



Making Community Connections
 Charter School
 Board Meeting Minutes

June 17 2019, MC2,

Manchester NH

6:00-pm-7:00 pm

Attendees

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

Trustees in attendance by phone: Joy Sabolevski, Susan Dreyer Leon

Administration: David Lane

Apologies: John Griffin, Chris O'Reilly, Adam Johnston

Guests:

Topic	Discussion	Action Items
Call to Order	Meeting called to order at 6:07 PM	
Approval of Agenda	Approved	
Public Time	None	
Approval of Minutes: 5/20/19 Minutes	Move to accept by Joy by seconded by Amanda.	Approved by roll call vote
Manchester Campus School Leader Report: David Lane	<p><u>MC² Manchester Update</u> Enrollment –77 learners enrolled as of 6/14/19</p> <p>Special Education: 21 learners with IEPs. (27%) learners with 504 plans. (8%)</p> <p>Facilities – Repairs continue, use of space is being reorganized during 5-week break. Bus repairs were completed for less than expected, about \$1,700</p> <p>Staffing: searching to fill paraprofessional positions.</p> <p>Training: Dean Auriemma conducted for 16 learners and some staff members for April 23.</p>	



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	<p>Staff members are completing online Intro to ThinkKids training and participating in Tier 1 ThinkKids CPS training on July 10, 11, 12.</p> <p>Campus Successes 3 MOLO presentations successfully completed. 2 Creations learners successfully presented a Gateway to Creation</p> <p>Application learners planned a “Fun Night” on Thursday 6/13, including an Escape Room, DJ, games, pizza and drinks; learners brought friends and family members.</p> <p>Dean Auriemma continues to provide consulting and support to David and the staff in TCTEF and TCPEF implementation.</p> <p>Internships For Spring Quarter: Total Opportunities: 19 In Progress/Continuing: 5 Interviews: 15 Other Learning Opportunities: 17</p>	
<p>Monadnock Campus School Leader Report: Chris O’Reilly</p>	<p>Board Update – Monadnock – June 2019</p> <p>Graduation Gateways – Walker Sorensen successfully completed his graduation gateway exhibition on June 6th. Walker will be attending UMass Amherst to study data and computer science. Notable panelists from the community included NH Commissioner of Education, Frank Edelblut and Keene State College president, Melinda Treadwell.</p> <p>Jasmine Strahan successfully completed her graduation gateway exhibition on June 7th. Jasmine has been accepted to Johnson and Wales, but will be taking a gap-year before she begins. Notable panelists from the community included Linda Richelson, Dept. Chair of Business at River Valley Community College; Danielle Ruffo, Community Engagement Coordinator at Savings Bank of Walpole.</p> <p>Graduation Ceremony – On the evening of June 7th we held a graduation ceremony for the following graduates: Jasmine Bowman, Victoria (Tori) Fiorey, Walker Sorensen and Jasmine Strahan. Family and friends were present for the ceremony. Dr. Tom</p>	



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	<p>Julius, professor at Antioch University and founder of Surry Village Charter School, presented a commendation from Governor Chris Sununu to Tori in recognition of being the first student in NH to attend and graduate from NH public charter schools from K-12.</p> <p>Gateways – 6/13 – Meg K. P2-P3; 6/11 - Fiza A. P2-P3; Ella C. – P2-P3; 6/14 Stone P2-P3</p> <p>Internships –We still have 66 approved sites with 38 learners placed in the community</p> <p>Enrollment - Current enrollment: 69 (recently graduated 3 and had 1 withdraw)</p> <ul style="list-style-type: none"> • Confirmed enrollees for the upcoming school year: 14 • Additional enrollees likely: 2 • Only half are Phase 1, the other half are phase 2(ish). They are enrolling because they do not feel that their freshman year in their current school was successful. • Inquiries are still coming in. Word of mouth is still the driving force. <p>Staff – 3 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 Volunteer - Card-making business start-up 7 support staff (6 paraprofessionals and 1 special educator) – funded by billable special education service hours.</p> <p>Currently interviewing candidates for an open teacher/advisor position</p> <p>Learning Ops/Training – 30 students and 9 staff members participated in CPR/First Aid on May 31st.</p> <p>TCT/PEF - Training has been ongoing with Dean.</p> <p>Upcoming events:</p> <p>Special Ed. and Section 504 –18 current learners with IEPs (26%) and 4 more incoming at the start of summer quarter.</p>	
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	<p>5 learners have Section 504 Plans (7 %).</p> <p>Committees – Site Council – date TBD Joint Loss – date TBD</p>	
<p>CEO Report: Kim Carter</p>	<p>CEO Update June 17, 2019</p> <p>News:</p> <ul style="list-style-type: none"> • The NH state budget process continues, with potential to significantly impact our budget. • Currently lease aid is still in the budget. We don't expect the final budget to be available until the end of June. <p>Update on CEO goals (approved by Board of Trustees, 1/12/19):</p> <p>Educational Leadership Goal – Establish and monitor continuous improvement processes for meeting Charter educational goals and targets.</p> <ul style="list-style-type: none"> • Implement Thoughtful Classroom Principal Effectiveness Framework with leadership team – TCPEF /TCTEF work is underway at both campuses, with a full day scheduled with school leadership teams for Monday June 17th.. • 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. • Begin review and update of competencies – <i>Kim and Chris have had preliminary communication about the competency update process.</i> • Facilitate CSI (Comprehensive Support and Improvement) process for both campuses – CSI activities are under way, and school improvement planning processes are beginning. • Increase cross-campus collaboration – Chris and David have been working together on policies and procedures. Additional cross-campus work is in the works in conjunction with CSI activities. <p>Operational Management Goal - Establish and monitor continuous improvement processes for meeting Charter organizational goals and targets.</p>	

