



MicroSociety Academy Charter School

591 West Hollis Street, Nashua, NH03062

603-595-7877 | www.macsnh.org

Board of Trustees Monthly Meeting Minutes

Thursday, November 13, 2019

Multi Purpose Room

I. Board Meeting Called to order

- A. 6:32 pm. Present, Tom Dougherty, Lisa Petralia, Amy Bottomly, Amanda Schneck, Barbara Halevi, John Dagianis, Jamie Hoff, David Glasier and Tom Malone . Absent, Don LeBrun.
- B. The board took a moment of silence to recognize Veteran's Day and Emmy Cronin, the wife of Dave Cronin, one of MACS' founders, who recently passed away.
- C. Amy shared her Micro Moment - written by Jewel about a 7th grader who became the school's new judge. You can see her growth, ownership and pride.
- D. Tom D motions to accept the October Board meeting minutes as amended. Amanda seconds. All, YES; no, NOs. Minutes accepted.

II. Public and School Community Input

- A. There were no community or public appearances.

III. School Director's Report

- A. Amy gives Director's report. We were at 234 at the beginning of the year; we are down 3 students from that number currently but are expecting additional enrollment.
- B. Amy added her goal for the year regarding communication. She will begin to send her Director's Report to staff and to parents going forward. Lots of new staff so Amy wants to make herself more available.

IV. Treasurer and Finance Committee Reports

- A. Tom D sent report early today.
- B. Received state adequacy funds.
- C. Net 36K approximately currently. Still reconciling some additional items from facilities committee.
- D. John asked if burn rate was really 150K per month during the school year. Yes. Operational costs are a bit higher this year. We are however 21, students over the budgeted number of students.

V. Facilities

- A. Committee recommended new snow plow contract with existing contractor, Design Works. We've been pleased with their service to date. Cost was \$5145.50 per year. Jamie motions to approve the contract. Tom D 2nds. All, YES; no NOs. Contract approved.
- B. We have a broken stack pipe on the roof. Amy is getting quotes. Jamie moves that in the interim once quotes received, we authorize the Executive committee to approve contract to fix pipe. Amanda 2nds. All, YES; no NOs. Approved.
- C. Four bathrooms downstairs have been clogging due to a Y pipe in the concrete of the floor. Amy has been getting quotes. Looks like a 2 day project that needs to be done when school is not in session (Thanksgiving or Christmas break) Jamie moves that in the interim, if necessary, once quotes received, we authorize the Executive committee to approve contract for the Y pipe clogging issue on the first floor. David 2nds. All, YES; no NOs. Approved.
- D. We had a service contract for company servicing HVAC system. Contract has ended. Amy is looking to work with new vendor.

VI. Development Committee

- A. Discussed reasons for postponing VIP event. In the future, we may want to invite people and call to follow up. Perhaps invites can be delivered personally. We discussed trying to bring people on campus to MACS during the school day so they could see Micro in action.

VII. HR/Governance

- A. Parent Board Seat Selection policy draft. Barbara has revised to bring it in line with edits to By-law changes. At least one parent each year to be named to board via this policy. Clarified qualifications needed. Lisa motions to accept new policy. Jamie 2nds. Barbara and Amanda abstained from voting. All, YES; no NOs.
- B. We decided to send all employee contracts to Dan Marr for review.
- C. Director evaluation will be prepared by Amy to give to HR/Governance for review.
- D. HR/Governance committee will sit down this spring with Amy and Susannah regarding succession planning.
- E. Board nominee and recruitment - Jamie working on three board nominees. Barbara and Amanda have a possible board nominee. John has a contact that he is working with to tour the building regarding possible interest in becoming a trustee. Lisa is also working with someone regarding interest in becoming a trustee. Jamie and Tom D's current term is up at the end of December and can renew a new three term beginning in January. Tom D recommends that we see if it makes sense to put together a binder, including RSAs, commitment info, strategic plan, etc. for new board members.
- F. Board needs to think about officers for next year; to be discussed at the December meeting in preparation for the January annual meeting.

VIII. New Business

- A. Amy has not put in for November aid payment because of change in state payments for full day kindergarten; we need to determine if we want to make change mid-year. Accountants have suggested that we wait until next year to implement full day kindergarten. John makes motion to stay with half day kindergarten now and move to full day kindergarten beginning in school year 2021. Tom D 2nds. Barbara abstain from vote. All, YES; no NOs. Motion passed.
- B. Mainstay has sent us an IT proposal for IT management. Their minimum contracts are no less than \$1500.00 a month for 2 years. This is in addition to the CyberSecurity contract we have with them currently. Jamie suggests we give board time to work with

the Finance committee after receiving detailed info to determine if we could afford this and continue under old business at the next meeting.

- C. Grant Ad Hoc committee update - Amanda forwarded minutes from meeting at the end of October. In light of the fact that grant has been cancelled by the State, should the committee continue to meet? Until it's back on the table at the state, the meeting is cancelled.
- D. Barbara motions that we go into executive session based upon RSA: 9-1-A:3, II(d).
Amanda, 2nds.

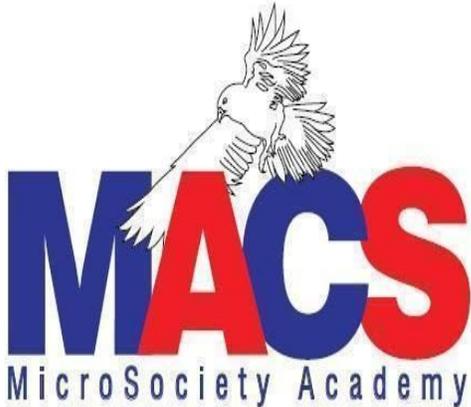
Roll Call

Tom D - YES;
David - YES;
Lisa - YES;
Jamie - YES;
Amanda - YES;
John - YES;
Barbara - YES;
Tom D - YES

After roll call, board goes back into public session at 8:56 pm.

Barbara motions to seal the minutes by RSA: 9-1-A:3, II(d); David 2nds. All, YES; no NOs.

Amanda motions to adjourn the board meeting. Tom D 2nds. Board meeting adjourned 8:57PM.



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Board of Trustees Executive Meeting Minutes

Thursday, November 13, 2019

Multi Purpose Room

After roll call, the board went into Executive Session at 8:35pm. Present were Tom Malone, David Glasier, Lisa Petralia, Jamie Hoff, Amanda Schneck, John Dagianis, Barbara Halevin, Tom Dougherty.

Tom D had discussion with Albert regarding sale of building. Albert has urgency to sell the building . He'd like to proceed with sale of building at 2M firm. Explained excess funds have been exhausted due to remediation of mold in building and trying to determine what residuals are left. He does not want any agents or brokers involved. Our agreement with Kathy expires in January, but has a 3 month buffer if building is sold within 3 months after the end of contract.

Albert has taken building off the market so he will not work with broker going forward. .

If we cannot commit to doing something by end of year/January he will be forced to go through the auction process. Tom asked if our current lease could be called in if that happened; he stated nothing in auction process would change terms of lease. He is however, open to let us change terms of lease if building goes to auction. He's willing to work with us regarding term at same end cost.

Babara suggests that we go back to Albert to let him know we need to nail down the details regarding the possibility of purchase or change of terms of the lease.

Jamie motions to go back to public session. Amanda 2nds.

Roll Call

Tom D - YES;
David - YES;
Lisa - YES;
Jamie - YES;
Amanda - YES;
John - YES;
Barbara - YES;
Tom D - YES

Board ends executive session at 8:57 pm and enters public session.