



Making Community Connections  
 Charter School  
 Board Meeting Minutes

**February 19, 2018, MC2,**

**60 Rogers St., Unit 203, Manchester, NH**

**6:00pm-8:00pm**

***Attendees***

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

**Trustees in attendance by phone:** Susan Dreyer Leon, Adam Johnston

**Administration:** Elizabeth Cardine (by phone)

**Apologies:**

**Guests:** None

***Agenda***

Topic	Discussion	Action Items
Call to Order	The meeting was called to order at 6:10 pm	
Public Time	No one was present	
Approval of Agenda	The agenda was approved	
Student Time	No students were present	
Approval of Minutes	Approval of the January minutes was moved by Adam, seconded by Marcea	Approved by unanimous roll call vote
School Leader and CEO Reports	<p><b>MC<sup>2</sup> Manchester Update</b>  <b>MC<sup>2</sup> Board – 2/19/2018</b></p> <p><b>Enrollment</b> – As of 2/19/2018 we currently have <b>83</b> students enrolled, with 4 students in the enrollment process..</p> <p>Applications Program Enrollment - 35, 4 attendance concerns, 1 enrolling</p>	



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	<p>Creations Program Enrollment - 48, 3 attendance concerns, 3 enrolling</p> <p>Prospective families continue to visit weekly.</p> <p><b>Special Education:</b> We have a total of <b>25</b> students with IEPs plus new students. (31%) We have <b>7</b> students with 504 plans. (9%) These numbers are expected to increase as we hold meetings for our newer and incoming students.</p> <p><b>Facilities</b> – We are preparing our space and supplies for our move during Doc week. We are waiting to find out our move in date and are preparing volunteers if we have the need. Planning with our janitor to effect certain repairs as we exit the space, it has taken quite a beating over the years.</p> <p><b>Staffing:</b> We’ve had a few staffing changes, with a couple more pending. Marie Flowers has started full time as the Admin. Assistant. Bryce Dagenais has joined us as a Paraprofessional, he also serves as our bus monitor currently.</p> <p>One teacher has given notice of planned FMLA leave for the coming quarter to cope with the pains of childbirth and its repercussions. Another teacher has been notified their position will be ending at the end of Winter Quarter.</p> <p><b>Student Successes:</b> Jackie has successfully completed her Gateway from Applications to Creations.</p> <p><b>Internships:</b> Lindsay continues to (re)build our Internship program. Seven students are currently in internships, and five new sites are pending.</p> <p><b>Partnerships:</b></p>	
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	<p>Houmi Ahamed-Mikidache, Media Trainer for Era Environment of Paris, France, is working to build a partnership with our students, with the goal of having them contribute to an international website on the environment. She aspires to have some MC2 students join her to participate in the 2019 Session of the Conference of the Parties (COP25) to the United Nations Framework Convention on Climate Change. (For more information on COP see COP24 at <a href="http://cop24.gov.pl">http://cop24.gov.pl</a>.) She is currently working with schools in Arizona and Africa, and building funding support for her endeavor. Houmi visited MC2 last February and is very committed to working with our students. She has proposed an initial visit in April or May. We need to raise funds to pay for her hotel costs (~\$750) and she will cover the rest of her travel costs. (She would like to visit and meet with MC2 Monadnock students during that visit as well.)</p> <p><b>Treks and Opportunities:</b> Nic recently took a group of students to the Museum of Art in Boston.</p> <p><b>Board Update – Monadnock - February 2018</b></p> <p><b>Students</b> – Gateway exhibitions scheduled: Sabrina G. 2/20 @ 3:30 pm (Phase 3 to Phase 4). Sabrina has already been accepted to Edinboro University (PA) and is looking at other colleges as well. Recent graduate (June 2017), Ben Bigaj, recently applied to 7 different colleges and was accepted to them all. He was also awarded merit-based scholarships, and Keene State College was among one of the colleges that awarded him the highest level of merit-based scholarship (the President’s Award). Ben will be sharing his MC2 experience (more specifically, what it’s like to go to a school without grades) with the ATTN film crew on March 1<sup>st</sup> (more about ATTN below).</p> <p><b>Enrollment</b> – Currently we have 75 students enrolled. Sarah is beginning 8<sup>th</sup> grade tours for families/students interested in enrolling next year and hosted 5 families on</p>	
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	<p>Friday 2/16 who are exploring options for their children. Sarah is also reaching out to local schools to see if they are interested in having us visit to hold informational sessions about MC2.</p> <p>The Site Council will be discussing ideas about a short-term advertising/marketing campaign targeted at increasing enrollment at the next meeting.</p> <p><b>Staff</b> – Support staff member Owen Coursin will be moving on to pursue his passion to work full-time at the pottery business in Brattleboro where he has been working part-time. We plan to stay connected with Owen and have him back as a speaker or to offer workshops for our students in the future. We will not be replacing Owen and will have our current para, Eric, providing services for our special needs students.</p> <p><b>Internships</b> – 32 students are currently placed and participating in internships. Jason is working on organizing the annual recognition dinner for our community partners (late-May) and we have raised over \$1000 to date for the dinner.</p> <p><b>Special Ed. and Section 504</b> – We currently have 24 students with IEPs (32 %) and 6 students with Section 504 Plans (8 %). Sp. Ed. service hours logged last pay period = 334 (para/tutor) 74 (Sp. Ed. teacher)</p> <p><b>Events</b> – Community Outreach Breakfast on Tuesday 2/20 - 8:00 – 9:00 am School Dance - Saturday 2/24 - 8:00 – 10:00 pm (if ticket sales =&gt;35)</p> <p>ATTN: Film Crew - March 1<sup>st</sup> - 7:00 – 12:00 (See “Ask Why” attachment for more details on the project)          Filming Schedule:</p> <p style="text-align: center;">7:00 arrive and set-up          8:00 - 8:30 Interview with MC2 graduate, Ben Bigaj          8:45 - 9:15 Interview with Bert Portier - Keene State College admissions counselor</p>	
