



Making Community Connections  
 Charter School  
 Board Meeting Minutes

**Monday December 16, 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:** Susan Dreyer Leon, Joy Sabolevski, Adam Johnston

**Administration:** Chris O'Reilly, Conor Sands

**Apologies:**

**Guests:**

***Agenda***

Topic	Discussion	Action Items
Call to Order	Meeting called to order at 6:02 PM	
Approval of Agenda	Agenda approved at 6:03 PM	
Public Time	No public participants	
Approval of Minutes:	Approval of the October 5, 2019 Board retreat minutes. Moved by Joy, seconded by Kim.  Approval of the November 18, 2019 Board minutes. Moved by Joy, seconded by Adam.	Approved by roll call vote, 5-0-1. Adam abstained.  Approved by roll call vote, 5-0-1. Amanda abstained.
Manchester Campus School Leader Report: Conor Sands	<b>Enrollment</b> – As of 12/12/2019 we currently have <b>53</b> learners enrolled. NOTE: 1 additional learner has enrolled since 12/12, bringing total enrollment to 54.  <b>Special Education:</b> We have a total of <b>20</b> learners with IEPs and <b>1</b> learner with a 504 plan. (40%)	



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	<p><b>Facilities</b> – See CEO Report regarding relocation discussions.</p> <p><b>Staffing:</b> Two staff members are leaving: Laurie Service, Title IA Math Tutor for the past three and a half years, and Michelle Campbell, ELO Coordinator for Fall Quarter and Administrative Assistant and Learning Aide before that, are leaving effective December 13, 2019. The positions are posted, along with two paraprofessional positions, and a teacher/advisory position. We have received a number of applicants for the ELO/Internship Coordinator posting.</p> <p><b>Campus Successes:</b> Kayla H successfully completed her graduation gateway. A second graduation gateway is in the process of being scheduled. The graduation ceremony is scheduled for Thursday, January 30th at 6 pm.</p> <p><b>Internships:</b> 4 learners are currently in internships at Holiday Inn, Fratellos, and Planned Parenthood.</p> <p>Conor reports that new school leader transition is successful so far.</p>	
<p>Monadnock Campus School Leader Report: Chris O'Reilly</p>	<p><b>Gateways</b> – Natalie B. (P3 to P4) and Kire U. (P2 to P3) Beau O. (Entry to P3) all presented successful Gateway exhibitions this month.</p> <p><b>Enrollment</b> - Current enrollment: 70</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.</p> <p><b>Special Ed. and Section 504</b> – We currently have 20 learners with IEPs (28%) and 4 learners have Section 504 Plans (5 %).</p> <p><b>Committees</b> – Site Council met on 11/23 to continue the discussion about developing a strategic plan. The next meeting will be on Wednesday 12/18 at 6:00 PM.</p> <p><b>Upcoming Events</b> – Open House January 21<sup>st</sup> - focus/discussion on the principles of our charter and asking learners, families, advisors and leadership to agree to and sign updated Commitments. Additionally, we will be engaging in a “whole community futures discussion” from 6:30 to 7:00.</p> <p style="text-align: center;"><b>Professional Development</b></p> <p><b>TCT/PEF</b> – Weekly teleconferencing/coaching with Dean and Conor continued Weekly. Formal observations were completed for teacher/advisors. All staff will be working on developing professional growth plans for the remainder of the school year.</p> <p style="text-align: center;"><b>End of Fall Quarter 2019 Survey</b></p> <p style="text-align: center;">8 Parents responded (11%) as of 4:00 pm 12/13/2019</p> <p><b>MC2 provides a positive learning experience for my child. (6 strongly agree – 2 agree)</b></p> <p>Comments:</p> <p>“Because of more and more special needs students it appears as though it is becoming more difficult for students to have an optimal learning environment. This is not a criticism of the staff or school but how the need</p>	
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	<p>for more support staff and financial support affects the school”</p> <p>“This school was the best choice for our daughter who struggled in middle school”</p> <p>“Grace has made significant gains in her self confidence and school avoidance and anxiety since starting at MC2”.</p> <p>“I believe the school gives the opportunity to learn in many ways and access to achieving that goal.”</p> <p><b>The internship/citizen internship was an enriching experience for my child. ( 4 strongly agree – 1 agree – 1 neither agree or disagree – 2 not applicable)</b></p> <p>Comments:</p> <p>“It seems as though it is becoming more difficult to get internships.”</p> <p>“Agree, but kids should be required to do more of them.”</p> <p><b>MC2 provides a safe environment for its students. (4 strongly agree – 4 agree)</b></p> <p>Comments: None</p> <p><b>We know the staff cares about the students. (7 strongly agree – 1 agree)</b></p> <p>Comments: None</p> <p><b>Classroom management and behavior were handled professionally. (3 strongly agree – 4 agree – 1 disagree)</b></p> <p>Comments:</p> <p>“I believe that some of the students whom are habitual offenders of poor behavior should be removed and/or disciplined”</p>	
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	<p>“Some advisors are very strong and others whether because of lack of experience or training are not so strong”</p> <p>“Advisor is great at daily communication”</p> <p><b>The rules and consequences are clear and reasonable. (3 strongly agree – 5 agree)</b></p> <p>Comments: “This may not be so clear for all students</p> <p><b>Staff communicates professionally and in a timely manner. (7 strongly agree – 1 agree)</b></p> <p>Comments: None</p> <p><b>Please list any additional questions or comments</b></p> <p>“I hope to send my other two children here when the time comes”</p> <p>“I really wish the teachers would not change so often, as do you I am sure.”</p> <p><b>MC2's year-round school calendar (10 weeks on, 3 weeks off) is beneficial for my child. (5 strongly agree – 3 agree)</b></p> <p>Comments:</p> <p>“This has been a God send for Grace it works VERY well for her.”</p> <p>“Thank you for all you do for the children”</p> <p>“We all love this. Karina is always eager to return. That itself is an advantage”.</p> <p>Kim has been attending Monadnock site council meetings as the Board representative. Jody would like to attend in the future if scheduling works. Site council provided positive feedback on the proposed calendar.</p> <p>Chris and Monadnock are working with a business consultant.</p>	
