



Making Community Connections Charter School Board Meeting Minutes

Monday Jan. 13, 2020
 6:00PM – 8:00PM
 MC² Charter School
 149 Emerald Street, #UP-3, Keene, NH

Attendees

Trustees in attendance at MC² None

Trustees in attendance by phone: Joy Sabolevski, Adam Johnston, Kim Carter, Amanda McClellan, Jodi Adams, Susan Dreyer-Leon

Administration: Chris O’Reilly (6:26) Magdalana Correia-Foster

Apologies: John Griffin

Guests:

Topic	Discussion	Action Items
Call Board Meeting to Order		6:07 pm
Agenda Approval		Approved
Public Time	There was no one present for public time	
Student Time	No students were present	
Approval of Minutes	December 16 th minutes Adam moved to approve, seconded by seconded by Joy	Approved by roll call vote,
School Leader and CEO Reports	Board Update-Manchester-January 13, 2020 Gateways- Kayla successfully completed her Graduation Gateway requirements. Kane’s presentation is scheduled for this morning at 8:30 am. Enrollment: 52 Enrolled. One interview and one tour scheduled next week. One. unenrolling. One graduating.	



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	<p>Staff: 2 Educator/Advisor (1 ELA, 1 Social Studies) 1 Administrator 1 Admin. Assistant 1 Special Educator (also Title 1 Reading/Writing tutor) 3 Paraprofessionals (one of which supports the lunch program part-time)</p> <p>Hiring: 1 Internship Coordinator 1 Educator/Advisor (Math or Science) 1 Title IA Math Specialist 1 Title IA Family Liaison</p> <p>Internships: The prep work for many learners continues daily to get into an internship. Community partners are still being developed. Placement is paused due to the open position.</p> <p>Sped Ed. Section 504- We have a total of 20 learners with IEPs and 1 learner with a 504 plan. (40%)</p> <p>Upcoming Event: We are currently working on several learning student engagement activities. It appears that learners are in need of meaningful engagement activities to build school community. The principal has two student interns that working closely with her to promote a community of learning and develop and organize a calendar of schoolwide events.</p> <p>Partnerships: At this time we have developed and will continue to work on building other partnership. Partnerships in process are as follows:</p> <ul style="list-style-type: none"> ● Community School of Music. They have successfully secured a grant to work with outside organizations to bring music to a few schools. They have expressed interest in bringing a comprehensive music program to MC 2 . At this time we're working on scheduling a meeting with their Director to discuss next steps. ● Dual Schools. I met with the Dual schools coordinator last week. Dual Schools provides a mentoring program and will support three learners from our school to design projects that are unique and of the learners' choice. For example, a t-shirt business and several other projects. 	
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	<p>New Staff: Hiring action plan and updates. During the break Conor and I interviewed several candidates for paraprofessional positions and for the internship coordinator. We hired one new para, who seems to be adjusting well and has phenomenal skill when it comes to building relationships with learners and staff. While we did hire a new internship coordinator, once he gave notice to his employer, his employer made a counteroffer he couldn't refuse. Therefore, we continue to search for highly qualified internship coordinator. We also have a math specialist position that is vacant. This position has been extremely difficult to fill, however we will continue with posting of the position and hopefully we will secure someone soon.</p> <p>Professional Development: Professional development for staff is focusing on staff handbook, scheduling, coaching student behavior, instructional practices, and academics.</p> <p style="text-align: center;">Board Update – Monadnock – January 2020</p> <p>Upcoming Gateways – Rachel F. - Graduation Gateway – 1/15 @ 9:45 am.</p> <p>Enrollment - Current enrollment: 71 Upcoming Family Tours Scheduled: 5</p> <p>Staff – 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. 2 Volunteer (Tuesday and Thursday mornings – Makerspace Business Startup)</p> <p>Internships –We have 90 approved sites and 16 more in the process of being approved. We have 19 students placed at internship sites, including 8 working within our "in house" makerspace businesses.</p> <p>Special Ed. and Section 504 – We currently have 20 learners with IEPs (28%) and 4 learners have Section 504 Plans (5 %).</p> <p>Committees – Site Council will meet on 1/15 @ 6:00 pm</p>	
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	<p>Upcoming Events – Open House January 21st - 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;">New Programs</p> <p>JROTC – We have 5 learners traveling to Fall Mountain Regional High School to participate in the U.S. Army Junior Reserve Officers’ Training Corps (JROTC) program through winter quarter. For more information about the program click on the following link: https://sites.google.com/a/sau60.org/fmcte/programs_1/jrotc?authuser=0</p> <p>YMCA - We are working with the local YMCA to offer wellness opportunities to our learners on Tuesdays and Thursdays. Learners and staff will engage in a number of activities led by YMCA staff at the YMCA facility in West Keene for one hour each day. Transportation is being provided primarily by the YMCA, with additional transportation provided by our own staff as needed.</p> <p style="text-align: center;">Professional Development</p> <p>TCT/PEF – School Leader’s PD Accomplishments at the mid-point of the 2019-2020 school year:</p> <ul style="list-style-type: none"> • Engage all staff in self-assessment on the four Cornerstones at the beginning of the school year • Conduct regular learning walks weekly in advisories and studios (and one during Morning Meeting) • Conducted 3 formal observations of teachers/advisors that included pre and post observation meetings • Engaged all staff (7 support staff and 4 teacher/advisors) in revisiting self-assessments of the four Cornerstones from the beginning of the school year to help inform the development of their Professional Growth Plan (PGP) - all 4 teachers/advisors have set PGP goals. • Continue to meet and work with Dean on personal PGP and using TCTEF tools with all staff 	
