

*MicroSociety Academy Charter School*  
*591 West Hollis Street*  
*Nashua, NH 03062*  
*603-595-7877*  
[www.macsnh.org](http://www.macsnh.org)

**Board of Trustees Meeting Monthly Meeting MINUTES**  
**WEDNESDAY, MARCH 15, 2017 7:00-9:00 PM—Multi/Micro Purpose Room**

The mission of the *MicroSociety Academy Charter School* (MACS) is to actively engage K-8 students in a diverse, challenging learning environment that will prepare them for college, work force, and citizenship in a 21st Century global society. Students will be taught developmentally appropriate, research-based, technology-infused learning strategies that they will apply daily by creating and operating the agencies and ventures of their own school-based “*MicroSociety*”.

**I. Convene--Micro Moment (I-VI--45 minutes)**

- Meeting commenced at 7:10
- Attendance: Tom Malone, Dick Gagnon, John Dagianis, Amy Bottomley, Nauzar Vimadalal, Jamie Hoff, Lauren Giardina

**II. \*Minutes of January 18 & February 15, 2017—Kathy**

Dick made a motion to accept January 18<sup>th</sup>'s Annual Board meeting minutes, February 15<sup>th</sup>'s monthly board meeting minutes and February 13<sup>th</sup>'s Facilities meeting minutes. Lauren 2<sup>nd</sup> the motion. All “YES”, no “NO”; motion carried.

- Lauren will contact Kathy for the first portion of January’s monthly meeting minutes. Minutes to be approved next meeting.

**III. Public & School Community Appearances**

No Public present

**IV. \*School Director's Report—Amy**

Lauren made a motion to accept all items on the Consent Agenda. Nauzar 2<sup>nd</sup>. All “YES”, no “NO”; motion carried.

- Donation from Arthur Demoulas received. Donation will first be applied to the bottom line before showing as a surplus in the budget. Board would like to name a laptop cart after Arthur for his contribution.
- Thanks to the YMCA for their valuable partnership and for painting rooms.
- Enrollment is down by 2 (families moved) however this will not affect payment
- Fred C Church is assisting in the process of switching brokers

Dick made a motion to accept the 2017-18 school calendar. Nauzar 2<sup>nd</sup>, All “YES”, no “NO”; motion carried.

**V. Treasurer's Reports—Cheryl**

Nauzar made a motion to accept the Treasurer's report. Lauren 2<sup>nd</sup>, All "YES", no "NO"; motion carried

#### VI. Finance/Audit Committee- -Cheryl & Amy

- \$171k received from Federal Grant. \$97k used in operation cost and startup costs. The remainder of the grant must be used by June of 2017 due to when the money was received.
- The remaining balance will fund technology and curriculum needs.
- Budgeting of remaining monies to be discussed at the next Board meeting

#### VII. Old Business (60 minutes)

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

###### 1. New Classroom Bids Update

- Bid date closes march 29<sup>th</sup>, 2017
- Meetings are scheduled with the Architect and contractors/subcontractors to review scope of work

###### 2. Other

##### B. Development Comm. Update--Kathy

###### 1. Casino/Lottery Donation

- March 20-26<sup>th</sup> Amy, Cheryl, and Susannah will rotate the required sign in at Boston Billiard's
- Cost is \$250/day for the rental of the club which will be taken directly out of the winnings
- A typical, but not guaranteed, 30% return is appx. \$25k
- Reapply yearly

###### 2. Grants & Community Support Outreach Update

- The grant writer has written 3 grants: 1 denied, 1 pending, 1 still to go out
- To date the grant writer has cost \$2k and return on investment is \$0
- Dick has a possible candidate for this position that will be considered at a later date
- Susannah resubmitted Walmart grant for \$2500
- Jamie disclosed that she is a member of NH Charitable Trust and would have to recuse herself from voting on issues posing a conflict of interest

##### C. Human Resources--John

###### 1. Contracts Update

- John recusing himself from voting on teacher contracts due to conflict of interest

Dick made a motion to accept the Curriculum and Program Coordinator's contract. Lauren 2<sup>nd</sup>, All "YES", no "NO"; motion carried.

Jamie made a motion to accept the classroom teacher's contracts. Nauzar 2<sup>nd</sup>, John abstained, Tom, Dick, Jamie, Nauzar, and Lauren vote "YES", no "NO"; motion carried.

Lauren made a motion to accept the Specialist teacher contracts with an amendment to increase hours per week from 28 to 40. Nauzar 2<sup>nd</sup>, All "YES", no "NO"; motion carried.

Jamie made a motion to accept the Paraprofessional's contracts. John 2<sup>nd</sup>, All "YES", no "NO"; motion carried.

Lauren made a motion to accept the Administrative Assistant job description. Jamie 2<sup>nd</sup>, All "YES", no "NO"; motion carried.

Jamie made a motion to enter executive session. Dick 2<sup>nd</sup>, All "YES", no "NO"; motion carried

Jamie made a motion to move out of executive session, Dick 2<sup>nd</sup>, All "YES", no "NO"; motion carried.

Dick made a motion to accept the Administrative Assistant's contract with an amendment that a clause will be added stating the employee will be responsible for "unanticipated duties". Lauren 2<sup>nd</sup>, All "YES", no "NO"; motion carried.

Dick made a motion to approve the hourly rate for Administrative Assistant. Nauzar 2<sup>nd</sup>, All "YES", no "NO"; motion carried.

## 2. Adm. Evaluation

- Human Resource meeting scheduled for March 23<sup>rd</sup> at 1:30 PM

## D. Governance Comm. Update--Tom

### 1. Board Bylaws Final Approval

- By-laws state parents must be represented on the Board by at least two members or 25% of members, whichever is greater.

John made a motion to accept the By-laws with an amendment stating at least 3 members of the Board will be parents or 25% whichever is greater. Dick 2<sup>nd</sup>. Roll call vote: Dick "YES", Nauzar "YES", Tom "YES", Lauren "YES", Jamie "YES", John "YES". Motion Carried.

### 3. Late Tuition/Fees Policy

- There is NO conflict of interest pertaining to Parent Representatives voting on issues involving fees. Conflicts of interest arise when matters involving a specific classroom teacher in which a Board Members child is assigned to. In that case the Board Member must recuse themselves from voting.

Lauren made a motion to accept the Tuition and Fees Policy. Jamie 2<sup>nd</sup>, All “YES”, no “NO”. Motion carried.

### 2. SWOT action plan completion by Marketing & Fin. Com.

VIII. New Business (15 minutes)

A. Other

IX. Adjournment

Dick made a motion to adjourn at 9:45 PM. Jamie 2<sup>nd</sup>, All “YES”, no “NO”; motion carried.

**NEXT Board Meeting(s):** April 19, May 17, & June 21

Notes: **Bold = will be fwd. to board** via email, please review.

\*Consent agenda items (\*)to save time will be taken as one motion. Times noted in () are suggested.

\*\***Meeting Phone-in option:** Meeting bridge telephone # is [641 715 3272](tel:6417153272) Enter Access Code - 777177#

Mute - Press \*6 to mute your line. Press \*6 again to un-mute the line.

**Please submit 250 word bd. bio to [Susannah swilliams@macsnh.org](mailto:Susannah.swilliams@macsnh.org) if you have not already done so.**