



MicroSociety Academy Charter School
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Board of Trustees Monthly Meeting Minutes Wednesday, October 10, 2018–MACS Multipurpose Room

I. Convene – Meeting convened at 6:32pm

- A. Present were Tom Malone, Tom Dougherty, Amy Bottomley, John Dagianis, Barbara Halevi, Amanda Schneck

II. Micro Moment -

- A. Amy provided an update about the students' elections for roles in the Micro City government. This year there were so many candidates that they held primary elections.

III. Minutes - Sept. 12, 2018

- A. A few proposed minor edits were discussed by the Board.
- B. Tom D. motions to table the approval of the September minutes until the Secretary can provide a revised draft. Amanda seconds. All "YES", no "NO". Revised September minutes will be reviewed at the November meeting.
- C. Tom M. made note of the committee meeting minutes that had been provided.

IV. Public and School Community Appearances

- A. No public or school community members were present.

V. School Director's Report

- A. Amy discussed the test data provided in her report. Overall she and her staff are pleased with the MACS students' performance on the tests. She noted that some classes had larger amounts of students new to MACS.
- B. When the data is available, Amy will be able to provide a more detailed look at how a student has performed if they have been at MACS for more than one year. Also she is still waiting for comparison data for Nashua School District.
- C. Tom M. suggests inviting local officials to attend the Micro City government's annual inauguration event. Amy will pass on the suggestion to Susannah.
- D. Tom M. suggests that Trustees should take opportunities to attend school events, to give school community members an opportunity to know Board members.
- E. Barbara motions to accept the School Director's Report. Amanda seconds. All "YES", no "NO". School Director's Report accepted.

VI. Treasurer's & Financial Committee Report

- A. Tom D. notes that MACS received state adequacy funds. A third of that was transferred to the operating account to support payroll. This matches the school's previous practice.
- B. Amy notes that Nashua tax assessment information has been received, changing the building assessment from \$931,900 to \$1,966,200. The letter was forwarded late from landlord, so the dates set forth in the letter for attending a meeting on how to contest the new assessment have passed. The new assessed value roughly doubles the school's expected property tax for this year from \$24,000 to \$40,000.
- C. Finance Committee will draft a letter to the landlord outlining the impact to the school in receiving the information too late to attend the meetings about contesting the assessment.
- D. Amy notes that the City came to inspect when building opened (after much of the renovations had already been completed) and the building's assessment went up that year, but not as much as this increase.
- E. Tom D. and Amy note that School will need to review and revise the budget to address unexpected expenses, including snow plowing quote, HVAC work, and increased property tax amount.
- F. On snow-plowing, John recommends signing only a one year contract, and ask for an option to renew at the lower rate
- G. Tom M. notes that Boston Billiards partnership currently only runs through January, but may be extended.

At 7:10pm, Tom D. motions to enter non-public/executive session by roll call. Amanda seconds. Amy cannot vote. Roll call vote. All YES. No NO. Enter executive session.

At 7:20pm, Tom M. motions to come out of non-public/executive session by roll call. Amanda seconds. Amy cannot vote. Roll call vote. All YES. No NO. Exit executive session.

VII. Security Grant.

- A. Amy needs to submit the reimbursement paperwork for the security grant. There are two separate grants:
- B. Project titled Security Project-lighting and Cameras.
 - 1. Total eligible project costs are \$23,114. Total requests for payments is \$18,491.20. Tom D motions to approve this project and the amount requested for reimbursement and submit reimbursement paperwork. Amanda seconds. All "YES", no "NO". Motion carries.
- C. Project titled Remote Camera Access/Panic Buttons/Silent Alarms.
 - 1. Total approved award amount is \$8,000. Total eligible project costs are \$10,100. Total request for payment is \$8,000. Barbara motions to approve this project and the amount requested for reimbursement and submit reimbursement paperwork. Amanda seconds. All "YES", no "NO". Motion carries.