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<p>CEO Report: Kim Carter</p>	<p><b>News:</b></p> <ul style="list-style-type: none"> <li>• Adam and Kim joined MC<sup>2</sup> Manchester school leadership to walk the proposed relocation space at the UL building and provide feedback on the draft floor plan. Adam is in discussion with the landlord’s broker regarding a lease amendment.</li> <li>• Timothy Carney, from the NH Department of Education Bureau of Federal Compliance will meet with Kim and Dawna on Wednesday, 12/18/19 to conduct a “limited on-site federal fiscal compliance review”.</li> <li>• Information sessions are scheduled for early January at each campus regarding the newly available health insurance plan. A minimum of 75% of eligible currently uncovered MC<sup>2</sup> employees need to sign up for MC<sup>2</sup> to be able to offer insurance benefits.</li> </ul> <p><b>Update on CEO goals (approved by Board of Trustees, 1/12/19):</b></p> <p><b>I. Educational Leadership Goal – Establish and monitor continuous improvement processes for meeting Charter educational goals and targets.</b></p> <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 with Dean, Chris, Conor, and Maggie.</li> <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> </ol>	
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	<ul style="list-style-type: none"> <li>d. Facilitate CSI (Comprehensive Support and Improvement) process for both campuses – CSI activities continue. Kim and Chris reviewed the strategic planning process and discussed next steps. MC<sup>2</sup> Manchester is keeping CSI priority goals in mind through its transition process.</li> <li>e. Increase cross-campus collaboration – Chris, Conor, and Maggie continue to participate in weekly calls with Dean. Sarah Stout and Conor met on student orientation processes (MOLO).</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 – No recent developments.</li> <li>c. Ensure implementation of Joint Loss Management committees at each campus -- No information available.</li> <li>d. Lead review and update of Emergency Operations Plan – Chris received feedback from the Keene Fire Department’s review of relevant Indexes from the Monadnock EOP and will be drafting updates based on that feedback.</li> </ul> <p><b>3. Board Relationship Goal - Establish and monitor continuous improvement processes for meeting</b></p>	
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	<p><b>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. – Kim met with Academic Excellence Committee, and with Finance and Governance Committees.</li> <li>b. Work with board and school leadership to prepare for MC<sup>2</sup> Monadnock Charter renewal – <b>DATES: Application submission – February 10, 2020. Site visit – March 2, 2020 Renewal hearing with State Board of Education April 9, 2020.</b> Board sections were identified at the Board retreat.</li> <li>c. Facilitate information gathering and analysis regarding staff compensation and benefits – Information was shared with the Finance Committee at the December 11th meeting about health insurance options and requirements. The Committee began discussion of costs associated with providing financial support for employee health insurance.</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 Special Educator Services Agreement was sent from the Manchester School District Director of Special Education and reviewed by MC<sup>2</sup> legal counsel who proposed some additions/edits to clarify ambiguities and include “boilerplate contract language.” MSD is reviewing those proposed edits.</li><li>c. Research and facilitate collaborative partnerships with community organizations – MC<sup>2</sup> Manchester has posted a work-based learning position with SNHU and plans to post a couple more in January. MC<sup>2</sup> Monadnock is partnering with Maps Counseling Services in Keene to support peer mentoring.</li><li>d. Identify and apply for relevant grant opportunities –<ul style="list-style-type: none"><li>i. Title funds applications are in process.</li><li>ii. Title I –\$97,336.88 – Unexpended FY19 funds have been rolled over, increasing available funds for FY20 from \$86,974.15 to \$97,336.88. Approximately two thirds of those funds are encumbered in approved activities, although the Math Tutor position needs to be filled.</li></ul></li></ul>	
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	<ul style="list-style-type: none"> <li>iii. Title II – \$14,763.79 – In process of approval. A notable addition is the allocation of specific Title II funds to support paraprofessional certification and professional learning.</li> <li>iv. Title IV -- \$10,000 – Activities for the majority of the funds have been approved.</li> <li>v. CSI funds –             <ul style="list-style-type: none"> <li>1. Manchester - \$25,567.12 – Activities for the majority of the funds have been approved.</li> <li>2. Monadnock - \$27,247.75 – Activities for submitted funds have been approved.</li> </ul> </li> </ul>	
<p>Financial Report: Kim Carter</p>	<p>Funds are lower due to low enrollment at both sites</p> <p>At the same time, staffing is below normal at Manchester.</p> <p>Substantial funds owed by Manchester School District for special education services. The invoice has not been paid because the MOU requires edits after review by MC<sup>2</sup> legal counsel. Kim suggests using a similar Memorandum of Understanding approach with the Keene School District in the future.</p> <p>Adequacy funding came in a timely manner. We expect Building Lease Aid to be less than requested.</p>	



