



# Making Community Connections Charter School Board Meeting Minutes

Monday Nov. 18, 2019  
 6:00PM – 8:00PM  
 MC<sup>2</sup> Charter School  
 149 Emerald Street, #UP-3, Keene, NH

*Attendees*

Trustees in attendance at MC<sup>2</sup> Susan Dreyer Leon, Jodi Adams

Trustees in attendance by phone: Joy Sabolevski, Kim Carter, Adam Johnston (6:50 pm)

Administration: Chris O’Reilly, Conor Sands (by phone)

Apologies:

Guests: Cheryl Smith

Topic	Discussion	Action Items
Opened Public Session	To accept a grant in the amount of \$5000 earmarked for general support from the Limerick Charitable Trust. Motion to approve the gift moved by Joy and seconded by Susan.	6:08 pm  Approved by Unanimous Roll Call Vote.
Adjourn Public Hearing	Jodi adjourned public meeting time.	6:12
Call Board Meeting to Order	The agenda was approved.	6:14
Public Time	There were no issues presented for public time	
Student Time	No students were present	
Approval of Minutes	We tabled the approval of the Oct. Board Retreat Minutes until December.	
School Leader and CEO Reports	<b>MC<sup>2</sup> Manchester Update – 11/18/2019</b>	



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	<p><b>Enrollment</b> – As of 11/15/2019 we currently have <b>54</b> learners enrolled. This number is down 25 from a year ago. There have been 2 tours in the last 3 weeks</p> <p><b>Special Education:</b> We have a total of <b>20</b> learners with IEPs and <b>1</b> learner with a 504 plan. (39%)</p> <p><b>Facilities</b> – No recent changes.</p> <p><b>Staffing:</b> Magdalena Reis will be joining the community on 11/16. Naomi Simard is resigning her position as a part time paraprofessional effective 12/6. Keegan Nunley will transition to full time paraprofessional from advisor effective 12/13. He has offered to delay that if hiring another advisor proves difficult.</p> <p><b>Campus Successes:</b> The World Affairs Council visited the campus, bringing 15 educators from Saudi Arabia. Four of our learners attended the visitors and did a wonderful job of representing the school.</p> <p><b>Internships:</b> 5 learners are currently in internships at Holiday Inn; Fratellos; NHTI; and Planned Parenthood.</p> <p style="text-align: center;"><b>Board Update – Monadnock – October/November 2019</b></p> <p><b>Enrollment</b> - Current enrollment: 74      Stalled Inquiries: 5 Tours Scheduled: 2</p> <p><b>Staff</b> – 4 Educator/Advisors (1 Math, 1 ELA, 1 Science, 1 Internship Coordinator) 1 Administrator 1 Admin. Assistant 8 support staff (3) 1:1 paraprofessionals (4) general support paraprofessionals and (1) part time special educator) – all funded by billable special education service hours. 1 Volunteer (Tuesday and Thursday mornings – Makerspace Business Startup)</p> <p><b>Internships</b> –We have 90 approved sites and 10 more in the process of being approved. We have 30 students placed at internship sites, including 5 working on our "in house" makerspace businesses. Another 8 students are "in process" for getting an internship. We also have 8 students not in internships, but working with Voc Rehab counselors in bi-weekly workshops to provide opportunities to develop workplace skills and research postsecondary options.</p> <p><b>Special Ed. and Section 504</b> – We currently have 22 learners with IEPs (30%) and 4 learners have Section 504 Plans (5 %).</p>	
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	<p><b>Committees</b> – Site Council met on 11/13 and started a discussion about developing a strategic plan. The next meeting will be on <b>Saturday, November 23rd 10-12 a.m.</b> to continue working on the strategic planning process.</p> <p><b>Recent Events</b> – 3<sup>rd</sup> Annual Haunted House fundraiser on October 25-26 was well attended and a huge success. Sarah Stout’s family along with a dozen students, parent volunteers and staff support assembled an amazing and frightening insane asylum-themed haunted house for the public to attend. They raised over \$300 dollars for the student activities account, but more importantly, worked together for a common cause and had a great time doing it.</p> <p>Roadside Cleanup and Mural Walk – On October 25<sup>th</sup> we had a group of students and staff tend to our adopted stretch of highway (NH DoT Adopt a Highway program) and earn some community service hours. On the same day, another group of students and staff went on a Mural Walk to view the building murals over the summer by the Wall Dogs. He murals are all related to local history.</p> <p>Youth Peer Support groups, guided by the Monadnock Area Peer Support Agency, began on October 28<sup>th</sup> and are continuing every Monday.</p> <p>Governance Council started back up this quarter and the student representatives are joined by four parent representatives. Meetings are every Wednesday. Open Session will be held this week.</p> <p>Sarah Stout brought a group of her ELA students who are currently studying Shakespeare to a performance of “As You Like It” on November 15<sup>th</sup> at Keene State College. There was no cost for this field trip and our students very much enjoyed, and engaged in, the audience participation segment of the performance.</p> <p><b>Professional Development</b></p> <p><b>TCT/PEF</b> – Weekly teleconferencing/coaching with Dean and Conor continues Weekly walkthroughs in advisories, studios and community meetings continues Kim continues to conduct Campus Walks regularly</p> <p style="text-align: center;"><b>Donations</b></p>	
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	<p>On October 17th we received a donation from The Limerick Charitable Trust for \$5000.00 to be used for general support. MC2 Monadnock parents Anne Faulkner and Robert King, who have been avid supporters and generous donors for several years, are responsible for helping us receive this grant.</p> <p><b>CEO Update November 18, 2019</b></p> <p><b>News:</b></p> <ul style="list-style-type: none"> <li>• MC<sup>2</sup> Manchester’s new school leader is Magdalana (Maggie) Correia-Foster. Maggie will start on Wednesday, November 20<sup>th</sup>. There were several candidates, four of whom visited the campus. A community “Meet the Candidates” evening was combined with the Hiring Committee interviews.</li> <li>• AmeriCorps VISTA volunteer Rhetta Sabeau started her Community Outreach position on October 28<sup>th</sup>. Her work is focused on marketing and fundraising for the MC<sup>2</sup> Manchester campus.</li> <li>• Kim and Conor facilitated a meeting with a group of 15 educators from Saudi Arabia in conjunction with the World Affairs Council as part of the International Visitor Professional Development Leadership Exchange Program through the Department of State. Four MC<sup>2</sup> Manchester learners attended, fielding most of the questions. The visiting group stayed an extra half hour, and were very impressed by the learners and appreciative of our time. We intend to collaborate with the World Affairs Council on a press release.</li> <li>• The MC<sup>2</sup> Monadnock Site Council has begun a two-meeting strategic planning process facilitated by an experienced and gracious community partner. I was unable to attend the first session, and do not have any of the notes to share at this time. I do plan to attend the second meeting.</li> </ul> <p><b>Update on CEO goals (approved by Board of Trustees, 1/12/19):</b></p> <ol style="list-style-type: none"> <li>I. <b>Educational Leadership Goal – Establish and monitor continuous improvement processes for meeting Charter educational goals and targets.</b> <ol style="list-style-type: none"> <li>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 had two TCPEF meetings this quarter, both at Monadnock. Conference calls are being held weekly</li> </ol> </li> </ol>	