VIII. Governance/HR Committee

- A. As discussed at a previous meeting, there was a change in the timing of the payments for the amount being paid to the Director in lieu of an Health Reimbursement Arrangement. First payment was made on August 1. The second payment will be made on November 1. Tom D. motions to approve the payment schedule. Amanda seconds. All "YES", no "NO". Motion carries.

B. Mission Statement. School staff has prepared a new mission statement and PTO has reviewed. Committee recommends Board approve the new mission statement. Tom D. motions to approve. John seconds. All “YES”, no “NO”. Mission statement approved.

1. Approved new mission statement: *Empowering students to acquire the heart, knowledge, and skills for thriving in a 21st century global society by collaboratively creating and operating their own school-based “MicroSociety” - a microcosm of the real world.*

C. Tom M. presents the evaluation form prepared by the committee to be used at the end of each meeting to provide feedback on the meeting. John notes the form needs to indicate what the numbers mean. Group consensus to add to the form “1 = strongly disagree; 2 = disagree; 3 = agree; 4 = strongly agree.”

D. Tom D. asks how we will compile and use that data to actually improve our meetings. John notes that we will need to try it out and see what data we get and whether it will be useful in providing feedback and making concrete suggestions.

E. Group agrees that similar evaluation could be used at committee level. Committee can look at modifying the questions to fit the committee setting.

F. Amanda suggests that for a deeper dive into evaluation of Board meetings committee may want to identify particular categories to evaluate, such as overall preparation, communication, policies, and so on.

G. Amanda motions to approve evaluation form as drafted, with the addition of the number scale above. John seconds. All “YES”, no “NO”. Evaluation form approved.

IX. Executive Nomination Committee

A. Committee interviewed David Glazier. Tom M. reports that the committee was impressed with his professional and personal background. Coming from the Concord/Bow area, he adds geographic diversity among Board members. He is willing to sit on finance and marketing committees.

B. Tom D. motions to approve David Glazier’s nomination to join Board, subject to his CORI checks. Amanda seconds. All “YES”, no “NO”. Motion carries.

C. Committee will continue to seek additional prospects to interview for Board seats.

D. Tom D. notes Board needs to determine if the existing parent representatives are interested in continuing for next year.

E. Board reviews Bylaws and existing policy regarding parent representatives, which allows existing parent representatives to continue for a second year if no other parent candidates are interested. Tom D. notes that Governance Committee should consider an amendment to the Bylaws to note the existence of the policy.

F. Amy will ask for any interested parents. Existing parent representatives may be interested in continuing for another one-year term.

X. Facilities Committee

A. Tom D. notes that fence is complete. Will be weather-treated in spring.

B. Committee recommends obtaining additional bids for snowplowing. Due to budget overrun, Committee is currently looking only at snowplowing bids, not landscaping for next spring.

C. Amy will work with Mike on getting additional bids for snowplowing. John recommends looking into Saints.

D. Tom D. reports that the committee put together a maintenance checklist, including timing and costs of inspections and other items need to be accomplished each year.

At 7:45pm, Tom D. motions to go into non-public executive session by roll call. Tom M. seconds. Amy cannot vote. All vote "YES" by roll call. No NO. Enter non-public/executive session.

At 7:55pm, Amanda motions to come out of executive session by roll call. Tom D. seconds. Amy cannot vote. All vote YES by roll call. No NO. Exit non-public/executive session.

XI. Development & Marketing Committee

A. Amanda reports that the committee discussed the following:

1. Board should consider spearheading a main/signature event
2. Committee is working on creating a 30 second elevator pitch
3. Committee is considering developing a new website, which would be easier to navigate for parents and prospective board members
4. Amy to work on getting approved by Boston Billiards for next year
5. Committee is preparing marketing materials

At 8:02pm, Tom D. motions to adjourn. Amanda seconds. All "YES", no "NO". Meeting adjourned at 8:02pm.