



Making Community Connections Charter School Board Meeting Minutes

April 17, 2017 6 pm – 8 pm
MC2, 60 Rogers Street, Unit 203, Manchester, NH

Attendees

Trustees in attendance at MC2: Jodi Adams, Marcea Gustafson, Adam Johnston, Kim Carter

Trustees in attendance by phone:

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

Apologies: Steve Coughlan, Susan Dreyer-Leon

Guests: Elizabeth Cardine

Agenda

Topic	Discussion	Action Items
Call to Order	The meeting was called to order at 6:03pm	
Approval of Agenda	The agenda was approved	
Public Time		
Approval of Minutes	March 20, 2017 minutes will be reviewed next month.	
Manchester Campus School Leader Report	<p>Middle School Enrollment - 33 High School Enrollment - 48</p> <p style="padding-left: 40px;">Two students have withdrawn to take the HiSET. Three students have questionable futures with us.</p> <p>Facilities – After receiving a proposed lease based on an earlier UL proposal that we did not accept (rather than the agreement we made after that proposal), we have heard no more news about the Union Leader building. Kim does though.</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. (33%) We have 8 students with 504 plans. (9%)</p> <p>Program: We have hired:</p>	



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	<ul style="list-style-type: none"> • Jen Cheatham as a teacher/Advisor for our Applications program as Garrett moves to the special educator position. Jen is currently working on her Masters in Education and pursuing certification as a Mathematics Teacher. • Kirsten DeMott to job share the Internship Coordinator position as Ben has reduced his time. • Janelle Allen as a special education paraprofessional. • Tianna Otero has moved into the Administrative Assistant position for Spring Quarter. • Carolina Fernandez as Adjunct Faculty to teach Spanish and assist with parent communications. <p>Student Successes: Officially added Indira Palmer to our alumni roster. Discussion about enrollment, compared to end of last year.</p>	
<p>Monadnock Campus School Leader</p>	<p>Students and Families – Students on track to graduate at the end of the spring quarter are beginning to receive acceptance letters from the colleges that they have applied to. Some of the colleges that have accepted our students include: Goucher College (Baltimore), Boston Conservatory, Roger Williams University (Bristol, RI), and Marlboro College in VT.</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 students. We also have 1 student who is currently on the wait-list and 5 applications that are in process.</p> <p>We currently have 86 students enrolled and 2 currently in process for immediate enrollment.</p> <p>Upcoming graduations – potentially 3-5 coming up before or by the end of spring quarter.</p> <ul style="list-style-type: none"> • Graduation Ceremony (Chris/Kim/board member needed) 	



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	<p style="text-align: center;">oFriday, June 9th, 6 pm</p> <ul style="list-style-type: none"> • Graduation Gateways (Chris/Kim needed, board appreciated) <ul style="list-style-type: none"> oTuesday, May 30: 10-12, 12-2, or 3-5 oThursday, June 1: 10-12, 12-2, or 3-5 oTuesday, June 6: 10-12, 12-2, or 3-5 <p>Internships – We currently have 28 students (32%) placed at internships and Jason continues to bring new community partners on board.</p> <p>Staff – Our new staff just completed their first week and both educators have reported that they are feeling good about their new positions and beginning to get comfortable with our routines. We are currently searching for a social studies teacher to fill the new position that will be open in July. We have several candidates already who will be visiting the school over the next few weeks. 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 20 students with IEPs (23%) and 11 students with Section 504 Plans (12%).</p> <p>Committees – Fundraising and Site Council committees met on Wednesday 4/5 at 5:30 and 6:00 pm respectively. The Wellness Committee will meet on 4/20 at 8:00 am. Nothing new to report on either committee at this time. Chris is beginning the process of pulling together a Joint Loss committee.</p> <p>Have a visitor coming to discuss possible lunch service.</p> <p>Elizabeth will be attending a Stay Work Play event to keep and update connections with Young Professionals network.</p> <p>Upcoming Events – Mentor Dinner at Keene State College on May 25th 6-8 pm.</p>	
CEO Report	<p>Civil Rights Data Collection – This massive biannual data collection has consumed numerous hours of time but is nearly complete.</p> <p>Charter Renewal Process – Reminder: The NH DOE</p>	



