



# Making Community Connections Charter School Board Meeting Minutes

Monday, 19 March 2018  
 6:00PM – 8:00PM  
 MC<sup>2</sup> Charter School  
 149 Emerald Street, #UP-3, Keene, NH

*Attendees*

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

Trustees in attendance by phone: Adam Johnston

Administration: Chris O’Reilly, Conor Sands (by phone 6:18), Elizabeth Cardine (by phone 6:45)

Apologies: John Griffin

Guests: Cheryl Smith, Dan Vallone, Amanda MacLellan (by phone at 6:21)

*Agenda*

Topic	Discussion	Action Items
Call to Order	The meeting was called to order at 6:09pm	
Approval of Agenda	The agenda was approved	
Public Time	Cheryl indicated that there would be more information on a wellness initiative at Monadnock.  Dan Vallone, introduced himself to the board and talked about his support for the mission and vision of MC2 and we welcomed him as a potential board member.	
Student Time	No students were present	
Approval of Minutes	Approval of 2/19/18 minutes—motion to approve as amended made by Marcea seconded by Adam	Approved of unanimous roll call vote



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	Approval of 3/2/18 minutes Marcea moved to approve the minutes and seconded by Adam	Approved by unanimous roll call vote
School Leader and CEO Reports	<p>MC<sup>2</sup> Manchester Update MC<sup>2</sup> Board – 3/19/2018</p> <p>Enrollment – As of 3/19/2018 we currently have 76 students enrolled, with 1 student in the enrollment process. Prospective families continue to inquire about enrollment. Applications Program Enrollment - 31, 1 enrolling Creations Program Enrollment - 45</p> <p>Special Education: We have a total of 21 students with IEPs plus new students. (28%) We have 7 students with 504 plans. (9%) These numbers are expected to increase as we hold meetings for our newer and incoming students.</p> <p>Facilities: Moving date is set for March 28th. Learners and their families are joining us March 20th to pack up our school and prepare for the move.</p> <p>Student Successes: Justin has successfully completed his Gateway from Applications to Creations.</p> <p>Treks and Opportunities: Two students are participating in the IMPACCT program at Manchester Community College and have begun work.</p> <p>Internship Update: New Internship sites as of Winter Quarter 2018:</p> <ul style="list-style-type: none"> <li>• Bentley Commons Assisted Living Facility (in the kitchen- IL will be completing his internship here)</li> <li>• KinderCare Preschool</li> <li>• Cookson Strategies</li> <li>• Live &amp; Let Live</li> <li>• Make a Wish Foundation</li> </ul>	

