



Making Community Connections Charter School Board Meeting Minutes

November 21, 2016 6 pm – 8 pm
MC2, 149 Emerald St., #UP-3 Keene, NH

Attendees

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

Trustees in attendance by phone: Steve Coughlan

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

Apologies: Adam Johnston, Sarah Browning

Guests: Elizabeth Cardine, Jonathan Klassen, Mary deGozzaldi, Frank Donato,

Agenda

Topic	Discussion	Action Items
Call to Order	The meeting was called to order at 6:11pm	
Approval of Agenda	The agenda was approved	
Public Time	<p>Frank raised by parents about "not quite getting everything that goes on here" and the flow of what's going on. Would it be okay to put together a parent manual in hard copy. Kim responded yes and it would be good to have for both sites.</p> <p>Frank also informed the board about a partnership with the Excelsior Academy in England that would allow kids to be in touch via video link about world events and so on. Marcea also informed the board about past connections with Excelsior.</p> <p>Jonathan Klassen and Mary deGozzaldi introduced themselves as parents of students at the Monadnock Site and visitors to the board.</p>	
Student Time	No students were present	
Approval of Minutes	Minutes of the October 17 th minutes were approved	Marcea moved, Susan seconded, Unanimously approved.
School Leader and CEO Reports	Manchester Still holding at around 86. Nothing new to report on facilities. Special Education person resigned over the weekend due to a mismatch with	



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	<p>the model. Conor reported out on several staff changes. There was a student graduation ceremony over the weekend and was well attended. Ben went to Ed Reimagined with two students and reports were excellent. There is also a collaboration with a school in India. Still exploring para educators options, including having a para visit next week to see if it's a good fit. Still exploring bringing the Title I math specialist for more hours. Looking to fill the reading/writing title one position. PLC is on hold until after some more basic training needs are met. The bus is officially registered and ready to go. Joe and Ben will get training. Joe has his CDLC, but Ben still needs to get his CDLC. We agreed that the Manchester site is still very challenging, but that we have a lot of kids looking for what we offer.</p> <p>Monadnock Upcoming Holiday Luncheon on Wednesday with support from parents and families and a new parent group is forming and will be meeting at the same day and time as the luncheon and they will be meeting at the same time as the luncheon. Their objective is to get more parents involved and informed about the model. There is a Graduation Gateway coming up and a graduation ceremony coming up. 88 students enrolled with a couple in process. Interest is still high for next year's enrollment with another lottery in mid-march. 28 students are placed in internship and more are in the works. Still looking for some additional para positions and looking for someone to do special education math. Chris went over the full staffing plan and special education and 504 numbers. Committees met last week (site council and fundraising committee). Looking for additional funds for a van and other things. Maker space items are arriving and hoping to have everything in by the end of the quarter and then it can be set up during the holidays. Kim made the comment that things are really thriving at Monadnock.</p> <p>Mary brought up the issue of creating a closed Facebook group for parents as a way of collaborating. Kim noted that it's a lovely idea and</p>	
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	<p>doesn't need board approval. We discussed how to get in contact with other parents to invite them to join.</p> <p>Marcea talked about excitement about the Maker Space.</p> <p>CEO Report: Kim is prioritizing time around hiring, facilities and financials. We did set up a School Spring account. Sarah has the account for Monadnock and Kim is monitoring the Manchester applicants. It is definitely reaching more people and we are able to customize our descriptions and we can post positions in a variety of different ways. We will expand those posts. We may continue positing even if all positions are technically full to continue to get people interested, visiting and so what. The Union Leaders building quote came in high and we're waiting for the proposal on the fitout cost. The rate of progress here at the end of November is looking like the end of June. Kim will share this first with finance committee. Dawna is working on a spreadsheet that expands the template we've been using to calculate the formula for what we can afford in rent. Details include that the UL building is a "gross cost" lease, including utilities, which we pay separately on Rogers street. Kim also noted that the incoming Governor had campaigned on charter schools and that if the funding for 30% of lease costs gets funded, it could make a huge difference.</p> <p>We had visitors from DC and Maryland. They were impressed by what they see from the model and what they do see even at Manchester.</p> <p>The bus has taken up a lot of time and the orders for the maker space lab and coming up next is the national school lunch program annual review process.</p> <p>Education Reimagined it thrilled with MC2's participation. They match our philosophy well and MC2 has been involved from the very beginning. We're involved in an investigation around the</p>	
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	<p>question, “How do I, the learner, integrate you into my learning in a meaningful way?” Our students presented a draft bill of right in DC and the next steps include having the Manchester Students visit the Mondanock campus to discuss what they’ve been doing. We can expand our team by sending more kids and Board members to upcoming conference events.</p> <p>Ashoka Changemaker School requires us to build our changemaker team to include more Monadnock students. Kim will send out information on this again. We are one of 80 students in the US and only 200 in the world.</p> <p>The National Collaborative for Digital Equity using the Community Reinvestment Act to generate funding from banks that can be used to give more people digital access and tools to use that access. They want to develop Digital Equity Ambassadors with an idea that the MC2 sites could be hubs of this work and students could be Ambassadors and can help reach out to their own communities. This will be kicking off in February. We talked a little more about what digital equity entails.</p> <p>Kim reported out on the QED Board meeting Kim reviewed the history of the relationships between QED and MC2. The QED board approved Kim’s proposal to have MC2 again be the lead organization with QED as its professional development arm. The board is going to shift from having a national board of trustees and to think about how the MC2 board could be part of the QED board. QED will now work on a logic model and a financial proposal for this restructuring. Kim also talked about a desire to have the CEO’s role be more sustainable so that she could realistically find a way to retire from that role and join the board and be able to hire a CEO.</p> <p>Financial Report: Steve reported that everything is going well with the financial side of the house. No surprises. Everything is going along swimmingly. Donna reports that we might need to do a bridge</p>	
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	<p>loan in February because cash flow is going to be a little low. There will be a finance committee meeting to determine if the bridge loan is necessary. Jody asked a question about whether we can increase wages yet. Kim reported that this is a medium term goal, but we're not there yet. The cash flow situation is part of the paradox. Student growth needs cash and rents are going up significantly in Keene and we don't know what facilities will look like a year from now, but compensation has to be on the table. Kim reports most people inquiring about jobs are not interested in working at MC2 when they learn we don't have benefits. Jodi also asked if there were ways that parents could help with that. Kim reported the need for collaborative, creative problem solving about how to make this sustainable.</p> <p>Dawna and Kim are finalizing an RFP for the design of the MC2 website.</p> <p>We also talked about a need to be more protective of teacher breaks in compensation. We need to find some ways to be creative. Elizabeth talked about how with more and more students out on internships, there will be some breathing space during the week.</p>	
Old Business	No old Business	
New Business	<p>Sarah Browning Submitted a letter of resignation. She offered to stay on as an adviser to the CEO, but she has recently not been in touch with Kim. Kim proposes that this may be the time to accept her resignation. We discussed the matter and agreed that we will contact her between now and then and advise her that we will accept her resignation at the next meeting.</p>	
Policies	None at this time	
committees	<p>Academic excellence has posted goals to the Dropbox and will be meeting shortly. We also briefly discussed the Charter renewal visit for Manchester.</p> <p>Development Marcea reported on the October meeting. Looking at fundraising should be for MC2</p>	



