



Making Community Connections
 Charter School
 Board Meeting Minutes

Monday, 17 July 2017
 6:00PM – 8:00PM
 MC² Charter School
 149 Emerald Street, #UP-3, Keene, NH

Attendees

Trustees in attendance at MC2: Jodi Adams, Marcea Gustafson, Sarah Foucher, Susan Dreyer
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Trustees in attendance by phone: Adam Johnston, John Griffin

Administration: Kim Carter, Chris O'Reilly,

Apologies:

Guests: Mary Mary deGozzaldi, Frank Donato

Agenda

Topic	Discussion	Action Items
Call to Order	The meeting was called to order at 6:04pm	
Approval of Agenda	The agenda was approved	
Public Time	Frank asked how the fundraising for the “big ask” was going. We talked about a timeline and how things were developing Mary asked about money for Antioch Internships and Chris reported that this was true and in the works.	
Student Time	No students were present	
Approval of Minutes	June 19 th minutes were presented for approval. Marcea moved that we approve the minutes for June 19 th , Sarah seconded. There was a brief discussion	Approved by roll call vote with Adam abstaining.



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	to amend the minutes for two small items. The minutes were approved as amended.	
School Leader and CEO Reports	<p style="text-align: center;">Board Update – Monadnock 7/17/2017</p> <p>Students and Families – Ben Bigaj successfully completed his graduation gateway exhibition on Friday July 14th. Maude Warshaw will be presenting her graduation gateway this coming Friday July 21st, and on the evening of the 21st we will also have a graduation ceremony for Ben, Maude and Addie Callihan, who completed her graduation gateway at the end of spring quarter.</p> <p>Enrollment – 91 students are currently enrolled for summer quarter, 2 more are expected to join us within the next week, and 6 more are in the process of applying. We are still optimistic that we will reach our enrollment limit of 105 students by the start of the fall quarter.</p> <p>Internships – We have a total of approximately 70 community partners who are approved internship mentors/sites. We currently have 17 students placed at sites and Jason is working diligently to place many more in the coming weeks.</p> <p>Staff – We will be hiring one or two new support staff as 1:1 tutors to provide sp. ed. services. 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 will continue the search for another teacher/advisor to join our staff beginning in the fall quarter when enrollment is up to 105.</p> <p>Special Ed. and Section 504 – We currently have 23 students with IEPs (25%) and 10 students with Section 504 Plans (10ish%). The new special education director for SAU 29, Rick Matte, has committed to meeting with leadership on a monthly basis in an effort to work with MC2 to improve the way in which special education services are delivered, how our organizations communicate, and how to best serve the students in our community collaboratively.</p> <p>Committees – The Site Council committee met on Wednesday 7/12 at 6:00 pm, and The Wellness Committee</p>	



