



# Making Community Connections Charter School Board Meeting Minutes

**May 15, 2017, MC2,**

149 Emerald St., #UP-3 Keene, NH **6:00pm-8:00pm**

***Attendees***

**Trustees in attendance at MC2:** Jodi Adams, Susan Dreyer Leon, Sarah Foucher, Kim Carter (CEO)

**Trustees in attendance by phone:** Adam Johnston (joined at 6:18), John Griffin

**Administration:** Chris O'Reilly. Via phone: Conor Sands, Elizabeth Cardine

**Apologies:** Marcea Gustafson

**Guests:** Frank Donato,

***Agenda***

Topic	Discussion	Action Items
Call to Order	The meeting was called to order at 6:06pm	
Public Time	No One Present	
Approval of Agenda	The agenda was approved	
Student Time	No students were present	
Approval of Minutes	<p>Susan moved to approved March and Sarah seconded.</p> <p>Susan moved to approve the April minutes and Sarah seconded.</p>	<p>Approved by roll call vote with John &amp; Sarah abstaining.</p> <p>Approved by roll call vote with John abstaining.</p>
School Leader and CEO Reports	<p><b><u>Monadnock Update 5/2017</u></b></p> <p><b>Students and Families</b> – Kroka students embarked on their expedition on Saturday 5/13. They are bringing the 30 foot umiak that they built to Lake Champlain for a 12-day boating/camping expedition where they will row and sail the boat the length of the lake (125 miles). Below is a link to the Sentinel Source news video from their inaugural test launch on Lake Warren last week.</p>	



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[http://www.sentinel-source.com/news/local/video-mc-student-boat-launch/youtube\\_2f1f40b1-61cc-5bf5-adf8-2d5fa73a9707.html](http://www.sentinel-source.com/news/local/video-mc-student-boat-launch/youtube_2f1f40b1-61cc-5bf5-adf8-2d5fa73a9707.html)

It was through the support of the families of these students, and the hard work of the students themselves, which included fundraising for their tuition and the expedition expenses, that this experience was made possible.

**Enrollment** – We have 83 students as of 5/12. We currently have 4 open spots for the beginning of the 2017-2018 school year and it is reported that inquiry calls remain steady.

**Internships** – We currently have 23 students (28%) placed at internships and Jason continues to bring new community partners on board. We have a total of 73 community partners who are approved internship mentors/sites.

**Gratitude** – Many thanks to Sarah Kuhn for her role in helping us become the beneficiaries of a gifted Formlabs Form 2 3D printer! Elizabeth has already been putting the printer to good use and getting students interested in learning how to use it.

**Staff** – 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. We are also looking to a FT 1:1 para/tutor for one of our students and will likely need to hire another 1:1 tutor by the start of the 2017-2018 school year for an incoming student.

**Special Ed. and Section 504** – We currently have 20 students with IEPs (23%) and 11 students with Section 504 Plans (12%). We expect the number of students with IEPs to rise to approximately 26% at the start of the 2017-2018 school year.

