

MC2 Board Meeting  
September 17, 2012

Location: Boys and Girls Club of Manchester

Present: Kim Carter, MC2 CEO; Steve Coughlan, Darlene Simmons, Jayna Hooper, and Honore Murenzi, 2 parents.

Call to order 10:07 am

J. Hooper motioned, D. Simmons seconded to approve the agenda and the minutes of 8/13/12. Approved unanimously.

#### Staffing Update.

Currently have 4 teachers and one team liaison. Enrollment is at 63 students with applications still coming in. CEO is evaluating staffing levels and looking at budget with Business Administrator. CEO would like to hire 2 more teachers, currently evaluating an ESL certified teacher and a Math teacher. CEO has discretion to hire.

S. Coughlan raised discussion regarding reimbursement for CEO's time. QED is evaluating how to charge and what MC2 can afford. QED is generating invoice for CEO's time based on agreed upon rate of \$30 per hour. For May, June, July, August there have been almost 600 hours, for a total amount of approximately \$18,000. The board feels this is sustainable and affordable to MC2. Steve clarified relationship of QED for the 2 members of public.

While CEO is doing work for MC2, QED is not generating revenue. Therefore, the CEO is working to build capacity in-house so she can then spend more time with QED.

Additional supports have been added with an additional consultant, Elizabeth, working about 30 hrs per week to provide support to the teacher team. There are also some volunteer graduates from MC2 available to help student to create a culture that is important to the success of MC2.

#### The Board had an opportunity to hear from students of MC2.

11 students and Teacher Leader Segun Olorunfemi came into the meeting.

Segun began letting us know that students are here to meet the board and to ask some questions and relay some of their experiences over the last two weeks. There was positive feedback as well as constructive comments about the learning environment at MC2. Students who spoke were overwhelmingly happy with the MC2 learning environment where they have an opportunity to learn and be successful. However they did acknowledge that there are some students that were disruptive. Students wanted assurance that there are action plans to deal with disruptive behaviors and students who were prohibiting them from learning.

S. Coughlan responded that MC2 is committed to building a learning environment that develops respect of students and staff as well as responsible citizens. K. Carter, CEO, reviewed the established due process titled "PBC's - Poor Behavior Choices. There are lots of challenges for all students; all are teenagers, and emotions are handled differently. MC2 takes immediate action with behavior issues and to date, 3 students have left with due process, and some are on behavior plans. Behavior plans are not published due to privacy laws. For less severe poor choices, public apologies are made. Enrollment has been stopped at this time so that the MC2 community can

be stabilized. When new students come in, the current students will be asked to help the new students adjust to the new community. During the 2nd quarter a new student governance structure will be created, that will include an appeals and recommendations board that includes students and parents. There will also be peer mediation and conflict resolution.

Students asked how students will be assigned to the governance council. Students will be elected initially, then students will be allowed to vote if they attend at least 3 meetings. At the original MC2 school, all governance structures were developed by students and staff.

Board and staff thanked students for sharing their experiences. Kim loves seeing the passion for learning that students are talking about, especially since we are only on day twelve. The goals are the same for everyone, graduation and ready for life. Kim will work to make sure orientation is there for every student when they enter MC2.

Gary Frost, Executive Director, Boys and Girls Club, Manchester NH came in to meet the board. The board thanked Gary for all their support.

#### Newport school board meeting.

J. Hooper reviewed the discussion at the Newport Board meeting on September 13, 2012. In attendance were Jayna Hooper, Darlene Ayotte, Biddy Irwin, CEO Kim Carter, and Steve Coughlan. They met with board for approximately 45 minutes. J. Hooper summarized the meeting and was pleased that board is interested in pursuing a charter school further. It is a small community, quite discriminatory with regard to current schools and there is a Montessori school in the area. The board seemed to want to continue discussions. People in audience were focused on funding and adequacy money and were concerned how charter funding may affect their school district, rather than seeing how a charter school could help students. The board did agree to continue talks with MC2.

#### Action Items:

Charlie Windhausen, Business Manager, needs a title change to work with the IRS. Motion to add to his title Chief Accounting Officer. Moved by D. Simmons, seconded by H. Murenzi. Motion approved unanimously.

Motion to approve Wellness policy to provide guidance on healthy selections and wellness behaviors. Moved by H. Murenzi, seconded by J. Hooper. Motion approved unanimously. Will have wellness committee to include staff, parents, and board.

#### CEO Update.

Kim provided an overview of the diversity at the school showing similar statistics with local school districts, thus serving all students who need a different education. Ages span from 12 to 17 years old; 10 students from 11th grade who add leadership skills and maturity to the MC2 community.

#### Facility update.

Kim provided an update regarding our current facility, along with word that the realtor is “closing in on closing” for a more permanent location. Kim presented at Manchester Planning Board meeting.

Sept financial report discussed.

J. Hooper asked if we have received the state funding of \$5,450. Kim reviewed that request was submitted for September 4th based on enrollment of 54 students, and is then submitted quarterly. We do not receive additional funds for ESL until next fall.

Admissions policy.

Kim reviewed need to have an admissions policy in place as well as an outline for due process when asking students to leave. There are considerations for special education and the parameters where we can provide appropriate services.

MC2 is able to accept students that have been expelled from other districts and can decide that on a case by case basis. D. Simmons agreed to do research and draft a policy for admissions.

Evaluation policies for CEO, Board and Staff.

CEO evaluates staff per job description. The Board agrees that we need processes in place for evaluations for both the CEO and the Board. J. Hooper feels evaluations should happen twice a year. The Highbar site had a sample one page evaluation for board. S. Coughlan likes the 360 model view as a basis to develop an evaluation model for the CEO. This includes a short series of questions for board, staff and students and perhaps parents. S. Coughlan will draft the plan for review and discussion for next meeting for Board and CEO.

Budget.

The Board reviewed the financial statements and FY13 budget.

Meeting adjourned at noon. Moved by D. Simmons, seconded by J. Hooper. Motion approved unanimously.

Respectfully submitted

Darlene Simmons, Vice-Chair MC2