

**Thomas MacLaren State Charter School  
Board of Directors Meeting  
November 14, 2020  
Minutes**

***APPROVED***

*The meeting took place online via Zoom videoconference.*

- I. **Call to Order:** Mrs. Nussbaum called the meeting to order at 9:02 a.m.
  - A. **Roll Call:** Present: Mrs. Melissa Nussbaum, Mrs. Hannah Parsons, Ms. Diane Borre, Mr. Paul von Boeck, Mr. Tim Fuller, Mrs. Meredith Sherman, Mrs. Kristine Prickett Vadala and Mrs. Dawn Conley. Also present were Mrs. Mary Faith Hall, Executive Director, Mr. Ben LaBadie, Head of Upper School, Mr. Nico Alvarado, Head of Lower School, Mrs. Lori Richardson, Director of Finance, Mrs. Kari Coleman, Director of Operations, and Mr. Eric Hall, Founder.
  - B. **Public Comment:** None
  - C. **Approval of Agenda:** Ms. Borre motioned, Mrs. Sherman seconded. Unanimous approval of the agenda.
  - D. **Approval of Minutes:** Mrs. Conley motioned. Mrs. Sherman seconded. Unanimous approval of the October meeting minutes.
  
- II. **Policy Review and Accountability**
  - A. **Approve Revised *Employee Handbook*:** Mrs. Hall explained that we have changed our non-exempt pay calendar to a 12-month cycle, there are changes in the health insurance package pricing, and there are changes in the language under the PTO section, taking into account the state's new sick leave policies in response to COVID.  
  
*MOTION:* To approve Revised Employee Handbook as presented.  
Ms. Borre motioned, second by Mr. Fuller. Unanimous approval.
  
  - B. **Approve Revised *Financial Controls*:** Mrs. Hall explained that after the annual audit, we review our Financial Controls and it's a chance for the Board to read them through. This year there were no specific recommendations from the auditors. However, we noticed that our Financial Controls document kept getting longer and we realized that it was turning into a procedural manual instead of a policy manual. The revision of these Financial Controls then is removing the procedural part and putting that into its own procedural manual and keeping the Financial Controls document a high-level policy document.  
  
*MOTION:* To approve Revised Financial Controls as presented.  
Mrs. Vadala motioned, second by Mrs. Conley. Unanimous approval.
  
  - C. **Approve *Concurrent Enrollment Policy*:** Mrs. Hall reminded the Board that they already approved the Concurrent Enrollment waiver. But since the waiver was approved by the State Board, we now need an official policy to be approved by our Board. Mrs. Hall noted the most important parts of the policy and explained them briefly to the Board.  
  
*MOTION:* To approve the Concurrent Enrollment Policy as presented.  
Mrs. Conley motioned, second by Mrs. Vadala. Unanimous approval.

**III. Status Reports**

**A. Executive Director:** Mrs. Hall noted the most exciting thing from the past month was that we were able to squeeze in a live concert by the MacLaren String Quartet before things were shut down again. So wonderful to hear live music! We will cover trends in the Board Retreat, so we won't spend time on that now.

**B. Dashboard:** Mrs. Hall reiterated that there will be a much deeper look at trends found in this Dashboard at the Board Retreat.

**C. Finance Committee**

**a. October Financial Statements:** Ms. Borre stated that everything is on track as it should be. We are waiting (and expecting to hear) that the Payroll Protection Plan (PPP) loan will be forgiven. There will be a more in-depth presentation on the budget during the Board Retreat.

**IV. Announcements**

**A. No Board Meeting in December**

**B. Next Board Meeting: Thursday, January 28, 4:00 p.m.**

**V. Adjournment**

**A. Motion to Adjourn:** Mrs. Sherman motioned, second by Ms. Borre. Adjourned at 9:15 a.m.

Respectfully submitted by:

---

Katherine A. Brophy, Minutes Recorder

---

Date