



Making Community Connections
 Charter School
 Board Meeting Minutes

August 21, 2017, MC2,

60 Rogers St., Unit 203, Manchester, NH

6:00pm-8:00pm

Attendees

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

Trustees in attendance by phone: John Griffin, Susan Dreyer Leon

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

Apologies:

Guests:

Agenda

Topic	Discussion	Action Items
Call to Order	The meeting was called to order at 6:05pm	
Public Time	No one was present	
Approval of Agenda	The agenda was approved	
Student Time	No students were present	
Approval of Minutes	Marcea approved that we approve the minutes from the retreat John seconded. Marcea approved that we approve the minutes from our July meeting.	Approved by roll call vote Approved by roll call vote
School Leader and CEO Reports	MC² Manchester Update MC² Board – 8/21/17 Enrollment – As of 8/17/17 we currently have 62 students enrolled. We have had a dip in enrollment due to enacting the attendance policy over the Summer Quarter. Many students are being held to school expectations and I anticipate losing a couple more	



Making Community Connections Charter School Board Meeting Minutes

	<p>students as we continue with behavioral and academic contracts.</p> <p>Middle School Enrollment - 28 Expect to add 1-2 more students into Applications High School Enrollment - 33 Expect to add 2-3 more students into Creations. Expect to have 1-2 withdrawals as we close the quarter.</p> <p>Facilities – Update on visits, facility news etc.</p> <p>Special Education: We have 18 students from Manchester, 5 from out of Manchester with IEPs, for a total of 23 students with IEPs. (37%) We have 7 students with 504 plans. (11%)</p> <p>Program: Super Happy Family Fun Day (Our 5th birthday and our Charter renewal celebration event) is planned for August 30th. We are meeting with the Union Leader Tuesday August 22 to discuss the possibility of holding the event outdoors at the Union Leader.</p> <p>Staffing – We have hired Lindsay Dobecki to replace Kirsten DeMott as our Internship Coordinator. We plan on having her train with Jason at the Keene campus before joining the team in Manchester.</p> <p>Leadership – We have asked Marcea to provide staff with coaching on learner management.</p> <p>Board Update – Monadnock 8/21/2017</p> <p>Students and Families – Governance council started up again on 7/17 and includes representatives from 3 of the 4 phases and 2 parent representatives. The MC2 parent group held a BBQ on Saturday 8/19. More details on how the event turned out to follow on Monday.</p>	
--	--	--



Making Community Connections Charter School Board Meeting Minutes

	<p>Enrollment – 84 students are currently enrolled, 3 more are actively pursuing enrollment, and 1 family will be touring next week. We are still optimistic that we will reach our enrollment limit of 105 students by the start of the fall quarter, which puts our enrollment goal between now and October 10th at 18 new students.</p> <p>Internships – We have a total of approximately 70 community partners who are approved internship mentors/sites. We currently have 18 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>Chris attended Think:Kids Tier 2 training July 31 – August 2 and is working with staff to implement the Collaborative Problem Solving approach to dealing with student behavioral challenges.</p> <p>Special Ed. and Section 504 – We currently have 22 students with IEPs (26%) and 9 students with Section 504</p> <p>Plans (11%). 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</p>	
--	--	--



Making Community Connections Charter School Board Meeting Minutes

	<p>Wednesday 8/9 at 6:00 pm, and The Wellness Committee met on 7/13 at 8:00 am. Nothing new to report from either committee.</p> <p>Higher Ed – We met with Steve Bigaj and Beth Burro at KSC about grant (SAHE) for PD, teacher training, and related supplies in STEM and mental health and wellness. An Antioch counseling intern started on 8/14 for a one-year commitment. Kyla, currently works at an adolescent treatment facility in Brattleboro, VT and has expertise in drug and alcohol counseling. This year our internship relationship with Antioch Includes training for the site supervisor, which includes compensation for attending four mental health related training sessions and will help offset the cost of paying for a clinical supervisor.</p> <p>Visitors – Kathleen McClaskey, from Personalized Learning (and a Pioneer Lab colleague), and her colleague</p> <p>Dave Nikkels, from Holland, came to visit on 8/15. They toured the school and led a focus group discussion with 8 of our students. Kathleen said that they “appreciated the time we had with your students and the candid conversations we had with them.”</p> <p>Upcoming Events – Birthday Celebration on head-count day 8/30</p> <p>CEO Update</p> <p>CEO Update August 21, 2017 Charter renewal, Manchester campus – State Board meeting, August 24. There are a number of hearings taking place, but it is anticipated the charter renewals will take place between 12:30 and 2 pm.</p> <p>Advisory Group meeting – August 30, 2017, 5 pm,</p>	
--	--	--



