



Making Community Connections  
 Charter School  
 Board Meeting Minutes

Monday, 20 November 2017  
 6:00PM – 8:00PM  
 MC<sup>2</sup> Charter School  
 149 Emerald Street, #UP-3, Keene, NH

***Attendees***

**Trustees in attendance at MC2:** Jodi Adams, Susan Dreyer Leon, Marcea Gustafson, Kim Carter

**Trustees in attendance by phone:** Adam Johnson (7:15-7:45)

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

**Apologies:**

**Guests:** Frank Donato

***Agenda***

Topic	Discussion	Action Items
Call to Order	The meeting was called to order at 6:01	
Approval of Agenda	Added to the agenda  Under New Business Calendar Request Board Dates  Under Finance Contract Authorization	
Public Time	Frank asked when we could see a finance report. Kim pointed out that they were emailed out with this month's board packet and Frank confirmed that he had it.	



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Student Time	No students were present	
Approval of Minutes	Marcea moved that the Minutes from Sept. 18 <sup>th</sup> as approved, Susan Seconded.	Approved by unanimous vote
School Leader and CEO Reports	<b>Board Update – Monadnock 11/2017</b>	
	<p><b>Students</b> – Gateway exhibitions since last Board meeting: Walker S. – P2 to P3. Upcoming: Becca C.- P1 to P2; James O. - P1 to P2. There may be a few more before the end of the quarter as well.</p> <p style="padding-left: 40px;">Tori F. and Rachel F. headed to Washington D.C. on 11/15 with Nate Gray for the latest Education Reimagined Spark House training.</p> <p style="padding-left: 40px;">Poetry of Irina D. and Zine A. published in the Keene Sentinel’s weekly magazine ELF  <a href="http://www.sentinelsource.com/special_sections/elf/page/page_7f4c5af1-d28e-5185-b49e-c784ac1c0a4d.html">http://www.sentinelsource.com/special_sections/elf/page/page_7f4c5af1-d28e-5185-b49e-c784ac1c0a4d.html</a></p> <p><b>Parents</b> – Sarah Mandel held an information/training session on 11/11 for parents interested in learning more about the MC<sup>2</sup> model, process, and the finer points of navigating the Portal and Project Foundry. There were 10 parents in attendance and some very positive feedback from attendees (go to <a href="http://www.mc2school.org/monadnock-testimonials/">http://www.mc2school.org/monadnock-testimonials/</a> to see feedback about this session, as well as other testimonials)</p> <p><b>Community</b> – Our first community breakfast was held on 11/7 with five attendees: Elizabeth, Chris, Cheryl S. (parent) Zine A. (student) and one community member joining us (a few others were scheduled to come, but unable to make it). Our attendee appreciated hearing the parent and student perspective. We are planning another breakfast for next quarter and will send out the date when it is set. Board members are always welcome to attend.</p> <p style="padding-left: 40px;">Hans Schepker conducted PD with MC<sup>2</sup> staff to focus on STEM integration, common core math alignment, and project-based and inquiry-based learning strategies while conducting a workshop in which students constructed a glass lamp.</p> <p style="padding-left: 40px;">Sarah M. and Elizabeth have been working hard at updating the website and have added an impressive list of our Internship mentors, community partners and guest speakers. Hyperlinks to the individual websites of our community partners within this list was also included – check it out!  <a href="http://www.mc2school.org/monadnock-partners/">http://www.mc2school.org/monadnock-partners/</a></p>	



