



Making Community Connections  
 Charter School  
 Board Meeting Minutes

Monday, 20 August 2018

6:00PM – 8:00PM

MC<sup>2</sup> Charter School

100 William Loeb Drive, Manchester, NH 03109

***Attendees***

**Trustees in attendance at MC2:** Jodi Adams, Amanda MacLellan, Kim Carter, Dan Vallone

**Trustees in attendance by phone:** Susan Dreyer Leon, Marcea Gustafson

**Administration:** by phone Elizabeth Cardine, David Lane

**Apologies:** Adam Johnston

**Guests:** None

***Agenda***

Topic	Discussion	Action Items
Public Hearing	Called to order at 6:24 pm. Acceptance of Grant Money from the Lawrence O’Toole Award won by Elizabeth Cardine at MC2 Monadnock from the Nellie Mae Foundation. Move to accept the cash award for \$15,000 by Dan Vallone, seconded by Amanda	Approved by unanimous roll call vote.
	Motion to adjourn public hearing moved by Dan and seconded by Amanda	
Call to Order	The meeting was called to order at 6:16 pm	
Approval of Agenda	The agenda was approved	
Public Time	No public was present	
Student Time	No students were present	
Approval of Minutes	Approval of the draft minutes from July 16 <sup>th</sup> . Moved by Marcea and seconded by Amanda.	Approved by unanimous roll call vote



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<p>School          Leader and          CEO Reports</p>	<p style="text-align: center;"><b>MC<sup>2</sup> Manchester Update          MC<sup>2</sup> Board – 8/20/2018</b></p> <p><b>Enrollment</b> – As of 8/17/2018 we currently have <b>75</b> students enrolled, with 3 students in the enrollment process.</p> <p style="padding-left: 40px;">Applications Program Enrollment - 26 (13 female and 13 male)</p> <p style="padding-left: 40px;">Creations Program Enrollment - 49 (17 female and 32 male)</p> <p><b>Special Education:</b> We have a total of 18 students with IEPs. (24%)          We have <b>6</b> students with 504 plans. (8%)</p> <p><b>Facilities</b> – Additional cameras have been installed for our surveillance system. A public address system is slated to be installed during the September break. Staff and learners are working on plans for decorating the space.</p> <p><b>Staffing:</b></p> <p style="padding-left: 40px;">Marie Flowers, Administrative Assistant, will be leaving as of August 31st, as she and her family will be moving out of state.</p> <p style="padding-left: 40px;">Nicholas Roes notified school leadership he won't be returning. In his resignation letter he shared the following sentiment: "I cannot stress enough how important the work you are doing is, I am fortunate to say I was a part of it. I hope my contributions helped the school move closer to fulfilling its goals. The vision and mission of MC2 is precisely what education needs. My personal philosophy of education still aligns with learner-centered principles."</p> <p><b>Training:</b></p> <p>Polly Bath provided 6 days of one-on-one coaching and support while simultaneously working with leadership to improve and deepen implementation of school systems. As we implement her recommendations, we are seeing slow but steady progress in building our school</p>	
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	<p>community. She will provide a two-day training for staff from both campuses at the end of the Summer Quarter.</p> <p>Staff completed Therapeutic Crisis Intervention training, reporting they found the focus on de-escalation intervention helpful.</p> <p>Annual bus driver training will begin this week.</p> <p><b>Campus Successes:</b> Kane graduated from the IMPACCT program.</p> <p>Three students recently participated in CPR training at MPAL (Manchester Police Athletic League) and seven students continue to meet the criteria to participate in MPAL’s boxing program on Tuesdays and Thursdays.</p> <p>C.R.E.A.T.E. -- Drama and music workshops run by two certified therapists from C.R.E.A.T.E. have begun and been well received by students.</p> <p><b>Internships:</b> Five students are currently in internships, and four new sites are pending.</p> <p><b>Note:</b> This Update has been prepared by Kim, in support of the leadership transition process.</p> <p style="text-align: center;"><b>Board Update – Monadnock - August 2018</b></p> <p><b>Students</b> – Upcoming Graduation Gateways: Bradley Hinkell (August 30<sup>th</sup>) Erin Ballard (August 23<sup>rd</sup>)</p> <p>We will be having a graduation ceremony for 3 of our graduates on September 7<sup>th</sup> at 6pm at the MC<sup>2</sup> Monadnock campus. Ice cream social to immediately follow the ceremony.</p> <p>Gateway exhibitions recently completed: 8/16 Jasmine S. (P3)</p>	
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	<p>Upcoming Summer Quarter Gateways: 8/21 Walker S. (P3) 8/24 Angie P. (P4)</p> <p>Numerous fall quarter gateways are expected.</p> <p>Lathe Crew students have started a small business building hand crafted wooden pens, which they have named Turning Point.</p> <p><b>Internships</b> – 20 students currently placed and participating at internships</p> <p><b>Enrollment</b> – current enrollment: 70 3 tours on Friday 8/17 – expecting students to enroll by 8/29</p> <p><b>Staff</b> – Long-term substitute and para/tutor Griffin Kelly has taken a position at Conval and gave us his two-week notice. His last day is August 24<sup>th</sup>.</p> <p>Two finalists for the open social studies teacher/advisor position will be interviewing and executing their practice lessons with students this week.</p> <p><b>Special Ed. and Section 504</b> – We currently have 22 students with IEPs (30%) and 5 students with Section 504 Plans (7 %). Last pay period (7/30 to 8/10) our support staff logged 340 hours of billable services.</p> <p><b>Events</b> – Let it Slide fundraiser @ Hannah Grimes on July 27<sup>th</sup> was a success – gross amount raised was just over \$1000. The Fair Trade fundraiser brought in about \$150.</p> <p>Our “State of the Community” event on August 1<sup>st</sup> was well attended (34% of our families attended) with a number of parents committing to supporting MC2 through various volunteer activities.</p> <p>Our annual MC2 Monadnock birthday celebration will be on August 29<sup>th</sup> (head-count day) and is being planned and funded by parents.</p>	
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	<p><b>Committees</b> – Site Council – next meeting date 8/22</p> <p><b>CEO Update</b> <b>August 20, 2018</b></p> <p><b>News:</b> CEO and CFO joined the MC<sup>2</sup> Monadnock School Leader and Lead Teacher for a site visit of potential relocation site. Kurt Lauer, the architect who has worked with MC<sup>2</sup> on every site project, subsequently visited the site for a preliminary code review, providing 10 items for consideration, concluding with “Overall, the space looks very good.” John Griffin contacted Doug Martin from Colliers International for information on market rates. A lease proposal was submitted to NGM on Thursday, August 16<sup>th</sup>.</p> <p>Adam shared information about community grants available from Optima Bank. We’ll apply to those for CPR and First Aid training.</p> <p>MC2 has been a member of the New England League of Innovative Schools. We are re-engaging with that organization. We are sending all of the teaching staff and leadership to the October Conference. Additionally, Chris and David will join the leadership group, which will meet several additional times during the year.</p> <p><b>Update on CEO goals:</b></p> <ol style="list-style-type: none"> <li>1. Managing continuing NHDOE accountability and grant requirements: <ul style="list-style-type: none"> <li>* Annual Report – 2017-18 <i>** in process; some questions have been shared with board committees for input. Goal is to have both campus reports ready for board approval by September meeting.</i></li> <li>* Emergency Operations Plan <i>** Remaining indexes for EOP –</i></li> </ul> <p><i>Still on the To Do list</i></p> </li> <li>2. Submit 2018-19 federal grant applications: <ul style="list-style-type: none"> <li>* National School Lunch Program – <i>in process; waiting for signed vendored meals contract from MSD</i></li> </ul> </li> </ol>	
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	<p style="text-align: center;">* Title IA – allocation is \$28,607.19 –  <i>These funds are specifically to support learning needs of underserved students at MC<sup>2</sup> Manchester, based on free and reduced lunch population as of October 1, 2017. (Defined as lowest performing 25%.)</i></p> <p style="text-align: center;">* Title IIA – allocation is \$11,305.19.  <i>These funds are for professional development, with priority given toward ensuring teaching staff are certified and highly qualified. These funds are also based on free and reduced lunch population as of October 1, 2017.</i></p> <p style="text-align: center;">* Title IVA – waiting for information about 2018-19 process</p> <p style="text-align: center;">3. Work with Business Manager:</p> <ul style="list-style-type: none"> <li>* Grant reporting to NHDOE - up to date through July</li> <li>* Budget monitoring and adjustment - Working on closing out 2017-18 financials.</li> <li>* Establish processes and risk management committees – Still on the To Do list</li> </ul> <p style="text-align: center;">Joint Loss Management</p> <p>Committees</p> <ul style="list-style-type: none"> <li>Grant application and approval process</li> <li>Fundraising process (draft almost complete but put on back burner)</li> <li>Technology Plan (for eRate)</li> </ul> <p style="text-align: center;">3. Manage and monitor CEO role in relation to the two campuses:</p> <ul style="list-style-type: none"> <li>* Leadership team meetings – still pending</li> <li>* Alternative Certification plans             <ul style="list-style-type: none"> <li>** Implementation and monitoring – I in process</li> </ul> </li> </ul>	
Financial Report	The committee has not met, so there is no financial report at this meeting	



