



Making Community Connections Charter School Board Meeting Minutes

Monday, 18 September 2017

6:00PM – 8:00PM

MC² Charter School

149 Emerald Street, #UP-3, Keene, NH

Attendees

Trustees in attendance at MC2: Jodi Adams, Susan Dreyer Leon

Trustees in attendance by phone: Adam Johnson, John Griffin, Marcea Gustafson (6:15)

Administration: Kim Carter, Chris O'Reilly, Conor Sands (phone, 6:30)

Apologies:

Guests: Mary Mary deGozzaldi

Agenda

Topic	Discussion	Action Items
Call to Order	The meeting was called to order at 6:06pm	
Approval of Agenda	The agenda was approved	
Public Time	No public time issues	
Student Time	No students were present	
Approval of Minutes	July 17 th minutes were presented for approval. John moved that we approve the minutes for July 17 th , Kim seconded.	Approved by roll call vote.
School Leader and CEO Reports	<p style="text-align: center;">Board Update - Monadnock 9/2017</p> <p>Students – Gateway exhibitions over the past month include: Kayla B – P4; Tori F – P2; Ella C – P2; Rachel P – P2. We have several other gateway exhibitions upcoming over break, or within the first week of fall quarter.</p>	



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	<p>Enrollment – Currently we have 86 students enrolled and have 4 more in the pipeline to begin fall quarter. We still have some work to do to bring enrollment up to our projected number of 105.</p> <p>Staff – We currently have 1 admin assistant, 6 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 (26.7%) and 7 students with Section 504 Plans (8%). Our special education staff member, Danielle Sanderson, has been taking on more case management work as we continue ask districts to include case management services in student IEPs. Danielle is also a reading specialist and provides direct reading services to several of our students.</p> <p>Committees – The following committees are currently active and are having regular meetings: Site Council, Wellness and Community Connections. A formal fundraising committee does not exist, but parent and community volunteers are working on various fundraising initiatives.</p> <p>Higher Ed – Our Antioch counseling intern, Kyla Jones, has been working on campus M-W-F with our students. Her clinical supervisor is Amelie Gooding, a dually licensed counselor in both substance use and mental health disorders. She has worked in the fields of addiction and mental health treatment for more than 30 years and is currently employed at Phoenix House in Keene. Kyla’s site supervisor is Chris, the school leader. Kyla, Amelie and Chris all attended a training at Antioch on Thursday 9/14 (The Impact of Trauma on Substance Use Disorders), which is the first of four trainings they will all be attending as part of the requirement for the HSRA Grant that is helping support our internship program.</p> <p>The grant funding from KSC for STEM related professional development is being used to offer training</p>	
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by Hans Schepker of Glass Geometry on September 20th at Pear Tree Studios in Harrisville, NH. Securing grant funds for the 2017-2018 school year is a priority for us and if secured, will be used to continue to fund the work with Hans as well as work toward developing mathematics curriculum (IMP) and training to implement it.

Upcoming Events – Safety Meeting (NH DoS, KFD, KPD) – Sept. 26th ; Fall Festival fundraiser Sept. 30th; Meet your Match Non-Profit Fair Sept. 29th; Fall quarter – October 10; NH DoE – David Quigley visit Oct. 18th.

MC² Manchester Update

MC² Board – 9/18/17

Enrollment – As of 9/15/17 we currently have 64 students enrolled. We have 8 additional students enrolled for Fall Quarter, with another 4 in process and continuing inquiries. The dip in enrollment is largely due to increasing accountability around school expectations over the Summer Quarter.

Middle School Enrollment - 27 (+ 3 starting Fall Quarter; 3 in application process)

High School Enrollment - 37 (+ 5 starting fall Quarter; 1 in application process)

Special Education: We have **18** students from Manchester, **5** from out of Manchester with IEPs, for a total of **22** students with IEPs. (34%)

We have **7** students with 504 plans. (11%)

Facilities – The Union Leader space lease was signed August 24th. We anticipate moving in March, 2018.

We are in the process of reviewing emergency operations procedures with Homeland Security and Manchester Fire and Police Department. Officer Linstad from the Manchester Police Department met with Conor to review the space and will be providing training to the staff on