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	<p>CEO Update January 13, 2020</p> <p>News:</p> <ul style="list-style-type: none"> • Timothy Carney, from the NH Department of Education Bureau of Federal Compliance met with Kim and Dawna on Wednesday, 12/18/19 to conduct a “limited on-site federal fiscal compliance review”. We appeared to be able to address all of his questions but are waiting for his report. • An agreement was reached on the Lease Amendment for MC² Manchester’s relocation to a smaller space within the Union Leader building. • The VISTA position is vacant and will be re-advertised. • Preparation for the upcoming NSLP Administrative Review at the MC² Manchester campus is underway. • Timely guidance from the NHDOE attorney assisted in avoiding a potentially bad situation. <p>Update on CEO goals (approved by Board of Trustees, 1/12/19):</p> <ol style="list-style-type: none"> I. 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.. Weekly conference calls weekly with Dean, Chris, Conor, and Maggie have begun again. 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.</i> d. Facilitate CSI (Comprehensive Support and Improvement) process for both campuses – CSI activities continue. Kim and Chris are focusing on the Charter Renewal process, and believe the CSI strategic plan will address some application questions. At MC² Manchester, Maggie and Conor are addressing CSI priority goals in their building culture reset process. e. Increase cross-campus collaboration – On Wednesday, January 15th, Maggie will attend a 	
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	<p>Graduation Gateway at the MC² Monadnock campus and meet with Chris after that. The campus administrative assistants communicate regularly, and will work together for the day on January 20th.</p> <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 – The Reimbursement SOP is (still) in review process.b. Work with CFO to identify alternative revenue sources and increase financial efficiency – No recent developments.c. Ensure implementation of Joint Loss Management committees at each campus -- No information available.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. – No further development (Charter Renewal is taking precedence.) <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. – Kim met with Academic Excellence Committee, and with Governance Committees.b. Work with board and school leadership to prepare for MC² Monadnock Charter renewal – DATES: Application submission – February 10, 2020. Site visit – March 2, 2020 Renewal hearing with State Board of Education April 9, 2020. Chris and Kim are working on the Renewal Application. Kim is facilitating Charter review. Dawna is preparing the required five-year budget for review.	
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	<p>c. Facilitate information gathering and analysis regarding staff compensation and benefits – Information sessions were held at each campus about the new health insurance plan option. 75% of staff need to sign up for insurance to be offered.</p> <p>4. Community Relationship Goal - Establish and monitor continuous improvement processes for meeting Charter community partnership goals and targets.</p> <p>a. Assist with community coffee hours and open houses – <i>Not started yet</i></p> <p>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 MC² legal counsel who proposed some additions/edits to clarify ambiguities and include “boilerplate contract language.” MSD is reviewing those proposed edits. <i>Still pending.</i></p> <p>c. Research and facilitate collaborative partnerships with community organizations – MC² Manchester has posted a work-based learning position with SNHU and plans to post a couple more in January. MC² Monadnock is partnering with Maps Counseling Services in Keene to support peer mentoring.</p> <p>d. Identify and apply for relevant grant opportunities –</p> <p>i. Title funds applications are in process.</p> <p>l. 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.</p>	
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	<ol style="list-style-type: none"> 2. Title II – \$14,763.79 – Some activities have been approved. More detail is required for general professional development activities, including the allocation of specific Title II funds to support paraprofessional certification and professional learning. 3. Title IV -- \$10,000 – Activities for the majority of the funds have been approved. 4. CSI funds – <ol style="list-style-type: none"> a. Manchester - \$25,567.12 – Activities for the majority of the funds have been approved. b. Monadnock - \$27,247.75 – Activities for submitted funds have been approved. 	
Financial Report	The Board Reviewed the Financial Report	
Old Business	<ol style="list-style-type: none"> 1. Old Business <ol style="list-style-type: none"> a. Charter Renewal <ol style="list-style-type: none"> i. Academic Goal 1 Revision: The following revision was recommended to the charter. <ol style="list-style-type: none"> 1. On average, students will meet the following benchmarks: <ul style="list-style-type: none"> * Applications – progressing in habits; progressing in all Essential Knowledge competencies, * Creations, Phase 1 – proficient in 15% competencies, proficient in Self Direction, Community, Ownership, and Technology * Creations, Phase 2 – proficient in 40% competencies, proficient in Self Direction, Community, Ownership, Technology, Quality Work, Management, Decision Making, and Collaboration 	