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	<p>Many of our students, staff, parents and community members put in great deal of time and energy creating our first haunted house fundraiser on 10/30 under the direction of our ELA teacher Sarah LeClair. Sarah’s family brought in their expertise and years of experience to make this event a success. The students were involved in planning, setting up, participating in the theatrics, and breaking down/cleaning up on Sunday morning. They came away with \$250 in profit for the student activity fund. Not bad for having less than 3 weeks to put it all together!</p> <p>On 10/26 the staff held a Parent Education night for new or current families who wanted to know more about the MC<sup>2</sup> model. A short presentation and advisory meetings were held during the evening. The event was well received by the approximately 23 families (30+ parents) in attendance.</p> <p><b>Enrollment</b> – Currently we have 83 students enrolled and 1 student possibly transferring in this quarter. Sarah is beginning to schedule 8<sup>th</sup> grade tours for families/students interested in enrolling next year. 2 families are scheduled to tour 12/1. Jodi suggested that we might target some tours for Surry Village students and maybe some of the other schools as well.</p> <p><b>Staff</b> – Staffing levels are the same as the last report to the Board. We are looking for additional support staff to meet our needs for students requiring Sp. Ed. services.</p> <p><b>Special Ed. and Section 504</b> – We currently have 24 students with IEPs (29 %) and 7 students with Section 504 Plans (8 %). Sp. Ed. service hours logged last pay period = 317 (para/tutor) 44 (Sp. Ed. teacher)</p> <p><b>Committees</b> – The following committees are currently active and are having regular meetings: Site Council – last meeting 11/15 (5 attendees), Wellness 11/10 (4 attendees) and Community Connections has a few parents working on getting a first meeting scheduled before the end of the year.</p> <p style="text-align: center;"><b>3<sup>rd</sup> Annual Community Lunch – Wednesday 11/22 at 12:30 – Come join us if you can! Happy Thanksgiving!!</b></p> <p><b>MC 2 Manchester Update</b> MC 2 Board – 11/20/17</p> <p>Enrollment – As of 11/20/17 we currently have 79 students enrolled. We have 3 in process to join our Applications program and continuing inquiries. We have 1 student scheduled to begin Winter quarter.</p>	
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	<p>Middle School Enrollment - 32 (+ 0 starting Winter Quarter; 3 in application process)</p> <p>High School Enrollment - 47 (+ 1 starting Winter Quarter; 0 in application process)</p> <p>Special Education: We have a total of 28 students with IEPs plus new students. (35%)</p> <p>We have 7 students with 504 plans. (9%)</p> <p>Facilities – We have a site visit at the new school site with the Homeland Security scheduled for 11/27 to review for school safety considerations.</p> <p>Program: We have planned a “Giving Day” fundraiser and hope to raise money for the community through Black Friday events this year.</p> <p>Yankee Candle - We have received \$16.60 in funds from website sales; we get 40% of sales, which have totaled about \$450, so should see about \$180.</p> <p>We have received \$3.00 from Hannaford’s Bags 4 My Cause Program.</p> <p>Family Night scheduled for November 30th, 6 pm.</p> <p>Staffing – We have hired a new math teacher, Keegan will be starting his employment with us full time as of December 11th, 2017.</p> <p>Leadership – November 30th Kim, Conor, and Kristin will be meeting to discuss future school leadership transition steps and the process for Kristin to move forward with applying to the job.</p> <p><b>CEO Update November 20, 2017</b></p> <p><b>Advisory Group meeting:</b> Present were Fred Bramante, Amanda MacLellan, and Dan Vallone Discussion focused on how MC² can be a “louder voice” in the current NH context. Discussed “65 x 25 Project”: 50% of NH workforce age folks have a career-related credential; goal is to raise that to 65% by 2025.</p>	
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	<p>Shift internship messaging to what MC<sup>2</sup> and MC<sup>2</sup> students can do that businesses can't do; be a connector of different networks.</p> <p>Discussed changes in Manchester – invite new mayor and aldermen to MC<sup>2</sup>, have parents from their wards present.</p> <p><b>Education Reimagined:</b> Five MC<sup>2</sup> students and two MC<sup>2</sup> teachers were at Education Reimagined's SparkHouse November 15 – 18<sup>th</sup>. The Board may want to invite them to present.</p> <p><b>News:</b></p> <p><b>Update on CEO goals:</b></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"> <li>* 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></li> <li>* Title IA Schoolwide application – Manchester – <i>just beginning this process – is supposed to take a year, so we may once again be late for next year.</i></li> <li>* Title IIA application</li> <li>* System reports for beginning of the year – <i>With significant work by Sarah Mandel (MC2 Monadnock Administrative Assistant), the beginning of the year data submissions are complete. Beginning of the year reporting is mostly complete, but I missed a deadline for National School Lunch Program and am trying to make that up now.</i></li> <li>* Emergency Operations Plan <ul style="list-style-type: none"> <li>** MOU with Manchester Police Department - <i>SIGNED!!</i></li> <li>** Review evaluations for necessary actions – <i>We have a facility review of the new Manchester location scheduled for November 27<sup>th</sup>.</i></li> <li>** Safety grant available from NHDOE – <i>Dawna and Kim are working on getting quotes, focusing on three areas:</i> <ul style="list-style-type: none"> <li>- <i>controlling physical access</i></li> <li>- <i>surveillance</i></li> <li>- <i>communications</i></li> </ul> </li> <li>** Remaining indexes for EOP</li> </ul> </li> </ul> <p>2. Meet with Business Manager:</p> <ul style="list-style-type: none"> <li>* Billing to maintain cash flow – <i>this is smoother; we are not alone</i></li> <li>* Grant reporting to NHDOE - <i>almost up to date</i></li> <li>* Budget monitoring and adjustment <b>ONGOING</b></li> <li>* Audit - <i>onsite is complete</i></li> </ul>	
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	<ul style="list-style-type: none"> <li>* Establish processes and risk management committees – <i>any volunteers?</i> <ul style="list-style-type: none"> <li>Joint Loss Management Committees</li> <li>Grant application and approval process</li> <li>Fundraising process</li> <li>Technology Plan (for eRate)</li> </ul> </li>   <li>3. Manage and monitor my role in relation to the two campuses:           <ul style="list-style-type: none"> <li>* Leadership team meetings – <i>Monday mornings</i></li> <li>* Provide strategic assistance for school leadership and faculty at each campus</li> <li>* Alternative Certification plans               <ul style="list-style-type: none"> <li>** Preparation – <i>I approved, I in NHDOE review, I near submission, I in development</i></li> <li>** Implementation and monitoring</li> </ul> </li> </ul> </li> </ul>	
Financial Report	<p>The Board Reviewed the October Finance Report. We discussed the Budget to Actual gap in the instructional line and Kim will explore that. It might be related hourly wage staff not working during break in October.</p> <p>Kim reported that the Auditor’s report was very positive.</p>	
Old Business	None	
New Business	<p><b>Calendar Request</b></p> <p>We have a request from a parent to move the President’s Day off from Feb. 19<sup>th</sup>-20<sup>th</sup> to February 26<sup>th</sup> &amp; 27<sup>th</sup>. We realized that the 19<sup>th</sup> is the paid holiday off that we had agreed to do for staff, so we agreed that we could not change the date at this time.</p> <p><b>Contract Authorization</b></p> <p><b>Adam moved the following motion:</b> The Board of Trustees of MC2 Charter School authorize Dawna Duhamel, in her capacity as Business Administrator (BA), to deposit funds, enter into contracts, and make disbursements, on behalf of the MC2 Charter School, as necessary to achieve the organization’s goals and mission, with a limit of \$20,000 per contract or disbursement. The Board of Trustees of MC2 Charter School authorizes the Chief Education Officer (CEO) to deposit funds, enter into contracts, make disbursements, on behalf of the Making Community Connections</p>	Unanimously Approved by Roll Call Vote



