



Making Community Connections  
 Charter School  
 Board Meeting Minutes

Monday, 22, April 2019

6:00PM – 7:15PM

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

**Trustees in attendance by phone:** Susan Dreyer Leon, Adam Johnston (joined at 6:25 PM)

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

**Apologies:** John Griffin

**Guests:** Joy Sebileski, Jake Sebileski

***Agenda***

Topic	Discussion	Action Items
Call to Order	Meeting called to order at 6:04 PM	
Approval of Agenda	Agenda approved	
Public Time	Nothing proposed	
Approval of 3/25/19 Minutes	Kim moved to approve the March 25, 2019 minutes. Second by Amanda.	Motion to approve the April 25 <sup>th</sup> board meeting minutes approved unanimously by roll call vote
Manchester Campus School Leader Report: David Lane	80 Learners currently enrolled, 4 in the enrollment process, 1 recent call  New paraprofessional hired  Training opportunities: Lisa Maloney, a Health Promotion Training Specialist from AllOne Health, provided a workshop to staff on	



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	<p>compassion fatigue and self-care – provided through Employment Assistance Program</p> <p>A graduation was held on April 12</p> <p>55 new chromebooks (laptops) have been deployed</p> <p>TCTEF (Teacher Effectiveness Framework) implementation continues</p> <p>CSI focus group occurred on Wednesday 4/18</p> <p>David will follow up with Amanda about potential connections for guest speakers for studios</p>	
<p>Monadnock Campus School Leader Report: Chris O'Reilly</p>	<p>73 learners currently enrolled</p> <p>One graduation gateway scheduled for May</p> <p>38 students placed in internships</p> <p>4 students attended the Youth Summit 2019 on April 5 2019</p> <p>TCTEF implementation continues</p> <p>Chris and Elizabeth met with Keene State College to discuss expanding their partnerships through research and potential grant-funded projects</p> <p>CSI focus group occurred on Thursday 4/19</p> <p>Elizabeth and Connor spent two days working with Project Foundry to better align their platform to MC2 checklist and data reporting needs</p> <p>Thursday May 16, mentor recognition dinner at the Monadnock campus</p>	
<p>CEO Report: Kim Carter</p>	<p>The biannual Civil Rights Data Collection for 2017-18 has been completed and certified.</p>	



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	<p>Progress made toward Educational Leadership goals:</p> <ul style="list-style-type: none"> <li>- School leaders from both campuses meeting</li> <li>- TCTEF implementation continues</li> <li>- CSI implementation continues: funds are being spent on 1) hourly staff attending staff meetings, 2) implementation of principal effectiveness framework and training</li> </ul> <p>Progress toward Operational Management goal:</p> <ul style="list-style-type: none"> <li>o Establish SOPs (Standard Operating Procedures) for key operations – <i>In process</i>.</li> <li>o Implementation of Joint Loss Management committees at each campus.</li> <li>o Lead review and update of Emergency Operations Plan – Reunification Plan and Active Shooter Index are in process. Site specific NH Department of Safety Physical Safety Self Assessments are being reviewed or are in process.</li> </ul> <p>Board Relationship Goal - Establish and monitor continuous improvement processes for meeting Charter governance goals and targets.</p> <ul style="list-style-type: none"> <li>o Met with Finance and Governance Committees in April; Academic Excellence and Development Committees in February and scheduled to meet just before April board meeting.</li> </ul>	
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	<ul style="list-style-type: none"> <li>○ Work with board and school leadership to prepare for MC<sup>2</sup> Monadnock Charter renewal – Application submission – August 2<sup>nd</sup>; Site visit – week of August 19<sup>th</sup> or 26<sup>th</sup>; Renewal hearing with State Board of Education on October 10<sup>th</sup></li> <li>○ 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.</li> </ul> <p>Community Relationship Goal - Establish and monitor continuous improvement processes for meeting Charter community partnership goals and targets.</p> <ul style="list-style-type: none"> <li>○ Kim has established a collaborative partnership with PACE Career Academy in Pembroke and applied for grant funding for joint training.</li> <li>○ Identify and apply for relevant grant opportunities –             <ul style="list-style-type: none"> <li>▪ Barr Foundation: Will visit MC<sup>2</sup> Monadnock in the fall.</li> <li>▪ Title IIA Reallocation grant submitted – Training and coaching in Collaborative Problem Solving (CPS) processes for working with behaviorally challenging learners</li> </ul> </li> </ul>	
<p>Financial Report: Adam Johnston</p>	<p>Deficit has reduced slightly, however, rent is expected to increase</p>	



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	<p>Seeking rental concessions.</p> <p>We will apply for a bridge loan in May for summer expenses.</p>	
Old Business	<p><b>Calendar:</b> Governance Committee recommendations:</p> <ol style="list-style-type: none"> <li>1) two run on two separate calendars for the upcoming 2019-2020 school year</li> <li>2) hybrid calendar that includes teacher professional development in the summer</li> </ol> <p>Governance Committee recommends Monadnock follows same calendar at 2018-19 and Manchester follow the hybrid calendar.</p> <p>School leaders will communicate calendar considerations, particularly those related to payroll, to their staff</p> <p><b>Board Meeting Dates:</b>            July 15, 2019            August 19, 2019            September 16, 2019            October 21, 2019            November 18, 2019            December 16, 2019            *January 13, 2020 – ANNUAL MEETING            *February 10, 2020            March 16, 2020            April 20, 2020            May 18, 2020            June 15, 2020</p>	<p>Amanda moved to adopt the two 2019-2020 School Calendars, as recommended by Governance Committee. Susan seconded. Motion approved by unanimous roll call vote.</p> <p>Amanda moved to accept the 2019-20 Board Meeting dates, Susan seconded. Motion approved by unanimous roll call vote.</p>
New Business:	<p>FY2020 General Assurances for Federal Programs requires Board review. Board reviewed the Assurances.</p>	<p>Amanda moved to approve signing the FY2020 General Assurances. Adam seconded.</p>



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		Motion approved by unanimous roll call vote.
Policies	None	
Committee Updates 1. Academic Excellence 2. Development 3. Governance 4. Finance 5. Succession Planning Committee	<p><b>Academic Excellence</b>            Charter Review due on August 2<sup>nd</sup>. This may be a opportunity to revisit school vision and “why”. At the next meeting, Academic Excellence will propose a process for Board involvement.</p> <p><b>Development</b>            Pursuing an Americorps VISTA placement to support fundraising and development</p> <p><b>Governance</b>            Joy Sabolevski attended Governance Committee meeting</p> <p>Other committees did not meet</p>	
Other		
Meeting Adjournment	Meeting adjourned by unanimous roll call vote at 7:30 PM	