



MicroSociety Academy Charter School
591 West Hollis Street, Nashua, NH 03062
603-595-7877 | www.macsnh.org

**Governance/Human Resources
Committee Minutes
January 30, 2020 12:30 PM – 2:00PM**

Members Present: Thomas Malone, Dr. John Dagianis, Barbara Halevi, Don LeBrun, Amy Bottomley
Absent: Lisa Petralia

1. Any New Board nominations?

John D. mentioned one possible nominee who will be contacting Amy for a school tour and possibly submitting a letter of interest in a few weeks. Board members are encouraged to pursue additional candidates for nomination.

2. Finalize Various Staff Contracts Wording

Lisa was absent, but will be pursuing language clarification with our Attorney. Will discuss further at the next meeting.

3. Finalize School Director's contract language

Lisa was absent, but is in the process of pursuing language clarification with Amy. Will discuss further at the next meeting.

4. School Director's Evaluation

Amy is in the process of gathering data: responding to evaluation rubric, soliciting anonymous staff input via Survey Monkey, updating progress on meeting her goals. Will discuss further at the next meeting.

5. New Business: Review of Federal Fiscal Monitoring Report recommendations & develop requested policies

The DOE review team found that the Federal Grants Management Policy that the Board is presently considering, if passed by the Board, are adequate to fully address 7 out of 10 policies that they believe are needed. The Committee discussed the three policies that the review committee thought are still needed to meet requirements.

a. Prohibiting Aiding and Abetting of Sexual Abuse (Employment References and Verification):

The committee reviewed the language thoroughly and made various modifications to a draft that was originally drawn up by another Charter School submitted with changes by Tom for the committee review. It was compared to Federal regulations.

Motion: To approve and recommend to the MACS Board of Directors the drafted policy as amended re: Prohibiting Aiding and Abetting of Sexual Abuse. (Sent via separate email) As the Board considers this policy the committee also urges the Board to take up and pass the Federal Grants Management policy submitted by committee to the Board at the January meeting Made by: Barbara, Second: Don, Action: Passed Unanimously

b. Drug-Free Workplace and Drug-Free Schools:

The committee reviewed the draft of policy re: Drug-Free Workplace and Drug-Free Schools originally drawn up by another Charter School submitted with changes by Tom. This draft was compared to another district's policy and Federal regulations. Committee felt more work needed to be done before recommending to the board.

Motion: To table discussion of this drafted policy re: Drug-Free Workplace and Drug-Free Schools until next meeting. Made by: John, Second: Don, Action: Passed Unanimously

c. Records Retention:

The committee considered the DOE Review teams assessment that the present MACS Records Retention needed further review. A draft of another charter and district schools' policies, as well as Federal regulations were compared and discussed. It appears at first glance the present MACS policy, though adequate for retention of students' records needs to also include reference to records that should be retained as a result of Federal Funds. After discussion, the committee felt more work needed to be done before final recommendation to the board.

Motion: To table discussion of this drafted policy re: Records Retention policy until next meeting. Made by: Tom, Second: Barbara, Action: Passed Unanimously

6. Other Business:

Board Orientation Booklet, Completing Strategic Plan
Insufficient time to take up these matters.

Adjournment: Motion: To adjourn this meeting. Made by: Barbara Second: Tom, Action: Passed Unanimously

Next Meeting: *Thursday, February 13 at 12:30 PM* to discuss: Staff and Director Contract Language, School Director Evaluation and Unfinished requested policies re: Drug-Free Workplace & School, Records Retention