



# Making Community Connections Charter School Board Meeting Minutes

December 19, 2016, MC2, Rogers St. Manchester, NH

*Attendees*

Trustees in attendance at MC2: Jodi Adams, Steve Coughlan, Adam Johnston

Trustees in attendance by phone: Susan Dreyer Leon

Administration: Kim Carter, Conor Sands, Chris O'Reilly,

Apologies: Marcea Gustafson

Guests: John Griffin , Elizabeth Cardine

*Agenda*

Topic	Discussion	Action Items
Call to Order	The meeting was called to order at 6:06 pm	
Approval of Agenda	The agenda was approved	
Public Time	There was no one present for public time	
Student Time	No students were present	
Approval of Minutes	Minutes approval was postponed until next time pending a review of the new secretary's process!	
Board Resignation	Steve Coughlan moved to accept Sarah Browning's resignation with regrets and Adam seconded.	Unanimously Approved via role call vote.
School Leader and CEO Reports	<p>Manchester MC<sup>2</sup> Manchester Update MC<sup>2</sup> Board – 12/19/2016</p> <p><b>Enrollment</b> – As of 12/19/2016 we currently have 79 students enrolled, with 3 students enrolled to begin January 9, 2017.</p> <p>Middle School Enrollment - 25, adding 2, (27) High School Enrollment - 54, 6 attendance concerns, 1 attempting HiSET, adding 1, (48)</p> <p>Prospective families continue to visit weekly.</p> <p><b>Facilities</b> – We are currently waiting for a revised</p>	



# Making Community Connections Charter School Board Meeting Minutes

	<p>proposal from the Union Leader. We have another space to consider at Sundial Place (across from the Eliot; used to be Hesser College.)</p> <p><b>Staffing:</b></p> <p>We have hired an administrative assistant, Athena. She will be training for a day in Keene with Sarah. The position is for 35 hours a week.</p> <p>We hired Shannon as a learning assistant. She will be working primarily with our Applications students. Some percentage of her hours will be billable.</p> <p>We hired Joni as a special ed coordinator for 20 hours a week. Her time is billable.</p> <p>Gerard Murray, Social Studies teacher, and one of our Applications students will attend Education Reimagined's Pioneer Lab Challenge training in Atlanta in January.</p> <p><b>Student Successes:</b></p> <p>Jahdiel has successfully completed his Gateway from Applications to Creations.</p> <p><b>Internships</b></p> <p>With the new staff coming on board, we anticipate Ben will be able to dedicate the bulk of his time to internship development.</p> <p><b>Partnerships:</b></p> <ul style="list-style-type: none"><li>St. Anselm College</li><li>University of New Hampshire</li><li>Currier Museum of Art</li><li>Families in Transition</li></ul> <p><b>Fundraising/Grants</b></p> <p>Liberty Mutual has offered to partner with us for their "Quote for Donation" program which gives \$5 to \$10 to the school for every person from our community who</p>	
--	--	--



# Making Community Connections Charter School Board Meeting Minutes

	<p>gets a quote from Liberty Mutual during a particular month. We are also looking at taking advantage of two other programs that they offer which includes being a host site for their annual day of service volunteering and being a recipient for donations on their annual giving day.</p> <p>Received a donation of \$2,350.00 from Collier's International in memory of Jim.</p> <p><b>Board Discussion of Manchester Report</b> The Board discussed the potential Liberty Mutual fundraising proposal. We agreed to a social media promotion saying, "Get a quote from Liberty Mutual this month and they will make a donation to MC2. We agreed that we did not want to "give out packets" for Liberty Mutual. We agreed that we would get more information and see how we move forward. The information will go to the Development Committee</p> <p>Jodi asked a question about new hires and joining up with Monadnock for training. Conor reported that there was a plan for orientation and Kim is taking a lead on the orientation. Kim reported that the new Administrative Assistant will head over to Keene to Shadow Sarah. And Audrey and Gale will likewise head over to Keene to see how things are running there. We talked about how open the sites were getting together. It had been ever other week, but that's not happening right now.</p> <p>There were no additional questions for Conor.</p> <p><b>Monadnock Update</b> Board Update – Monadnock 12/18/2016</p> <p>Students and Families – We had our annual holiday luncheon on November 23<sup>rd</sup> for students and staff. A new parent group met during the lunch – 16 in attendance. The objective of the parent group is to get</p>	
--	---	--



