



Making Community Connections
 Charter School
 Board Meeting Minutes

April 16, 2018 6 pm – 8 pm
MC2, 100 William Loeb Drive, Manchester, NH 03109

Attendees

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

Trustees in attendance by phone:

Administration: Chris O'Reilly (via phone), Conor Sands

Apologies: Susan Dreyer-Leon

Guests: Elizabeth Cardine, Amanda MacLellan, Dan Vallone

Agenda

Topic	Discussion	Action Items
Call to Order	The meeting was called to order at 6:05pm	
Approval of Agenda	The agenda was approved	
Public Time		
Approval of Minutes	Tabled - March 20, 2017 minutes will be reviewed next month.	
Manchester Campus School Leader Report	<p>Total Enrollment – 80</p> <p>Middle School Enrollment -</p> <p>High School Enrollment -</p> <p>Challenging week – a lot of kiddos asking “Where’s my voice?” We are reassuring them that we are listening</p> <p>60% Free & Reduced Lunch</p> <p>37% Sp. Ed. & 504</p> <p>Moved in the new space!! A lot of space to move in to! We barely got in before the kids arrived. The certificate of occupancy was held up due to an issue somewhere within the building, but not MC2 space.</p> <p>We are partnering with Manchester Maker Space and bringing in local tradesmen to offer learning opportunities.</p>	



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	<p>Our Internship coordinator is wonderful and was offered a job that she can not refuse. She has given her 2 week notice. : (We have 7 applicants to replace her.</p> <p>Our incoming school leader came in and tried to change the model. We are processing it emotionally.</p> <p>We have a new person visit today with the potential of school leader, but need to see where it goes.</p> <p>Looking at possibilities for Spring Treks, hoping the weather cooperates. Looking at gardening and composting with our new campus.</p> <p>Our students are sharing bus with Mill Falls students (K-6) and had no opportunity to give families a heads up and discuss expectations. We are working to make sure things are ok. Conor is checking in with the drivers each day, and there have been some minor things, but going much better.</p> <p>The bus monitor goes where needed any given day.</p> <p>PR with our Mill Falls neighbor – gave them the bathrooms that were intended for our HS.</p> <p>Maybe do Reading Buddies to build relationships.</p>	
<p>Monadnock Campus School Leader</p>	<p>Students – Gateway exhibitions: Erin B. – April 4th (E4 to P4) Bianca D. - April 13th (P1 to P2) Upcoming Gateways: Many more by quarter’s end (approximately 10 – 12)</p> <p>Internships – 27 students currently placed and participating at internships</p> <p>Enrollment – Currently we have 70 students enrolled. Recent withdrawals – 1 (18 year old – taking HISET)</p>	



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	<p>We have 10 students scheduled to tour the school, and 4 students confirmed to enroll summer quarter so far.</p> <p>Co-Curriculars – We are offering a World Language (Mandarin) class after school on Tues. and Thurs., which will be taught by volunteer Trevor Anderson-Salo. Trevor has experience teaching ESL classes, translating and tutoring. He was educated at Deerfield Academy in MA, and National Taiwan Normal University in Taipei, Taiwan. He will be with us for spring quarter and a portion of summer quarter. We currently have 9 students signed up for the course.</p> <p>Staff –Lucas Braley, MC2 graduate, began his position as support staff on April 9th.</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 week = 221 (para/tutor)</p> <p>Events – Our third annual Mentor Dinner is scheduled for Friday evening, May 25th from 5:00 – 7:30. Dinner will be catered by Sodexo (Little Italy Dinner Buffet). There will be a raffle and a silent auction. Board members are always welcome.</p> <p>Committees –Site Council – will be meeting on Wednesday, April 16th at 6:00 pm (Keene Campus)</p> <p>Of Interest – A new store just opened up below the school. We do not believe it will conducive to attracting new students, despite the financial and human resources we have just committed to increasing enrollment.</p>	
CEO Report	<p>News: Update on the MC² Manchester School Leader position: Dennis Duquette worked four days with MC². Following conversations and due deliberation, we mutually agreed MC² was not a good fit.</p>	

