



Making Community Connections Charter School Board Meeting Minutes

Monday, 17 September 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: Dan Vallone, Adam Johnston, John Griffin

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

Apologies: Amanda MacLellan

Guests: Mary deGozzaldi (6:20)

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 present	
Student Time	No students were present	
Approval of Minutes	Dan moved that we accept the June minutes, seconded by Marcea.	Approved by roll call.
School Leader and CEO Reports	<p>MC² Manchester Update MC² Board – 9/17//2018</p> <p>Enrollment – As of 9/14//2018 we currently have 76 students enrolled, with an additional 6 newly admitted</p>	



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	<p>students starting for Fall Quarter. Another 3 students are in the enrollment process and new inquiries come in daily.</p> <p>Applications Program Enrollment - 26 (plus 4 new starting Fall Quarter)</p> <p>Creations Program Enrollment - 50 (plus 2 new starting Fall Quarter)</p> <p>Special Education: We have a total of 17 students with IEPs. (22%) We have 8 students with 504 plans. (10.5%)</p> <p>Free and reduced lunch is currently 67%.</p> <p>Facilities – The equipment for our public address system arrived and work is scheduled to begin installation on 9/17. Staff and learners are still working on plans for decorating the space, and some of that work will also begin over Fall Break.</p> <p>Staffing: Michelle Campbell, our para (and all-around helper extraordinaire) has taken on the role of Administrative Assistant. Marie Flowers, who has resigned from that position, has been in several times to help Michelle learn the ropes.</p> <p>Michael Yellin, our Literacy and ELA Advisor, will not be returning as a staff member for our Fall Quarter. Given our enrollment levels, we will not seek a replacement for his position, at this time.</p> <p>Training: Polly Bath provided 6 days of one-on-one coaching and support while simultaneously working with leadership to improve and deepen implementation of school systems. As we implement her recommendations, we are seeing slow but steady progress in building our school community. She will provide a two-day training for staff from both campuses on 9/17 and for the Manchester staff-only on 9/18.</p> <p>David will attend the League of Innovative Schools’ Principal Conference in Portsmouth on October 3 (with Chris). Advisory staff will attend the same conference on October 4.</p>	
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	<p>Annual bus driver training will be complete this week.</p> <p>Campus Successes: One student successfully completed his Gateway from Creations Phase 2 to Phase 3.</p> <p>David and Kim met with Patricia Antonelli, Ex.Dir of University Career Services at Rivier University to begin planning for opportunities for Rivier students to volunteer with us in a variety of capacities.</p> <p>Internships: Five students are currently in internships, and four new sites are pending.</p> <p style="text-align: center;">Board Update – Monadnock - September 2018</p> <p>Students – Graduation Gateways: Bradley Hinkell (August 30th) Erin Ballard (August 23rd)</p> <p>We had a graduation ceremony for 3 of our graduates on September 7th : Sabrina Gatlin; Bradley Hinkell; Erin Ballard.</p> <p>Gateway exhibitions recently completed: Walker Sorenson 8/21 (P3) Harrison Smith 8/23 (P2); Connor Gatlin 9/12 (P2); Jasmine Bowman 8/30 (P3)</p> <p>Numerous fall quarter gateways are expected.</p> <p>Internships – Our internship coordinator gave her notice and moved on, and we will not be replacing her. Elizabeth will be spending the fall quarter restructuring our internship program.</p> <p>Enrollment – current enrollment: 65. 3 new students will be joining us beginning the fall quarter and 2-3 families are currently in the application process.</p> <p>Staff – Congratulations to Elizabeth, who was named the 2018 Lawrence W. O’Toole Award Leadership award winner</p>	
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	<p>in NH!!! On 8/31 the O’Toole award film crew was on site to interview staff and students. The awards ceremony will be held in Boston on November 3rd.</p> <p>Kelly Christianson joined our staff on 8/27 as advisor/social studies teacher. Here is her bio:</p> <p><i>I am very excited to be joining the MC2 team and learning more about the community that has been created around this school! I grew up in Massachusetts and later went to college at Keene State where I studied Elementary Education, Sociology, and Holocaust & Genocide Studies. After getting my undergraduate degrees I moved to Rwanda as a Peace Corps Volunteer where I lived and worked for the last three years. During my time in Rwanda I worked on project sustainability, peace education, and raising chickens. I recently returned to the Monadnock region with my fiance and am spending my free time visiting family and friends, planning our wedding in September 2018, and learning about the MC2 model. We are currently living in Swanzey with our cat and dog, and enjoy taking both up to my grandfather's house to spend time by the lake.