



Board Meeting Meeting Minutes

April 20, 2015 9 am – Noon
 MC2, 60 Rogers St, Unit 203 Manchester, NH 03104

Attendees

Trustees in attendance at MC²: Kim Carter, Steve Coughlan, Sarah Browning; Darlene Simmons, Jim DeStefano (joined the meeting in progress)

Trustees in attendance by phone: Marcea Gustafson (joined the meeting in progress)

Administration: Eddie Marceau,

Apologies:

Guest: Chris O'Reilly

Agenda

| Topics | Discussion | Action Items |
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| Call to Order | Ms. Carter called the meeting to order at 10:03 am | |
| Agenda Review | Minutes from 4/6/2015 will be reviewed at next meeting. | |
| Public Comment | None. | |
| Student Time | None. | |
| Monadnock School Leader | Introduction of Chris O'Reilly applicant for Monadnock Campus School Leader. He currently teaches at Keene High School and his background and focus has been in Special Education and English. The Chair/CEO negotiated a financial package and will adjust the Manchester Campus School Leader so that their financial package is the same. | |
| Facility Update - Monadnock | Attorney is reviewing the lease agreement for the Monadnock site at 34 West Street. We are still waiting for final fit-out numbers. Currently have 60 completed student applications, with growth estimates of approximately 15 per year. Enrollment may accelerate with the announcement of the location and School Leader. Occupancy Limit for the portion of the building we are leasing (9000 square feet) is 150 students. Years 3 and 4 enrollment will need to support increased lease costs. Discussions of enrollment levels with the advisory committee will be based on meeting budget in future years. Currently 28 parking spaces for the building; and there is a municipal parking lot behind. Building inspector was okay with the available parking. Anticipating fit-out costs of approximately \$175,000; the owner has committed to put in \$50,000 with stipulations. We are still waiting on maintenance costs breakout. Monadnock Advisory Committee will be including these costs in their fundraising plan. | Motion S. Coughlan to sign lease agreement following legal review. Second D. Simmons. All in favor. |
| Manchester campus | Staff and students reviewed a video about top best practices that teachers can use; generated good discussion of the current best practices our teachers have. Identified key areas for future focus and development: culture engagement; race; and engaging future aspirations to what students are learning. Kids were very interested and were encouraged to build comfortable space where they will be listened to. Want to increase capacity for other nationalities to build community and identity. CEO report We continue to build collaboration across charter schools to share experience and best practices – create broader community in charter school arena. Discussions to work together to setup shared | |

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| | <p>training to build teacher effectiveness - \$20K for training, but may be able to share costs with other pools.</p> <p>Met with prospective Business manager; moving auditors to Vachon & Klukay, who currently service other public schools.</p> <p>MC2 is mentioned in several books including “Loving Learning - How Progressive Education Can Save America's Schools” by Tom Little; another book on American Schools has a full chapter on MC2.</p> <p>On May 1st – MC2 will be presenting panel at Tech Learning Live.</p> <p>Professional Development for Staff: The Thoughtful Classroom Teacher Effectiveness Framework (TCTEF) is a comprehensive system for observing, evaluating, and refining classroom practice. Designed in partnership with over 250 teachers and administrators, the ultimate goal of the Framework is to create a common language for talking about high-quality teaching and how classroom practice can be improved.</p> <p>Think:Kids is a program in the Department of Psychiatry at the Massachusetts General Hospital (MGH) which has its roots in what was originally known as The Collaborative Problem Solving (CPS) Institute. Working with staff, students and parents in a collaborative problem solving approach; kids are partners in identifying what their growth needs are.</p> | |
| Financial | <p>CEO/Chair working on internal financial controls for MC2 Monadnock. S. Coughlan has proposal for controls. Monadnock currently has completely separate sets of bank accounts so money is not combined. We are currently in process of hiring a new Business Manager, so in the interim the CEO/Chair will be the primary signer for both accounts; Steve is the secondary signer for Monadnock. Steve is oversight for Manchester; but cannot be for Monadnock. Need overseer for Monadnock accounts until new Business Manager is hired. Sarah volunteered so she will review the bank statements monthly at this time.</p> | <p>S. Coughlan moves that Sarah act as oversight on expenditures on MC2 Monadnock accounts until we have a unified business office. J. DeStefano second. All in favor.</p> |
| New/Old Bus | <p>New Sharing data with Performance Plus – state database state testing info; upload testing done internally....many districts choose to upload testing data; public to administrative staff– can be real benefits to track progress. Normative test, curve based on kids around country taking tests in same situations. Some concern over the norming piece. General sense of board is that this is a positive goal.</p> | |
| Board | <p>Clarification of board nomination process; prospective board members attend 3 meetings prior to final approval. Marcea Gustafson is an educator by trade and a Monadnock representative for the board.</p> | <p>D. Simmons Motion to nominate Marcea as an MC2 Monadnock representative with a term through January 2017; 2nd J.DeStafano. All in favor.</p> |

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| | <p>Note, changes our requirement for a quorum to 4 members.</p> <p>Board Development will be discussed at the next work session.</p> | |
| Marketing | <p>Discussion of students in each ward in Manchester – currently have students in every ward but Ward 10. Sarah would like to talk with the designated school board members to explain how we can be a collaborative resource to MSD; and how they can help. We will set up invitation to invite school board members here for informational session for just them. Marketing meeting just for School Board members – preliminary date: July 27th 9 am. D. Simmons will draft invite and email board and prospective candidates; Sarah will make follow-up phone calls.</p> <p>Parents & Pizza – coordinate with end of term (June 12th) as celebration of success. June 11th – 5-7 PM. Draft invitation for Eddie to put in communications; coordinate with Quarterly Community Meeting. Networking, communication of what works/what doesn't...invite prospective parents too...further discussion of event details at May meeting.</p> <p>Advisory Group Meeting – May 27, 2015 6-7 pm Late May, who to invite...purpose...agenda...facilitator. Advisory group in Monadnock is very coordinated and productive. Very committed to meeting; attendance good, connections in community. Word spread and group grew with wide range of people. Meeting every other week, Tuesdays Thursdays alternating. Identify key people including community partners. Board will send names to Steve Coughlan, he will create the list. D. Simmons will create invitations.</p> <p>Presenting to Rotary tomorrow.</p> | |
| | Meeting adjourned at 12:02 p.m | Motion S. Coughlan to adjourn. Second D. Simmons. All in favor. |
| | Minutes recorded by D. Simmons | |

Upcoming board meetings:
 May 4th Work Session Keene
 May 18 – Bus Meeting Manchester
 June 8 Work session Keene
 June 22 Bus Manchester