



**Meeting Minutes**

April 7, 2014 10:00 AM – 12:00 PM  
 MC2, 60 Rogers St, Manchester, NH 03104

**Attendees**

Trustees in attendance at MC<sup>2</sup>: Steve Coughlan, Jim DeStefano, CJ Hebert, Darlene Simmons, Biddy Irwin

Trustees in attendance by phone:

Administration: Kim Carter, Ed Marceau, Jay Mattea, Elizabeth Cardine

Apologies: Susan Dreyer-Leon (family business)

Guest: Marcea Gustafson, Sarah Browning

**Agenda**

Topics	Discussion	Decision
Call to Order	Mr. Coughlan called the meeting to order at 10:07 AM	
Agenda Review	There were no additions to the agenda. Student time moved up in agenda.	
Public Comment	None	
Student Time	<p>2 students available to talk about Gettysburg Trek. Learned about the battlefields and Col. Cross and soldiers who died. Visited a museum; documentary about civil war.</p> <p>During the school break, Title I eligible students had 3 days to come in and work with teachers – designed a school newspaper for MC2.</p> <p>Zack went to the Student Voice Symposium, which was a student-led conference. Students discussed advantages and disadvantages of their schools through group discussions. MC2 students said they learned that our school is doing it right; students from other schools discussed some disadvantages about lack of self-motivation; not enough rules and making the learning fun. Brendan felt the governance at MC2 encourages students to collaborate on rules and work with teachers to create rules. Students were surprised that MC2 was so far ahead of others. Most other charter schools at the conference are alternative schools vs. charter schools.</p> <p>Brendan attended the High School Redesign conference – mostly teacher seminars but one seminar on student leadership reviewed a tiered rule system - follow and behave, restrictions less and less severe, yet if students disobeyed there were more restrictions. Presented to schools like ours.</p>	
Approval of Minutes	The Board discussed and reviewed the minutes for the Board meeting on 3/10/14. Spelling corrections were noted and made to the draft minutes.	Motion: D Simmons to approve 3/10/14 minutes; Second Jim DeStefano. Approved with one abstention.
School Leader	Eddie presented the School Leader's report, including	

<p>Report</p>	<p>demographics and attendance updates.</p> <p>YMCA continues to go well, staff and students are looking for other ways to increase physical activity.</p> <p>Professional Development week went very well; had streamlined discussions on race and diversity and building capacity for behavior management. Eddie and Jay attended the Manchester Chamber of Commerce event.</p> <p>Cleaning the building continues to be an issue and staff is now looking to hire a part-time person for cleaning.</p> <p>Title I (app just approved - \$19.5K; based on Oct enrollment)– for disadvantaged students to help accelerate their progress and assist with gaps in learning. Reviewed specifically around Math and English. Staff assisted students to address English learning by creating a school newspaper. For Math, students evaluated food and nutrition. We use computer adapted testing, which provides great instructional level data. 76% of our students came to us below avg in performance in Mathematics.</p> <p>Grants/ Fundraising – Using Razoo going forward to raise money for all treks.</p> <p>Eddie and Kim will evaluate and determine if board involvement needed for decisions relating to re-admission of students who have left and want to return. Board to setup a work session to review enrollment/admission process.</p> <p>Discussion of recruitment/admission marketing strategy. JPPO’s refer students. Kim discussed MC2 prime – when new HS option opens, students who haven’t been served well and kids who teachers find most difficult are often the most referred. As you build culture it can take time to change that norm. Learning different way of being educated, voice matters, lots of skill building. By year 4 students matured and became main vehicle for helping recruit new students. Greatest challenge is protecting against/mindful of external perception of being for “challenged kids”. Marketing and reputation will be part of board work session. Discussion of pathways for charter schools. Need to change external idea of what these “our kids” are capable of. Every child can learn.</p> <p>Discussion on security for school and discussion of culture, voice and agency. Locked doors keep kids from exiting without alarm. At same time, all visitors have to enter through reception area and check in. Also have camera system that provides information and verification of incidents – this has moved us forward in development in culture.</p>	
<p>CEO Report</p>	<p>Kim discussed QEDs role and the intention of having more visitors to view the school. April 30<sup>th</sup> – KnowledgeWorks bringing administrative team. Rob Tenney will attend, would like parents of grads, Commissioner, and others to provide a diverse perspective. Gather evidence to push policy initiative forward. Dinner the night before. 9-Noon on April 30th.</p>	