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<p>Calendar</p>	<p>The significant shifts in the calendar include a shift from quarters to trimesters, and creating a longer summer break than has been traditionally with the year-round calendar.</p> <p>Conor and Chris report that Monadnock staff and parents are warm to the idea and at Manchester there is no strong opinion among parents but they do desire a decision.</p> <p>Joy moved to adopt the calendar start and end dates and trimester framework for the 2020-21 school calendar. Susan seconded.</p>	<p>Approved by unanimous roll call vote.</p>
<p>New Business</p>	<p><u>Charter Renewal</u>        Board reviewed change to MC<sup>2</sup> Vision Statement that was crafted at the October Board Retreat:</p> <p>MC<sup>2</sup>'s vision is to ensure each child's success by working together with families and communities to interrupt the predictive value of race, class, language, gender, and special capacities on student achievement in our schools and our communities.</p> <p>Adam moved to adopt the newly worded Vision Statement. Amanda seconded.</p> <p><u>Manchester Facilities</u>        Manchester landlord has offered a smaller space (half the square footage) with a more school-friendly design. Adam has been working with the landlord. The landlord would do 100% of the retrofitting. School would have some costs to move security equipment. There would be no extension required on the lease. Over 3 years, would save the school approximately \$200,000. Finance committee recommends this change.</p> <p>Projected move would be during one of the breaks, potentially April.</p>	<p>Approved by unanimous roll call vote.</p>



