



Making Community Connections Charter School Board Meeting Minutes

Monday, 15 July, 2019
 6:00PM – 8:00PM
 MC² Charter School
 149 Emerald Street, #UP-3, Keene, NH

Attendees

Trustees in attendance at MC²: Kim Carter, Susan Dreyer Leon, Jodi Adams

Trustees in attendance by phone: Joy Sabolevski, Adam Johnson (6:25pm)

Administration: Chris O’Reilly

Apologies:

Guests: Cheryl Smith

Topic	Discussion	Action Items
Call to Order	The meeting was called to order at	
Approval of Agenda	The agenda was approved	
Public Time	There were no issues presented for public time	
Student Time	No students were present	
Approval of Minutes	We reviewed the minutes from June, 2019. Motion to approve by: By Susan, seconded by Joy.	Approved by unanimous roll call vote
School Leader and CEO Reports	<p>MC² Manchester Update MC² Board – July 15, 2019</p> <p>Enrollment – As of 7/11/19, we currently have 72 learners enrolled, plus two (2) former learners potentially re-enrolling.</p> <p>Special Education:</p>	



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	<p>We have a total of 21 learners with IEPs. (29%) We have 6 learners with 504 plans. (8%)</p> <p>Facilities – Repairs to damage to walls almost complete over the break (need to paint.) Floors were washed and waxed. Currently in process of decorating walls with learner-work, motivational & learner-centered cue posters; creating “Habits Hallway” from lobby to T-hallway (outside Rooms 11, 12, etc.) Room assignments/space was also reorganized: all advisories in rooms off lobby to maximize collaboration; Title 1 & Special Education services, library and art supplies centralized in “Habits Hallway,” Tech room in Rooms 7/8.</p> <p>Repairs continue to be needed on interior doors and locks.</p> <p>Staffing: Manuela Bittner-Shuey has been hired to fill Special Education position; Bryce Dagenais is returning to staff as a part-time paraprofessional. We are in need of another paraprofessional and/or a new Administrative Assistant. Carolina Fernandez will not be returning as our food services person.</p> <p>Training: Five staff members (Naomi, Michelle, Keegan, Laurie, Wil) completed online Intro to ThinkKids training; seven staff members (David, Becca, Naomi, Michelle, Keegan, Laurie) are completing Tier 1 ThinkKids CPS training on July 10, 11, 12. They were joined by Sarah from Monadnock, and we connected with the staff from PACE Career Academy Charter School, who also attended the training. (We hope to grow a closer relationship with them.)</p> <p>Campus Successes David, Becca and Keegan visited Monadnock campus for their opening day on 7/8/19. Our goal was to use TCTEF Cornerstone evaluation tools to identify strategies our colleagues employ to set a positive tone for the new quarter so that we can apply them to our campus when our learners return on 7/22.</p> <p>We have used the 5-week break to develop our staff’s suggestions for the School Improvement Plan required by the CSI process, and address needs relevant to that plan; these include reviewing our Charter together, collaborating on specific shared lesson plans for Advisory activities, renewing & deepening commitments to addressing learners’ skills gaps</p>	
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	<p>that manifest as discipline issues (ThinkKids), and reorganizing and decorating space.</p> <p>Several learners have come in to help reorganize campus. We've received positive reports about a learner engaged in a nursing course over the vacation.</p> <p>We held a family meeting on July 9 in the afternoon and another one is scheduled for July 19 in the evening. More TBA.</p> <p>We've identified the theme, "A Self-Directed Summer," for the coming Quarter – with an emphasis on all the ways we provide structure & support designed to help learners become self-directed, and "In this Together," for the 2019-2020 school year.</p> <p>We have also begun to identify potential areas for improvement for Applications program and to revise a draft version of a Learner Handbook. (The discussion & work on these two areas will continue with the whole community.)</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>Board Update – Monadnock – July 2019</p> <p>Enrollment - Current enrollment: 78</p> <ul style="list-style-type: none"> • Five other families/learners may be joining us by mid-August. <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/advisor 1 Admin. Assistant</p>	
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	<p>1 PT (18 hours over the summer quarter) Makerspace staff 7 support staff (6 paraprofessionals and 1 special educator) – funded by billable special education service hours.</p> <p>Math teacher and student advisor Jill Beaman resigned effective 6/6 Social Studies teacher and student advisor Kelly Christianson resigned effective 6/18 Derek Blunt, former 1:1 tutor, will be replaced Jill as our math teacher/student advisor We are currently interviewing candidates for an open teacher/advisor position.</p> <p>We hired a LT sub for the summer to teach social studies (works M,W,F)</p> <p>Internships –We still have 50+ approved sites with 20 learners placed in the community. Also We have some noteworthy business partners helping us with the makerspace mods including:</p> <ul style="list-style-type: none"> • Lori Gebo continuing the cardmaking business • Jerry Kuhn expanding our lathe crew size and skills and help our laser engravers • Matt Perkins from KSC will begin at the end of the quarter to mentor our bike shop as his KSC internship • Dana Clark is ready to begin helping us set up our music production studio <p>TCT/PEF - Training will continue with Dean on July 18th</p> <p>Think:Kids – Introductory training continues as support staff work to complete the online training. Sarah L. is attending Tier 1 training from 7/10 to 7/12 with Manchester staff in Boston.</p> <p>Polly Bath – Polly will be with us for a full day of PD on July 31st working with both staff and students. Her primary focus will be on intentional teaching strategies around the MC2 Habits.</p> <p>Special Ed. and Section 504 – We currently have 20 learners with IEPs (26%) and 5 learners have Section 504 Plans (6 %).</p> <p>Committees – Site Council – date TBD Joint Loss – date TBD</p>	
