



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  
Wednesday, September 12, 2018  
Micro/Multi-Purpose Room**

**I. Board of Trustees Review of Annual Audit - Nathan Wescheler & Co Auditors**

- A. Auditors portion of the meeting called to order at 5:37pm. Presentation from Ashley Major and Nina regarding results of the audit. Audit portion of the meeting ended at 6:30.

**II. 6:47 pm Board Meeting Called to order - Present, Tom Malone, Tom Dougherty, Jamie Hoff, Lisa Petralia, Amy Bottomly, John Dagianis, Barbara Halevi, Amanda Schneck and Nauzur Vimadala**

- A. No Public or Community Appearances

**III. School Director's Report**

- A. Micro Moment - Amy told story of Micro Moment with new teacher regarding classroom fines and great discussion among students in the classroom.
- B. Amy tells us we're sitting at 215 of 216 students.
- C. Since school started, staff training has taken place. PTA events coming up. Sylvia, our trainer from Micro Inc. left today.
- D. Wifi issue from summer has been resolved by upgrading WAPS. Filters have been fixed and upgraded. New security system has been put in.
- E. Danielle Clayton, new Program Coordinator started on September 11, 2018
- F. Tom D. motions to approve minutes from July 26, 2018 meeting. Jamie 2nds. All, YES; no NOs. Minutes accepted.

**IV. Treasurer's Report**

- A. Tom Dougherty working with Amy to update some financial reporting. Year to date cash flow and actual to budget have been provided to board.

- B. We will review all operating expenses in regard to maintenance. Need to create plan and checklist (HVAC, elevator, filters, etc.)

#### **V. Finance Committee**

- A. Audit follow up and approval of report. Jamie motions to accept audit finding, Tom D 2nds. All, YES; no NOs. Audit approved.
- B. DOE 25 Report has been signed. Amanda motions to accept DOE 25 report. Tom D 2nds. All, YES; no, NOs. Report accepted.

#### **VI. Facilities Committee**

- A. The driveway/parking lot have been paved. Tree removal was completed with installation of sign. Fence replacement will happen first week in October.
- B. Security Grant Reimbursement - discussion was had to determine if the bulk of the sign cost can be put under grant. John motions to table until next month. Nauzur 2nds. All, YES; no NOs/ Will table while preparing memo for file.
- C. After discussion, determined we should have signs that say "Security Cameras in Use" to be posted at all school entrances. Amy will also look into getting signs for parking lot that say "No Trespassing Except for School Use".
- D. Future Facility Needs Updates. Tom Malone and Amy to tour other potential facility tomorrow. Will report back to board.
- E. Discussed traffic flow in front of school. Amanda to follow up with city officials.

#### **VII. Governance Committee/HR Committee**

- A. MACS EOP - Emergency Operation Plan Per RSA. Tom D motions to accept. John 2nds. All, YES; no NOs. Plan accepted.
- B. Extracurricular Activities That Impact the School Day Policy. Barbara motions to accept the policy. Jamie 2nds. All, YES; no NOs. Policy accepted.
- C. School Attorney Search Update - Jamie, Amy and Tom Malone met with Dan Marr regarding the possibility of using him as MACS counsel. Tom to follow up to determine if he wants to take us on as a client.
- D. Board of Trustees Self-Evaluation - Through board self evaluation done earlier in the year, it was determined that we as a board want to take a look at the efficiency of board meetings. Will implement checklist to evaluate each board meeting. Tom Malone has three different options to try. Will try one each for the next three months. Return completed forms to Lisa.
- E. Retreat Follow Up - Tom Dougherty to get out info within the next week.

#### **VIII. Development and Marketing Committee**

- A. Discussed how Development committee can participate in the planning of fundraising for doubling size of the building. Need to determine how work can be shared with Finance Committee regarding loans, fundraising, etc. Will discuss more in October.
- B. Need a coordinated marketing and publicity plan going forward for Friendraising, etc.

## **IX. New Business**

- A. Meeting with prospective additional member for Board of Trustees. Follow up at October meeting.
- A. Additional person needed for Finance Committee

## **X. Adjournment**

- A. Nauzur motions to adjourn meeting. Tom D 2nds. All, YES; no, NOs. Meeting adjourned at 8:14pm.