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	<p>charter renewal visitation team will be at MC² Manchester on May 1. The Board Focus Group meeting is scheduled for 9 AM.</p> <p>Title I Onsite Administrative Review – This has been postponed, and will be rescheduled.</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 Challenge, Chicago – Jodi will be attending the Pioneer Lab Challenge (training) in Chicago. We are in discussion with a couple additional teachers and students about the possibility of their attendance.</p> <p>Compensation Survey was completed by staff at each campus, and proposals based on those results are being reviewed by Dawna for financial impact. That information will be presented to the Finance Committee for review and next steps. Elizabeth recommended the board establish structures to be proactive about hearing, listening, and responding to staff feedback and concerns.</p> <p>Visitors Dr. Eric Toshalis, Research Director for the Student-Centered Learning Research Collaborative and author of Understanding Youth and Make Me! Understanding and Engaging Student Resistance at School will be visiting MC² Manchester May 12th.</p> <p>We have been asked to host one of the XQ Super Schools awardees (winner of a \$10 million prize over five years) for a visit.</p> <p>Jodi asked about accessing data, can these processes be streamlined. Kim said the standard reports are in the portal. Discussion about what additional data we might want and where it can be accessed.</p> <p>Adam asked a question about how parents are informed</p>	
Financial Report	<p>Financials are in good shape. Looks like we won't need to draw on any financial credit.</p> <p>Kim reviewed last year's six financial goals, identifying</p>	



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	<p>four of the six have been met.</p> <p>Discussion about prioritizing remaining two goals and adding facilities needs as a priority goal.</p>	
Charter Renewal	<p>Review of proposed charter revisions.</p> <p>Discussion of revision of academic and other learning goals and shift to focus on growth.</p> <p>Discussion of five-year financial projections. Adam represented Finance Committee opinion that this provides a strong baseline for future financial management.</p>	<p>Motion by Marcea Gustafson to approve the proposed charter revisions. Second by Adam Johnston.</p> <p>Unanimous approval of charter revisions.</p>
Trustee Nominations	<p>Adam reported for the Governance Committee. Steve and Adam have both interviewed Sarah Foucher as a prospective board member. Sarah has attended three meetings. She has been accepted into her college of choice, which is in the Baltimore area. Adam's recommendation is to nominate Sarah, recognizing the valuable perspective she brings.</p>	<p>Nomination of Sarah Foucher to the board by Adam Johnston. Marcea Gustafson seconded.</p> <p>Unanimous approval of Sarah Foucher's nomination to the Board.</p>
Board Meeting Dates	<p>Board will continue third Monday of the month for meetings, alternating campuses.</p> <p>Discussion about retreat date.</p>	<p>Marcea will send out a Doodle poll.</p>
Policies	<p>First reading of BBB – Board of Trustee Selection. No questions. Given this is standard practice codified, board decided to move the policy forward.</p>	<p>Adam Johnston made a motion to approve policy BBB. Marcea Gustafson seconded.</p> <p>In favor: Sarah, Marcea, Jodi, Adam, Marcea.</p>
Succession Plan	<p>Discussion of development of succession plan. Jodi and Marcea shared their proposed format for planning. One aspect is training new board members to become ready officers. The other is to identify gaps in board representation and expertise and identify potential board members to fill those gaps.</p>	
Committee	<p>Academic Excellence: Fundraising database discussion.</p>	



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<p>Updates</p>	<p>A Monadnock parent is entering donor information into the database.</p> <p>Development: Discussed board succession planning, as presented above. One goal is a board member with more networking experience. Consideration of inviting community partners to consider being board member.</p> <p>Governance: Reviewed policies, updated priority list for policy development. Discussed nomination of Sarah Foucher.</p> <p>Finance: Reviewed FY16 audit and financials. Financials are in a good place.</p>	
<p>Meeting Adjournment</p>	<p>Motion to adjourn at 7:45 pm</p>	<p>Motion to adjourn by Adam Johnston. Second by Marcea Gustafson.</p>