**Committees** – Fundraising and Site Council committees will meet on Wednesday 5/17 at 5:30 and 6:00 pm respectively.



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	<p>The Wellness Committee met on 5/4 at 8:00 am and our guest was Brooke Bennett from Healthy Monadnock – Champions Program. We completed an assessment with her as a first step to becoming partners with Healthy Monadnock.</p> <p><b>Upcoming Events –</b>  Mentor Dinner at Keene State College on May 25<sup>th</sup> 6-8 pm.  Graduation Gateway (Alice Weil) on May 18<sup>th</sup> from 10 – 12.  Graduation – June 9<sup>th</sup> – 6 – 7 pm</p> <p>Elizabeth also reported on working on fundraising and the idea of reframing our fundraising pitch to highlight our “non-profit” status over our status as just a “school,” which changes people’s expectations and frames of reference.</p> <p>Chris also reports that the Hechinger report featuring MC2 will be out soon.</p> <p><b><u>Manchester Update</u></b></p> <p><b>Enrollment</b> – As of 5/12/17 we currently have 76 students enrolled.</p> <p><u>Middle School Enrollment</u> – 33 6 have attendance issues; 5 have indicated they are likely moving/transferring at the end of the quarter</p> <p><u>High School Enrollment</u> – 43 4-5 students are considering taking the HiSET but are staying enrolled; 2 are talking about transferring (Job Corps and Adult Ed); 5 have attendance issues. 3, not included in the count, are being withdrawn due to lack of attendance/communication.</p> <p><b>Facilities</b> – see CEO report below</p> <p><b>Special Education:</b>  We have <b>19</b> students from Manchester, <b>5</b> from out of Manchester with IEPs, for a total of <b>24</b> students with IEPs. (32%) 5 students are in the evaluation process. We have <b>8</b> students with 504 plans. (9%)</p> <p><b>Program:</b>  We have a community cookout scheduled for</p>	
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	<p>Wednesday, thanks to the generosity of one of our families.</p> <p><b>Staffing</b> – The special educator has resigned due to health. Another staff member is transitioning into the Special Educator position. Still pursuing an art teacher and interviewed a physics teacher.</p> <p><b>Internships</b> – We are happy to report internships are picking up. Up to 14 from 2. (See Internship Update below.)</p> <p><b>Internships Update, 5/10/17</b></p> <p><b>Current Sites:</b>      Currier Art Museum      Planned Parenthood      Millyard Museum      Brutus Auto      Ataboys Auto      Polaris Charter      Baker's Collision Repair</p> <p><b>Sites in Development:</b>      Photographer, Jean Woznia      Cosmetology: Laird Institute.      Dave's Dragons      Double Midnight Comics      Police Explorers      Cafe La Reine      Courvilles Assisted Living      TS Welding      Auburn Police Department</p> <p>Community Partnership Dinner will be June 8 at 6 pm. Please let Connor or Kim know if you will be able to attend.</p> <p>Fundraising: Several parents are working on some additional fundraising efforts, both active and passive (like box tops).</p> <p><b>CEO Update      May 15, 2017</b></p> <p><b>Charter Renewal Process</b> – Next steps: A report will be</p>	
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	<p>written, which I will be able to review for <u>factual</u> accuracy. The report will be submitted to the State Board of Education and a recommendation will be made to the Board at an as yet undetermined future board meeting. We are encouraged to be present at that meeting (and will be notified in advance.) The intention is to bring all (8?) charter renewals forward at the same time. Kim also highlighted that the team had great visits with board, students and parents. The team is also interested in “value added” data around attendance, behavior, completers (graduates and HiSET) and so on. The state system provides some of that data and they’ll dig through it.</p> <p><b>Title I Onsite Administrative Review</b> – The Title I Onsite administrative review was conducted. We have some corrective action items, which we are working on addressing. One of these items is for the board to adopt a Title I Complaint Policy. A template for that will be sent to me to share with the board.</p> <p><b>MC<sup>2</sup> Manchester Facility Update</b> – The draft lease was reviewed by Devine Millimet, with our proposed revisions submitted to Doug Martin (Colliers) on Friday afternoon. Peter Levine called me earlier in the week to check on progress. He indicated the move-in target now looks like January. In the course of that call he expressed his intention to provide support with marketing and business connections after we are in the building.</p> <p><b>School Lunch Update</b> As of right now, we don’t have any bids for our school lunch program for next year. Kim is pursuing further conversations with Manchester and will also discuss with the state what to do in this circumstance.</p> <p><b>Special Education Bill Update</b> Kim is in discussion with the Manchester School District about billing for special education services, which we have been providing for our students this year. Kim shared that we had a visit on Friday from Eric Toshalis, from Students at Center Research Collaborative and he had nothing but good things to say. In particular with the balance between freedom and structure. The question is not are the kids meeting the standards they need to meet, but identifying the outcomes that each</p>	
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	students need to meet their life path.	
Financial Report	<p>Kim, Dawna, leadership and the finance committee have begun looking at our compensation for teachers and staff. They looked at one first possible set of numbers, but there are other considerations to be made before they are ready to present any concrete proposals to the board, in the meantime, we may have to basically continue what we have now with an increase for staff who have been here for a year or more. There are a few other factors that figure into this, including the possible new lease in Manchester (or continuing at Rogers Street).</p> <p>Kim additionally raised the idea that we should push for a board retreat in June.</p>	
Old Business	No old business	
New Business	<p>Steve Coughlan has submitted his letter of resignation effective immediately. The letter of resignation was read. Susan moved that we accept Steve's resignation with regret and appreciation. Sarah seconded. There was no discussion. Steve will continue to serve as treasurer until the board can select another treasurer, which he has asked that we do by August 15<sup>th</sup>, 2017</p> <p>Sarah moved to appoint Steve Coughlan to the advisory board. Susan seconded. There was no discussion.</p> <p>Susan moved to appoint Steve as a community member of the Finance Committee and Governance Committee. Sarah seconded.</p> <p>Susan moved that we appoint Adam Johnston as the new signer of the manifest. John Griffin seconded. There was no discussion.</p> <p>We selected Wednesday June 28<sup>th</sup> from 4:00-8:00 for our Board retreat at the Keene, MC2.</p> <p>Discussion of the sustainability of the Manchester campus. At this point John Griffin recused himself</p>	<p>Unanimously approved by the roll call vote.</p>



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	from the meeting because of his involvement with the lease of the new site.	
Policies	<p><b>Policy</b> The board recognized that the Conflict Resolution Policy was adopted in April of 2016. We will consider possible amendments for next meeting.</p>	
Committees	<p><b>Academic excellence</b> Has not met this month. Primary focus was on charger renewal in recent weeks. So there are no other updates.</p> <p><b>Development</b> Parent volunteer is entering data into SalesForce. We are planning a mailing around board recruiting and membership when the database is ready. We talked more about coordination between the two sites and trying to make sure we are not overlapping in our requests for donations and so on.</p> <p><b>Governance</b> Governance reviewed the Conflict Resolution Policy and the Use of Physical Restraint Policy. The next committee meeting is Wednesday, June 14<sup>th</sup> in the afternoon.</p> <p><b>Finance</b> Nothing new to report beyond what's above.</p>	
	The meeting adjourned at 8:14 pm	Motion to adjourn by Sarah F.