



Making Community Connections Charter School Board Meeting Minutes

**January 16, 2016, MC2,
149 Emerald St., #UP-3 Keene, NH**

Attendees

Trustees in attendance at MC2: Jodi Adams, Steve Coughlan, Marcea Gustafson, Susan Dreyer Leon

Trustees in attendance by phone: Adam Johnston

Administration: Kim Carter, Chris O'Reilly, Conor Sands (by phone)

Apologies:

Guests: John Griffin (by phone) , Elizabeth Cardine (by phone), Cheryl Smith, Mary deGozzaldi, Jonathan Klassen

Agenda

Topic	Discussion	Action Items
Call to Order	The meeting was called to order at 6:07pm	
Approval of Agenda	The agenda was approved	
Public Time	There was no one present for public time. Two Monadnock parents are present to observe the board process and share their perspective.	
Student Time	No students were present	
Approval of Minutes	Steve Coughlan moved to approve the Nov. 21, 2016 minutes. Marcea seconded. Steve Coughlan moved to approve the Dec. 19 th minutes. Marcea seconded.	Unanimously Approved as amended via roll call vote. Unanimously Approved as amended via roll call vote.
Board Resignation	Steve Coughlan moved to accept Sarah Browning's resignation and Adam seconded.	Unanimously Approved via roll call vote.
School Leader and CEO	MC² Manchester Update	



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<p>Reports</p>	<p>Enrollment – As of 1/13/2017 we currently have 84 students enrolled, with 3 students in application process and 3 likely to be withdrawn for attendance reasons.</p> <p>47.6% free and reduced; 29% special education 11% 504s</p> <p>Staffing: Several new staff began on January 3, 2017, and participated in 2 days of new staff orientation and 2 days of planning and preparation. Our space is well used at this point: with increased Math and Literacy Specialist services and Special Education services, every room is in use at pretty much all times.</p> <p>Kim met with each staff member to set professional targets for this quarter. She is continuing to conduct phone interviews and will be scheduling applicant visits, to keep the pool of candidates active.</p> <p>College Acceptance We have one student accepted to 4 college and lots of scholarship opportunities.</p> <p>There were no questions.</p> <p>MONADNOCK UPDATE <u>Students and Families</u> – The recently formed Parent Group met on Wednesday evening (1/11) to discuss a range of topics including recent activity within both the Fundraising and Wellness committees. Joan Foucher, parent of a current student and a recent graduate (Sarah Foucher) came to speak about her experience as an MC2 parent. There were 12 parents present at his meeting.</p> <p>Sarah continues to host family visits, tours, and informational sessions on a weekly basis. Enrollment is at 85 and we have several other students interested in enrolling this quarter as well. The list of students interested in attending next school year continues to grow and the</p>	
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	<p>probability of holding a lottery for open seats is high.</p> <p><u>Staff</u> – We had a new staff member join our team this quarter. Landis Brown is our newest instructor/advisor. His area of expertise is in English Language Arts, but he also has experience as a job coach and was previously in a leadership position at The Meeting School. We are also interviewing for other instructor/advisor positions that will be open later in the school year.</p> <p><u>Committees</u> – The Site Council met on January 4th as did the Fundraising Committee. The newest parent participants in our Site Council meetings have formed the new parent group, and the Wellness committee. The Wellness committee has had two meetings and began their work by looking at current Board policy JLCF MC2 Wellness Policy and what we are currently offering in our school for wellness opportunities.</p> <p>The Fundraising committee is beginning to work on a specific fund drive to help us find and buy a van for transporting students to and from internships.</p> <p>Additional details available in the attached Site Report (attached).</p> <p>Chris added the Mentor Dinner, if we’re going to use KSC facility on May 25th.</p> <p>Discussion: we had a discussion about the value of the Habits Heat Map in college admissions discussions with reports from both campuses on positive feedback from college admissions counselors. We also got good feedback on the one-sheet we’re giving out to college from an admissions counselor from Clark and we’re planning some revisions with greater details.</p> <p>There were no additional questions.</p>	
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	<p>CEO Update January 16, 2017</p> <p>National Collaborative for Digital Equity – Reminder of invitation to February 3rd NH Summit. Attendees need to register advance.</p> <p>Barr Foundation RFP – Off-Track Students – Kim met with Ginny Mahan, MSD grant writer to discuss possible collaboration on a grant to plan for and implement a full time education program for “off-track” students (defined as 1.5 years or more behind in progress toward graduation).</p> <p>Manchester Facilities – We have received two initial proposals, one from the Union Leader and one from Colliers for Sundial Place, to be considered for new facilities. Dawna is preparing a set of budget parameters to be used in considering future facility costs.</p> <p>Ashoka Changemaker Summit – Chris will accompany Kim to the Ashoka Changemaker Summit in Albuquerque , New Mexico, February 14 – 19.</p> <p>Education Reimagined – Pioneer Lab Challenge, Atlanta “Being able to meet these other educators really helped me affirm my beliefs and helped me realize that I am truly ready for a shift in the way that education is implemented in our nation.”</p> <p>“They [Education Reimagined] have been raving about the work we do at MC² and there are many other schools that would like to come see what we do. I found that to be exciting.”</p> <p>Discussion We had some further discussion about space in Manchester and the possibility that once our renewal process is approved this spring, MC2 would be eligible to take a mortgage.</p> <p>We also talked about staff and student positive feelings about attending the Education Reimagined and Change-maker conferences. There is high interest in visiting MC2.</p>	
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	<p>We are also working on our Civil Rights report which is due in February.</p> <p>There were no additional questions</p>	
Financial Report	<p>The Board Reviewed the Financial Report.</p> <p>We should know by mid-February if we'll need the Bridge loan.</p> <p>We are expecting the audit to be completed very shortly. It's looking good and will need board approval when finished.</p> <p>Kim shared two reports with board on high school completion and continuing enrollment data.</p>	
Old Business	No old Business	
New Business	No new Business	
Policies	<p>Policy AC Non-Discrimination Policy Amendment from the USDA. Steve moved that the board accept the amendment to Policy AC. Marcea seconded.</p> <p>We discussed changes to our Food Service Management Policy. We are close to having a finished draft for board approval.</p> <p>Remaining to be complete is an update to the Wellness Policy and we do have a committing also working on this on Mondanock campus and Kim shared some information with them and we can begin working on the needed sections, in particular measurable goals.</p>	Unanimously Approved as amended via roll call vote.
Committees	<p>Academic excellence Nothing new to report.</p> <p>Development Met the week of Jan. 9th and is working on getting the Salesforce database up and running and the goal</p>	



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	<p>is to get a fundraising letter out by the end of the month. We identified an issue of not being able to track recurring donations either through Paypal or direct payments from bank draft and Jodi, Kim and Chris will follow up on this. We also identified that we're working on getting our donations through "Click and Pledge" rather than Paypal, which is too expensive. We also identified that its desirable to name specific goals for fundraising dollars (like a van for Monadnock, etc.).</p> <p>Governance The committee met on January 5th and talked about policies and, in particular, the policy for adding new Trustees. We currently have an informal policy that anyone who wants to nominate a Trustee would bring that person to the Governance Committee who would vet the nominee. Additionally the nominee would attend a combination of board and/or committee meetings. Question from the committee to the board are: Do we want to make changes to the process? Do we want to keep it as an informal process or make it a policy?</p> <p>We agree that we want to make this a formal policy and Steve agreed that he would draft the policy.</p> <p>Finance See above in the Budget Report</p>	
	The meeting was adjourned at 8:04	