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	<p>with Dean, Chris, Elizabeth, and Conor. Kim has regular check-ins with Dean, and is in the process of finalizing the 2019-20 Scope of Work for CSI work with Dean.</p> <ul style="list-style-type: none"><li>b. Oversee full implementation of Thoughtful Classroom Teacher Effectiveness Framework in schools – Please see School Leader reports.</li><li>c. Begin review and update of competencies – <i>On hold.</i></li><li>d. Facilitate CSI (Comprehensive Support and Improvement) process for both campuses – CSI activities continue, and school improvement planning processes are under way at each campus. We have received the 19-20 CSI grant allocations for the two MC<sup>2</sup> campuses. Additional funds will be available in January, on a competitive proposal basis. There is still no word the high school technical assistance provider and expectations regarding the strategic planning process. Kim will be meeting with Chris in early December to discuss the strategic plan process. Dawna and Kim were able to negotiate access to Foundry data for Dawna’s CSI-related data project, but unfortunately it is not automatic and requires a manual step for each download, which will impact the data programming.</li><li>e. Increase cross-campus collaboration – Chris, Elizabeth and Conor continue participate in weekly calls with Dean. Chris served on the MC<sup>2</sup> Manchester School Leader Hiring Committee. Sarah Stout will be coming to the MC<sup>2</sup> Manchester campus to meet with Conor on student orientation processes.</li></ul> <p><b>2. Operational Management Goal - Establish and monitor continuous improvement processes for meeting Charter organizational goals and targets.</b></p> <ul style="list-style-type: none"><li>a. Establish SOPs (Standard Operating Procedures) for key operations – The Reimbursement SOP is in review process.</li><li>b. Work with CFO to identify alternative revenue sources and increase financial efficiency – The collaborative Next Gen Learning Challenge grant proposal to the Chan Zuckerberg Foundation was not funded. NGLC expressed the intention to submit the proposal to other funders.</li></ul>	
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	<ul style="list-style-type: none"> <li>c. Ensure implementation of Joint Loss Management committees at each campus -- The Indoor Air Quality checklist were added to the JLMC review quarterly processes.</li> <li>d. Lead review and update of Emergency Operations Plan – Kim attended Homeland Security’s Emergency Operations Planning training for school officials on October 1<sup>st</sup>. Chris is waiting for the Keene Fire Department’s review of relevant Indexes from the Monadnock EOP.</li> </ul> <p><b>3. Board Relationship Goal - Establish and monitor continuous improvement processes for meeting Charter governance goals and targets.</b></p> <ul style="list-style-type: none"> <li>a. Work with board committees to develop and review appropriate policies and performance metrics. – No Board Committees have met since the board retreat. Kim has met with Adam about Manchester facilities.</li> <li>b. Work with board and school leadership to prepare for MC<sup>2</sup> Monadnock Charter renewal – <b>NEW DATES:</b> Application submission – February 10, 2010. <b>Site visit – March 2, 2020 Renewal hearing with State Board of Education April 9, 2020.</b> Board sections were identified at the Board retreat. Kim and Chris met to identify the next sections for Chris and his staff to work on.</li> <li>c. Facilitate information gathering and analysis regarding staff compensation and benefits – Information was shared with the Finance Committee at the August 14<sup>th</sup> meeting (see attached report on FY19 Financial Goals.) Health insurance update: an additional plan has been added to MC<sup>2</sup>’ s health insurance options, and a special enrollment period is being held from December 1<sup>st</sup> – January 31<sup>st</sup>.</li> </ul> <p><b>4. Community Relationship Goal - Establish and monitor continuous improvement processes for meeting Charter community partnership goals and targets.</b></p> <ul style="list-style-type: none"> <li>a. Assist with community coffee hours and open houses – <i>Not started yet</i></li> </ul>	
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	<ul style="list-style-type: none"> <li>b. Support and promote relationship development with Manchester School District – A proposal with supporting documentation has been submitted to the Manchester School District Director of Special Education to change to an MOU for salary wages for the special educator (as opposed to hourly billing.) We are waiting for the response.</li> <li>c. Research and facilitate collaborative partnerships with community organizations – Kim has talked with Greater Manchester Mental Health Center regarding rates for on-site counseling support, however funding has not been identified. MC<sup>2</sup> Monadnock has begun implementing a partnership with Maps Counseling Services in Keene.</li> <li>d. Identify and apply for relevant grant opportunities –             <ul style="list-style-type: none"> <li>i. Title funds applications are in process.                 <ul style="list-style-type: none"> <li>1. Title I – \$86,974.15 – Activities for the majority of the funds have been approved.</li> <li>2. Title II – \$14,763.79</li> <li>3. Title IV -- \$10,000 – Activities for the majority of the funds have been approved.</li> <li>4. CSI funds –                     <ul style="list-style-type: none"> <li>a. Manchester - \$25,567.12</li> <li>b. Monadnock - \$27,247.75</li> <li>c. Note: We spent \$82,050.10 of the allocated \$83,201.96 CSI funds in 2018-19. Not bad for 5 ½ months.</li> </ul> </li> </ul> </li> </ul> </li> </ul>	
Financial Report	The Board Reviewed the Financial Report	
Old Business	<p><b>2019-2020 School Calendar</b></p> <p>We talked about the process by which the school community and the Board would get information about and decide on the calendar for the 2020-2021 School Year. Kim said that the Academic Excellence Committee is going to either on a couple of proposals to bring forward to the community and the Board OR present all the information for the Board to deliberate together on a plan at our December meeting.</p>	
New Business	<p><b>a. 2018-19 Annual Reports</b></p>	