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	<p>Kiwanis – Students will make a presentation at the invitation of the Kiwanis club.</p> <p>Upcoming events: Let it Slide – fundraiser – Friday August 2nd, 7:00 pm at The Hive, 25 Roxbury st., Keene.</p> <p>CEO Update July 15, 2019</p> <p>News:</p> <ul style="list-style-type: none"> • On June 28, the Governor vetoed the state budget, which means the process continues. • The onsite work for MC²'s 2018-19 financial audit is scheduled for the first week of August. <p>Update on CEO goals (approved by Board of Trustees, 1/12/19):</p> <ol style="list-style-type: none"> 1. Educational Leadership Goal – Establish and monitor continuous improvement processes for meeting Charter educational goals and targets. <ol style="list-style-type: none"> a. Implement Thoughtful Classroom Principal Effectiveness Framework with leadership team – TCPEF /TCTEF work is scheduled throughout Summer Quarter, with further implementation pending notice of 2019-20 CSI funds. b. Oversee full implementation of Thoughtful Classroom Teacher Effectiveness Framework in schools – Please see School Leader reports. c. Begin review and update of competencies – <i>On hold pending identification of CSI strategic plan priorities.</i> d. Facilitate CSI (Comprehensive Support and Improvement) process for both campuses – CSI activities continue, and school improvement planning processes have begun. See School Leader reports for details. e. Increase cross-campus collaboration – Chris and David have scheduled regular check-ins; a group of MC² Manchester staff visited MC² Monadnock for the start of the Monadnock campus Summer Quarter. 2. Operational Management Goal - Establish and monitor continuous improvement processes for meeting Charter organizational goals and targets. 	
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	<ul style="list-style-type: none"> a. Establish SOPs (Standard Operating Procedures) for key operations – <i>In process.</i> b. 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> c. Ensure implementation of Joint Loss Management committees at each campus -- <i>Continuing.</i> d. Lead review and update of Emergency Operations Plan – <i>In process.</i> <p>3. Board Relationship Goal - Establish and monitor continuous improvement processes for meeting Charter governance goals and targets.</p> <ul style="list-style-type: none"> a. Work with board committees to develop and review appropriate policies and performance metrics. – Met with Finance and Governance Committees in July; Academic Excellence Committee to be scheduled. b. 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. c. Facilitate information gathering and analysis regarding staff compensation and benefits – <i>Information will be shared with the CFO in preparation for reporting to the Finance Committee in August.</i> <p>4. Community Relationship Goal - Establish and monitor continuous improvement processes for meeting Charter community partnership goals and targets.</p> <ul style="list-style-type: none"> a. Assist with community coffee hours and open houses – <i>Not started yet</i> b. Support and promote relationship development with Manchester School District – <i>No action this month.</i> c. Research and facilitate collaborative partnerships with community organizations – MC² and Pace Career Academy staff attended Collaborative Problem Solving (Think:Kids) training together in July. d. Identify and apply for relevant grant opportunities – 	
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	<p style="text-align: center;">i. Planning will begin this month for Title funds grant applications, based on preliminary 2019-2020 allocations:</p> <ol style="list-style-type: none"> 1. Title I – \$86,974.15 2. Title II – \$14,763.79 3. Title IV -- \$10,000 	
Financial Report	<p>a. Preliminary Financial Report FY19 Final The board reviewed the preliminary the financial report, the final report won't be available until after the audit.</p> <p>b. CEO and CFO FY19 compensation</p> <p style="text-align: center;">The Board authorizes the full expenditure of the CFO and CEO salaries for FY19, said difference of \$2000 per position. Moved by Susan, seconded by Joy.</p>	Approved by roll call vote with Kim abstaining.
Old Business	No old business	
New Business	<p>a. Charter renewal – MC2 mission. –tabled for next time</p> <p>b. Susan moved to approve John's request for a 3 month leave of absence. Seconded by Joy.</p> <p>c. Board self-evaluation process Board members will send a self-evaluation to Joy by August 12, 2019</p> <p>d. Retreat date—the board proposed August 10th for a ½ day retreat and Jodi will check with the absent board members. We will investigate where in Concord we can meet.</p>	<p>Approved by unanimous roll call vote</p> <p>Approved by unanimous roll call vote</p>