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	<p>Charter School, as necessary to achieve the organization’s goals and mission, with a limit of \$50,000 per contract or disbursements. Contracts and disbursements over \$25,000 require the approval of both the BA and CEO. Contracts and disbursements over \$50,000 require board approval.</p> <p><b>Marcea seconded</b></p>	
Policies	<p>1. Policies</p> <p>a. GBAA Sexual Harassment and Sexual Violence, first reading</p> <p>The board did a first read and clarified that this an adult to adult (personnel) policy and doesn’t cover interactions between students and staff, which is already covered by our ACA Sexual Harassment and Sexual Violence policy.</p> <p>We will double check these two policies and make sure there are no conflicts and we want to double check our assumptions about how mentors should be addressed, since they seem to not be covered under this policy.</p> <p>b. Capital Asset Policy</p> <p>Adam moved that we approve the Capital Asset Policy and</p> <p>Marcea seconded.</p>	Unanimously approved by role call vote.
Committees	<p><b>Academic excellence</b></p> <p>Met 11/20/17. There was a brief discussion about metrics and there was question about how often there is formal feedback to staff around expectations. Kim will discuss that with the leadership team during their next meeting.</p> <p>We still want to get a handle on our metrics before the Keene Charter renewal and Kim reported that it will be if we can accurately describe how we know that we are doing what it important to us for our students. If we have ways of measuring things that matter, then we can provide feedback to staff and the community at large helps us to benchmark both student and staff progress.</p>	



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	<p>The committee will continue to work on this.</p> <p>The committee also discussed a possible reconfiguration of the school calendar and there is an idea to survey parents about several simple questions. “How well does the year round calendar work for you and your family?” The results from the survey would be available for the December 18<sup>th</sup> board meeting. Jodi points out that the DOE needs our 18-19 calendar by April.</p> <p><b>Development</b> The general campaign letter will be mailed out December 4<sup>th</sup>, when the committee will prepare the mailing and we will be purchasing a list for each community to have the addresses for sending out the request.</p> <p>We also discussed the need for at least two additional board members—possibly one from each site. The Board is asked to bring 3 additional names of possible board members we might approach. We brainstormed a couple of ideas.</p> <p><b>Board Dates</b></p> <p><b>Governance</b> See policy section above</p> <p><b>Finance</b> See finance above</p>	
	<p>Susan moved that we adjourn. Seconded Marcea.</p>	
	<p>Next Meeting is December 18, in Manchester Board Meeting dates are set through the end of the year on the third Monday of each month.</p>	