## Making Community Connections Charter School Board Meeting Minutes

	<p>more parents interested and involved in the school. They will be putting on a staff appreciation luncheon this coming Tuesday (12/20) for all staff.</p> <p>Chris added that counselors would be at the school this week to help with the current crisis about the student that passed away over the weekend.</p> <p>We had a graduation gateway on December 1<sup>st</sup> and a number of Gateways (5) jut prior to and during DocWeek. We also have 3 more gateways scheduled this week.</p> <p>Fundraising – We have raised over \$7000.00 over the past month thanks to both the work of the fundraising committee and the Kroka fundraising team.</p> <p>Enrollment – We currently have 85 students enrolled. We have 1 student in the process of applying and some inquiries that may eventually lead to applications. Interest is still high for next year’s enrollment and Sarah hasbeen giving tours to families of current 8<sup>th</sup> graders who are looking forward to joining us next year.</p> <p>Staff – Our current ELA teacher (Julia Lagace) will be leaving us on December 23<sup>rd</sup> and we will be welcoming Landis Brown as our new ELA teacher as of 01/04/2017. We also added anothr para/tutor to our staff (Lynn Keneipp) to assit with providing services for students with IEPs.</p> <p>Current staffing includes: 1 admin assistant, 4 tutors/paras, 4 teachers/advisors, 1 internship coordinator/advisor, 1 school leader, 1 admin assistant, and 1 part time (.25) IT support staff.</p> <p>School Spring has helped us to draw in more qualified applicants for teaching and para/tutor positions since we subscribed. We have qualified applicants already interested in filling future positions.</p> <p>Special Ed. and Section 504 – We currently have 20</p>	
--	---	--



# Making Community Connections Charter School Board Meeting Minutes

	<p>students with IEPs (22%) The number of students with Section 504 Plans remains at 13%.</p> <p>Committees – Fundraising and Site Council committees met on Wednesday 12/7 at 5:30 and 6:00 pm respectively. A new wellness committee is forming and (as mentioned above) a new parent group has formed and has been meeting weekly.</p> <p>Green Mtn. College news about admissions - One of our students had applied to Green Mtn. College, and in our recommendation we mentioned that the student practiced the 17 habits at the level of exemplary or above. This counselor took it upon himself to translate this into the student being a high-achiever and considered her to be on par with a student who is reported to have a 3.5 to 4.0 GPA, so the student will be offered the full amount available for a merit scholarship if she should choose to go to Green Mtn. Similar conversations have been had with admissions counselors at Clark University and Unity College.</p> <p>Maker Space – We are currently receiving our tools an equipment to set up our Maker space and hope to have it all in so that we can begin setting it up over the holiday break.</p> <p>Questions: Jodi reported that she set up a facebook group of the Monadnock Parents Group and would like to do the same for Manchester, but needs a parent link. They did pass out an email flier. Kim points out that this is something that can go on the registrations form, but we still don't have that back from a lot students. Kim asked for language to post.</p> <p>Kim voiced support praise for Chris's steady leadership during the current crisis of having a student who passed away on Saturday. Chris has moved quickly to have counselors and students come into the school this week. Elizabeth said that Chris did a great job of supporting</p>	
--	--	--



# Making Community Connections Charter School Board Meeting Minutes

	<p>staff in getting the space and help they need to help heal.</p> <p>CEO Report December 19, 2016</p> <p>National Collaborative for Digital Equity – partnering with Dr. Robert McLaughlin of New England College on NCDE. While there are several components to NCDE the relevant aspects for MC 2 are:</p> <ul style="list-style-type: none"><li>* Access to connectivity and hardware for low income families</li><li>* GenYes chapters: establishing GenYes chapters at each MC2 campus.</li></ul> <p>These chapters will provide leadership for their respective regions (Keene/Monadnock and Greater Manchester), train in technical support, and provide community based technical support for the NCDE initiative.</p> <p>GenYes is a 2-decades old program, with substantive documentation of benefits for students and school communities. As part of the NCDE initiative, we envision expanding the charge of our GenYes chapters to serve as “digital ambassadors” for community groups and members.</p> <ul style="list-style-type: none"><li>· Literacy programming, resources, and support</li></ul> <p>The first meeting of the GenYes program will be February 2, 2017, before the February 3 NH Summit on Digital Equity. (See attached invitation.) We have preliminary word that Comcast will provide a \$10,000 grant to support the launch of the MC 2 GenYes chapters. Board members are welcome to attend! We're very excited that MC2 Monadnock and Manchester students will help lead this work as digital ambassadors to their communities.</p>	
--	---	--



