



# Making Community Connections Charter School Board Meeting Minutes

Monday, 25, February 2019

6:00PM – 8:00PM

MC<sup>2</sup> Charter School

100 William Loeb Drive, Manchester, NH 03109

***Attendees***

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

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

**Administration:** Elizabeth Cardine, Chris O’Reilly, David Lane

**Apologies:** John Griffin

**Guests:**

***Agenda***

Topic	Discussion	Action Items
Call to Order	The meeting was called to order at 6;04 PM	
Approval of Agenda	The agenda was approved.	
Public Time	No public was present for public time	
Approval of Minutes: 1/29/19	Adam moved, to approve the January 29 <sup>th</sup> minutes. Susan seconded. There was no discussion.	Approved unanimously by roll call vote. Marcea abstained.
Manchester Campus School Leader Report: David Lane	<ul style="list-style-type: none"> <li>81 enrolled, 2 will begin in spring, 2 in process, 4 recent calls</li> <li>The landlord has not completed all facilities obligations (“punch list”)</li> </ul>	



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	<ul style="list-style-type: none"> <li>• Still seeking special educator and paraprofessionals. IT specialist has been hired and started.</li> <li>• Begun implementation of Thoughtful Classroom Teacher Effectiveness Framework. School leaders have begun learning walks using the framework.</li> <li>• CPR/First aid training has been scheduled for learners and staff in April</li> <li>• The students held their first community meeting, it was successful</li> <li>• The Barr Foundation visited</li> <li>• 7 Learners visited the Monadnock campus</li> <li>• Recent successful parent volunteers and guest speakers</li> </ul>	
<p>Monadnock Campus School Leader Report: Chris O'Reilly</p>	<ul style="list-style-type: none"> <li>• Enrollment: 70 enrolled, 2 in process, 5 confirmed for next school year. 31% IEP, 7% 504</li> <li>• 5 upcoming gateways</li> <li>• 66 Internship sites approved, 38 students placed</li> <li>• Staffing has been consistent</li> <li>• Thoughtful Classroom Teacher Effectiveness Framework implementation: Learning walks have been completed; Student participation</li> <li>• Recent school trek to Colonial Theater, Recent Manchester student visit</li> </ul>	



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	<ul style="list-style-type: none"> <li>• Upcoming: school dance, guest speakers scheduled, Site council, CPR/First Aid training for students and staff in May, visiting student from Austria</li> <li>• College acceptances are coming in</li> </ul>	
<p>CEO Report: Kim Carter</p>	<ul style="list-style-type: none"> <li>• Bus transportation costs may be changing in Manchester, this will require future discussion from the Board about transitioning to the Manchester school calendar</li> <li>• Working on Data Privacy Policy (committee has been formed) and Civil Rights Data Collection reporting</li> <li>• Goals: Educational Leadership – TCTEF implementation has begun; Kim will review application of TCPEF to Board operations; CSI process has begun; Cross-campus collaboration has begun (see above)</li> <li>• Goals: Operational Management – list Standard Operating Procedures to be drafted existed; Arizona collaboration is on hold; Update of Emergency Operation Plan has not been started; Joint Loss Management Committees have met and first aid/CPR trainings have been scheduled</li> <li>• Goals: Community Relationship Goals – community coffee hours have not been scheduled; Kim has established relationships/account with UNH, St A's, SNHU to post jobs/internships</li> <li>• Charter Renewal: Marcea made a motion to submit Intent to Renew Charter letter to NHDOE for Monadnock; Amanda seconded.</li> </ul>	<p>Unanimous approval by roll call vote.</p>



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Financial Report: Adam Johnston	<ul style="list-style-type: none"> <li>Financial report review: Potential new location for Keene is not going to materialize this year, John is going to speak to current landlord about rent reduction</li> </ul> <p>Enrollment is an ongoing concern at both campuses, we are below financial projections at both campuses, we are looking at a full year of a financial “freeze”</p>	
Old Business	None to discuss	
New Business	1. 2017-2018 Annual Reports: Marcea made a motion to accept and submit annual reports for both campuses, Amanda seconded.	Approved by unanimous roll call vote.
Policies	1. EBBC – Emergency Care and First Aid: First reading of the proposed policy. Kim noted the recent purchase of AED units for each campus using donations. MC2 Manchester’s unit was purchased with Jim DeStefano memorial funds.	
Committee Updates	<ol style="list-style-type: none"> <li>Academic Excellence: Academic Excellence met 2/25/19, minutes in the DropBox</li> <li>Development: Development met 2/25/19, minutes in the DropBox</li> <li>Governance: Governance met on 2/21/19</li> <li>Finance met on 2/21/19</li> <li>Succession Planning met on 1/29/19; will meet following this meeting</li> </ol>	Kim to share prospectus on Salesforce with Amanda & Board; Amanda will review and comment
Other	The next meeting is scheduled for 3/18/19 in Monadnock. Some board members are not able to make that meeting. Marcea made a motion to reschedule the March meeting to 3/25/19 in Keene. Amanda seconded.	Unanimously approved by roll call vote.
Meeting Adjournment	Amanda made a motion to adjourn at 7:10 PM	