

MicroSociety Academy Charter School

Meeting Minutes – 2/15/2017

Meeting Commenced: 6:30 p.m.

Attendance: Tom Malone, Cheryl Bean, Dick Gagnon, Jared Locke, John Dagianis, Kathy DeMello, Amy Bottomley, Nauzar Vimadalal

I. MicroSociety Moment

***Motion** to accept all items on the Consent Agenda made by John Dagianis, 2nd by Dick Gagnon and approved.

II. Minutes of January 18, 2017 and Emergency Board Meeting of February 2, 2017- Minutes of January 18th meeting could not be approved as they were incomplete.

***Motion** to table Minutes of 1/18/2017 by Dick Gagnon, 2nd by Cheryl Bean, motion carried.

III. Public & School Community Appearances – None:

IV. School Director's Report (Amy Bottomley)

Amy reported that the school was denied the Science Lab grant based on our financial statement showing a surplus of \$200,000 at the end of the year, which was due to an overpayment. We are applying for the Lowe's Grant for \$5,000 for technology and another small grant for \$5,000 - \$10,000.

V. Treasurer's Report – Sept. 2016-Jan. 2017 (Cheryl Bean)

Regarding July 1st P&L – Bookkeeper updated books so all reports changed and are now corrected.

***Motion** to table Treasurer's reports from July-January by Kathy DeMello, Cheryl Bean 2nd, motion approved

VI. Financial and Audit Committee (Cheryl & Amy)

a. **Approval & Filing:** 990 was corrected. Final copy to be distributed. KLM did not file for extension.

b. **Proposed Budget FY17-18:** Finance numbers must be adjusted to keep staff as is. Staff raises and loan line items are place holders

***Motion** to approve by John Dagianis, 2nd by Dick Gagnon, Motion approved.

Review of 2017-2018 Budget was held with discussion of various line items. Proposal brought forth to charge \$50.00/student computer lab fee. If student cannot afford it there are processes to reduce or waive that student's fee based on lunch and scholarship needs. Also discussed was moving main account from Enterprise Bank to Jeanne D'Arc Credit Union and keeping the Enterprise account to maintain the line of credit.

***Motion** to accept the 2017-2018 Budget made by Dick Gagnon, 2nd by Cheryl Bean. Motion passed.

c. **Liability & Insurance Coverage:** Amy reported we can obtain better coverage than the school currently has if we become part of a Charter School Consortium that if offered by Fred C. Church.

***Motion** to change insurance coverage to Fred C. Church made by Dick Gagnon, 2nd by John Dagianis, motion passed

VII. Old Business

- a. **Facilities Committee Update:** (Dick Gagnon) See Attached report
***Motion** to hire Lauer Architect to assist in solicitation, receipt and review of bid package for new classrooms. 2nd by Cheryl Bean, motion carried.
- b. **Development Committee Update:** (Kathy DeMello)
 1. Kathy reported we are still waiting for the \$5,000 donation from Market Basket
 2. Kathy will call chairperson of the auction committee to introduce herself and ask if the Development Committee can be of service in planning the auction.
 3. Kathy to set up schedule with Jared Locke to visit corporations, explaining the mission of the school and solicit funding.
 4. Tom suggested we revisit having an advisory board. Kathy will develop list and letter.
- c. **Governance Committee Update:** (Tom Malone)
 1. **Board Bylaws Approval:**
Suggestion to add to #2 of the Bylaws: Board of Directors shall not have voting member of their immediate family or family through marriage on the Board at any time.
***Motion** to approve Bylaws as amended above and subject to attorney's review made by John Dagianis and 2nd by Dick Gagnon, motion carried.

Discussion that Board members who have a child in the school should reclude themselves from voting when student fees are involved.

Discussion on whether there should be a 5th member on the Executive Committee in case of a tie vote. There are 4 members. Only one additional Board member needed for a quorum. Therefore the board will remain as is.
 2. **SWOT action plan completion:** Plan needs more descriptives
 3. **Priority new policy work:** – tabled to next meeting
- d. **Human Resources:** (John Dagianis) – no report
- e. **Nominating Committee:** (Tom Malone):
***Motion** to appoint Dr. Jamison Huff to the Board of Directors made by Tom Malone, 2nd by Kathy DeMello, motion carried.

VIII. New Business: None

- XI. Motion to Adjourn – 8:15 –** by Kathy DeMello, 2nd by John Dagianis, motion approve.