



Making Community Connections Charter School Board Meeting Minutes

Monday, 19 August, 2019
6:00PM – 7:00 PM
MC² Charter School
100 William Loeb Drive, Manchester, NH

Attendees

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

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

Administration: Chris O'Reilly, David Lane

Apologies: John Griffin

Guests: Elizabeth Cardine

Agenda

Topic	Discussion	Action Items
Call to Order	Meeting called to order at 6:02 PM	
Approval of Agenda	All Board Members: Email Kim a bio for the website	
Public Time	No public present	
Approval of Minutes: 1/29/19	Agenda approved at 6:07 by roll call vote (Amanda abstained)	
Manchester Campus School Leader Report: David Lane	<p>MC² Manchester Update MC² Board – August 19, 2019</p> <p>Enrollment – As of 8/14/19, we have 63 learners enrolled. Applications: 26 Creations: 37</p> <p>Jodi suggested planning a daytime open house at Manchester to invite families/students in to see what is happening</p> <p>Joy inquired about any standard marketing strategies, including PICNH</p>	

	<p>Special Education: We have a total of 21 learners with IEPs. (33%) We have 1 learner with 504 plans. (<1%)</p> <p>Facilities – Walls repairs were completed over break, still waiting for paint; Habits Hallway decorated over break (see pictures below.); the changes we reported at last Board meeting have been implemented: learner activities centralized to studio/learning spaces off the main lobby.</p> <p>Repairs continue to be needed on interior doors and locks.</p> <p>Plant manager visited today and raised concerns about the stability of the lease. The lease is for 5 years and we are in the 2nd year of the lease. Adam will communicate with the property manager</p> <p>Staffing: We are interviewing for our Administrative Assistant position;</p> <p>Training: Manuela attended Teaching All Kind of Minds training; seven staff members (David, Becca, Naomi, Michelle, Keegan, Laurie) completed Tier 1 ThinkKids CPS training in July. They were joined by Sarah from Monadnock, and we connected with the staff from PACE Career Academy Charter School, who also attended the training. Training has continued through on-line coaching sessions once a week.</p>	
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	<p>Dean Auriemma continues to provide consulting and support to David and the staff in TCTEF and TCPEF implementation.</p> <p>Campus Successes One learner, Faith R, passed LNA test; she is now a licensed nursing assistant. Three guest speakers have visited campus so far this Quarter.</p> <p>Internships: Seven students are currently involved in internships at Easterseals, World of Discovery Day Care, Holiday Inn, Manchester Firing Lane, Double Tree, Fratello’s Bakery and in-house with Bryan (setting up a learner ID system.)</p> <p>Connor is working on establishing professional competencies for all staff and aligning onboarding for staff and students, and working on coaching a staff member implementing the “MOLO block” 3x a week at Manchester</p>	
<p>Monadnock Campus School Leader Report: Chris O’Reilly</p>	<p>Board Update – Monadnock – August 2019</p> <p>Learner Achievements - On 7/30 Taylor C. presented his Phase 1 gateway exhibition successfully and is moving into Phase 2. On 8/1 Owen S. presented his Phase 2 gateway exhibition successfully and is moving into Phase 3.</p> <p>Enrollment - Current enrollment: 72 2 more learners starting on Monday (74) 1 officially enrolling on 9/16 (75) 5 families committed to enrolling by the end of summer quarter (80) 4 other inquiries that could lead to additional enrollees</p>	



