



# Making Community Connections Charter School Board Meeting Minutes

Monday, 25 March 2019  
6:00PM – 8:00PM  
MC<sup>2</sup> Charter School  
149 Emerald Street, #UP-3, Keene, NH

*Attendees*

Trustees in attendance at MC<sup>2</sup>: Kim Carter, Susan Dreyer Leon, Jodi Adams

Trustees in attendance by phone: Adam Johnston

Administration: Chris O'Reilly, David Lane (By phone)

Apologies: Amanda MacLellan

Guests: Cheryl Smith

*Agenda*

Topic	Discussion	Action Items
Call to Order	The meeting was called to order at 6:04pm	
Approval of Agenda	The agenda was approved as revised	
Public Time	No public asked to speak	
Student Time	No students were present	
Approval of Minutes	We reviewed the minutes from February 25, 2019. Move to accept by Susan, seconded by Kim.	Approved by unanimous roll call vote
School Leader and CEO Reports	<p><b>MC<sup>2</sup> Manchester Update</b>  <b>MC<sup>2</sup> Board – MARCH 25, 2019</b></p> <p><b>Enrollment</b> – As of 3/14/19, we currently have <b>79</b> learners enrolled</p> <ul style="list-style-type: none"> <li>● 1 completed enrollment process and will begin Spring Quarter,</li> <li>● 1 learner in the enrollment process, and</li> </ul>	

	<ul style="list-style-type: none"> <li>● 8 recent calls expressing interest. (5 families scheduled for tours.)             <ul style="list-style-type: none"> <li>○ 3 of these are 5<sup>th</sup> graders looking for next year</li> </ul> </li> <li>● Applications Program Enrollment - 29 (12 female and 17 male) *1 pending moving to Creations in Spring</li> <li>● Creations Program Enrollment - 50 (19 female and 31 male)</li> </ul> <p><b>Special Education:</b> We have a total of <b>19</b> learners with IEPs. (23%) We have <b>7</b> learners with 504 plans. (8%)</p> <p><b>Facilities</b> – Repairs continue to be needed on interior doors and locks; roof leak repairs continue to be delayed by weather.</p> <p><b>Staffing:</b> We are still actively searching to fill paraprofessional positions.</p> <p><b><u>Training:</u></b> We have scheduled CPR/First Aid training with Dan Auriemma for 16 learners and some staff members for April 23.</p> <p><b>Campus Successes:</b> Quotes from a Learner: Overall, I think this quarter was the best quarter I have ever been through and it really shows when it comes to looking at my project foundry. I can't wait to get through the next quarter so I can work on everything relative to graduation. I feel really passionate about the coming quarters...– CSS, from EoQ</p> <p>6 MOLO presentations successfully completed since last Board meeting. 1 Applications learner successfully presented a Gateway to Creation 1 learner is presenting Graduation Gateway during Spring break</p> <p>We held 2 Community Meetings focused on supporting learner voice and choice for Spring Quarter plans.</p> <p>Bryan Nolan, our new IT Coordinator, has been able to involve some learners in repairing some laptops that had been taken out of rotation due to damage.</p> <p>Representatives from the Barr Foundation visited campus on 2/28.</p>	
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	<p><b>Internships:</b>  10 learners are currently in internships at Make-a-Wish Foundation, Planned Parenthood, Currier Art Museum, SCORE!, Over the Rainbow Care Center, and Holiday Inn.  12 internship interviews have been scheduled or already completed this quarter.  5 learners have completed pre-interview internship requirements  6 learners have satisfied partial or full volunteer hour requirements at New Horizons Food Pantry</p> <ul style="list-style-type: none"> <li>● Attached is a flyer Wil created for our Internship Bulletin Board listing all our current potential internship, job shadow, and volunteer sites.</li> </ul> <p><b>Spring Quarter Plans – Campus Theme: Community Rebirth</b>  Studio/Learning Opportunities:</p> <ul style="list-style-type: none"> <li>● Grow to Know – Growing food, making food, eating food</li> <li>● Publishing – Learners will create an online space to publish writing, artwork, ideas, and promote MC<sup>2</sup></li> <li>● Design/Build – Designing and building models and artwork; we plan to use recycled materials, found objects and donations</li> <li>● Pioneering – Project design &amp; learning through the lens of “pioneers,” setting out to discover new things about ourselves &amp; our world</li> </ul> <p>Other Learning opportunities:</p> <p><b>New Old Additions</b> – Keeping with the theme of “Community Rebirth,” some MC<sup>2</sup> elements are being “reborn” on campus next Quarter:</p> <p><b>Morning Meetings –</b></p> <ul style="list-style-type: none"> <li>● Learners have expressed interest in returning to community morning meetings. (These have been happening in individual advisories since David came on board.)</li> <li>● On Mondays, Creations will meet in morning meeting.</li> <li>● On Wednesdays, Applications will meet in morning meeting.</li> <li>● On Fridays, the whole community will meet in morning meetings. <ul style="list-style-type: none"> <li>○ Meetings will be held at 9:00 am. <b>Board Trustees are invited to attend any day.</b></li> </ul> </li> </ul> <p><b>Tech Crew</b> – Bryan Nolan, our new IT Coordinator, has done incredible work to set up a new structure to bring Tech Crew</p>	
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back strong on campus; his plans include implementing GenYes among other online resources.