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	<p>* Creations, Phase 3 – proficient in 80% competencies, proficient in all habits * Creations, Phase 4 – proficient in 100% competencies, exemplary in all habits</p> <p style="text-align: center;">Move to approve by Joy, Seconded by Amanda</p> <p>ii. Job Descriptions</p> <p><i>1. Internship Coordinator</i></p> <p>The MC 2 Internship Coordinator is responsible for:</p> <ul style="list-style-type: none"> • Developing relationships with school and community resources and agencies as needed for a broad range of educational related needs of individual learners. • Establishing and maintaining a system of records relative to extended learning opportunities (ELOs), including but not limited to community partnerships, mentors, and student work-based learning. • Ensuring compliance with NH Department of Labor expectations and requirements. • Ensuring all mentors have records and/or background checks • Prepare learners for all stages of work-based learning opportunities • Working to assure the systems, policies, and programs of mentorship are meaningful, progressive, and successful. • Schedule work-based learning transportation • Representing MC 2 at local business meetings, events, and conventions • Presenting with MC 2 learners at local service organization meetings (Lions, Kiwanis, Rotarians, etc.) • Working with the MC 2 community to research models of career development, mentorship and guidance. • Fundraising for, planning, and managing the annual Mentor Recognition Dinner. <p><i>2. Lead Teacher</i></p> <p>The MC 2 Lead Teacher</p> <ul style="list-style-type: none"> • Assist teachers in understanding MC 2 mission and core values. • Provide direction and coordination for how the MC 2 competency model is implemented consistent with District initiatives and recognized best instructional practices. 	<p>Approved by unanimous roll call vote</p>
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	<ul style="list-style-type: none"> • Support the instructional development of all teachers in understanding the MC 2 competency structures, Teacher Effectiveness Framework, and data analysis. • Assist teachers with resources, materials, tools, information, etc. to support instructional design and planning, including new resources. • Help identify professional development needs and provide if possible. • Provide coaching for teachers and advisors. <p><i>3. Business Manager</i></p> <p>The BUSINESS MANAGER is responsible for:</p> <ul style="list-style-type: none"> • preparing purchase orders. • preparing bank deposits. • matching purchase orders to vouchers. • preparing vouchers. • preparing information for payroll processing. • assisting the CEO when needed. • filing proper paper work with proper agencies such as NHDES when new hires come on board. • working with the CEO and School Leaders to see ADM count is administered properly. • supporting grant writing and management. <p>We discussed this section and some needed revisions. We will vote on this section at our next meeting after some revisions.</p> <p>Minimum Graduation Requirements:</p> <p>The Board of Trustees have approved a multiple pathways process for high school students to accommodate students who are “off track” (i.e. over-aged/under credited) or have extenuating circumstances (e.g. teen parents).</p> <p>Students following the “standard” MC² pathway will accrue a minimum of 24 credits for graduation, distributed as follows:</p>	
	<p>Domains of Knowledge</p>	<p>Credit(s)</p>



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	Arts	1.5		
	Information and communication technologies	0.5		
	English	4.5		
	Mathematics	3.0		
	Physical sciences	2.0		
	Biological sciences	1.0		
	US and NH History	1.0		
	US and NH government/civics	0.5		
	Economics	0.5		
	World history, global studies, and geography	1.0		
	Health education	1.0		
	Physical education	1.0		
	Advisory	2.0		
	Design World	1.0		
	Career Exploration	2.0		
	Post Secondary Planning	0.5		
	Community Service	1.0		
	Totals	24 credits		
	Students following the “accelerated” pathway will accrue a minimum of 21 credits for graduation, distributed as follows:			
	Domains of Knowledge	Credit(s)		
	Arts	0.5		
	Information and communication technologies	0.5		



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	English	4.5		
	Mathematics	3.0		
	Physical sciences	2.0		
	Biological sciences	1.0		
	US and NH History	1.0		
	US and NH government/civics	0.5		
	Economics	0.5		
	World history, global studies, and geography	1.0		
	Health education	0.5		
	Physical education	1.0		
	Design World	0.5		
	Advisory	1.0		
	Career Exploration	1.0		
	Post Secondary Planning	0.5		
	Community Service	1.0		
	Totals	21 credits		
	<p>The Board Reviewed the proposed changed and will wait to vote on them until the staff has had enough time to review and make possible suggestions and intends to vote in our next meeting.</p> <p>ii. Enrollment</p> <p>The charter currently states:</p> <p>ENROLLMENT</p> <p>The charter school currently has two campuses: one in Manchester and one in Monadnock (Keene). The Manchester campus will grow to 150 students, across grades 6 - 12. The Monadnock campus will grow to 120 students, in grades 9 – 12.</p>			

