \$884
    - b. Data poles and phone lines \$2200

**Lauren made a motion to approve Amy's request to purchase blinds for \$884. Jamie seconded. VOTE: all "YES", no "NO". motion carried.**

**Dick made a motion to approve AMY's request to have data poles and phone lines installed. Nauzar seconded. VOTE" all "YES", no "NO". motion carried.**

**Dick made a motion to have a contingency availability fund not to exceed \$7500, this includes any final change orders. Jamie seconded. VOTE: all "YES", no "NO". motion carried.**

2. Fed. Grant & Other Grants Expenditure Update
  - a. Operation budget was high due to expenditures from grant \$
  - b. Per Pupil adequacy has increased for the 2017-18 school year by \$250 p/p
3. End of Year Budget Analysis
  - a. Insurance payment will go up due to improvement of coverage
  - b. There will be an energy audit next year as utilities are the highest payment
  - c. The construction loan is represented in cash
  - d. Payroll account has been established
  - e. FY 17 \$30k in the black
  - f. Still have a line of credit with Enterprise. Will discuss further at Aug meeting
  - g. Reviewed EOY breakdown handout

## VII. Old Business (60 minutes)

### A. Facilities Comm. Update--Dick

1. Build Out Process Update
  - a. Builders are on schedule, however painters and cleaners are not
  - b. To date change orders have totaled \$12,083
    - i. Doors, wall paint, security system, and HVAC and electrical
  - c. Original bid quote was \$232,133.00
    - i. \$44,000 deducted from original bid quote
    - ii. Final cost \$177,392.00
2. Driveway/Parking Lot
  - a. Dick presented bids to be discussed regarding the repairs of the parking lot/driveway

**Dick made a motion to award the contract to Shattuck Paving for a maximum of \$20,000 according to their bid, as well as power washing by Blue Sky with a price TBA. Tom seconds. VOTE: all "YES", no "NO". motion carried.**

### B. Development Comm. Update--Jamie

1. Friends of MACS/PTO
  - a. Reviewed previous discussion regarding the formation of PTO

- 2. Planning Update
  - a. Reviewed committee minutes
- C. Human Resources Update--John
  - 1. See Comm. Minutes
    - a. Reviewed minutes
- D. Governance Comm. Update—Tom
  - 1. Board Bylaws Revision 2 Approval
    - a. Discussion of adding a policy to state that no more than 40% of the Board is to be made up by parents

**VOTE: all “YES”, no “NO”. Motion carried.**

- 2. Whistleblower Policy Draft

**Lauren made a motion to accept the Whistleblower Policy. Jamie seconded.**

**VOTE: Dick abstained, five “YES”, no “NO”. Motion carried.**

- 3. Data/Records Retention Policy Draft

**John made a motion to table the Data/Records Retention Policy. Lauren seconded. VOTE: all “YES”, no “NO”. motion carried.**

- E. Executive/Nominating Committee--Tom

- 1. Prospective candidates for nomination??

- a. Dick, Jamie, and Tom are working with 4 possible candidates
- b. A nominating committee has been established (John, Lauren, Tom, and Cheryl). A date will be set next week to commence the interviewing process.

#### VIII. New Business (15 minutes)

- A. Other
- B. Possibility of working with an artist to paint a mural either outside or inside
- C. Trustee candidates should be informed of the accolades as well as Amy’s award received in Texas
- D. Dick has stepped down from the Finance Committee as well as the Human Resource Committee.

#### VII. Adjournment

**Dick made the motion to adjourn at 1:40 PM. Nauzar seconded. VOTE: all “YES, no “NO”. Motion carried.**