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	<p>Adam moved that the Board accept the annual reports from both the Monadnock and Manchester Sites. Seconded by Joy</p> <p style="text-align: center;"><b>b. Building Lease Aid Assurance</b></p> <p>We discussed that the Lease Aid promised from the state has come in far lower than expected. We were anticipating \$30K per site, but only \$200K was approved by the legislature and divided among all Charter schools, so that MC2 only received \$18 for both sites. The Board reviewed the Lease Aid Agreement.</p> <p>Adam moved that the Board authorize the signing of our Charter School Lease Aid Assurances. Seconded by Joy.</p>	<p>Approved by unanimous roll call vote.</p> <p>Approved by Unanimous Roll Call Vote</p>
Policies	<p>a. Academic Excellence</p> <p style="padding-left: 40px;">Will be meeting on the Calendar</p> <p>b. Development</p> <p style="padding-left: 40px;">Not met</p> <p>c. Governance</p> <p style="padding-left: 40px;">Not met</p> <p>d. Finance</p> <p style="padding-left: 40px;">We were approached by our Manchester landlord for occupy a new space, with a higher cost per square foot, but an overall 50K reduction in rent. We are still waiting to hear the final numbers.</p> <p>e. Succession Planning Committee</p> <p style="padding-left: 40px;">Has just finished facilitating the School Leader hire in Manchester. Next on the agenda is to investigate a potential new CEO hire.</p>	





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	Joy moved that the Board move into non-public session as per 91 A :3 II c. Seconded by John.  Board came out of non-public session at 7:58	Approved by unanimous roll call vote
Adjourn	The meetings was adjourned at 8:00 pm	
Next meeting	<b>Upcoming Board Meetings:</b> December 16, 2019 – Manchester, NH January 13, 2020 – Keene, NH February 10, 2020 – Manchester, NH March 16, 2020 – Keene, NH	