# Making Community Connections Charter School Board Meeting Minutes

	<p>Education Reimagined – We are excited to announce the expansion of our Education Reimagined team. Chris O’Reilly (MC 2 Monadnock) and Gerard Murray (MC2 Manchester) will be attending the Pioneer Lab Challenge (training) in Atlanta, Georgia in early January. Three students (2 from Monadnock and 1 from Manchester) will accompany them. Jodi is tentatively slated to attend Pioneer Lab Challenge in June. A third Pioneer Lab Challenge will be offered in the fall in Boston. The original MC 2 team (Kim, Conor, Elizabeth, and an MC2 Manchester student) will participate in the March Pioneer Lab meeting, reporting on the progress of their team inquiry.</p> <p>Kim had been appointed by the Governor to serve as the charter school representative to the State Advisory Committee on the Education of Children/Students with Disabilities (SAC). This is a three-year appointment, entailing monthly 2.5 hour meetings and one annual full day retreat.</p> <p>MC 2 Monadnock Graduation: Sarah Foucher’s Graduation Gateway was exceptional. Outside panelists included two long-time supporters: John Hoffman, a founding MC 2 donor in 2002, and Susan Newcomer, retired President of the Greater Keene Chamber of Commerce. Kim added how great it was to have them join us and the support they have for the school going forward! Kim also spoke of how happy the parents and student were with their time at MC2.</p> <p>Kim also reported on the meeting with the Free and Reduce School Lunch program view (an every 3 years event). The bottom line is that the Bureau of Nutrition has asked MC2 to stay with the program and help others Charter Schools stay in the Program.</p> <p>Questions: Steve asked about whether there were corrective actions. Once we get the report, we have 30 days to come into compliance. Kim will provide a</p>	
--	---	--



# Making Community Connections Charter School Board Meeting Minutes

	<p>summary of this work at the next meeting.</p> <p>Finally, Kim reported on Title I funding where we rolled over \$45,000 from Manchester. Kim is very excited about the literacy specialist and the math specialist's increased hours and a parent liason position that we haven't yet filled.</p>	
<p>Financial Report</p>	<p>The Board Reviewed the Financial Report</p> <p>Kim prefaced the report by telling us that our audit is still in process but we do have the Letter of Engagement but there some additional questions that need to be responded to by the finance committee and also signed by Jody.</p> <p>We must establish our join loss management committees at each school.</p> <p>The Board reviewed the November 30<sup>th</sup> financial report.</p> <p>Steve reported on the Finance Committee. Dawna reports that we may need to access our line of credit for the period of early March to cover a few week gap between when our payments are due and when we will receive our check from the state.</p> <p>We would like to hire Kim as a temporary principal in Manchester in January to coordinate staff training and keep her as a part time principal just for the quarter to support Conor during this period of growth for Manchester. The projected pay rate would for the 14 weeks would be \$16,500. The finance committee recommends this plan as affordable and recommended as a fixed and contained cost and to get us through this transition time. The next finance committee meeting with be January 5<sup>th</sup>.</p> <p>The board discussed the proposal and clarified that this was a critical juncture for bringing new staff on board at Manchester and making sure that the site</p>	



# Making Community Connections Charter School Board Meeting Minutes

	becomes sustainable.	
Old Business	No old Business	
New Business	<p>Jodi made motion to make Kim as part time principal at Manchester for 14 weeks starting January 2, 201t for a total of \$16,752.00 for the period. Seconded by Adam</p> <p>Discussion: clarification that Kim will continue to be part time CEO for a total of full time work for the quarter.</p> <p>Kim reminded us that we need to check in on our conflict of interest policy and that new board members need to attend to their criminal background checks.</p> <p>The board needs to review its process for bringing new board members on. In the past we have asked prospective members to attend 3 board meetings and at the 3<sup>rd</sup> board meeting they be voted on. Kim recommends that we need to review our process and decide what it's going to be. We agreed that we would revisit this at the next meeting.</p> <p>There was no other new business</p>	Unanimously approved by a roll call vote.
Policies	No policies to be discussed at this time.	
Committees	<p>Academic excellence</p> <p>Kim, Marcea and Jodi met and discussed multiple pathways for students and there was agreement that they were sufficient to demonstrate mastery and insure students with a variety of learning needs to be successful. The committee was interested in determining a process to engage more stakeholders in the process by which multiple pathways were developed.</p> <p>Development</p> <p>Working with the student volunteer on the Salesforce database. It's been populated with donors from Jim's memorial fund and we are still look for more data to be uploaded into the database from Monadnock.</p>	



# Making Community Connections Charter School Board Meeting Minutes

	<p>There is a goal to do a letter campaign in January. It would be helpful to have a list from both schools of the items that we need and an estimated cost. We have most of what is needed for the Calendar raffle. Kim reminded us that there is a program needs document in the Development Committee folder from Manchester and it might need updating, but it would be a place to start. Kim also reminds us that board members do need to contribute to qualify for certain matching grants, like from the New Hampshire Charitable Foundations.</p> <p><b>Governance</b> Steve reported that policies and board development have been on the agenda. We talked about potential new board members. The committee is working on some additional policies needed by the state, requested internally, and those related to the school lunch program. Steve pointed out that some policies are mandated by law and the content is basically supplied by regulation and those will be simply brought to the board for approval, but internal policies require more development and involvement.</p> <p>Next up is looking at our restraint and seclusion policy and that brought forward for the next meeting and the NSLP review requires us to take action ASAP so that will be on the agenda.</p> <p><b>Finance</b> See above in the Budget Report</p>	