Spring 2019 Community Partners - Internship Program

- Animal Rescue League of New Hampshire**
- Apex Physical Therapy**
- Bob and Sons Automotive**
- Cactus Jack**
- Crown Tavern**
- Currier Museum**
- Doubletree by Hilton Downtown Hotel**
- Dave's Dragons**
- Easterseals**
- Frano-American Centre**
- Frederick's Pastries**
- Fratello's**
- Girl Scouts of the Green and White Mountains**
- Good Training**
- Hanover Street Chophouse**
- Holiday Inn (Brown Avenue)**
- Kane's Auto Sales and Service**
- Level Up Gaming**
- Manchester Firing Lane**
- Manchester Makerspace**
- MC2 IT Department**
- Michael's School of Hair Design**
- Minuteman Security Technologies**
- Mount Carmel Rehabilitation and Nursing Center**
- Over the Rainbow Preschool**
- Planned Parenthood of Northern New England**
- SCORE Merrimack Valley**
- The Way Home**
- The World of Discovery**
- TS Welding**
- Up Reach Equine Therapy**
- U.S. Ninja Challenge**
  
- Job Shadow Sites
- Caring Hands Animal Hospital**
- Fisher Cats**
- Nault's Powersports**

Volunteer Sites:

	<p style="text-align: center;"><b>New Horizons Catholic Charities</b></p> <p style="text-align: center;"><b>Board Update – Monadnock – March 2019</b></p> <p><b>Upcoming Gateways – 4/4 - Rachel P. (P3 to P4)</b></p> <p><b>Winter Quarter Gateways –</b> A total of 6 learners phased-up over the winter quarter, not including our graduate.</p> <p><b>Graduation Gateway –</b> Jasmine B. 3/5 - Jasmine is our first learner to graduate who started high school with us when we first opened in August 2015.</p> <p><b>Post-Secondary News –</b> Recent graduate, Jasmine Bowman, was accepted to Bennington College (her first choice) and offered a substantial grant and scholarship package.</p> <p><b>Learners in the Community –</b> Walker Sorensen will be presenting at the Keene State College - Academic Excellence Conference on 4/13 at Keene State College.</p> <p>4 Learners will be attending the Youth Summit 2019 at the Grappone Conference Center in Concord on 4/5.</p> <p><b>Internships –</b> Update from Elizabeth: We have 66 approved sites with 38 learners placed in the community.</p> <p><b>Enrollment –</b> current enrollment: 70 learners. Upcoming Tours scheduled for potential learners 3. Enrollees who have verbally confirmed for next school year: 5</p> <p><b>Staff –</b> 4 Educator/Advisors (1 of which is currently filling the role of Internship Coordinator in addition to advising and teaching 1 block per day on Studio days.)  1 Administrator  1 Admin. Assistant  1 ELA Intern (unpaid)  1 Volunteer - Card-making business start-up</p> <p>7 support staff (6 paraprofessionals and 1 special educator) – funded by billable special education service hours. We also hired a substitute to fill in for support staff as needed – Caleb Atwood, a recent graduate of Landmark College.</p>	
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	<p><b>Testing</b> – Phase 3 students will be taking the School Day SAT on April 9<sup>th</sup> and 10<sup>th</sup>. We will be piloting the online version of the SAT. Phase 3 students will be taking the NH SAS testing in Science on May 29<sup>th</sup> and 30<sup>th</sup>. NWEA MAP testing for all other students is also scheduled for May 29<sup>th</sup> and 30<sup>th</sup>.</p> <p><b>Learning Ops/Training</b> – 30 students will be trained in CPR/First Aid on May 31<sup>st</sup> along with a number of staff members.</p> <p><b>Recent Events:</b> The school dance on Saturday night (3/16), which Sarah Mandel organized, was a great success with 28 learners attending (that’s 40% of our learner population!). We had 11 parent volunteers (13 if including Sarah M. and Chris) chaperoning and 2 support staff (past and present) chaperoning on the dance floor (they were literally dancing with the learners through the evening). Parent Janna Connelly donated her DJ services and other parents donated cash and goods for the snack bar.</p> <p><b>Upcoming events:</b> Annual Mentor Recognition Dinner - Thursday May 16<sup>th</sup> (more details to come soon).</p> <p><b>Special Ed. and Section 504</b> – We currently have 21 learners with IEPs (30%) and 5 learners with Section 504 Plans (7 %).</p> <p><b>Committees</b> – Site Council – TBD JLCM is scheduled for 4/17 @ 4:30pm</p> <p><b>Winter Quarter 2019: Exemplars of student work</b> - will be included in the next Board Update in April.</p> <p><b>CEO Update</b> <b>March 25, 2019</b></p> <p><b>News:</b> Dr. Vargas, MSD Superintendent, notified MC<sup>2</sup> beginning with the 2019-2020 school year bus transportation for any days outside of the regular MSD calendar will be billed. The cost to maintain the current MC<sup>2</sup> year-round school calendar is \$28,699.</p> <p>The biannual Civil Rights Data Collection for 2017-18 is approximately halfway completed. Special thanks to Sarah Mandel and Chris O’Reilly for their timely assistance.</p> <p><b>Update on CEO goals (approved by Board of Trustees, 1/12/19):</b></p>	
