



Making Community Connections Charter School Board Meeting Minutes

March 20, 2017, 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 (left the meeting at 7:55), Conor Sands (6:30)

Administration: Kim Carter, Chris O'Reilly,

Apologies:

Guests: Sarah Foucher, Mary Mary deGozzaldi, and Frank Donato

Agenda

Topic	Discussion	Action Items
Call to Order	The meeting was called to order at 6:09pm	
Public Time	John Griffin shared that he thought that a year and a half into operations at Monadnock, things were “going great.”	
Approval of Agenda	The agenda was approved	
Student Time	No students were present	
Approval of Minutes	Steve Coughlan moved to approve the Feb. 20 th minutes. Marcea seconded as amended.	Unanimously Approved as amended via roll call vote.
School Leader and CEO Reports	<p>MC² Mondanock Update</p> <p>Students and Families – We had a graduation ceremony on March 10th for Matthew Graf. It was well attended by staff, students, families, a board member and our CEO.</p> <p>Lottery and Enrollment – The lottery was held on Monday March 13th. All spots were filled for the start of the 2017-2018 school year, so we will begin the new school year with 105</p>	



Making Community Connections Charter School Board Meeting Minutes

	<p>students. We also have 4 students who are currently on the wait-list and 6 applications that are in process. We will begin the Spring quarter with 90 students.</p> <p>Internships – We currently have 28 students (32%) placed at internships and Jason continues to bring new community partners on board.</p> <p>Staff – New staff – Crystal Stillman is our new world language teacher and Sarah LeClair is our new ELA teacher. We currently have 1 admin assistant, 4 tutors/paras, 4 teachers/advisors, 1 school leader, 1 internship coordinator/advisor and 1 PT (.25) IT support staff.</p> <p>Special Ed. and Section 504 – We currently have 22 students with IEPs (24%) and 11 students with Section 504 Plans (12%).</p> <p>Committees – Fundraising and Site Council committees met on Wednesday at 5:30 and 6:00 pm respectively on Wednesday 3/8, and the wellness committee met on Friday 3/1. We will make meeting notes available to the board via Dropbox soon.</p> <p>Upcoming Events – Education Reimagined – Pioneer Lab – Chris, Elizabeth and 2 students (Tori Fiori and Sabrina Gatlin) will be joining Kim, Conor and Gerard at the Pioneer Lab in Houston 3/22 – 3/24.</p> <p>Mentor Dinner at Keene State College on May 25th 6-8 pm.</p> <p>Discussion: We talked about whether there might be a need to hire a case manager specifically to manage IEP’s and we discussed the complexities of working with 13 different sending districts who are responsible for the case management for their students and we talked about how we have some students who need more than just para services. Chris is reviewing the IEP’s to see if we have enough students who need special educators services. As student needs are identified, we can look to hire someone who would then bill the districts for their time. Kim also shared that we are having some difficulties getting districts to agree that our summer quarter is not extended services, but part of our regular calendar. Going forward, we need to insure that districts understand we have a year round calendar during the</p>	
--	--	--



Making Community Connections Charter School Board Meeting Minutes

	<p>admissions process so that we get their agreement up front. Chris also shared that he will be at the southwest special educators coordinators meeting to try to get everyone on board with understanding the schedule.</p> <p>For more details see reports attached.</p> <p><u>Manchester, Update</u></p> <p>Enrollment – As of 3/17/17 we currently have 79 students enrolled. Additional students anticipated for start of Spring Quarter (4/10) - 6</p> <p>3/17/17 enrollment demographics: 40 are Free/Reduced lunch (51%)</p> <p>Middle School Enrollment – 31 Spring Quarter (April 10) new students: 2</p> <p>High School Enrollment – 48 Spring Quarter (April 10) new students: 4</p> <p>1 Graduate!</p> <p>1 HiSET pass; 3 students withdrew to HiSET; 1 to home school (out of state)</p> <p>Special Education: We have 19 students from Manchester, 6 from out of Manchester with IEPs, for a total of 25 students with IEPs. (32%) 5 additional students are in the evaluation process, which would bring the total to 30 (38%) We have 8 students with 504 plans. (10%) 7 students are on child find (exited from services - 9%)</p> <p>Student Successes: Indira completed her Graduation Gateway on 3/16/17. Her Graduation Ceremony will be April 14th at 6pm.</p> <p>Program: We have a small but hopefully growing team signing up for the Merrimack Valley SCORE Business Concept</p>	
--	---	--



Making Community Connections Charter School Board Meeting Minutes

	<p>Competition. (Thank you, Steve, for the alert!)</p> <p>Staffing: We've had a number of applicants visit, for positions of special education, math teacher, and paraprofessionals. We've hired one paraprofessional and have made an offer to a math teacher, whose reflection is shared below:</p> <p>We are still looking for an Administrative Assistant.</p> <p>Leadership – Have planned for a Leadership Retreat during the upcoming Ed Reimagined lab in Houston during March break.</p> <p>Discussion: We had some additional discussion about the HiSet tests and how we help students to make that choice and or prepare for the exam.</p> <p><u>CEO Update</u></p> <p>Virtues Project training – Staff from both campuses are currently engaged in a two-day training with Dara Feldman in preparation for implementing the Virtues Project and building MC² capacity for restorative practices.</p> <p>Charter Renewal Process – The NH DOE charter renewal visitation team will be at MC² Manchester on May 1. The schedule for the visit needs to include a meeting with board members.</p> <p>If anyone would like to help contact interested parties for input and feedback and/or assist with gathering data about relevant metrics (beyond testing), I would welcome the help.</p> <p>Title I Onsite Administrative Review – Kathryn “Joey” Nichols, Title I Program Manager for MC² Manchester, will conduct her onsite review on April 18th. MC² Manchester will be applying for Schoolwide Title I status (versus Targeted Support) due to the percentage of free and reduced lunch students.</p> <p>Important School-based Committees: Each campus is required to have a Wellness Committee and a Joint Loss</p>	
--	--	--

