



Meeting Minutes

January 5, 2015 10 am – Noon
 MC2, 60 Rogers St, Unit 203 Manchester, NH 03104

Attendees

Trustees in attendance at MC²: Steve Coughlan, CJ Hebert, Jim DeStefano; Sarah Browning; Darlene Simmons
 Trustees in attendance by phone: Elizabeth Cardine
 Administration: Kim Carter, Ed Marceau
 Apologies: Susan Dreyer-Leon
 Guest: Adam Johnston

Agenda

Topics	Discussion	Decision
Call to Order	Mr. Coughlan called the meeting to order at 10:03 am	
Agenda Review	Move marketing plan presentation to allow speaker to arrive.	
Public Comment	None.	
Student Time	None.	
Approval of Minutes	10/29/14 minutes reviewed and discussed. 11/14/14 minutes Business Meeting and Retreat. Discussion of additional minutes for remainder of retreat. Suggestion that we spend additional time to really focus on strategic items – retreat was very productive and more work sessions will help. 12/1/14 minutes reviewed and discussed.	Motion J. DeStefano to approve Minutes from October 29, 2014. Second CJ. Hebert second. 4 in Favor, 2 abstentions. Motion J. DeStefano to approve Minutes from November 14, 2014. Second CJ. Hebert second. 4 in Favor, 2 abstentions. Motion J. DeStefano to approve Minutes from December 1, 2014. Second CJ. Hebert second. 4 in Favor, 2 abstentions.
By-Laws Amendment	Voted to 11/14/14 to accept Kim’s resignation as of 12/31/14 CEO and nominate her for Board. Discussion of authority to have the board chair as the acting CEO. Currently the by-laws state that the CEO shall be an ex-officio member of the Board of Trustees but shall not vote. By-laws proposed to change back to have the bylaws indicate that the CEO is a member of the board. Our charter is designed such that our director is a member of the board, so charter supports this change to the by-laws. There is nothing in the charter that states that the CEO cannot be chair. Steve is resigning as board chair effective immediately. Board accepts resignation with regret and sincere appreciation of all efforts. Vice Chair asked for nomination of Kim Carter for board chair. Darlene resigning as vice chair. Nominates Steve for Vice-Chair and will remain as Treasurer. Officers: Kim Chair; Steve Vice-Chair, Treasurer, Darlene Secretary.	Motion J. DeStephano to accept Kim’s resignation as CEO effective 12/31/14 and to change by-laws to allow the CEO to be a member of the board. D. Simmons second to change bylaws for Article 3 effective immediately. All in Favor. Motion by S. Coughlan to nominate Kim Carter as Board Chair; J. DeStefano second. All in favor.