	<p>Education Reimagined team site visit to MC² Manchester, May 14 and 15. Request to meet with Board members on May 14 (suggest 1 pm on May 14). PLEASE RSVP. MC² Monadnock has some staff & students who would like to visit during this time. Conor needs numbers to ensure lunch is covered.</p> <p>HB1480 – HB 1480, which would have changed how Board of Trustee members are chosen and who is eligible to be on the Board, was voted ITL (Inexpedient to Legislate) by the Senate Education Committee, effectively killing the bill. The 5-0 vote reflected strong, bipartisan agreement.</p> <p>On April 4th, MC² Monadnock hosted a day-long workshop on competency-based education. Harpswell Coastal Academy (ME) visitors were very appreciative, giving positive feedback. MC² staff feedback was mixed. Staff appreciated the opportunity to work cross campus, but weren't clear about the goals of the workshop.</p> <p>Update on CEO goals:</p> <p>1. Managing continuing NHDOE accountability and grant requirements:</p> <ul style="list-style-type: none"> * Title IIA application –<i>Approved.</i> * Emergency Operations Plan <ul style="list-style-type: none"> ** Remaining indexes for EOP – <p><i>Still on the To Do list</i></p> <p>2. Work with Business Manager:</p> <ul style="list-style-type: none"> * Billing to maintain cash flow – <i>To be discussed under Finance.</i> * Grant reporting to NHDOE – <i>up to date through February</i> * Budget monitoring and adjustment <i>To be discussed under Finance.</i> * Safety grant available from NHDOE – <i>MC2 is waitlisted; all funds have been expended.</i> * MC² Manchester's move is complete. <p>We received the Certificate of Occupancy somewhat late (April 3) and have been working hard to complete setup.</p> <ul style="list-style-type: none"> * Establish processes and risk management committees – <i>Still on the To Do list</i> <p style="padding-left: 40px;">Joint Loss Management Committees Grant application and approval process</p>	
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	<p>Fundraising process (<i>draft almost complete</i>) Technology Plan (for eRate)</p> <p>* NEW: Title I and II reallocation grants – <i>submitted; notification by April 20</i>; Title IV grant – <i>submitted; notification by May 11</i></p> <p>3. Manage and monitor CEO role in relation to the two campuses:</p> <p>* Leadership team meetings – <i>Full day work session was held Monday, March 19</i></p> <p>* Alternative Certification plans</p> <p>** Preparation – <i>3 approved and in process</i></p> <p>** Implementation and monitoring</p>	
Financial Report	<p>The cash flow projections reflect a downgrade in our enrollment projection in both revenue and reduced expenditures. We budgeted based on 188 students, recently adjusted our enrollment to 157, and now need to drop the projection to 151 (to be conservative). A quick analysis shows that we have a 33% chance of hitting the previous enrollment target of 157 (one caveat to this result is the limited amount of enrollment data).</p> <p>Based on this month’s cash flow estimates, we will need to take a bridge loan in July. Further, the bridge loan will need to be more than the \$75K. We have spoken with NHHEFA and it is possible to apply for a larger bridge loan. The maximum working capital advance is \$200K. In next month’s report, we will have an estimate of the amount of funds needed to fund operations until we receive Adequacy Aid in September.</p> <p><i>Moving Costs & UL Building Needs:</i> We have spent approximately \$2,800 to move the Manchester campus. We also incurred \$800 to move a water fountain, and \$10K for a phone system. Now that we are in the building, we have identified the following pressing needs:</p> <ul style="list-style-type: none"> • Tables & chairs for the Community Room (@ \$3K) • Wireless Access Points (\$810) 	



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	<ul style="list-style-type: none"> • Surveillance (\$24K) • Cleaning costs related to a larger school (@ \$250/week for 10 weeks) • Equipment (i.e. printers) • Emergency radios (@ \$6K) <p>The smaller cost items we will work hard to find within our budget. However, we have already identified more than \$161K in spending reductions to address decreased enrollment. Of note, a couple of the items listed above were included in our Infrastructure Grant Application. We have discovered that our application has been “wait listed”, which means that they are no funds available.</p> <p>We have a couple of options for the equipment purchases. We could use fund balance which will further draw down our available cash and keep our balance sheet debt free. Or, we could get an installation loan from NHHEFA. The interest rate would be 1%, there is no penalty for prepayment, and the loan term could be as long as five years.</p> <p>The equipment purchases total more than \$30K, and as such, would consume too great a percentage of our fund balance. My recommendation is to apply for the loan, buy needed equipment now, and save our fund balance for unforeseen economic hardships (i.e. an extended period of low enrollment).</p>	
Old Business	NA	
New Business	2018 - 2019 School Calendar Marcea made the motion, John second – Unanimous call out vote.	
Committee Updates	<p>Academic Excellence - Calendar – Look at Keene & Manchester. Need bussing in Manchester. We looked at the calendar and think it looks good.</p> <p>Discussed the hiring and firing of our school leader. Not a match of style and belief. Many examples. Good things to come out of it.... Students using their voice more</p>	



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	<p>effective, Governance in HS is starting up again, clarity about what we (the whole community) want and don't want, staff finding some leadership voice.</p> <p>Development - Wrote 4 grants - behavior challenge kids - Polly, Title 1 re-allocation, \$96,000 for Creative Expression rehab Title IV Innovation, Donors Choose Campaign for furniture.</p> <p>Jodi brought up an idea about fundraising - BINGO</p> <p>Governance - Dan & Amanda have each attended their 4 meetings. Governance will be conducting the final interview prior to the next meeting</p> <p>Succession Planning – Didn't meet</p> <p>Finance – Conversation with rep from Brady Sullivan about the current location of MC2 Monadnock, there is a Vape shop that moved in downstairs from the school – not ideal! John will start the process of looking into other options. (96 Dunbar St maybe)</p>	
Meeting Adjournment	Meeting adjourned 7.09	Motion by John to adjourn