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	<p>Friday, October 6th. Scott Nichols from Homeland Security and a Manchester Fire Department official will meet with Conor on September 27th.</p> <p>Program: Super Happy Family Fun Day (August 30th) was very successful. We had a day of family, student, and staff recreation at the Union Leader site, and were able to provide tours of the new space. Staff went above and beyond to plan and prepare, including running tie-dye workshops with the students.</p> <p>We are planning an orientation day for new students before the start of the Fall Quarter.</p> <p>Staffing – Lindsay Dobecki has started as our new Internship Coordinator. We are quite appreciative of Jason’s time sharing his expertise with her. Michael Yellin is our new Title I Literacy Specialist, as Kristin moves into the role of Lead Advisor. Jen Cheatham’s last day was Friday, September 16th.</p> <p>Leadership – Training has continued with Marcea around learning facilitation and behavior management. Officer Lindstad will be joining us on September 6th for training around emergency operations (Active Shooter, Shelter in Place, and Lockdown drills).</p> <p>CEO Update September 18, 2017</p> <p>Charter renewal, Manchester campus – The State Board of Education officially approved MC² Manchester’s charter renewal on August 24, 2017.</p> <p>Advisory Group meeting –Kim and Marcea met with the Advisory Group on August 30th. In attendance were Amanda MacLellan, Dan Vallone, and Bob McLaughlin. We discussed priorities for the Advisory Group and ways they could assist. Discussion focused on increasing financial viability, ways to increase teacher benefits, and data.</p>	
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	<p>Advisory Group members had a number of ideas for ways to capture data around internships in particular. The next meeting will be in October (date to be set).</p> <p>Campus Birthday Celebrations and Enrollment Count Days – August 30 Both Campus celebrations were successful, as evidenced by student and staff reflections. This enrollment count for the first adequacy payment is always based on students physically in attendance. Enrollment was somewhat below our budget projections, with 84 (of 87) in attendance at Monadnock and 60 (of 67) in attendance at Manchester.</p> <p>Legal Counsel –We have signed a general letter of engagement with Devine Millimet. Our primary counsel will be Joseph Rheume, who worked with us on the Union Leader building lease and the Manchester Police Department MOU.</p> <p>Update on 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 <p>* 2016-17 Annual Report, with School Leaders (deadline September 1)</p> <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 	
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	<p>ONGOING</p> <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 * Provide strategic assistance for school leadership and faculty at each campus <p>Progress:</p> <ol style="list-style-type: none"> 1. NSLP application: -- COMPLETED, PENDING FINAL NHDOE APPROVAL 2. Wellness Policy revision -- COMPLETED, PENDING BOARD APPROVAL 3. Title IA application: COMPLETED, REVISION IN PROCESS 4. EOP: SUBMISSION COMPLETED, REVIEWS SCHEDULED FOR EACH CAMPUS <p>Manchester Police Department MOU: COMPLETED, PENDING MPD APPROVAL</p> <p>Annual Report: Started</p> <ol style="list-style-type: none"> 2. Billing completed; set up for biweekly billing <ul style="list-style-type: none"> Lease negotiations – COMPLETED Grant reporting – COMPLETED 3. Specific days not yet determined; time between campuses has been fairly even this quarter, albeit limited due to pending administrative tasks <p>I'm communicating with both School Leaders to address emerging issues and plan for development.</p>	
Financial Report	<p>The board reviewed the financial report. John reported that the finance committee met and things look good with the exception of the continuing difficulty of the FY17 payment from the Manchester School District for Special Education Services. We also have our financial audit coming up in October.</p>	
Old Business	<p>No old business</p>	
New Business	<p>No new business</p>	



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<p>Policies</p>	<p>JLCF Wellness Policy</p> <p>The state did not approve the wellness policy that we approved, so its been sent back with recommendations. Kim negotiated with the state for the revisions indicted in the revised policy. The board reviewed these changes. John moved that we accept the policy with the edits and waive the need for a second reading. Marcea seconded.</p> <p>BCB TRUSTEE CONFLICT OF INTEREST POLICY</p> <p>The board reviewed the revised conflict of interest policy document. John moved that we accept the revised document and Marcea seconded.</p> <p>JKF ACADEMIC PROBATION AND EXIT POLICY</p> <p>John moved that the board approve the Academic and probation policy was presented to the board. Marcea seconded.</p>	<p>The amended policy was unanimously approved by roll call vote.</p> <p>The amended policy was unanimously approved by roll call vote.</p> <p>The amended policy was unanimously approved by roll call vote.</p>
<p>Committees</p>	<p>Academic excellence</p> <p>The committee identified that they should revisit the charter and Kim also sent information to the leadership and Academic Excellence committee on the kinds of data she tracks. All of these factors will inform the development of our data collection process for our ability to better describe our success.</p> <p>Development</p> <p>Work on the community breakfasts is moving forward and there is a set of tools and materials that were used previously that the committee can use to help set things up.</p> <p>Jodi reported that she and Chris are going to attend the “Meet your Match non-profit fair.”</p> <p>Governance</p> <p>Governance Committee wants to start thinking about Board Development again now that we’re back down to six people. John reported that the policy development work was the primary work done by the governance committee this time.</p>	



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	Finance See above under budget.	
	Susan moved to adjourn the meeting at 7:06pm	
	Next Meeting is October 16, in Manchester Board Meeting dates are set through the end of the year on the third Monday of each month.	