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	<p>met on 7/13 at 8:00 am. Nothing new to report from either committee. Both committees did discuss ideas relating to the recruitment of new members with the influx of new students and families.</p> <p>Upcoming Events – Graduation Ceremony – 7/21/17 6:00 – 8:00 pm</p> <p>Mary talked about having a summer BBQ for families. Frank also noted August 30th marks the start of year three for the Monadnock site.</p> <p>MC² Manchester Update MC² Board – 7/17/2017</p> <p>Enrollment – As of 7/17/2017 we currently have 71 students enrolled, Applications (Middle School) Enrollment - 32 , Will be sending out 4 withdrawal letters due to lack of attendance. High School Enrollment - 41, Will be sending out 5 withdrawal letters due to lack of attendance. Special Education - Applications - 11 (3 possible withdrawals); Creations - 25 (5) Current number of special education students is 51% but it is anticipated that it will drop to 39% with the processing of these withdrawing students.</p> <p>Prospective families continue to visit weekly.</p> <p>Facilities – Conor and Kim had a meeting with architect Kurt Lauer for “final code review”.</p> <p>Staffing: Currently reviewing Internship Coordinator applicants. Hope to hire for this position by week 5 or 6 of our current quarter.</p> <p>Bus Training 5 people have been trained and rostered to drive the bus, which means we’ll be able to do more treks and</p>	
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	<p>summer programming.</p> <p>Student Successes: Eli has successfully completed his Gateway from Phase 1 Applications to Phase 2 Applications.</p> <p>Internships: Our internships were starting to look up near the end of last quarter. Unfortunately the absences of our students and our current internship coordinator have stifled this progress.</p> <p>CEO Update July 17, 2017</p> <p>Public Relations MC² Advisory Group - I am working on reconstituting the Advisory Group with a meeting in August. If any board members are interested in participating/assisting, please let me know.</p> <p>Administration Almost all 2016-17 reports and data have been submitted, with the exception of the Annual Reports for each campus. Those reports have typically been due between August and September.</p> <p>I have been quite impressed with the recent graduation gateways. I encourage board members to sit as an outside panelist on at least one graduation gateway in the coming year. There is no single better way to understand the MC² mission and outcomes. Note: Graduation portfolios are available for review and some graduation gateways have been videotaped.</p> <p>Dawna and I have spent considerable time updating systems for better fiscal management and monitoring. This past year we implemented a purchase order system and process. As we move into FY18, we are implementing a time tracking system that will enable timely billing for special education services. Additionally, we are nearly ready to roll out a budget to expenditure information system that will provide timely financial reports to school leaders so they can manage their site-based budgets.</p>	
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Financial Report	Adam presented that the financial report looked good and the finance committee is happy with the overall trajectory and that we've "turned the corner" on our financial situation. There were no questions	
Old Business	No old business	
New Business	No new business	
Policies	<p>1. Policies</p> <p style="padding-left: 40px;">a. JKAA, Use of Physical Restraint, Seclusion, and Intentional Physical Contact, second reading. The governance committee recommends this proposal for approval. Marcea moved that we adopt this policy. Seconded by Susan.</p> <p style="padding-left: 40px;">b. We discussed the Wellness Policy</p>	The policy was approved by a roll call vote with Adam abstaining due to dropped call.
Committees	<p>Academic excellence</p> <p>At the committee's July meeting they set a couple of goals. Coming from the Board retreat they asked the question about metrics, how do we demonstrate growth and success of students. They have begun work on a document that draws on the goals in the charter outline what we value. The next step is figuring out how we can and do document these elements of growth and development beyond test scores (for example in Portfolios, etc.). They are also mindful that it needs to be manageable for staff and students. Kim points out that it's not as simple as "mining" data that we already collect. Sarah asked how we might use Project Foundry to do this documentation. At this point, there's no "extraction tool" for that data so we may have to organize it. Kim has been working with them on being able to develop "learning progressions" for our school and possible other clients.</p> <p>The committee also discussed attendance and especially in light of the state policy in which 5 absences constitutes truancy, which impacts more our students. They discussed how we set</p>	



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	<p>expectations around attendance and how help students identify where they are in their attendance and have a growth trajectory and a way to check in to be sure students really agree to what they said at admissions.</p> <p>Development</p> <p>Letter Campaign for Fall quarter (the “big ask”) and then a community breakfast during the fall quarter.</p> <p>Also hoping to increase board participation in 100% participation.</p> <p>Governance</p> <p>Adam reported that the governance committee is trying to set up a system on how to move through the backlog of policies that need to be approved.</p> <p>Finance</p> <p>The Committee set some goals—tangible targets to shoot for in the upcoming year. These included no bridge loan, technology replacement fund, working more on the compensation model, and transportation, especially for Monadnock.</p>	
	<p>Meeting was adjourned at 7:50pm</p>	<p>Marcea made a motion to adjourn.</p>
	<p>Next Meeting is August 21th, in Manchester Board Meeting dates are set through the end of the year on the third Monday of each month.</p>	