	<p>The MC² charter was written for the possibility of ultimately having multiple campuses in different communities, with alternative pathways for students attending, preschool through high school. The school’s maximum enrollment capacity will be determined by a combination of variables, including the number of locations, building size, and public demand, but each campus will have no more than 200 students.</p> <p>The Board agreed to leave this unchanged for this Charter Renewal.</p> <p>ii. Application Procedures</p> <p>The application process allows the school to understand student needs and abilities to ensure experience at MC² is positive if the student is enrolled. MC² offers a unique opportunity for students to become deeply involved in their own education. MC² recognizes such a shift in responsibility will not necessarily happen naturally or easily, and is committed to supporting students and their parents or guardians through that process. At the same time MC² wants to ensure each student and his or her parent(s)/guardian(s) are clear about the mutual commitments being made upon admission to MC². The process of establishing a mutual relationship focused on student needs begins at the time of application.</p> <p>1. A student interested in attending MC² schedules a full day visits. Parents or guardians are welcome to visit as well, but are not required to do so.</p> <p>2. During the student’s visit, he or she participates in school activities and classes, including writing a reflection at the end of each day of his or her visit.</p> <p>3. The student submits a completed school application, including a personal statement of interest in the school, and a statement of interest and support from the student’s parent, guardian, and/or adult advocate.</p>	
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	<p>4. Upon completion of the application, the student and his or her parent or guardian meet with the School Leader or their designee to review the program and share expectations and interests.</p> <p>5. The student and parent will review the responsibilities, rules, and commitments needed to attend and sign the Admissions Commitments, which are also signed by the student's Advisor and the School Leader.</p> <p>6. If a student is enrolled in a school district special education program, the respective special education department will be notified of the student's request for admission, but such students are continued in the lottery pool.</p> <p>7. The school will have an annual lottery if there are more applicants than there are seats. Dates and guidelines for the lottery will be publicly advertised.</p> <p>I. New students must successfully complete the orientation experience before their formal admissions period is completed. Students who have been accepted for orientation may attend the school while completing their admissions period.</p> <p>Again the board discussed these proposed changes and will vote on them as a package for the final charter renewal revisions at our next meeting.</p>	
New Business	<p>1. New Business</p> <p>a. Trustee Nominations</p> <p>i. Jodi Adams (renewal) Joy nominated Jodi, seconded by Amanda</p> <p>ii. Joy Sabolevski (renewal) Joy nominated by Adam, seconded by Amanda</p>	<p>Jodi abstained. Aye votes: Joy, Amanda, Adam, Kim, Susan. Nay: None</p> <p>Joy abstained. Aye votes: Jodi, Amanda, Adam, Kim, Susan. Nay: None</p>



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	<p>b. Election of Officers</p> <p>No one expressed interest in moving into an officer position and all current officers agreed to another term.</p> <p>Joy moved to keep our current slate of officers, Jodi as president, Susan & Amanda as co-secretaries, and Amanda as Treasurer.</p> <p>Adam seconded</p> <p>c. Schedule additional meeting to finalize Charter Renewal Application materials</p> <p>This meeting was scheduled for Friday, Jan. 31st in Manchester at 6:00-8:00pm</p>	<p>Approved by unanimous roll call vote</p>
<p>Policies</p>	<p>1. Policies</p> <p>a. GADA Employment References and Verification (Prohibiting Aiding and Abetting Sexual Abuse), first reading</p> <p>Amanda moved to adopt GADA, seconded by Adam</p> <p>b. JLF Reporting Suspected Child Abuse and Neglect, first reading</p> <p>Amanda moved to adopt GADA, seconded by Joy</p>	<p>Approved by unanimous roll call vote.</p> <p>Approved by unanimous roll call vote.</p>
<p>Committee Updates</p>	<p>a. Academic Excellence Worked on the charter renewal elements we've discussed.</p> <p>b. Development Has not met</p> <p>c. Governance Governance met and worked on the two policies approved tonight.</p>	



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	<p>d. Finance Hasn't met, but Adam has been hard at work on the lease amendment for Manchester and renewal for Monadnock lease.</p> <p>e. Succession Planning Committee Has been meeting to facilitate the CEO interview days coming up this week at both campuses.</p>	
Adjourn	The meetings was adjourned at 7:50	
Next meeting	<p>January 31, Manchester 6-8 to look at critical Charter Renewal topics</p> <p>February 10, 2020 – Manchester, NH</p> <p>March 16, 2020 – Keene, NH</p> <p>April 20, 2020—Manchester, NH</p>	