	<p>Management Committee. At this point in time only Monadnock has an active Wellness Committee.</p> <p>Manchester Facilities – Last update was a week or so ago. The purchase of the UL building is in process. The investor buying the building wants us in there and will keep the numbers we submitted the same “but the language may change.”</p> <p>Ashoka Changemaker Summit – MC² Manchester and MC² Monadnock are receiving \$700 in ChangemakerEd Amplification Fund grant funding: \$500 to participate in the Amplifying Voice and Storytelling project and \$200 to participate in the Parenting Changemakers project. We will be participating with other Ashoka Changemaker Schools* from around the country.</p> <p>MC² Website Redesign – Chris and Elizabeth are working with AndiSites to redesign the MC² website. Thank you to MC² Board members who responded to the design survey. If you have additional thoughts regarding the website now is a good time to share them!</p> <p>Education Reimagined – Pioneer Lab, Houston – Kim, Chris, Elizabeth, Conor, Gerard, and two MC² Monadnock students are off to the Education Reimagined Pioneer Lab meeting in Houston in March. We will be sharing work we have been doing as part of a national inquiry team looking at learner agency and ownership.</p> <p>Police Department MOUs – We have a signed MOU with the Keene Police Department. We are still waiting to hear back from Manchester Police Department’s legal review. These legally required MOUs address reporting and collaboration agreements.</p> <p>Visitors Hechinger Report Opinion Editor Jennifer Shaw spent three days between the two campuses, observing and interviewing staff and students. Before she left she shared that she published about 3,000 OpEds every year, with 2 – 3 of them being selected for follow up stories. MC² is one of this year’s selections for a follow-up story (based on my OpEd Under the Hood of Personalized Learning). After her visit, she emailed to say “It was a transformational experience for me and I'm so</p>	
--	--	--



Making Community Connections Charter School Board Meeting Minutes

	<p>glad I got to spend so the time there.” I’ll let the board know when her article is published.</p> <p>Dr. Eric Toshalis, Reseach Director for the Student-Centered Learning Research Collaborative and author of Understanding Youth and Make Me! Undersatnding and Engaging Student Resistance at School will be visiting MC² Manchester May 12th.</p>	
Financial Report	The Board Reviewed the Financial Report and agreed that things look good.	
Old Business	None	
New Business	<p>a. Trustee Nominations</p> <p>1. John Griffin Steve nominated John Griffin to join the board of trustees. Adam seconded. Discussion: John has attended two board meetings and met with the governance committee. We discussed his nomination.</p> <p>b. 2017-18 School Calendar We had extensive discussion of the new calendar. Steve moves to approve the proposed 2017-2018 calendar. Marcea seconded.</p> <p>c. Conflict of Interest statements were updated</p> <p>d. Steve moved that we retain Kim as part time school leader at the Manchester site until June 30th at the same salary rate. Marcea seconded.</p>	<p>Unanimously approved by a roll call vote</p> <p>Unanimously approved by a roll call vote</p> <p>Unanimously approved by a roll call vote</p>
Policies	<p>Policy Steve moved that the board accept policy EF – MC² Food Service Management as amended. Susan second.</p>	Unanimously approved by a roll call vote
Committees	<p>Academic excellence The committee wants to look at the parent surveys, which need to be aggregated. Jodi brought up a question from Mill River about whether Academic Excellence should be a board committee as opposed to a leadership team area.</p>	



Making Community Connections Charter School Board Meeting Minutes

	<p>Development Information from the letter writing campaign needs to be converted into a digital format and will then be available for use. We have a parent volunteer to help with data entry.</p> <p>Jodi also talked about developing the volunteer database in Salesforce for both campuses. That will help us track hours. We have some more problem solving to do around logins and data entry. This information can help with charter renewals and grants. Deb Swales is helping with grants and Kim share she had forwarded her a promising grant.</p> <p>Governance</p> <p>Steve shared that John is interested in governance and finance committees. The next things up on governance is the revised policy for adding people to the board.</p> <p>Susan let the board know that a parent has requested a review of the dress code policy. That message has already been conveyed from the CEO to the site leaders and will be passed to the governance council at each site and agrees that our current policy is gendered and somewhat outdated.</p> <p>Kim would like the board to schedule a board retreat.</p> <p>Finance</p> <p>The committee has not had a chance to meet since the last meeting, but is waiting on call for issues with regard to the new site in Manchester. As of last Friday, 3/17 all pieces of the audit have been submitted. We will need an interim board meeting to approve the audit as soon as it is completed.</p> <p>The fiscal year 2018 budget is under development and will include a compensation review.</p> <p>The additional compensation to charter schools did not pass the legislature.</p>	
	The meeting adjourned at 8:23	