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	<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 8 support staff (7 paraprofessionals and 1 special educator) – funded by billable special education service hours. 1 new staff member will be joining us at the start of fall quarter. Rosie Hesla (Antioch alum) will be our newest teacher/advisor. Her teaching certification is in science.</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• Matt Perkins from KSC will begin at the end of the quarter to mentor our bike shop as his KSC internship• Dana Clark (former MC2 parent) is helping us set up our music production studio <p>Community – Students from Antioch University (Educational Philosophy and Developing Minds classes) came to our campus for a panel discussion with a group of our learners.</p> <p>Chris and student Connor G. attended the local Kiwanis club meeting on 7/17 to talk about MC2.</p> <p>TCT/PEF - Training continued with Dean on August 15 and 16. We will begin working with support staff in the TCTEF during our PD</p>	
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	<p>time next week. Kim was also on campus completing learning walks on 7/24 and 8/14</p> <p>Think:Kids – Introductory training continues as support staff work to complete the online training. Chris and Sarah are continuing with TK coaching along with the Manchester staff.</p> <p>Polly Bath – Polly worked with our staff and students on July 31st focusing on intentional teaching strategies around the MC2 Habits.</p> <p>Special Ed. and Section 504 – We currently have 22 learners with IEPs (30%) and 4 learners have Section 504 Plans (5 %).</p> <p>Committees – Site Council – met on 8/14. Two new members joined us (Peter Starkey and Eric Snare) as did our CEO, Kim Carter. Joint Loss – date TBD prior to end of summer quarter</p> <p>Events: The Let it Slide fundraiser that Elizabeth organized was a huge success and raised over \$2200!</p> <p>Upcoming events: August 28th - Head-count day – All school breakfast. Board member are welcome to join us!</p>	
<p>CEO Report: Kim Carter</p>	<p>News:</p> <ul style="list-style-type: none"> • The onsite work for MC²'s 2018-19 financial audit was completed August 8th. We anticipate having the audit report for the board at the September meeting – the earliest ever! • Dawna will be presenting at the NHDOE Fiscal Management Training Day for charter schools on August 20th. • MC2 qualifies for 4.2% “indirect rate” for all federal grants • Kim is working with Mindful Schools trainers to schedule mindfulness training for both campuses. 	

	<ul style="list-style-type: none"> • The National School Lunch Program application is ready to submit, pending receipt of the signed Vended Meals Contract from Manchester School District. The NH Legislature passed a bill covering the costs of breakfast for students who qualify for reduced meals, making breakfast free to those students this school year. • Kim attended two Site Council meetings at MC² Monadnock, July 31st and August 14th. Discussions included Charter Renewal and the CSI process, multiple upcoming fundraising events, transportation needs/solutions, and the 2020-21 school calendar. <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 continuing throughout Summer Quarter, with further implementation pending notice of 2019-20 CSI funds. Kim has completed three campus learning walks, 2 at Monadnock and 1 at Manchester. Learning walks are being conducted at each campus during weeks 3, 6, and 9. Dean Auriemma (Thoughtful Classroom consultant) will meet with the business office on 	
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	<p>September 9th to discuss application of the TCPEF to the business office and the board.</p> <ul style="list-style-type: none"> 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 CEO is working with school leaders to review budgets, focus on how we will effectively and efficiently use the funds for improvement e. Increase cross-campus collaboration – Collaboration is occurring between the school leaders and administrative assistants, as well as on the review and updating of MOLO (orientation) processes. Chris and David have had one Wednesday check in <p>2. Operational Management Goal - Establish and monitor continuous improvement processes for meeting Charter organizational goals and targets.</p> <ul style="list-style-type: none"> a. Establish SOPs (Standard Operating Procedures) for key operations – <i>Continuing.</i> 	
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	<ul style="list-style-type: none"> b. Work with CFO to identify alternative revenue sources and increase financial efficiency – This has taken a back seat to other pressing demands, but will be reviewed with Finance and Governance Committees in the next couple months. c. Ensure implementation of Joint Loss Management committees at each campus -- <i>Continuing.</i> d. Lead review and update of Emergency Operations Plan – A site assessment is scheduled for MC2 Manchester, Thursday, September 5th with Homeland Security and Manchester Police, Fire, and Emergency Management.. <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 August, and with Academic Excellence Committee. 	
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	<ul style="list-style-type: none"> b. Work with board and school leadership to prepare for MC² Monadnock Charter renewal – NEW DATES: Application submission – February 10, 2020. Site visit – March 2, 2020 Renewal hearing with State Board of Education April 9, 2020. Feedback of the proposed updated charter goals and learner, family, and school commitments has been requested of all staff. Board representation will be requested at the site visit c. Facilitate information gathering and analysis regarding staff compensation and benefits – Information was shared with the Finance Committee at the August 14th meeting (see attached report on FY19 Financial Goals.) The Business Office is in the process of exploring a possible HR solution which could include benefits availability. <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> 	
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	<ul style="list-style-type: none"> 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 – A phone call is scheduled to talk with Greater Manchester Mental Health Center for this Thursday. Kim will also reach out to Maps Counseling Services in Keene. d. Identify and apply for relevant grant opportunities – <ul style="list-style-type: none"> i. Title funds applications are in process. <ol style="list-style-type: none"> 1. Title I – \$86,974.15 2. Title II – \$14,763.79 3. Title IV -- \$10,000 	
<p>Financial Report:</p>	<ul style="list-style-type: none"> • See attached reports • Board commits to reconsidering/looking at the calendar from a revenue diversifying perspective • All of MC2 current credit is based on Kim Carter’s personal credit. This will need to be remedied by the end of this year. Paying off the equipment loan will help the school’s credit. Adam notes that being in the black should help us transition onto organizational credit • Two recommendations for balance of operating budget – 1) pay off \$15,000 equipment loan – 	<p>Amanda MacLellan made a motion to pay off the balance on the equipment loan.</p>