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Policies	<p>JLCF – WELLNESS POLICY</p> <p>Susan moved that we approve the policy as amended below. Seconded by Kim.</p> <p>3 a) MC² will sponsor a health fair once a year. b) Staff wellness topics will be addressed at least once per semester.</p> <p>4) MC² Schools shall comply with the nutrition guidelines outlined in this policy in a manner designed to facilitate the adoption of healthier eating habits such that 100% compliance is maintained.</p>	Approved by unanimous roll call vote.
Committees	<p>Academic Excellence—has not met, but will be scheduling soon.</p> <p>Development—has not met, but will be scheduling soon</p> <p>Governance -- Board members needed sign their conflict of interest policy and return to Kim.</p> <ol style="list-style-type: none"> 1. Minutes of 6/12/19 reviewed. 2. Reviewed Policy JLCF. Committee note need to meet wellness goals at both campuses. 3. Discussed the CSI findings related to governance and decision-making processes. Committee will review existing policies and structures. 4. Discussion of Board evaluation and board training. Committee will bring the evaluation process to the Board meeting Monday night, requesting individual evaluations be returned before the August 14th committee meeting. 5. Committee will ask the board to schedule a board retreat for this summer. Joy has volunteered to help planning for the retreat and strategic planning. <p>Finance – reviewed minutes and preliminary finance reports, made recommendation for fulfillment of FY19 payroll for CEO and CFO. Kim reported on meetings with Manchester property manager.</p> <ol style="list-style-type: none"> 1. Minutes of 6/12/19 reviewed. 2. Reviewed FY 19 preliminary final financial report. Audit is scheduled for August 4 th and 5 th . Finance Committee will recommend to the Board paying CFO and CEO salary differential from paid to budgeted. 3. Finance Committee will investigate priorities for FY19 surplus. 4. Still waiting on final state budget. 5. Update on facilities: <ol style="list-style-type: none"> I. Keene – Kim will follow up on contact info for Keene property 	



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	<p>manager. II. Manchester – Report on conversations with landlord.</p> <p>Succession Planning – Will arrange a meeting with Dawna and the school leaders to discuss the creation of the one year, part-time “Director of School Success” position.</p>	
Adjourn	Jodi declared the meeting adjourned at 8:25	
Next meeting	August 19, in Manchester September	