



Making Community Connections Charter School Board Meeting Minutes

Monday, 15 January 2018
6:00PM – 8:00PM
MC² Charter School
149 Emerald Street, #UP-3, Keene, NH

Attendees

Trustees in attendance at MC2: Jodi Adams, Marcea Gustafson, Kim Carter

Trustees in attendance by phone: Susan Dreyer Leon,

Administration: Chris O'Reilly, Conor Sands (by phone), Elizabeth Cardine (by phone 6:19pm)

Apologies: Adam Johnson & John Griffen

Guests:

Agenda

| Topic | Discussion | Action Items |
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| Call to Order | The meeting was called to order at 6:01 | |
| Public Hearing | Public Hearing was called to order at 6:01 pm for the purpose of accepting the gift of \$5,000. Chris said is a gift from a family of a current Monadnock student and they want to support having the MC2 option available in the community. The only stipulation was that the money could only be spent at the Monadnock campus. Acceptance of the gift of \$5,000 Moved by Marcea seconded by Susan. Marcea moved that we adjourn the public hearing. Seconded by Susan. | Unanimously approved by role call vote |



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| Call to Order | The meeting was called to order at 6:05pm | |
| Approval of Agenda | The agenda was approved | |
| Public Time | No public present | |
| Student Time | No students were present | |
| Approval of Minutes | Marcea moved that we approve the November minutes. Susan seconded. | Approved by unanimous roll call vote |
| School Leader and CEO Reports | <p style="text-align: center;">MC² Manchester Update MC² Board – 1/15/18</p> <p>Enrollment – As of 1/15/18 we currently have 80 students enrolled. We have 1 in process to join our Creations program. There are 2 interviews scheduled for this week.</p> <p>Middle School Enrollment - 36 (0 in application process) High School Enrollment - 44 (+ 1 early Winter Quarter; 0 in application process)</p> <p>Special Education: We have a total of 25 students with IEPs. (31%) We have 7 students with 504 plans. (9%)</p> <p>Facilities – Preparing for our move in March to the new location. We would like help planning and hosting an Open House for Spring Quarter.</p> <p>Program: Michael is working with students on the Ashoka Storytelling project.</p> <p>Internship: Lindsay has connected MC² with 3 more internship sites and has 2 more in the process.</p> <p>Staffing – We have hired Marie Flowers as our new Administrative Assistant. We are also currently in the process of hiring another special education para.</p> | |