	<ul style="list-style-type: none"> • Establish SOPs (Standard Operating Procedures) for key operations – <i>In process.</i> • Work with CFO to identify alternative revenue sources and increase financial efficiency – <i>In process, but this has taken a back seat to other pressing demands.</i> • Ensure implementation of Joint Loss Management committees at each campus -- <i>Continuing.</i> • Lead review and update of Emergency Operations Plan – <i>In process.</i> <p>Board Relationship Goal - Establish and monitor continuous improvement processes for meeting Charter governance goals and targets.</p> <ul style="list-style-type: none"> • Work with board committees to develop and review appropriate policies and performance metrics. – Met with Finance and Governance Committees in June; Academic Excellence Committee twice in June. • Work with board and school leadership to prepare for MC² Monadnock Charter renewal – Application submission – August 2nd; Site visit – October 10th (NEW DATE); Renewal hearing with State Board of Education December or January. • Facilitate information gathering and analysis regarding staff compensation and benefits – <i>Based on current enrollment and revenue projections, no immediate action is possible for staff compensation and benefits, but we will keep an eye on this should the funding situation change.</i> <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"> ○ Assist with community coffee hours and open houses – <i>Not started yet</i> ○ Support and promote relationship development with Manchester School District – <i>Waiting for new Superintendent to start.</i> ○ Research and facilitate collaborative partnerships with community organizations – MC² and Pace Career Academy staff will be attending Collaborative Problem Solving (Think:Kids) training together in July. 	
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	<ul style="list-style-type: none"> ○ Identify and apply for relevant grant opportunities – <ul style="list-style-type: none"> ▪ CSI grant activities have been submitted and approved, including: <ul style="list-style-type: none"> • Compensation for extra hours for hourly staff to be involved in CSI planning and work; stipends for extra time for salaried staff • TCPEF/TCTEF implementation and coaching aligned to CSI priorities • Three days (1 Monadnock, 2 Manchester) working with behavior expert Polly Bath on teaching and coaching behavior expectations and social emotional learning skills (MC² Habits) • Development of MC² data dashboard ▪ Preliminary 2019-2020 Title allocations have been released (see attached report on Title funds over the years): <ul style="list-style-type: none"> • Title I – \$86,974.15 (Manchester only) • Title II – \$14,763.79 • Title IV -- \$10,000 • Notable that MC² receives the highest amount of Title I aid in the state 	
<p>Financial Report: Adam Johnston</p>	<ul style="list-style-type: none"> • None • Susan commented that a budget consideration going forward should be to address the disparity 	
<p>Old Business</p>		
<p>New Business</p>	<ul style="list-style-type: none"> • Charter renewal – MC² mission Amanda will send an update to the board with next steps 	
<p>Policies 1. Policies that must be established by June 30</p>	<ul style="list-style-type: none"> • EHB-R – Local Data Records Retention Schedule, first reading <ul style="list-style-type: none"> • Amanda moved to adopt, Susan second • Data Security and Data Privacy Guidelines, first reading <ul style="list-style-type: none"> • Governance committee has recommended this to the board 	<p>Approved by unanimous roll call vote</p>



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	<ul style="list-style-type: none"> Joy moved to adopt, Susan seconded. 	Approved by unanimous roll call vote
<p>Committee Updates</p> <ol style="list-style-type: none"> Academic Excellence Development Governance Finance Succession Planning Committee 	<ul style="list-style-type: none"> Kim reviewed minutes from Academic Excellence, Governance, Finance committees MC2 will subscribe to the NH School Board Association Policy service Kim will reach out to the Manchester Community Health Center for potential partnerships Development, Succession Planning committees has not met Jodi will schedule a Succession Committee meeting 	
Other		
Meeting Adjournment	Amanda moved to adjourn at 7:28 PM	