

MicroSociety Academy Charter School  
591 West Hollis Street, Nashua, NH 03062  
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**Board of Trustees Monthly Meeting Minutes**  
**Wednesday, April 11, 2018 6:30-8:30 PM – Micro/Multi-Purpose Room**

- I. Convene – Meeting convened at 6:45PM
  - A. Present were Tom Malone, Tom Dougherty, Amy Bottomley, John Dagianis, Nazur Vimadalal, Jamie Hoff, Lisa Petralia, Barbara Halevi, and Amanda Schneck.
- II. Meeting Minutes from April 2018 -
  - A. Jamie motions to accept meeting minutes. Amanda seconds. All “YES”, no “NO”. Minutes accepted.
- III. Public and School Community Appearances
  - no members from the public or school community were present.
- IV. School Director’s Report
  - A. Amy’s told us about the King Arthur flour project when our fourth through seventh grade student made loaves of bread from scratch . Each student made two loaves - they kept one and donated one to the Nashua Soup Kitchen. Fifty loaves were donated!
  - B. Amy shared this “Micro”moment with us. *The HEART goal of our student-owned science business venture this year was to raise money for the Leukemia and Lymphoma Society (LLS) through their "Pennies for Patients" campaign. The students' efforts helped MACS to raise more than double what our original goal had been, and in the process they helped some younger Micro City citizens learn the value of the HEART strand. A kindergarten student whose birthday happened to fall during the donation period decided to ask that family and friends coming to his birthday party make donations to Pennies for Patients in lieu of birthday gifts, and he raised \$65 as a result! Also, a first grader kept filling up his coin donation box at home each day until his piggy bank was nearly empty. When he was filling up the box again one morning, his father told him he had already donated enough of his money and to save the rest. The boy said, "But look at this guy!" while pointing to the picture of the young leukemia survivor on the donation box. "He survived because people donated money to the scientists who are doing experiments to find a cure. We should help them!" His father agreed and helped him fill the box with change once more.*



V. Treasurer's Report

- A. Discussion regarding cash flow. We are on budget
- B. On the regular ed instruction line we have set aside \$90K, We are averaging \$75K a month because we didn't hire a coordinator (until July 1). Can we use the difference towards the fence which is rotting? Will continue fence discussion during facilities update.
- C. Question was asked of the finance committee. What is being projected for end of year? We are budgeted to spend \$1,500,600; we are on track to spend \$1,400,000. At the end of June we should have \$160,00 left over; we will need \$120,000 because of summer expenses.
- D. The budget to actual report will be available at the April meeting.
- E. Tom D motions to approve the treasurer's report. Naurzur seconds. All "YES" no "NO"; report accepted.

VI. Finance Committee

- A. Tom D. stated that there are no abnormalities. We are currently right on budget.
- B. Finance committee notes to be sent.

VII. Governance Committee

- A. Unpaid Maternity Leave/Unpaid Medical leave policy were voted on via email since last meeting. Board voted to ratify. All "YES", no "NO"; policy ratified.
- B. NH Center for Non-Profit's fee is \$89 which will allow us to use their board assessment tool. Tom M. will get link out to the board for them to see. Barbara motions to approve payment of the fee. Amanda seconds. All "YES", no "NO"; payment approved.

VIII. Development and Marketing Committee

- A. Kyle Schneck has offered to come to May development meeting to discuss tax credits.
- B. There are currently two outstanding grants. NHCF for \$5K, and the People's United for 5K.
- C. MACS was nominated for the Non-Profit of the Year by Enterprise Bank but was not chosen as a finalist. Fantastic news is that Amy has been nominated by Enterprise Bank as Educator of the Year and is one of four finalists. The awards ceremony will be held on May 1 at the Lowell Memorial Auditorium.
- D. A big thanks to Tom D. The school sign contract has been signed and deposit sent. Getting permits shortly and will schedule for sign install soon.

IX. Facilities

- A. It is proposed that we begin to pay \$865 a week (about \$45,000 annually) for a maintenance of MACS. This will include two hours, 11am-1pm, of lunchtime cleanings, building and grounds maintenance and trash removal. This is \$40 more per week than we pay now for janitorial services but includes the additional of new maintenance and lunchtime cleaning . Discussion was had to add more clarification to the services that will be included for this new weekly fee.
- B. Tom M motioned to accept the new \$865 weekly fee with the amended contract language. John D seconds. All “YES”, no “NO”. Accepted.
- C. Amy stated that the back fence is deteriorating and beginning to fall down. The entire fence needs to be replaced. We have received three full fence quotes. Discussions were had regarding whether or not a fence is really needed and if so, if a shorter or taller fence would be better. It was determined that more info is needed before approving replacement. John motions to table until further info received. Jamie seconds. All “YES”, no “NO”; Tabled.
- D. Tom D. notes that he will look into shed permit when securing permit for new school sign.

At 7:50pm board went into Executive Session to discuss personnel matters

At 8:32 board came out of Executive Session

#### X. Discussion

- A. Since so much of HR and Governance are related, should they be one committee?  
Agreed to think about it and vote on it at the next meeting.
- B. School calendar. Nuzur motions to accept the calendar as presented. Amanda seconds. All “YES”, no “NO”. Calendar accepted.
- C. We need to form a committee to look at long term planning. Do we want to form with volunteers will board assign to current committee?
- D. June’s board meeting will be changed to June 14 since June 13 is the last day of school.
- E. Annual board retreat tentatively scheduled July 26th (time TBD). John to check calendar to see if NCC is available.
- F. Strategic planning to be discussed at retreat.

#### XI. Adjournment

- A. Jamie moves to adjourn meeting. Amanda seconds. All “YES”, no “NO”; meeting adjourned at 9:02 pm.