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	<p>2) \$5,000 one time salary adjustment toward CFO & CEO. <i>After putting this proposal forward, Kim left the room for board deliberation.</i></p> <ul style="list-style-type: none"> • Board discussed priorities for succession planning work including considering restructuring leadership and services provided by QED. Board agrees that this should be a topic for the Board retreat. • Recommended financial goals for 2019-2020: <ul style="list-style-type: none"> ○ Stay in the black ○ Improve compensation and working conditions, with a priority of increasing the budgeted amount for organization management ○ Budget/plan for capital improvements: <ul style="list-style-type: none"> ▪ Transportation ▪ Security improvements ○ Increase our cash reserves ○ Diversify our revenue and enrollment sources ○ Improve fidelity in MC2 model implementation ○ Facilities <ul style="list-style-type: none"> ▪ Expand/relocate Monadnock ▪ Acquire equipment and furniture for Manchester <p>Adopt proposed goals and priorities for FY2020</p>	<p>Second by Adam Johnston. Approved by unanimous roll call vote.</p> <p>Adam Johnston made a motion to approve the one time salary adjustment of \$5,000 each for CFO and CEO. Second by Joy Sabolevski. Approved by roll call vote. Kim abstained.</p> <p>Amanda MacLellan made a motion to adopt the proposed FY2020 financial goals and priorities. Second by Adam Johnston.</p>
Old Business	Updated timeline for charter renewal	
New Business	<p>Board Self Evaluations - Board members must send self evaluation to Joy</p> <p>Board retreat topics</p> <ul style="list-style-type: none"> • 2020-2021 school calendar • Charter renewal 	



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	<ul style="list-style-type: none"> • Succession planning <p>Board retreat scheduled for Saturday October 5th from 9-3 in Concord</p>	
Policies	<ul style="list-style-type: none"> • No policies to review this meeting 	
Committee Updates <ol style="list-style-type: none"> 1. Academic Excellence 2. Development 3. Governance 4. Finance 5. Succession Planning Committee 	<ul style="list-style-type: none"> • Academic Excellence met and determined timeline for receiving feedback from staff on charter goals and commitments – School Leaders were asked to discuss these items with their staff before Doc Week and to communicate to families during Doc Week of the invitation to provide input on the charter goals and the commitments. • Governance met to discuss Board recruitment • Succession Planning met, planning to take stock of roles and responsibilities of CEO 	
Other		
Meeting Adjournment	Board approved adjournment by unanimous vote	