	<p>S Coughlan makes motion to appoint Kim as Acting CEO. Discussion of concerns for time commitments of board chair.</p>	<p>D. Simmons nominates S. Coughlan as vice-chair of board; S. Browning second. All in favor. 1 abstention.</p> <p>S Coughlan motion to appoint Kim Carter as Acting CEO; D Simmons second. All in favor. 1 abstention.</p>
<p>School Leader Report</p>	<p>Eddie reported that we are down to 57 enrolled students with 4 in application phase. Winter quarter is a hybrid of summer quarter and fall quarter – combination of independent learning and learning studios. Looking for most beneficial combination for student success. Internships at SEE Science center, Brutus Auto, Beech Street School and others.</p> <p>Governance Council is now a part of everyday life at MC2. The council is centered intentionality around instructional practice and internship opportunities. There are more students going into Phase 3 and staff is working to establish more options for students to continue their education. Staff is working to establish clear relationships with SNHU and Manchester Community College to provide more information and options to students.</p> <p>There have been ongoing communications with a community partner that is supportive of creating outdoor opportunities for our students. The intention for outdoor retreats is to increase student success at MC2. Currently evaluating 2 sites.</p> <p>RENEW Grant received so working to put that in place.</p> <p>Discussion of students who have left and how MC2 is making an impact on students even when they leave. A couple of students left due to lack of attendance; some kids have sent us communications since leaving including their reflections that they recognize the impact of MC2 on making them a better person and how important it was that they were part of a community at MC2. MC2 builds relationships with kids and values the success of all students even those who leave.</p> <p>Discussion of how to track students who leave and their success and how that is still part of our mission. It is also an impact on the financial sustainability of the charter school even though they may return to traditional public school and be successful.</p> <p>Discussion of the orientation process and how to keep maintain enrollment. Some referrals are from JPPOs who have better understanding of the MC2 model and word of mouth from other students. Plan to begin targeting guidance counselors for future information meetings; other charter schools including Polaris and middle schools. Also looking at over age under credited plan and how to find success – evaluating other models to help accelerate progress without sacrificing intentional learning. Identifying high leverage pieces to assist staff with professional development to help with implementation of model with current population.</p>	
<p>Monadnock Campus Report</p>	<p>Elizabeth reported on MC2 Monadnock. Continue to have students and families contact Elizabeth – currently have 16 viable candidates. Also have a few students who are a bit younger. Evaluated marketing plan and advertising for recruitment purposes – looking at ways to attract people to a new school rather than one that had existed. Looking at hosting a parent information night. Looking at grant opportunities as well. Evaluating local support for fundraising and public relations. Working with</p>	

	colleges to create a true learning cooperative along with Surry Village Charter and MC2 Monadnock to get to a sustainable model including teaching. Continue to look at facilities in the Keene area. Discussion of timeline to have facility and staff in place by June 2015. Beginning recruitment process for School Leader, staff and students. Discussion of how it would be for students out of state since close proximity to the border. Kim will work with Elizabeth on language for ads as well as border students re: tuition for out of state students. Can also discuss with other charter schools that receive students from out of state.	
Presentation	Introduction of Skip Spoerke from SNHU. They earned 100% on project as grade. Skip and Chris put together this Marketing plan. Would like to build a foundation for school to succeed in the future. Skip reviewed the marketing plan they put together for MC2. Board discussed committees to enhance recruitment and retention strategies and promote the school in the local business community and with parents. Continue to focus on social media to promote events and community partnerships.	
Acting CEO Report	Discussion of balance and shift of responsibilities and staffing items for future work session. Kim discussed her improvement goals for 2015 including marketing, revenue and development of capacity for increasing funds. MC2 was not selected for NexGen grant; will have additional conversations to determine future options. Staffing changes, this past fall MC2 cut 4 staff positions, all of whom were integral to the MC2 community. Prioritizing staffing as enrollment increases. Hired a receptionist position through on the job training, which will provide 50% reimbursement of the position.	
Financial Report	Submitted DOE25 in October, board signatures during meeting for cover letter of DOE25. Still owe money to QED for salary for CEO position in the amount of \$43,000. Looking to have 2 board members meet with MC2 Board to negotiate payment in some fashion of outstanding bill. Sarah will meet with the board members from QED. Review and discussion of financial reports for November 2014.	
	Discussion to hold off on Mentor Recognition dinner until end of March to include current year mentors and community partners.	
Policies	1 st reading of the conflict resolution policy. It includes a review, appeals and recommendations committee, which is distinct from boards role. 2 nd reading at next board meeting.	
	Nomination of new board member, Adam Johnston. Discussion of having new board members attend multiple meetings prior to joining board to allow comfort level with org and other board members.	
	Reminder of meetings scheduled. Meeting adjourned at 12:10 p.m	S. Coughlan motion: to adjourn; D. Simmons seconded. All Approved.
	Minutes recorded by D. Simmons	

Upcoming board meetings:

January 26 – Work Session – to include committee reports and whether we go to a single committee; and include discussion of marketing committee; governance; information sessions

February 2 – Business Meeting

February 16 – Work Session