	<p>Meeting scheduled with Dr. Livingston for April 21st. Kim is continuing to work with Fred Bramante's group.</p> <p>Professional Development – 8 days; 6 all together; 2 in other places. RENEW facilitator. Every staff member had to do an exhibition – same rubric. Students sit in and assess. This helps with to build culture in our school community.</p> <p>Grants – We are looking at an entrepreneurship grant. Kathy Cook and Kate Baker were excited about the entrepreneurship group's visit to More Than Words bookstore, noted that nothing similar in Manchester; SCORE (S. Coughlan) will help with proposal for grant. Karen Burkush sent lead on Youth Leadership Academy and we are recruiting students to participate in that. Works with Office of Youth Services and the Mayors office.</p> <p>Arts grant starts in May with drumming and batik in partnership with YMCA. Performance in summer.</p> <p>Artist in residence – grant has been submitted.</p> <p>Grant for school visits – focusing on accelerating the momentum of the culture.</p> <p>Alaska, collaborating with Guiding Influence. Getting out of Manchester to expand what kids think is possible.</p>	
Financial Report	<p>Fitout expenses - \$52,130.48. Paid \$25K – balance due \$27,130.48. We are still in discussion over balance because of lack of specificity of invoice and expenses. Met with landlord again to discuss. It is clear he cannot provide itemized invoice even though contract required it; because he didn't think we'd need detail. Steve proposed that we make payment of \$5,000 now in good faith and to build relationship with landlord. Steve will talk with Landlord again.</p> <p>QED Balance - statement of three past due invoices through 12/2013, which does not include Kim's time from 1/1 – 3/31. All other school coaching from January to March is paid monthly. Proposal to pay QED another \$10K. Continue to have significant input from QED. What is strategic plan going forward for working with QED and services going forward. Concerned with impact to QED. Rates are agreed with QED \$30/hour; \$240/day. QED is impacted but QED is seeing benefit from exposure of visits to the school. QED board discussed this and will continue to discuss.</p>	<p>Motion: B. Irwin to approve payment of \$5,000 to landlord; Second CJ Hebert. Unanimous approval.</p> <p>Motion: J. DeStefano to approve payment of \$10,000 to QED; Second B. Irwin. Unanimous approval.</p>
MC2 Monadnock Campus Advisory Committee	<p>Visit from Monadnock group will be rescheduled. Met with Matora Fiory/Surry Village Charter School with hopes of developing partnership with them. Exploring possibilities to share services/economy of scale; SPED; IT, etc. Looking at Keene Middle School property – potential lineup of k-8 campus.</p> <p>Developing business plan to include marketing research,</p>	

	school proposal and management.	
Board Discussion	<p>a. Proposal to meet the needs of Over-aged/Under-credited Students – needs quick action – Eddie to pass out info. May include this in work session. We continue to get calls from over-aged/under-credited. Eddie would like to develop program to serve this constituent. Don't want to lose our mission but this may be different. Would like feedback from board. Looking for way for students to accelerate their progress without losing school's mission. Board will review and provide comments.</p> <p>b. High School Redesign Conference Summary Jim provided feedback from his attendance. He feels we are the rock star among charter schools. Biddy suggested press release.</p> <p>c. New England Secondary Schools Consortium Gates Next Generation Grant – large grant we may be able to be part of. Need to send letter by May 16th.</p> <p>d. Received Gates Learning Grant to develop personalization in schools. Some to start in 2015 and some in 2016. School coach to work with school and take lead on implementation of grant. Involves attending networking meetings for school leader and possibly one other staff. Some paperwork. Currently what we are doing now and will provide additional resources. CEO would like to develop portal and learner profile system. Get money and a school coach if in first cohort.</p> <p>e. Board discussed Insurance renewal, Property, Liability, Workers' Compensation, and Unemployment Compensation coverages. CEO to renew insurance.</p>	<p>Motion: D. Simmons to authorize board chair to sign letter of intent to be part of Next Generation Grant; Second B. Irwin. Unanimous approval.</p>
Actions	<p>10,000 Mentor Agreement – Board should review and determine if we should be part of this. There is no financial impact. Just sign on to say we agree to make it accessible to every student (what we already do) – mirror of our current mission.</p>	<p>Motion: B. Irwing to sign on to 10,000 Mentor Agreement; Second: J. DeStefano. Unanimous approval.</p>
Adjournment	<p>Steve will send out scheduling dates for work session. Meeting adjourned at 12:00 PM</p>	<p>Motion: D. Simmons to adjourn at 12:00 PM. Second: J. DeStefano. Unanimous approval.</p>
	Minutes recorded by Darlene Simmons	