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	<p>Maximum capacity is estimated to be 120. There is expansion possibility behind the space.</p> <p>Amanda moved to authorize Kim to sign a lease amendment. Second by Adam.</p>	<p>Approved by unanimous roll call vote.</p>
<p>Policies</p>	<p><u>Federal Grant Funds</u></p> <p>Discussion of draft DAF Administration of Federal Grant Funds Amanda moved to approve the DAF policy as presented. Adam seconded.</p> <p>Discussion of draft DI Fiscal Accounting and Reporting Joy requested that there be an indication on the manifests that the CEO has approve them before they are sent to Treasurer and Board member for approval. Board agreed this is procedural and does not need to be included in this policy but Board would like follow up from CEO and business manager. Amanda moved to adopt DI as presented. Joy seconded.</p> <p>Discussion of draft DID Fixed Assets Amanda moved to adopt DID as presented. Susan seconded.</p> <p>Discussion of draft DJB Purchasing Procedures Joy notes that we do have a standard operating procedure for purchase orders and purchasing. Amanda moved to adopt DJB as presented. Susan seconded.</p> <p>Discussion of draft DJC Petty Cash Accounts Kim notes that we do have a standard operating procedure for use of student activity funds, but no current SOP for Petty Cash. The Business Office will establish SOP for petty cash funds before implementation of this policy. Amanda moved to adopt DJC as presented. Susan seconded.</p>	<p>Approved by unanimous roll call vote.</p> <p>Approved by unanimous roll call vote.</p> <p>Approved by unanimous roll call vote.</p> <p>Approved by unanimous roll call vote.</p>



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	<p>Discussion of draft revision to EF MC2 Food Service Management Revision Amanda moved to adopt EF revision as presented. Adam seconded.</p> <p><u>Authorization of new Manchester School Leader Magdalena Reis</u> Amanda moved to authorize. Joy seconded.</p>	<p>Approved by unanimous roll call vote.</p> <p>Approved by unanimous roll call vote.</p>
<p>Committee Updates</p> <ol style="list-style-type: none"> <li>1. Academic Excellence</li> <li>2. Development</li> <li>3. Governance</li> <li>4. Finance</li> <li>5. Succession Planning Committee</li> </ol>	<p><u>Academic Excellence</u> Revised commitments have been implemented at both campuses. Staff at Monadnock are enthusiastic about the revised commitments. Conor and Maggie have a plan for implementation in Manchester and will model their parent information roll out on Monadnock's.</p> <p><u>Finance</u> John will be working on a letter to the Keene landlord to renew the lease for one year. Current option is for 5 years.</p> <p><u>Succession Planning</u> Conor reports that Maggie has a lot of learning to do. Going into the next quarter, Conor expects to go back to 50% time and dedicate this time on campus with Maggie to familiarize herself with the position and the model.</p> <p>CSI funds will be allocated for Maggie and Conor to work together over the winter break for strategic planning.</p> <p>CEO selection: Committee seeks Board input into the selection process. There is a candidate who the committee feels is the right person. Kim confirms that we do not need to collect additional applications for the role.</p> <p>Discussion of next steps in the CEO Hiring Process:</p>	



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	<ol style="list-style-type: none"> <li>1. Candidate will do a site visit at each campus during the day</li> <li>2. Site visit will include stakeholder meetings: Students, parents, Board, staff. Monadnock site council.</li> <li>3. Following the two site visits, the CEO candidate will provide a summary of observations and a proposed scope of work for their first 90 days to the Board.</li> </ol> <p>Proposed Monadnock date is January 15, there is both a site council meeting and a gateway. Succession Planning Committee will write up a process for visits. Succession Planning Committee will provide both school leaders with communication that they can share with site council, staff, etc Chris will inform the MC2 Monadnock Site Council of the tentative date of January 15, 2020 to meet with the candidate in Monadnock.</p>	
Other		
Meeting Adjournment	Meeting adjourned at 7:43 PM	