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	<p><b>1. Educational Leadership Goal – Establish and monitor continuous improvement processes for meeting Charter educational goals and targets.</b></p> <ul style="list-style-type: none"> <li>a. Implement Thoughtful Classroom Principal Effectiveness Framework with leadership team – Full implementation will begin in May, 2019, as part of the CSI grants for each campus.</li> <li>b. Oversee full implementation of Thoughtful Classroom Teacher Effectiveness Framework in schools – School Leadership teams are implementing the TCTEF and School Leaders have been asked to report progress in their board updates.</li> <li>c. Begin review and update of competencies – Information is being gathered to be shared with the school team looking at competency alignment.</li> <li>d. Facilitate CSI (Comprehensive Support and Improvement) process for both campuses – The Diagnostic Process is halfway completed, with mid-process webinars scheduled for each campus on Tuesday, March 26<sup>th</sup>. On-site focus groups and interviews dates have been set for each campus: Manchester, April 17, 2019; Monadnock, April 18, 2019.</li> <li>e. Increase cross-campus collaboration – School Leadership Teams have met twice.</li> </ul> <p><b>2. Operational Management Goal - Establish and monitor continuous improvement processes for meeting Charter organizational goals and targets.</b></p> <ul style="list-style-type: none"> <li>a. Establish SOPs (Standard Operating Procedures) for key operations – <i>In process.</i></li> <li>b. Work with CFO to identify alternative revenue sources and increase financial efficiency – <i>Finance Committee will report on facilities conversations.</i></li> <li>c. Ensure implementation of Joint Loss Management committees at each campus <ul style="list-style-type: none"> <li>i. The next quarterly JLMC meetings have been scheduled for April.</li> <li>ii. CPR/First Aid training for each campus is scheduled for Spring Quarter.</li> </ul> </li> </ul>	
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	<p>d. Lead review and update of Emergency Operations Plan – Reunification Plan and Active Shooter Index are in process. School Leaders will be asked to update NH Department of Safety Physical Safety Self Assessments in April, 2019.</p> <p><b>3. Board Relationship Goal - Establish and monitor continuous improvement processes for meeting Charter governance goals and targets.</b></p> <p>a. Work with board committees to develop and review appropriate policies and performance metrics. – Met with Finance and Governance Committees in March; Academic Excellence and Development Committees in February and scheduled to meet just before March board meeting.</p> <p>b. Work with board and school leadership to prepare for MC<sup>2</sup> Monadnock Charter renewal (once we determine the timeline) – Intent to Renew Charter letter was submitted to the NHDOE. Met with Jane Waterhouse (NHDOE Charter School Administrator) to discuss timeline. <b>Board needs to determine preference for October or November State Board of Education hearing.</b></p> <p>c. Facilitate information gathering and analysis regarding staff compensation and benefits – The most recent information available (from 2017-18) has been downloaded from the NHDOE web site and will be reviewed in conjunction with the FY20 budget process.</p> <p><b>4. Community Relationship Goal - Establish and monitor continuous improvement processes for meeting Charter community partnership goals and targets.</b></p> <p>a. Assist with community coffee hours and open houses – <i>Not started yet</i></p> <p>b. Support and promote relationship development with Manchester School District – <i>Ongoing.</i></p> <p>c. Research and facilitate collaborative partnerships with community organizations – <i>No new developments.</i></p> <p>d. Identify and apply for relevant grant opportunities –</p>	
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	<p>i. Barr Foundation: Follow up from site visit scheduled for 3/27.</p> <p>ii. CSI Funding (through NHDOE): From NHDOE: In January, \$15,700.00 was put in your Grants Management System. Yesterday, March 19, every school received an additional \$14,300 (to increase the base payment to all schools to \$30,000.00) as well as a cost per pupil allotment based on your school enrollment numbers. These numbers were taken from the 2018-19 enrollment numbers found on under the NH Schools tab on the NH DOE website. <a href="https://www.education.nh.gov/data/attendance.htm">https://www.education.nh.gov/data/attendance.htm</a> Funds need to be fully encumbered by 9/30/19. Additional funds will be allocated on 10/1/19.</p> <ol style="list-style-type: none"> <li>1. Manchester – 40,079.54</li> <li>2. Monadnock – 43,122.42</li> </ol>	
Financial Report	The board reviewed the financial report as presented by Adam.	
Old Business	No old business	
New Business	<p>The Board heard the letter of resignation from Marcea Gustafson.</p> <p>Adam moved to authorize MC<sup>2</sup> 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 \$15,263 at 1% interest for a term of 5 years to finance the purchase of Chromebooks for the MC2 Manchester campus. Seconded by Susan.</p> <p>We had a substantial discussion about the likely need to shift the school calendar for Manchester campus because of the notification from the Manchester School District that they cannot provide transportation for our students. Kim and Dawna will do a thorough financial analysis of our options in preparation for the April meeting where we need to approve our Calendar for the year. Of particular concern is whether there is any significant administrative problem in running different calendars on the different campuses.</p>	Approved by unanimous roll call vote