</i></p> <p>Special Ed. and Section 504 – We currently have 22 students with IEPs (34%) and 5 students with Section 504 Plans (7 %). Last pay period (8/27 to 9/7) our support staff logged 345 hours of billable services.</p> <p>Events – Haunted House – October 5th and 6th from 6:30 to 9:30 both nights. Sarah LeClair and her family are bringing this popular event back to our school again this year and estimate that we could raise over \$1000. Many students, staff and families will be involved in making this event happen – please stop in if you can!</p> <p>Our annual MC2 Monadnock birthday celebration was on August 29th (head-count day) and was a huge success thanks to Sarah Mandel who organized the event and, with the help of parent volunteers, pulled the whole thing off without a hitch. We were only one student short on head-count day!</p> <p>Committees – Site Council met on 8/22 – 8 people were in attendance.</p>	
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	<p>CEO Update September 17, 2018</p> <p>News: The announcement of the Lawrence O’Toole Leadership Award from the Nellie Mae Education Foundation is live: https://medium.com/@NellieMaeEdFdn/announcing-the-winners-of-the-2018-lawrence-w-otoole-teacher-leadership-awards-71cacc06bf59</p> <p>The initial response from NGM Insurance regarding the possible relocation site for MC² Monadnock was favorable, with further financial deliberations taking place based on space fit-out requirements.</p> <p>A grant application has been submitted to Optima Bank for CPR training and AED units for each campus.</p> <p>Teaching staff from both campuses are working together with Polly Bath on Monday, September 17th to focus on foundations of academic and behavior facilitation through the MC² Habits.</p> <p>Investigation of the National School Lunch Program Community Eligibility Provision (CEP) indicates MC² Manchester qualifies, however eligibility is determined by April 1st data and the application must be submitted by July 1st for the subsequent school year. We will keep an eye on this for next year.</p> <p>Update on CEO goals:</p> <ol style="list-style-type: none"> I. Managing continuing NHDOE accountability and grant requirements: <ul style="list-style-type: none"> * Annual Report – 2017-18 <ul style="list-style-type: none"> ** <i>in process; some questions have been shared with board committees for input. Goal is to have both campus reports ready for board approval by September meeting.</i> * Emergency Operations Plan <ul style="list-style-type: none"> ** Remaining indexes for EOP –<i>Still on the To Do list</i> 	
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	<p style="text-align: center;">2. Submit 2018-19 federal grant applications:</p> <ul style="list-style-type: none"> * National School Lunch Program – <i>in process; waiting for signed vended meals contract from MSD</i> * Title IA – allocation is \$28,607.19 – <i>These funds are specifically to support learning needs of underserved students at MC² Manchester, based on free and reduced lunch population as of October 1, 2017. (Defined as lowest performing 25%.)</i> * Title IIA – allocation is \$11,305.19. <i>These funds are for professional development, with priority given toward ensuring teaching staff are certified and highly qualified. These funds are also based on free and reduced lunch population as of October 1, 2017.</i> * Title IVA – allocation is \$10,000. <i>These funds are for “Student Support and Academic Enrichment.” We are in the process of determining priorities for this allocation.</i> <p style="text-align: center;">3. Work with Business Manager:</p> <ul style="list-style-type: none"> * Grant reporting to NHDOE - <i>up to date through July</i> * Budget monitoring and adjustment - <i>Audit is scheduled for October 17-18.</i> * Establish processes and risk management committees – <i>Still on the To Do list</i> <div style="margin-left: 40px;"> <p>Joint Loss Management Committees</p> <p>Grant application and approval process</p> <p>Fundraising process (<i>draft almost complete but put on back burner</i>)</p> <p>Technology Plan (for eRate)</p> </div> <p style="text-align: center;">3. Manage and monitor CEO role in relation to the two campuses:</p> <ul style="list-style-type: none"> * Leadership team meetings – <i>still pending</i> * Alternative Certification plans <ul style="list-style-type: none"> ** New submission – <i>I in development</i> 	
Financial Report	The board reviewed the financial report as presented by Dan.	
Old Business	No old business	