Making Community Connections Charter School Board Meeting Minutes

	<p>Manchester Campus Birthday Celebrations – August 30 (enrollment count day for adequacy)</p> <p>Legal Counsel –Devine Millimet, the legal firm serving as counsel for Manchester lease negotiations. I recommend having them review the proposed MOU with the Manchester Police Department.</p> <p>Student turning 21 – A Manchester student who is close to graduating turns 21 this month. I have notified the student they may complete their diploma.</p> <p>Current CEO goals:</p> <p>1. Make a dent in the massive administrative tasks with looming/past deadlines:</p> <ul style="list-style-type: none"> * National School Lunch Program application (deadline July 31; to be able to continue to access federal funding to feed students) ** Wellness Policy update (deadline PAST; needs to go through board) ** School Wellness Committee * Title IA application (deadline August 21, in order to have Title I services in September) * Emergency Operations Plan (deadline September 1) ** MOU with Manchester Police Department * 2016-17 Annual Report, with School Leaders (deadline September 1) <p>2. Meet with Business Manager:</p> <ul style="list-style-type: none"> * billing to maintain cash flow (deadline August 1) * lease negotiations for MC2 Manchester (deadline August 25) * board and legal review * grant reporting to NHDOE * budget monitoring and adjustment <p>3. Redefine/renegotiate my role in relation to the two campuses:</p> <ul style="list-style-type: none"> * Identify specific days to be at each campus 	
--	--	--



Making Community Connections Charter School Board Meeting Minutes

	<p>* Provide strategic assistance for school leadership and faculty at each campus</p> <p>Progress:</p> <p>1. NSLP application: sent draft Wellness Policy revision to Governance Committee Title IA application: downloaded SBAC and MAP testing data by subject and grade; need to aggregate by program (middle and high) and subject (Math, ELA/Reading and Language Usage); need to review “Evidence Based Practices” to identify which MC2 will use</p> <p>EOP: downloaded templates; contacted Homeland Security School</p> <p>Readiness coordinator and set meeting time Annual Report: procrastinating</p> <p>2. Billing completed; set up for biweekly billing Lease negotiations – lease is with landlord Grant reporting – Title I for June and July is complete, which will help with cash flow; Charter Grant Final Report should be in either Monday or Tuesday</p> <p>3. Specific days not yet determined; time between campuses has been fairly even this quarter, albeit limited due to pending administrative tasks I’m communicating with both School Leaders to address emerging issues and plan for development.</p> <p>We had some discussion about supporting Kim in her role with the many tasks.</p>	
<p>Financial Report</p>	<p>The finance committee did not meet in August.</p> <p>Bridge Loan (part 2)</p> <p>August has a significant cash flow crunch and the Finance Committee is requesting the Bridge Loan second installment. This is due primarily the state funding payments and also because of not receiving any payments from several of our sending districts for the entire 2016-17 school year.</p> <p>Marcea moved that we approve the 2nd Bridge Loan for an additional \$25,000.00</p>	<p>This was unanimously approved by roll call vote.</p>



Making Community Connections Charter School Board Meeting Minutes

	<p>We had an extended discussion about billing process for reimbursement and about how we meet student needs.</p> <p>We also talked about how summer enrollments are about 15 students low per campus and leadership is paying careful attention to this.</p>	
Old Business	No old business	
New Business	<p>John moved that the board approve Adam Johnston as the new treasurer for the upcoming year. Marcea seconds.</p> <p>Kim moved that we accepted Sarah's Foucher's resignation with regrets from the board effective tonight. Adam seconded.</p> <p>League of Innovative School Partnership Agreement. Adam moved that we renew our membership, seconded by Marcea.</p> <p>Kim made a motion that the board approve to pay Marcea Gufstafson up to \$4000 for professional development for the school year.</p> <p>Adam moved to share data with "Link-it" and John seconded.</p> <p><i>John left the meeting at this point (7:43)</i></p> <p>Manchester Lease. Kim updated us on the lease offering. Adam moved that the board authorize Kim to execute the lease on new Manchester Site with <i>Amber UL Associates, LLC</i> under the current terms and to empower Kim to approve any additional terms that may arise prior to the signing. Marcea seconded.</p>	<p>Unanimously approved by roll call vote.</p> <p>Unanimously approved by roll call vote.</p> <p>Unanimously approved by roll call vote.</p> <p>Unanimously approved by roll call vote with Marcea recusing herself.</p> <p>Unanimously approved by roll call vote.</p> <p>Approved by roll call vote with John abstaining.</p>



Making Community Connections
 Charter School
 Board Meeting Minutes

Policies	<p>Wellness Policy</p> <p>Adam moved that we adopt the final draft of the Wellness Policy. Marcea seconded.</p>	Unanimously approved by roll call vote.
Committees	<p>Academic excellence Talked a lot about the “Admissions Commitment” and what we do when students and families don’t meet their agreements.</p> <p>Development Marcea shared her exploration of the maker lab for the Manchester site. Kim reported that they are seeking donations of materials and support and also working on grant money to outfit the sight in the same way.</p> <p>Talked about looking at a partner sites for wilderness trips for Manchester, like Kroka is for Monadnock.</p> <p>Also talked about the possibility of changing our donor page to allow people to specify what they would like to have their donations go towards.</p> <p>Governance</p> <p>Finance Did not meet this month</p>	
	Motion to adjourn at 8:11pm by Marcea.	
Upcoming Meetings	The next meeting is Sept. 18 th in Keene.	



Making Community Connections Charter School Board Meeting Minutes

--	--	--