



Making Community Connections Charter School Board Meeting Minutes

Monday, 21 May 2018
 6:00PM – 8:00PM
 MC² Charter School
 149 Emerald Street, #UP-3, Keene, NH

Attendees

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

Trustees in attendance by phone: Adam Johnston (6:11pm) Amanda (6:21pm) Dan Vallone

Administration: Chris O’Reilly, Conor Sands (by phone 6:48 pm)

Apologies: John Griffin

Guests: Cheryl Smith, Frank Donato,

Agenda

Topic	Discussion	Action Items
Call to Order	The meeting was called to order at 6:00pm	
Approval of Agenda	The agenda was approved with a change to move the board nominations to the top of the meeting	
Nomination of new board members	Marcea moved that we accept Amanda MacLellan, and Dan Vallone as new Board members. Susan seconded.	Unanimously approved by role call vote
Public Time	Frank raised a question about some confusion over meeting with a grant writer, which some Monadnock community members did, but the meeting didn’t result in any grant proposal or funding that Kim and Chris new of. Frank also asked how money would be allocated between sites. Kim said it would totally depend on the stipulations of the grants. Cheryl reports that she has also been researching grants. Frank hopes that we can get some bigger grants.	



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Student Time	No students were present	
Approval of Minutes	<p>Approval of 3/19/18 minutes with minor corrections. Moved by Marcea, seconded by Adam.</p> <p>Approval of 4/16/18 Minutes. Moved by Marcea seconded by Adam</p>	<p>Approved by roll call vote, Jodi & Dan abstained</p> <p>Approved by Roll Call vote, Susan & Dan Abstained</p>
School Leader and CEO Reports	<p style="text-align: center;">Board Update – Monadnock - May 2018</p> <p>Students – Gateway exhibitions recently completed: Emma W. 5/17 (P1 to P2)</p> <p>Upcoming Graduation Gateways: Sabrina G. (June 12 – 10:00 am) Bradley H. (August – exact date and time date TBD)</p> <p>Upcoming Gateways (scheduled): Rachel P. (P2-P3) 5/24 @3:30 Natalie (P1-P2) 5/31 @3:30 Jhivan A-C (P2-P3) 5/22@12:00 Tori F. (P2-P3) 6/13@3:30 Gabe (P1-P2) 6/4@3:30</p> <p>Internships – 30 students currently placed and participating at internships</p> <p>Enrollment – We have 69 students currently enrolled.</p> <p>From Sarah M. <u>Enrollees for the upcoming school year:</u> 5 confirmed with interviews scheduled 2 pretty certain but still working on application items and making final decision 1 that is testing to see if she's academically ready 1 that applied a few years ago and then decided to try KHS and it's not working out is coming to talk to me Monday 1 totally new family that is coming on Wed</p>	



