

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

## **Board of Trustees Monthly Meeting Minutes**

### **I. Convene--Micro Moment**

A. Wednesday, September 20, 2017 6:30-8:30 PM—Micro/Multi-Purpose Room

B. Amy Bottomley, Dick Gagnon, Tom Malone, Tom Dougherty, Jamie Hoff, Cheryl Bean, Lauren Giardina, and John Dagianis

### **II. \*Minutes of August 29, 2017—Lauren**

### **III. Public & School Community Appearances**

A. Public was present: Lynn McCowan

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

Dick made a motion to pull out of consent agenda. Tom D. seconded the motion. VOTE: all "YES", no "NO". Motion passed

A. Amy is proposing she hire an Assistant Coordinator for 24 hours a week at a maximum salary of \$35,000 a year.

1. This position will be funded using the surplus from the Payroll/Employee budget.

Tom D. made a motion to allow the Director to fill the position with a Budget of \$35,000/year, anything more, the Director is to seek a vote from the Executive Committee. Dick seconded the motion. VOTE: all "YES", no "NO". Motion passed.

B. The Board discussed eventually giving the Director a staffing budget for the year Jamie made a motion to accept the consent agenda. Lauren seconded. VOTE: All "YES", no "NO". Motion passed.

### **V. Treasurer's Report—August, 2017—Cheryl**

A. The Board discussed updating financial policies and procedures

B. Current enrollment for the 2017-18 school year is 192 children. Made a motion to accept the Treasurer's Report. Jamie seconded. VOTE: All "YES", no "NO". Motion passed

Lauren

- C. The Board discussed using Enterprise Bank as the primary bank as opposed to Jean D'Arc.
  - 1. Currently Jean D'Arc puts a hold on funds for any check over \$5,000 for 7 business days.
  - 2. The Jean D'Arc account will serve as the unemployment and reserve funds account.
  - 3. A Financial Forecast for MACS will be forwarded to the Board.
  - 4. A contingency fund is to be established at a rate of 1-3% monthly depending on cash flow.
- VI. Finance/Audit Committee—Cheryl
  - 1. Committee Update
  - 2. (See new business)
- VII. Old Business (60 minutes)
  - A. Facilities Comm. Update--Dick
    - 1. Build Out Next Steps
      - a) The Art and Music room is to be completed in December, in addition to a storage shed in the back lot.
    - 2. Drive Way/Parking Lot Update
      - a) Shattuck is to be filling some areas of the lot with rubber fill
      - b) There is a need to re arrange parking signs in the lot
      - c) There is a need for fence repairs, it was previously discussed that Nashua Crossing was interested in helping with repairs.
  - B. B. Development Committee—Jamie
    - 1. The committee discussed the roster, short term and long-term priorities.
    - 2. Marketing and Points of Pride Brochures are to be created
    - 3. It has been determined that a sign for the building is not affordable now.
      - a) Estimates were reviewed, awaiting specifics on what the city of Nashua will allow
    - 4. There are only a few months remaining to collect the 3 days MACS has left from a charitable revenue sharing source.
    - 5. The establishment of a Community Advisory Board has been postponed
    - 6. The committee is working on developing community Partnerships, most specifically BAE
  - C. Governance Comm. Update--Tom
    - 1. **Retreat Results, SWOT Next Steps—Nauzar. Thank You Nauzar for hosting the event.**
      - a) The Board discussed the Workshop material and the need for an Ad Hoc Committee for school expansion.

Dick made a motion to create a facilities exploratory committee to examine possible avenues of the expansion of MACS. Tom D. seconded the motion.  
VOTE: All “YES”, no “NO”. Motion passed.
  - D. Executive/Nominating Committee--Tom
    - 1. Other Prospective candidates for Board
    - 2. Review Individual Board Responsibilities Document
- VIII. New Business (30 minutes)

A. FY 16-17 Auditors' Report

The results of the audit-internal control deficiencies were:

Material weakness:

Financial statement preparedness

This is a common bullet that is found in most audits

It is the Board's responsibility to produce financial statements

Incurrence of debt

This was flagged due to the procurement of the Build-Out loan.

The Department of Education may change this RSA, therefore the repercussions are unknown.

Control deficiencies:

Check procedure

There is a possibility of manipulation of checks could occur.

Policies and procedures supporting expansion

Petty cash and check signing budgets no longer appropriate for the size of the institution.

1. It was a "Great outcome for a first year audit"
2. The accountant's recommendation on how to improve for future audits was to first, clean up the numbers, and second, to have better disclosure of the checklist.
3. Accountant recommendation regarding possible manipulation of checks is to have the signed checks go to the administrative assistant for mailing and not back to the bookkeeper.

B. Finance Committee will review policies regarding expenses.

Tom M. made a motion to accept the Auditor's Report. Dick seconded the motion. VOTE: All "YES", no "NO". Motion passed.

IX. Adjournment

Lauren made a motion to adjourn at 8:45PM. Tom D seconded. VOTE: All "YES", no "NO". Motion passed.

**NEXT Board Meeting(s): Wednesday, October 11, November 8 & December 13, 2017**

\*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.