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| | <p>Leadership – Two teachers will be attending Education Reimagined Pioneer Lab Training in San Francisco next week.</p> <p style="text-align: center;">Board Update – Monadnock 12/2017 – 1/2018</p> <p>We completed Fall Quarter Doc Week on 12/15, which marks the halfway point of the 2017-2018 school year, and started Winter Quarter 2018 on 1/8/2018.</p> <p>Students – Gateway exhibitions since last Board meeting: James O. - P1 to P2; Kayla Bagster – Graduation Gateway (she is going right into the U.S. Navy this month); 1/11 Ambrose D. P1-P2; 1/12 Zine A.. P3-P4. We anticipate 9 – 12 students will gateway during the winter quarter.</p> <p>Parents – As of 12/15 we had 63% of our parents respond to the Parent Survey. Results of the following statement; “MC2 provides a positive learning experience for my child.” are as follows: 57% stated “strongly agree”; 39% “agree”; 4% “neither agree or disagree”. Complete results of the parent survey will be made available soon.</p> <p>Enrollment – Currently we have 76 students enrolled and 1 student possibly transferring in next week. Sarah is beginning 8th grade tours for families/students interested in enrolling next year. 2 families with students currently in 9th and 10th grade are also scheduled to tour in January.</p> <p>Staff – Griffin Kelley will be joining us as a para/tutor. Griffin is a recent UNH graduate with ELA teaching credentials and Para II certification. This will put the number of support staff at our campus up to 9 (6 FT para/tutors, 2 PT Para/tutors and 1 special educator). We will be going into winter quarter with the same core teaching/advising staff that we have had for the past two quarters (Elizabeth, Jason, Alaura, Nate, Sarah L.).</p> | |
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| | <p>Special Ed. and Section 504 – We currently have 23 students with IEPs (29 %) and 6 students with Section 504 Plans (8 %). Sp. Ed. service hours logged last pay period = 281 (para/tutor) 44 (Sp. Ed. teacher)</p> <p>Events – On 1/12/18 three former MC2 Monadnock graduates (Sarah F., who is also a former MC2 board member, Bea B. and Maude W. attended a panel discussion about their current college experience, and their experience as MC2 students. This was an all-school event and was attended by students, parents, a Keene city councilor, as well as our Board chair (thanks Jodi!). We had a State Rep RSVP, but it turned out that he could not make it. The event was recorded on video and will be available for viewing and distribution in promotional materials.</p> <p>Parent education workshops, run by Sarah M. on 1/15, which include:</p> <p><u>HOW TO KEEP YOUR STUDENT ON TRACK</u> what steps you can take on a daily, weekly and quarterly basis to help support your student and keep him/her on track.</p> <p><u>DEEP DIVE INTO THE PHASE AND EK CHECKLISTS</u> a detailed explanation of the phase and EK checklists, describing how a credit is earned (including EK Portfolio's). Also discussing how to help your student design an independent project and/or trek.</p> <p><u>FOUNDRY</u> How to use Project Foundry.</p> <p>9 parents have signed up to attend these workshops.</p> <p>Committees – The following committees are currently active and are having regular meetings: Site Council – last meeting 12/6 (6 attendees), next meeting 1/17.</p> <p style="text-align: center;">CEO Update December 18, 2017</p> <p>News: Education Reimagined's next Pioneer Lab Challenge will be held in San Francisco the end of January. If any board member is interested in participating, please let Kim know.</p> | |
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| | <p>I have shared the invitation with the school leadership team and hope to have teams from each campus attending.</p> <p>Education Reimagined’s Progressions Team has requested a site visit to the Manchester Applications Program. This will include meeting with available board members. The date hasn’t been scheduled yet.</p> <p>The Succession Planning Committee had its first meeting. Priority is MC2 Manchester School Leader position. Timeline is:</p> <ul style="list-style-type: none"> • Clarify job descriptions for school leadership teams by early January • Write and post MC2 Manchester School Leader job posting by second week of January • Review applications in February, schedule top candidates for site visits • Bring nomination to March board meeting <p>Update on CEO goals:</p> <p>I. Attempt to keep pace with continuing NHDOE accountability requirements: administrative tasks with looming/past deadlines:</p> <ul style="list-style-type: none"> * 2016-17 Annual Report, with School Leaders - <i>- NHDOE Charter Office is in transition. It’s not clear if this is required at this point in time.</i> * Title IA Schoolwide application – Manchester – <i>We had a meeting with our Program Officer. (We will likely have a new program officer early in the new year.) I have reservations about moving to schoolwide.</i> * Title IIA application – <i>Staff and leadership surveys have been completed and I am in the process of completing the paperwork for this. Close to 25% of our Title II funds will be dedicated to alternative certification processes for staff not currently certified.</i> * Emergency Operations Plan <ul style="list-style-type: none"> ** Review evaluations for necessary actions – <i>We met with Homeland Security at the new Manchester facility and have received recommendations for that location.</i> ** Safety grant available from NHDOE – <i>Most of the quotes are in; we need to schedule time to write the grant.</i> <p>Priorities are:</p> <ul style="list-style-type: none"> - <i>controlling physical access</i> - <i>surveillance</i> | |
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| | <p style="text-align: center;">- <i>communications</i></p> <p style="text-align: center;">** Remaining indexes for EOP</p> <p>2. Meet with Business Manager:</p> <ul style="list-style-type: none"> * Billing to maintain cash flow – <i>We’ve changed our time tracking and billing service to improve communications with districts.</i> * Grant reporting to NHDOE - <i>up to date through November</i> * Budget monitoring and adjustment ONGOING * Audit - <i>Complete; pending final report</i> * Establish processes and risk management committees – <i>any volunteers?</i> <p style="margin-left: 40px;">Joint Loss Management Committees Grant application and approval process Fundraising process Technology Plan (for eRate)</p> <p>3. Manage and monitor CEO role in relation to the two campuses:</p> <ul style="list-style-type: none"> * Leadership team meetings – <i>Monday mornings</i> * Provide strategic assistance for school leadership and faculty at each campus * Alternative Certification plans <ul style="list-style-type: none"> ** Preparation – <i>1 approved, 2 in NHDOE review, 1 in development</i> ** Implementation and monitoring <p style="text-align: center;">CEO Update December 18, 2017</p> <p>News: Education Reimagined’s next Pioneer Lab Challenge will be held in San Francisco the end of January. If any board member is interested in participating, please let Kim know.</p> <p>I have shared the invitation with the school leadership team and hope to have teams from each campus attending. Education Reimagined’s Progressions Team has requested a site visit to the</p> | |
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| | <ul style="list-style-type: none"> - controlling physical access - surveillance - communications ** Remaining indexes for EOP <p>2. Meet with Business Manager:</p> <ul style="list-style-type: none"> * Billing to maintain cash flow – We’ve changed our time tracking and billing service to improve communications with districts. * Grant reporting to NHDOE - up to date through November * Budget monitoring and adjustment ONGOING * Audit - Complete; pending final report * Establish processes and risk management committees – any volunteers? <p>Joint Loss Management Committees Grant application and approval process Fundraising process Technology Plan (for eRate)</p> <p>3. Manage and monitor CEO role in relation to the two campuses:</p> <ul style="list-style-type: none"> * Leadership team meetings – Monday mornings * Provide strategic assistance for school leadership and faculty at each campus * Alternative Certification plans ** Preparation – 1 approved, 2 in NHDOE review, 1 in development ** Implementation and monitoring <p>Kim reported there was Leadership Team retreat on Jan. 5th focused on professional learning and looking at initial data. We have a lot of raw data, but thinking about how we aggregate it and pull it together.</p> <p>Both campuses have visiting teams coming soon—one looking at competencies and one from Education Reimagined.</p> <p>Kim also updated on the new Manchester facility. The Union Leader has offered the school some furniture, which will help with growing into the new space.</p> | |
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| <p>Financial Report</p> | <p>We reviewed the financial reports since November.</p> <p>Marcea moved that we approve the audit report. Seconded by Susan</p> | <p>Unanimously approved by roll call vote</p> |
| <p>Policies</p> | <p>Policies</p> <p>GBAA Sexual Harassment and Sexual Violence, first reading</p> <p>Kim reported on our questions from last time. The first is the relationship between GBAA and ACA and how it works in terms of mentors.</p> <p>Mentors are not employees for MC2, they don't work on the premises, etc. They are essentially volunteers. In that context, they need to be made aware of ACA and GBAA as part of their on-boarding process. The idea is that we give these two policies as part of their initial packet of information and they sign a receipt of this information.</p> <p>ACA is required by Federal law and very broad reaching.</p> <p>GBAA is targeted at employees and gives them instruction on how to proceed.</p> <p>Marcea moved that that we accept GBAA. Susan Seconded.</p> <p>EEA Transportation Policy</p> <p>This was a first reading. As part of our Title one work, we needed a policy on transportation for homeless youth and students in Foster Care. The Board reviewed the policy and identified that we do need to change the wording on High School transportation and homeless students in the Monadnock district. So it will be returned to the committee for those adjustments.</p> | <p>Unanimously approved by role call vote.</p> |



