

Board of Trustees Monthly Meeting Minutes
Wednesday, December 13, 2017 6:30-8:30 PM – Micro/Multi-Purpose Room

- I. Convene – Micro Moment
 - A. Meeting convened at 6:35PM
 - B. Present were Tom Malone, Tom Dougherty, Amy Bottomley, John Dagianis, Nazaur Vimadala, Cheryl Bean, Jamie Hoff, Lisa Petralia and Dick Gagnon.
 - C. Amy explained during the Micro Moment that she received a call today from Carolyn King Richmond asking us to host the upcoming international conference to be held during three days in July, 2018. She also told the group that the Marketplace opened this week. It will be open two days per week.
- II. Meeting Minutes from November 8, 2017
 - A. Tom Malone noted that November’s meeting minutes should say “meeting minutes” not “agenda” and motioned to make this change and accept minutes. Jamie seconds. All “YES” no “NO”; motion carried.
- III. Public and School Community Appearances
 - A. Public present were Barbara Halevi and Lynn McGowan
- IV. School Director’s Report
 - A. Donations for Dr. John’s challenge exceeded what was expected. We now have two years of writing software.
 - B. Motion to accept director’s report made and seconded. All “YES” no “NO”; motion carried.
- V. Treasurer’s Report
 - A. New docs sent to board. One document has been reformatted. Per request of BOD, report now shows cash flow. The PL budget to actual is available if requested. Board discussed if we wanted PL budget to actual report on a regular basis. Determined that this report should be available to finance committee on a monthly basis. Board would only receive this report three times per year.
 - B. John asked why business expenses were different December and May/June. Amy explained that the numbers increased then because of taxes.
 - C. Jamie motions to accept the Treasurer’s report. John seconds. All “YES” no “NO”; motion carried.
- VI. Old Business
 - A. Finance Committee
 - i. Finance Committee brought to board, the request to spend \$21,000 to finish the art/music room over December break. They recommend using Bob Hughes who has done work at MACS previously. Cheryl motioned for board to approve the \$21K. Tom Dougherty seconds. All “YES” no “NO”; motion carried.
 - ii. Finance Committee brought to board, the request to spend \$180.00 per month for storage costs. Jamie moves to allow \$2000.00 to be spent on storage – this is enough for 10 months of storage plus site prep. Tom Malone seconds. All

“YES” no “NO”; motion carried. Jamie notes that our plow contractor must be notified of new storage area.

B. Facilities committee

- i. Dick noted those carpenter ants are now under control. School will now receive monthly treatments.
- ii. Nazaur volunteered to research cost of guardrail. He will report back.

C. Development and Marketing Committee Update

- i. Board skills map was sent to all trustees. Very helpful in interviewing parents for board positions.
- ii. Jamie reported that we have a revenue source in place with Boston Billiards. Paperwork is in. We have February 3-11.
- iii. Our community partnership materials are in final development – 100 initial folders have been ordered. Thank you to Tom Dougherty.
- iv. We will be going out to bid on sign for the street. Finance committee asking to put on hold. To date we’ve saved \$4000.00 because of engineering work that had been previously done. Attorney Prunier needs to go to city for variance approval for sign. We will need between \$500.00-\$1000.00 to prepare for variance fees, notification to abutters, etc. Tom recommends that we proceed with variance which will be good for one year. Tom motions that money needed up to \$1000.00 to proceed with variance be approved. Dick Gagnon seconds. All “YES” no “NO”; motion passed.
- v. Nashua PD says they will increase patrol to help with ongoing traffic issues.
- vi. Jamie asked for additional referrals for new trustees who can help fill in gaps found in board self-evaluation
- vii. Tax credit workshop to be held in January. Amy, Jamie and Lisa say they would like to attend. More info to be shared when available.
- viii. Tom Dougherty motion that up to \$1200.00 be approved for marketing for January open house. This is a rough estimate to do first run of material to distribute to prospective parents. Dick seconds. All “YES” no “NO”; motion carries.

D. Governance Committee

- i. Governance committee in their meeting discussed state funding of full-day Kindergarten this coming year and into the future. It also discussed the difficult decision which would need to be made if we went forward with at Grade 1 lottery. Due to State not fully funding full-day Kindergarten in 2018-19 they recommended to the Board that for 2018-19 school year MACS enrollment contract to having one half-day Kindergarten enrolling 18 students with a tuitioned enrichment program offered as an option to interested families. In order to not disappoint any present Kindergarten families if we implemented the planned grade 1 lottery for entrance in 2018-19. The Committee will recommend to the board that MACS accept all interested presently enrolled K students, thus creating two grade 1 classes in 2018-19. It is also understood if this motion is passed this “bubble” of two classes of students will be carried

forward and accommodated by the Board in successive years. Additionally, MACS will look forward to adding one full-day Kindergarten in 2019-20 IF fully state reimbursed. The above recommendations will be at a minimum revenue neutral and also give MACS the possibility of enrolling two more grade 1 students to bring class enrollments up to 20 each. Tom Malone makes a motion to accept these recommendations. Tom Dougherty seconds. All "YES" no "NO"; motion carries.

- ii. January annual board meeting to start at 6:30 with specified time limits or should we hold over two nights? Board determined one night for one hour. The agenda will be:
 - 1. Determining officers
 - 2. Welcoming of new board members
 - 3. Reviewing board responsibilities and expectations.

E. Ad Hoc /nominating Committee

- i. Parents needed to fill two board seats that were recommended from the PTO were interviewed by the nominating committee. Their nominated Nazur Vimadalal to a 3 year committee rep seat beginning January 1. Dick make the motion. Tom D seconds. All "YES no "NO"; motion carries.
- ii. Lauren G withdrew her nomination.
- iii. Nominating committee recommends to BOD the following who help fill needs based upon BOD needs assessment – Barbara Halevi and Amanda Schneck. Tom M makes motion to accept these new members. Jamie seconds. All "YES" no "NO"; motion carries.
- iv. Jamie requests board to thank Lauren G for her two years of service to the board as an officer.

- iX. Amy motions to end meeting. Lisa seconds. All "YES" no "NO"; motion carried. Meeting adjourned at 8:25pm.