



Making Community Connections Charter School Board Meeting Minutes

Monday, 18 June 2018

6:00PM – 8:00PM

MC² Charter School

100 William Loeb Drive, Manchester, NH 03109

Attendees

Trustees in attendance at MC²: Jodi Adams, Marcea Gustafson, Kim Carter , Amanda MacLellan, Dan Vallone, John Griffin

Trustees in attendance by phone: Susan Dreyer Leon

Administration: by phone Chris O'Reilly

Apologies: Adam Johnston

Guests: None

Agenda

Topic	Discussion	Action Items
Call to Order	The meeting was called to order at 6:03 pm	
Approval of Agenda	The agenda was approved with the addition of Other—signed general assurances	
Public Time	No public was present	
Student Time	No students were present	
Approval of Minutes	Approval of the May minutes was moved by Dan seconded by Amanda	Approved by unanimous roll call vote
School Leader and CEO Reports	<p style="text-align: center;">Board Update – Monadnock - June 2018</p> <p>Students – On 6/12 Sabrina Gatlin successfully completed her Graduation Gateway. Gateway panelists included, Jane Waterhouse from the NH DoE and NH Sen. Jay Kahn,</p>	



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	<p>who both also visiting the campus to learn more about MC2.</p> <p>Upcoming Graduation Gateway: Bradley Hinkell (August)</p> <p>Other Gateway exhibitions recently completed: Connor G. (P1 to P2), Gabe A.(P1 to P2), Ronan S.(P1 to P2), Tori F. (P2 to P3), Natalie B. (P1 to P2); Jack B. (P1 to P2), Rachel P. (P2-P3), Jhivan A-C (P2-P3)</p> <p>2017/18 School Year: We had 21 students phase up and 7 students move out of entry phase (this does not include E1). Of those number mentioned, 6 phase ups and 3 entries happened this quarter.</p> <p>We had 1 graduation Gateway this quarter and 4 total in the last year.</p> <p>We look forward to sending one or more students to Pioneer Lab in July with one or more of our staff members.</p> <p>Internships – 30 students currently placed and participating at internships</p> <p>Enrollment – current enrollment: 65 9 confirmed enrollees for the upcoming school year 2 tours and 1 family still on the fence</p> <p>We will be planning and engaging in various activities to increase enrollment prior to the start of the traditional school year (end of August).</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 – Jill Beaman will be joining the staff at the start of summer quarter as our math teacher and a student advisor.</p>	
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	<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 was well attended and we were able to fundraise enough money to pay for all expenses!</p> <p>Committees – Site Council – will start up again after the summer break.</p> <p>Recent Visitors – The Governance Council held a luncheon that was attended by current Governance Council representatives, parent representative, Sheeneagh Donato, NH Sen. Jay Kahn, Jane Waterhouse (NH DoE Charter School Administrator), Kim Carter (MC2 CEO), MC2 Monadnock leadership team, and the family of recent graduate, Sabrina Gatlin.</p> <p>Upcoming Visits – A team from Green Mountain Union High School will be coming on July 10th to learn more about our competency-based model of assessment and reporting.</p> <p>Collaboration with the Educational Community – The leadership team met with KSC president Melinda Treadwell recently to discuss how MC2 can collaborate with them. Melinda committed to opening up internship opportunities for our students on the college campus, working toward building a relationship with the education department to provide more opportunities to their students for methods placements and student teaching, and also offered up the possibility of providing a site for our school in one of the buildings they are looking to repurpose. A team of teachers at KHS also reached out to us and asked if we would share our best practices in competency-based learning with them as they begin the process of designing a competency-based model for their school.</p> <p style="text-align: center;">MC² Manchester Update MC² Board – 6/18/2018</p>	
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	<p>Enrollment – As of 6/15/2018 we currently have 76 students enrolled. Applications Program Enrollment - 28 Creations Program Enrollment - 48</p> <p>Special Education: We have a total of 24 students with IEPs. (32%) We have 5 students with 504 plans. (6%)</p> <p>Student Successes: Jake S successfully completed his Gateway to Phase 4, Creations. Mary completed her Gateway from Applications to Creations. Matt successfully passed his HiSET.</p> <p>Treks and Opportunities: We are collaborating with Manchester Police Athletic League (MPAL) and will have about 10 students participating in MPAL’s Boxing program on Tuesdays and Thursdays for Summer Quarter. We’ll also be meeting to talk about future collaborations.</p> <p>Our landlord connected us with Patty Antonelli, Executive Director of University Career Services at Rivier University. Patty is enthusiastic about placing interns and community service students at MC2 Manchester.</p> <p>CEO Update June 18, 2018</p> <p>News: Update on the MC² Manchester School Leader position: David Lane has accepted the School Leader position. He begins July 5, 2019.</p> <p>NHDOE: Jane Waterhouse, NHDOE Charter School Administrator, visited both campuses June 11 and 12th. She has initiated a conversation about syncing charter school renewal cycles for the two campuses.</p> <p>Education Reimagined Pioneer Lab Training, Burlington, VT: Amanda MacLellan (Board), David Lane (Manchester School Leader), Jazmine Jackson (Manchester Internship Coordinator), Jake S (Manchester Student), Sarah LeClair (Monadnock ELA Teacher/Advisor), and Teji (Monadnock</p>	
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	<p>Student) will represent MC². Jerry Kuhn (Monadnock Site Council) will also be attending.</p> <p>Manchester School District: A meeting is scheduled at the Superintendent's office with Karen Holden (Manchester Transit Authority), Meryl Levin (Mill Falls ED), and Superintendent Vargas for June 19th to discuss the bus issues.</p> <p>Update on CEO goals:</p> <p>1. Managing continuing NHDOE accountability and grant requirements:</p> <ul style="list-style-type: none"> * 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 May</i> * Budget monitoring and adjustment <i>To be discussed under Finance.</i> * Safety grant available from NHDOE – <i>MC² has been approved; funding is pending signing of HBI 415</i> * Establish processes and risk management committees – <i>Still on the To Do list</i> <p>Committees</p> <ul style="list-style-type: none"> Grant application and approval process Fundraising process (<i>draft almost complete</i>) Technology Plan (for eRate) <p>3. Manage and monitor CEO role in relation to the two campuses:</p> <ul style="list-style-type: none"> * Leadership team meetings – pending David's joining the team * Alternative Certification plans ** Implementation and monitoring – 2 in process 	
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Financial Report		
Old Business	None	
New Business	<p>Approval of Calendar for board dates. Moved to approve by John, seconded by Amanda</p> <p>July 16, 2018 — Keene August 20, 2018 — Manchester September 17, 2018 — Keene October 15, 2018 — Manchester</p> <p>BOARD RETREAT — October 20, 2018 — 9 AM - 3 PM Jaffrey, NH November 19, 2018 — Keene December 17, 2018 — Manchester January 28, 2019 — Keene February 25, 2019 — Manchester March 18, 2018 — Keene April 22, 2019 — Manchester May 20, 2019 — Keene June 17, 2019 — Manchester</p> <p>General Assurances, Terms, and Requirements for Participation in Federal Programs Dan moved that the board sign the General Assurances for the NH Department of Education, John seconded.</p>	<p>Approved by Unanimous Roll Call Vote with Amanda abstaining.</p>
Policies	<ul style="list-style-type: none"> •CBI – Evaluation of the CEO, revision, first reading. John moved that we approve the policy as revised, Dan seconded. 	<p>Approved by unanimous roll call vote with Kim Carter abstaining.</p>