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| <p>Committees</p> | <p>Academic excellence</p> <p>The committee reported that they discussed the calendar and the survey that went out to students and staff. The committee is recommending that we stick with the year round calendar. There is a second survey planned to fine tune the 2018-19 calendar (the deadline is May).</p> <p>Susan raised the issue that she was very heartened by how supportive students and families were about the year round schedule and that she supports that schedule. She also noted that was a pretty significant gap between students and families and staff feelings about the calendar and Susan wanted to be sure that we were carefully considering staff input and wanting to be sure that there are plans being developed to address some of the staff concerns and Kim pointed out that this was also very important to leadership and possibly part of the growth of our governance model where the board, leadership and staff have more clear lines of communication.</p> <p>Following up on previous conversations and review of annual reports, enrollment fluctuations, and progress data (gateways, phase and checklist credits, etc.), the Committee has determined to hold individual meetings with every MC2 Educator, referencing the MC2 mission, "The MC2 Educator" job description that accompanied employment agreements, and the MC2 Staff Handbook.</p> <p>Development</p> <p>A December "cold mail" fundraising mailing went out, but there were some issues with addresses and the fundraiser overall was not successful.</p> <p>They also discussed a possible new fundraiser at the new building—an open house with maybe a silent auction or calendar raffle.</p> <p>Still looking for more Board members, but with an eye towards selectivity of people who are really behind the model. Maybe some marketing and business people might be helpful.</p> | |



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| | <p>Governance Policy work continues on topics including GBAA (just approved) Dual Credit, transportation (first look today).</p> <p>We discussed communication channels between the staff, the Board and Leadership team. Worked on development of communication channels guidelines with strong agreement that communication channels should follow through the chain of command. The details of this communication channels affirmation are in the Governance Committee folder.</p> <p>Finance We reviewed the minutes from the Finance Committee report (in the dropbox). Enrollments are down and so our revenues are down and Dawna and Kim are working to make adjustments. Retention appears to be the key to stability rather than recruiting. Kim noted that a new property tax relief bill is working along and if that came to be, it would be a substantial savings for us—especially in Monadnock.</p> <p>We got a grant from the Roy Hunt foundation for \$3,000—which hopefully moved Monadnock closer to getting a van!</p> | |
| | 8:03 Marcea moved to adjourn. Susan seconded. | |
| | <p>Next meeting: February 19, 2018 – Manchester, NH Up coming meetings: March 19, 2018 – Keene, NH April 16, 2018 – Manchester, NH May 21, 2018 – Keene, NH NH June 18, 2018 – Manchester, NH</p> | |
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