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Policies	<ul style="list-style-type: none"> <li>• Second reading for EBBC Emergency Care and First Aid</li> </ul> <p>Susan moved that we approve EBBC - EMERGENCY CARE AND FIRST AID, seconded by Adam</p> <ul style="list-style-type: none"> <li>• Presented for Board Feedback JICH - Student Use of Drug and Alcohol</li> </ul> <p>We had a long discussion and agreed that governance at both sites needs to have more discussion.</p>	Approved by unanimous roll call vote
Committees	<p><b>Academic Excellence</b></p> <ul style="list-style-type: none"> <li>• Charter renewal</li> <li>• CSI Plans</li> </ul> <p><b>Development</b></p> <ul style="list-style-type: none"> <li>• We need a new chair</li> <li>• Jodi reported out on Charter School Best Practices Conference and corporate partnerships.</li> </ul> <p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• Reported out that new Right to Know laws allow us establish a quorum even if some members are participating via phone or electronically.</li> </ul> <p><b>Finance</b> – Financials continue to be monitored; discussions are being scheduled with landlords.</p> <p><b>Succession Planning</b> – no report</p>	
Adjourn	Jodi declared the meeting adjourned at 7:57	
Next meeting	<p>April 22 in Manchester</p> <p>May 20, 2019 in Keene</p> <p>June 17, 2019 in Manchester</p>	