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Old Business	None	
New Business	None	
Policies	<p><b>BA Board of Trustees Evaluations and Goal Setting</b></p> <p>Move to accept by Amanda, seconded by Dan.</p> <p><b>BEDH Public Participation at Board of Trustee Meetings</b></p> <p>Move to accept by Dan, seconded by Amanda</p>	<p>Approved by unanimous role call vote</p> <p>Approved by unanimous role call vote</p>
Committees	<p>Development: The committee met two weeks ago. There was a discussion about possible new signage at Manchester, which does require planning board approval. There was also a discussion about more fundraising connections in Manchester. There was also an idea about an Open House in Manchester at the end of September. Jodi also reminded us that it really helps the board if 100% of Board member make a donation to the school. It would be good if we could do that by the next Board meeting. Kim noted that in particular, Manchester could use some support for their Family Fun Day.</p> <p>Governance: Continues to work on policies. The two we approved tonight and there are 3-4 more in the cue that need school leadership feedback before we come to the board.</p> <p>Finance: is working on end of year financials for 2017-18.</p>	



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<p>Upcoming Meetings</p>	<p>October 15, 2018 — Manchester</p> <p style="text-align: center;">BOARD RETREAT — October 20, 2018 — 9 AM</p> <p>— 3 PM Jaffrey, NH</p> <p>November 19, 2018 — Keene December 17, 2018 — Manchester January 28, 2019 — Keene February 25, 2019 — Manchester March 18, 2018 — Keene April 22, 2019 — Manchester May 20, 2019 — Keene June 17, 2019 — Manchester</p>	
<p>Adjournment</p>	<p>Dan moved to adjourn at 7:22, seconded by Amanda</p>	