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	<ul style="list-style-type: none"> •GBCD – Criminal Records Check, amendment, first reading. Dan moves to approve as amended. Seconded by John. 	Approved by unanimous roll call vote
Committees	<p>Academic Excellence: Reviewed parent survey results—both campuses were very positive for all questions. There was also a great than 50% response rate for both campuses.</p> <p>Development: There was also discussion about Salesforce, which we are paying for, but which we don't have anyone to currently manage. Amanda has agreed to take a look at it to see if we should continue to pay for it.</p> <p>Finance: Discussed the possible new site for Monadnock. There was also a discussion of ideal enrollment size as being close to 120. They still wanted more information from Donna. A shift in rent would be helpful to take some pressure off the system.</p>	
Upcoming Meetings	<p>July 16, 2018 — Keene August 20, 2018 — Manchester September 17, 2018 — Keene October 15, 2018 — Manchester</p> <p style="text-align: center;">BOARD RETREAT — October 20, 2018 — 9 AM - 3 PM Jaffrey, NH</p> <p>November 19, 2018 — Keene December 17, 2018 — Manchester January 28, 2019 — Keene February 25, 2019 — Manchester March 18, 2018 — Keene April 22, 2019 — Manchester May 20, 2019 — Keene June 17, 2019 — Manchester</p>	
Adjournment	John moved that adjourn at 7:02 by John	



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