	<ul style="list-style-type: none"> <li>• Girl Scouts of the White &amp; Green Mountains (HR is at this internship site)</li> <li>• Manchester Makerspace (GG is doing his internship here)</li> <li>• Knox Home Inspections</li> <li>• SCORE Network (KK is currently doing his internship here)</li> </ul> <p>Internship Projects (Completed over WQ18)</p> <ul style="list-style-type: none"> <li>• JA &amp; AD both finished up at the Currier Arts Center and painted murals on old chairs so they could be re-used throughout the museum.</li> <li>• GG is creating a youtube video using Tinkercad to advertise the Makerspace- this will end up being a part of his project.</li> <li>• HR is designing a project for kindergarten daisy scouts to get a certain badge</li> <li>• JR continued working on his 3D printing project with his uncle.</li> <li>• IT interviewed some of the teachers at World of Discovery Learning Center. She added this information to research she had done on infant development.</li> </ul> <p>*Approximately 10 students were in internships this quarter. This was not as many as I was hoping to place. However, I'm hoping with the new sites added this quarter, I will be able to place more in Spring Quarter 2018.</p> <p style="text-align: center;">Board Update – Monadnock - March 2018</p> <p>Students – Gateway exhibitions: Sabrina G. Feb. 20<sup>th</sup> (P3 to P4); Brad H. – March 11<sup>th</sup> (P2 to P3); Kaylee S. – March 12<sup>th</sup> (P2 to P3); Stone S. March 16<sup>th</sup> (P2 to P3) Upcoming Gateways: Leda D. - March 20<sup>th</sup> (P2 to P3); Erin B. – March 21<sup>st</sup> (P3 to P4); Bianca D. - April 13<sup>th</sup> (P1 to P2)</p> <p>Enrollment – Currently we have 70 students enrolled. Recent withdrawals – Winter quarter (8 students total) include: 3 students going to KHS; 4 students planning to take the HISET; 1 homeschool. Note: trends on withdrawals for the past 2 school years: Between Dec. and April of SY 2015-2016 we had 9 students withdraw, and the same period for the 2016-2017 SY we had 11 students withdraw.</p>	
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	<p>We currently have 10 students scheduled to tour the school, and 4 students confirmed to enroll summer quarter so far.</p> <p>Elizabeth is going to St. Joseph’s Regional School to speak to the 8<sup>th</sup> graders about MC2 on March 22<sup>nd</sup>.</p> <p>Staff – Para/tutor Robyn Guyette has moved on as of the end of the winter quarter and we will be hiring MC2 alum Lucas Braley to replace her.</p> <p>Special Ed. and Section 504 – We currently have 22 students with IEPs (31 %) and 5 students with Section 504 Plans (6 %). Sp. Ed. service hours logged last pay period = 335 (para/tutor) 25 (Sp. Ed. teacher)</p> <p>Events – Community Outreach Breakfast on Tuesday 2/20 - 8:00 – 9:00 am was attended by representatives from LEAF Charter School and the local Waldorf High School. We look forward to future collaboration with both of these schools to promote school choice in the region.</p> <p>School Dance - Saturday 2/24 - 8:00 – 10:00 pm went very well. Kudos to Sarah M. for organizing and coordinating the event. We look forward to planning more in the future.</p> <p>ATTN: Film Crew - March 1<sup>st</sup> - 7:00 – 12:00, went very well. We will share the finished product with you once it has been completed. Special thanks to Susan for stepping in to represent higher-ed!</p> <p>Open House - Saturday 3/3 – 10:00 – 3:00 (Organized by students <i>and</i> led by students). Although well organized internally, turn out was low, but we did attract at least one new student.</p> <p>Committees –Site Council – Mother Nature was not cooperative, so we did not meet. Next meeting – date to be determined, but will be after April 9<sup>th</sup>.</p> <p>CEO Update March 19, 2018</p>	
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	<p><b>News:</b></p> <p>Update on hiring for the MC<sup>2</sup> Manchester School Leader position: Dennis Duquette has been offered and has accepted the position of MC<sup>2</sup> Manchester School Leader. His start date is still to be determined.</p> <p>Education Reimagined team site visit to MC<sup>2</sup> Manchester, May 14 and 15. Request to meet with Board members on May 14 (suggest 1 pm on May 14)</p> <p>HB1480 – HB 1480 has passed the House and is in the State Senate, with a hearing scheduled for Tuesday, March 20 at 9:45 AM. The New Hampshire Alliance for Public Charter Schools shared the following information about this bill:</p> <p style="padding-left: 40px;">HB1480 bill was submitted by a member of House leadership (republican) in response to ongoing issues at the Founders Academy. The Rep responsible for the bill is part of a small group of parents that are unhappy with certain policy changes and who have been submitting Right to Know Requests and attacking the administration online. We expect this bill to pass the House and we will oppose it in the Senate.</p> <p style="padding-left: 40px;">HB1480 would make two changes to current law:</p> <ol style="list-style-type: none"><li>1. It would require that parent members of the Board be chosen from and voted on the Board by the parent group.</li><li>2. It would prohibit charter school employees from holding voting positions on the Board (example - teachers)</li></ol> <p>On April 4<sup>th</sup>, MC2 Monadnock will host a day-long workshop on competency-based education. Teachers from both MC2 campuses will be joined by educators from Sanborn Regional High School (NH) and Harpswell Coastal Academy (ME).</p> <p>Update on CEO goals:</p> <ol style="list-style-type: none"><li>1. Managing continuing NHDOE accountability and grant requirements:<ul style="list-style-type: none"><li>* Title IIA application –<i>Submitted, in review.</i></li><li>* Emergency Operations Plan</li></ul></li></ol>	
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	<p style="text-align: right;">** Remaining indexes for EOP –<i>Still on the To Do list</i></p> <p><i>list</i></p> <p>2. Work with Business Manager:</p> <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 January</i></li> <li>* Budget monitoring and adjustment <i>Continuing</i></li> <li>* Safety grant available from NHDOE – <i>Submitted; will be reviewed March 19<sup>th</sup></i></li> </ul> <p>The grant total of the proposal is \$84K</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item Description</th> <th style="text-align: right;">Cost</th> </tr> </thead> <tbody> <tr> <td>PA system</td> <td style="text-align: right;">41,653.00</td> </tr> <tr> <td>Phone system</td> <td style="text-align: right;">10,144.00</td> </tr> <tr> <td>Portable digital radios</td> <td style="text-align: right;">6,155.00</td> </tr> <tr> <td>Surveillance</td> <td style="text-align: right;">24,760.00</td> </tr> <tr> <td>ID Maker</td> <td style="text-align: right;"><u>1,695.00</u></td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>84,407.00</b></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <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> <p style="margin-left: 40px;">         Joint Loss Management Committees          Grant application and approval process          Fundraising process (<i>draft almost complete</i>)          Technology Plan (for eRate)       </p> <ul style="list-style-type: none"> <li>* NEW: Title I and II reallocation grants – due April 6; Title IV grant – due April 13</li> </ul> <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> - Full day work session scheduled for Monday, March 19</li> </ul>	Item Description	Cost	PA system	41,653.00	Phone system	10,144.00	Portable digital radios	6,155.00	Surveillance	24,760.00	ID Maker	<u>1,695.00</u>	<b>Total</b>	<b>84,407.00</b>	
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	<p>Marcea moved that we adopt JICD and Adam seconded.</p>	<p>Approved by unanimous roll call vote</p>
<p>Committees</p>	<p>Academic excellence -- has not had a chance to meet</p> <p>Development -- has not had a chance to meet</p> <p>Governance The Governance committee has been working on policies. In addition to the two just presented to the board, they reviewed the policy for new board members. Prospective members must attend 3 meetings (board and/or committee). CV's must also go to governance committee, which has happened. Pending board members will also meet with the governance committee them for an interview. Next up is the CEO evaluation process. The next meeting will be April 11<sup>th</sup> at 2:00 in Manchester.</p> <p>Finance Adam reported that the finance committee felt that we are in a good spot and presented the FY19 budget for approval. Enrollment is lower than expected, but revenues are okay and costs are under control.</p>	
	<p>Marcea moved that we adjourn at 7:47pm</p> <p>Next meeting: April 16, 2018 – Manchester, NH</p> <p>Up coming meetings: May 21, 2018 – Keene, NH June 18, 2018 – Manchester, NH</p>	