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	<p>If all 10 mentioned above enroll, there would be 5 in phase 1, 3 in phase 2 and 2 in phase 3. If all 10 enroll - 2 will have IEP's, one has a 504 and one will likely have a 504 or IEP put in place.</p> <p>We have 10 students scheduled to tour the school, and 4 students confirmed to enroll summer quarter so far.</p> <p>Co-Curriculars – Gerry Kuhn will be coming in on Tuesdays and Thursdays to work with students who are interested in learning woodworking skills (primarily, wood turning on the lathe) during the summer quarter.</p> <p>Staff – This will be Alaura Bailey’s last term with the MC2 Monadnock community. We thank her for her efforts and wish her well in all future endeavors. We are currently interviewing teacher/advisor candidates for the open position.</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 =</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 – met on Wednesday, April 16th at 6:00 pm (Keene Campus). Meeting notes available upon request.</p> <p>Site Visit – Elizabeth and two students from our campus participated in the Education Reimagined site visit at the Manchester Campus.</p> <p>MC² Manchester Update MC² Board – 5/21/2018</p> <p>Enrollment – As of 5/19/2018 we currently have 79 students enrolled. Applications Program Enrollment - 28 Creations Program Enrollment - 51</p> <p>Special Education: We have a total of 23 students with IEPs plus new students. (35%) We have 5 students with 504 plans. (6%)</p>	
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	<p>Facilities: The surveillance system is partially in place, covering hallways. Additional cameras have been ordered to cover the learning rooms. Exit alarms have been installed on rear exits.</p> <p>Mill Falls Charter School has requested MC² Manchester consider changing its start time as a response to the ongoing challenges of shared buses. We have also received multiple complaints about student behavior from Mill Falls. We had a substantial discussion about this. Amanda noted that maybe if each school changed their start time by 15 minutes then we might be able to get the students on different buses.</p> <p>We also discussed how MC2 kids might begin to build a new relationship with the Mill Falls community.</p> <p>We also noted that Mill Falls has the summer off and that might give us a chance to reset.</p> <p>Student Successes: Jacques successfully completed his Gateway to Phase 3, Creations.</p> <p>Treks and Opportunities: Two students have been participating in the Manchester IMPACCT program and one in the Nashua IMPACCT program. All have done extremely well. The Ecosystems learning studio is taking weekly treks to various nearby parks. Applications students are doing community service work with the Manchester CSA garden and with Families In Transition.</p> <p>Staff: We are pleased to welcome Jazmine Jackson as our new Internship Coordinator (a position that has been vacant for the last three weeks) and Michelle Campbell as a new paraprofessional.</p> <p>Trauma Informed Practices Training Staff have had an initial session with a local Trauma expert who is helping them learn about how to help kids with trauma through expressive arts.</p> <p>CEO Update May 21, 2018</p> <p>News:</p>	
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	<p>Update on the MC² Manchester School Leader position: David Lane was interviewed by the Succession Committee/Hiring Committee on May 11th. He will visit MC² Manchester the afternoon of June 1st to meet with students, parents, and staff.</p> <p>Education Reimagined site visit team was at MC² Manchester on May 14 and 15, along with Elizabeth and a student from MC² Monadock. A report will be forthcoming.</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 ** Remaining indexes for EOP –<i>Still on the To Do list</i> <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 March</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> * 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 Fundraising process (<i>draft almost complete</i>) Technology Plan (for eRate) </p> <ul style="list-style-type: none"> * NEW: Title I and II reallocation grants – <i>approved</i>; Title IV grant – <i>not funded</i> <p>3. Manage and monitor CEO role in relation to the two campuses:</p> <ul style="list-style-type: none"> * Leadership team meetings – * Alternative Certification plans <ul style="list-style-type: none"> ** Preparation – <i>3 approved; 1 completed</i> ** Implementation and monitoring – <i>1 in process;</i> <p>I to be scheduled</p>	
Financial Report	The Board reviewed the April Financial Report	
Old Business	No Old Business	



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<p>New Business</p>	<p>Resolution: To authorize MC 2 CEO Kim Carter to execute documents with New Hampshire Health and Education Facilities Authority for a loan through the Direct Loan Program of up to \$30,746 at 1% interest for a term of 5 years to finance a surveillance system, additional cameras, and school emergency portable radios. Moved by Marcea, Second by Adam</p> <p>Resolution: The Making Community Connections Charter School (MC 2) Board of Directors authorizes MC 2 to request a Short Term Loan from NHHEFA in the amount of \$150,000 to cover normal operation expenses incurred during the months of July and August 2018. MC 2 understands that this loan will become due and payable by November 5, 2018, and that interest will be charged on a monthly basis, and directly debited from the MC 2 designated checking account on file with NHHEFA as stated in the terms of the agreement.</p> <p>The MC 2 Board has also authorized the CEO of MC 2 , Kim Carter, to receive these funds no earlier than May 25, 2018. Moved by Marcea, Seconded by Adam.</p>	<p>Unanimously approved by Roll Call Vote</p> <p>Unanimously approved by Roll Call Vote</p>
<p>Policies</p>	<p>IHCD—Advanced Course Work and Stem Dual Enrollment and Concurrent Enrollment Program. Dan moves that we approve the policy, seconded by Adam</p> <p>CBI—Evaluation of the CEO We discussed the policy and the evaluation tool. The Board asked that governance revisit the document to see if we wanted to include the MC2 CEO description in addition to the state description of the superintendent’s job, or maybe even just our job description</p>	<p>Unanimously approved by Roll Call Vote</p> <p>Unanimously approved by Roll Call Vote</p>



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Committees	<p>Academic excellence—Met may 21. The committee talked about strategies for ways to reach out to homeschool families and maybe work with some of those students through some of our offerings.</p> <p>Marcea mentioned a drama teacher in Jaffrey who might be available to work with interested students.</p> <p>Development—Did not meet</p> <p>Governance—See above (policies)</p> <p>Finance—See above (finance)</p> <p>The succession planning committee has not met.</p>	
	<p>Adam moved to adjourn (7:48).</p> <p>Next meeting: 6/18/18 Manchester</p> <p>Future Meetings: 7/16/18 8/20/18</p>	