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	<p>9:30 - 10:00 Interview with a school leader (Kim, Elizabeth or Chris will be available)</p> <p>10:15 - 10:45 Interview with select student in classroom setting</p> <p>11:00 - 12:00 Interviews with other students/shots of students on campus</p> <p>Open House - Saturday 3/3 – 10:00 – 3:00 (Organized by students <i>and</i> led by students)</p> <p><b>Community Connections</b> – We have connected with Laurie Tyler (former Director of Housing Stabilization Services at Southwest Community Services), who is interested in working with us in our fundraising endeavors. She says that she loves fundraising and grant-writing, so we are happy to assist in feeding her passion.</p> <p><b>Higher Ed</b> – Antioch University is still interested in sending counseling interns our way – we just need to find a way to fund a stipend for a qualified clinical supervisor to work with the intern(s).</p> <p>KSC students in Prof. Jeff Saaris’ Behavior Change course are working with some of our students in a focus group discussing healthy coping mechanisms for dealing with stress.</p> <p><b>Committees</b> –Site Council – meeting scheduled for Wednesday 2/21 at 6:00 pm</p> <p>Additions to MC2 Monadnock update from Elizabeth:  <input checked="" type="checkbox"/> Students: All staff are aggressively targeting getting students to gateways, meeting every Monday to review student progress and strategize.  <input checked="" type="checkbox"/> Staff: Paras are working in one room, dedicated for working with students who need one on one support. Is called the “Collab” space.  <input checked="" type="checkbox"/> Internships: Jason is averaging five student interviews per week.</p>	
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	<p>☑ Enrollment: Students are eagerly and actively planning and promoting a student-run Open House for recruiting new students. Scheduled for March 3 from 10 am – 2 pm</p> <p>☑ Events: (Two?) scholarships supported the whole school attending Jabber at the Colonial Theater.</p> <p><b>CEO Update      February 19, 2018</b></p> <p><b>News:</b>      Update on hiring for the MC<sup>2</sup> Manchester School Leader position:</p> <ul style="list-style-type: none"> <li>• Three candidates have been invited for site visits; only one has replied so far.</li> </ul> <p><b>Update on CEO goals:</b></p> <ol style="list-style-type: none"> <li>1. Attempt to keep pace with continuing NHDOE accountability requirements: administrative tasks with lo       <ul style="list-style-type: none"> <li>* Title IIA application –<i>Still in process.</i></li> <li>* Emergency Operations Plan           <ul style="list-style-type: none"> <li>** Remaining indexes for EOP –<i>Still on the To Do list</i></li> </ul> </li> </ul> </li> <li>2. Work with Business Manager:       <ul style="list-style-type: none"> <li>* Billing to maintain cash flow – <i>Accounts Receivables are working much better.</i></li> <li>* Grant reporting to NHDOE - <i>up to date through December</i></li> <li>* Budget monitoring and adjustment <i>Budget adjustments have been identified to adjust for lower than projected enrollment.</i></li> <li>* Safety grant available from NHDOE – <i>Dawna is working on this; deadline is March 15<sup>th</sup></i></li> <li>* Planning for MC<sup>2</sup> Manchester’s move</li> <li>* Establish processes and risk management committees – <i>Still on the To Do list</i></li> </ul> </li> </ol> <p>Joint Loss Management Committees Grant application and approval process</p> <p>Fundraising process (<i>draft almost complete</i>)</p> <p>Technology Plan (for eRate)</p>	
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	<p>3. Manage and monitor CEO role in relation to the two campuses:</p> <ul style="list-style-type: none"> <li>* Leadership team meetings – <i>Monday mornings</i> <ul style="list-style-type: none"> <li>- Discussed plans for updating competencies and building staff understanding and capacity around MC2’s competency based education model. MC2 Monadnock will be hosting a professional development day on competency based education. Staff from both campuses will attend.</li> </ul> </li> <li>* Provide strategic assistance for school leadership and faculty at each campus           <ul style="list-style-type: none"> <li>- Professional meetings were held with each MC2 Manchester staff member. These were followed by individual reports on Strengths and Challenges/Areas for Growth around four key categories: Mindset (Alignment with MC2 Learner Centered Ed philosophy and pedagogy, growth and being a learner); Collaboration (with students, parents, staff, and administration); Communication (with students, parents, staff, administration, and community partners); and Professionalism.</li> </ul> </li> <li>* Alternative Certification plans           <ul style="list-style-type: none"> <li>** Preparation – <i>2 approved and in process, 1 returned from NHDOE for revision</i></li> <li>** Implementation and monitoring</li> </ul> </li> </ul> <p>Kim also updated us on the new facility for Manchester and the details of the move.</p> <p>Kim also talked about the need to seriously think about how to give every staff member a break during the day. A chance to really have lunch (not a working lunch) and to have time for planning or some time where they are not “on.”</p>	
<p>Financial Report</p>	<p>Adam went over the financial report. The upshot is that we are going to end in the black, but with enrollment down, we’re going to need to pull a few items out of the budget, chiefly around technology. Overall the numbers are solid because lower enrollment has meant lower costs.</p>	