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	<p>as a whole school (one institution with two sites). They looked at a software called SalesForce where accounts could be distributed to various committees or entities within the school. There will be more training upcoming at the end of the month. The committee requests a list of donors from the past for the database and a prioritized list of concrete needs (very specific). This helps find a better donor match. Mary asked about the distinction between the Fundraising committee and the development committee and Jodi helped clarify that the fundraising is site specific but the development committee is school wide. Manchester has school store and Monadnock has the Maker Space potential. Each school send out a quarterly fundraising letter with a specific focus. Morning breakfasts to introduce the school to the community as PR and potential fundraising. Manchester is organizing its calendar raffle and some gift cards are still needed. Board members are also reminded to make their annual donations, check or paypal is fine. The Monadnock fundraising committee also reports that fundraising letters went out last week and some other small fundraising projects are in the works, including T-shirts, which is out in the newsletter.</p> <p>Governance Committee Update Steve started a project to review all our required policies the committee will meet again on Friday, Dec. 9th and starting in January there will be some revisions and additional policy recommendations coming from the committee.</p> <p>Finance Committee is working on unifying finances across the sites and goal setting for next year.</p>	
Other	<p>We need to set future board meeting dates. We're assuming we're going to continue the 3rd Monday of the month alternating between the two campuses. We will review those dates at the December meeting, which will be in Manchester.</p>	
Adjournment		Susan moved to



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		adjourn. Marcea seconded and it was unanimously approved.