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<p>New Business</p>	<p>Marcea moved to re-nominate Adam Johnston as a trustee for MC2 board. Seconded by Dan. Adam accepted</p>	<p>Approved by roll call vote with Adam abstaining.</p>
<p>Policies</p>	<p>WELLNESS POLICY JLCF</p> <p>The board reviewed this policy. We discussed goals with school leaders and verified that we are meeting most of the goals, and in those few areas where we are falling short we have plans in place to work towards full implementation.</p> <p>ADMISSIONS POLICY JFAA- STUDENT ADMISSION</p> <p>Revised first reading. Kim reviewed the policy revision statement. In particular the board reviewed the addition of the school leader to the team of people who review a students’ application with the intention add their wisdom to the discussion, but we want to be clear that in adding them to the process, we do not intend to become more narrow or exclusionary in our admissions policy.</p> <p>Marcea moved that we approve JFAA Admissions Policy—Student Admissions as revised. Seconded by Adam. There was no additional discussion.</p> <p>STUDENT CONDUCT JIC</p> <p>This was a first reading. We already have a policy JICD in place of which this is a subset.</p> <p>Marcea moved that we approve JIC Student Conduct. Seconded by John. There was no discussion</p> <p>BULLYING/CYBER-BULLYING/HARASSMENT/INTIMIDATION REPORT FORM</p>	<p>Approved by Unanimous roll call vote</p> <p>Approved by Unanimous roll call vote</p>



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	<p>JICK-R</p> <p>This was edited for format.</p> <p>Marcea moved that we approve JIC Student Conduct. Seconded by John. There was no discussion</p>	<p>Approved by Unanimous roll call vote</p>
<p>Committees</p>	<p>Academic Excellence Committee has not met</p> <p>Development Development announced that the Calendar Raffle is going forward in November. Ticket sales will start in October. \$5 per calendar or 3 for \$10. We talked a bit about creating incentives for students to sell and what a reasonable expectation might be for revenue.</p> <p>Development also reminded us that we need 100% participation in donations to the school. Please contact Kim with a donation of any amount.</p> <p>Governance Governance reminds us that Board members need to fill out our Conflict of Interest form and return it to Kim ASAP.</p> <p>Governance also set goals. Governance has been working through its list of “critical policies.” We also develop policies as Kim identifies areas where we need new policies or policy revisions. We also participate in a state organization that sends out policy alerts and updates from the state.</p> <p>Emergency and First Aid and Student Drug Policy are both moving from Governance to Leadership.</p> <p>Finance Finance reported that our enrollment numbers, while concerning, are being offset by lower costs, so that we</p>	



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	are relatively stable. Fundraising could be important this year to help with a tight budget.	
	Succession Planning The next step is organizing the process for CEO hiring.	
Enter Non-Public Session	Marcea made a motion to enter non-public session. Seconded by John. The Board entered non-public session at 7:33 pm	Approved by unanimous roll call vote
End Non-Public Session	Marcea made a motion to come out of Non-public session. Seconded by John.	Approved by unanimous roll call vote
Adjourn	Moved by Marcea 8:02 pm	