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	<p>Kim highlights that our revenue shortfall is \$170,000 and we've been able to find cost savings of nearly \$161,000 and we do have money leftover from last year. Kim and Dawna will be monitoring this on a twice monthly basis.</p> <p>Kim also reports that the account receivable situation has improved significantly with the new way of billing. Keene has been especially reliable.</p>	
Old Business	None	
New Business	None	
Policies	<p>First reading of JICD—Student Conduct, Discipline, and Due Process. We discussed several instances that have come up and our need to have a process in place. We hope to be able to vote on this in March.</p>	
Committees	<p><b>Finance Committee</b></p> <p>Kim said that rent and utilities are up because of the down payment on the Manchester site.</p> <p>Financial goals for FY19. Priorities and goals:</p> <p>Short term:</p> <ol style="list-style-type: none"> <li>1. Stay in the black (enrollment vs. cost)</li> <li>2. Improve compensation and working conditions</li> <li>3. Budget for capital improvements—             <ol style="list-style-type: none"> <li>a. priority on tech replacement and improvement</li> <li>b. Transportation—Monadnock is the first on that</li> <li>c. Security Improvement</li> </ol> </li> </ol>	

	<p>4. Increase our cash reserves 5. Diversify our revenue sources</p> <p>Long Term:</p> <ol style="list-style-type: none"> <li>1. Build in fidelity in model implementation</li> <li>2. Facilities             <ol style="list-style-type: none"> <li>a. Expand/relocate Monadnock</li> <li>b. Acquire equipment for Manchester</li> </ol> </li> </ol> <p>Marcea moved that we accept the financial goals. Adam seconded.</p> <p><b>Academic Excellence</b> We discussed the individual conversations with the teachers at Manchester in trying to understand the model and work within the model going forward.</p> <p>School leaders and staffs are discussing the specifics of the school calendar—holidays so on and they will be back to Kim by early March.</p> <p><b>Governance</b> Kim has two potential board members who will hopefully be attending board meetings beginning next month. One is a Manchester parent and the other is a non-profit educational advocate who is checking to see if his organization will permit him to join the board.</p> <p><b>Fundraising</b> No report</p> <p><b>Succession Planning</b> The committee met and Manchester Leader resumes were reviewed. Three people have been invited for a site visit and two of them are scheduled for this visit. Kim described the structure for the visit and her conversations with the candidates. After their visits there will be interviews with the hiring committee, probably in Keene. Kim also noted that applications are still coming in and she will respond as each new person comes in.</p>	<p>Approved by unanimous roll call vote</p>
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	Motion to adjourn from Marcea at 7:28.	
Upcoming Meetings	The next meeting is March 19 <sup>th</sup> in Keene	