



**Meeting Minutes**

December 14, 2020 6:00 - 8:00 PM

Remote Meeting via phone.

***Attendees***

Trustees in attendance at MC<sup>2</sup>: None (due to stay at home orders)

Trustees in attendance by phone: Jodi Adams, John Sabolevski, Kim Carter, Amanda MacLellan, Jerry Appell, Adam Johnston (6:14 PM)

Administration:, Chris O'Reilly, Elizabeth Cardine

Apologies:

Guests: Demitria Kirby

***Agenda***

Topics	Discussion	Decision
Call to Order	Called to Order at 6:05 PM	
Agenda Review	Agenda reviewed and adopted	
Public Comment	Demitria Kirby introduced herself, expressing interest in learning more about the board. Demitria works with DCYF and currently coordinates a juvenile diversion program.	
Nomination	Kim nominated Jerry Appell to the Board of Trustees. Amanda seconded.	All in favor.

<p>Consent Agenda</p>	<p>Minutes from November 16, 2020          Monadnock School Leader Report          Manchester School Leader Report          CEO Report</p> <p>Minutes tabled to January meeting in order to update with CEO Report from November.</p>	
<p>Consent Agenda, cont.</p>	<p><b>Monadnock School Leader Report</b></p> <p><b>Enrollment</b> - Current enrollment: 54 +1 in process</p> <p><b>Gateways</b> – Benjamin E. successfully completed his Gateway exhibition on December 10 and is now in Phase 3.</p> <p><b>Staff</b> – 4 Educator/Advisors (1 Math, 1 ELA, 1 Science, 1 Internship Coordinator)          1 Administrator          1 Admin. Assistant          5 support staff (2) 1:1 paraprofessionals (3) general support paraprofessionals - all funded by billable special education service hours.          1 Volunteer (Makerspace)</p> <p>Derek Blunt, resident math teacher, recently complete his Alt Certification and received his Beginning Educator License for upper-level math. All teachers/advisors are now 100% NH certified educators!</p> <p><b>Special Ed. and Section 504</b> – We currently have 15 learners with IEPs (27%) and 3 learners have Section 504 Plans (5%).</p> <p><b>Community Connections</b> – MC2 Monadnock in the News:</p>	

'Dear Friend': With service projects, MC2 forge deeper community connections [By Jack Rooney Sentinel Staff](#) Nov 28, 2020

[https://www.sentinelsource.com/news/local/dear-friend-with-service-projects-mc2-forge-deeper-community-connections/article\\_14db5ded-66fe-53aa-828b-28e21f3d5316.html](https://www.sentinelsource.com/news/local/dear-friend-with-service-projects-mc2-forge-deeper-community-connections/article_14db5ded-66fe-53aa-828b-28e21f3d5316.html)

On November 30<sup>th</sup> we received notification that the Roy A Hunt Foundation's Trustees approved a grant of \$2,250.00 to Making Community Connections Charter School at their November meeting. The Roy A. Hunt Foundation has consistently considered MC2 for grants every year since our opening in 2015.

**Professional Development** – Session 1 of the cross-campus diversity/equity work with Dr. Dottie Morris and her team was held on Wednesday, 12/9 via Zoom. See samples of staff feedback on page 2.

Meetings between Dean A. and Monadnock campus leadership and teachers/advisors continues, including weekly learning walks.

**On-Site Learning** – We began trimester 2 on November 16<sup>th</sup> using a hybrid model with approximately 20 learners attending daily. On November 24<sup>th</sup> we were notified by a learner that he had been exposed to a co-worker (outside of school) who tested positive for COVID-19. The learner notified us on November 28<sup>th</sup> that he had also tested positive. We made the decision that weekend not to continue allowing learners to come into the school for the remainder of the calendar year and continue with remote instruction and support. We will resume the hybrid model after returning from winter break on January 4<sup>th</sup>. We are, however, allowing learners to schedule time with teachers/advisors in the building by appointment

	<p>only with a reduced maximum capacity of individuals in the building at one time. We believe that our safety protocols are working well but felt it would be wise to ere on the side of caution at this point in time. Learners who are in most need of in-person support will still be able to come to the school to meet with staff.</p> <p>Samples of staff feedback from session 1 of our cross-campus diversity training:</p> <p>"I really enjoyed and appreciated it and am looking forward to the next several sessions. Thank you for arranging it!"</p> <p>"LOVED the training today!"</p> <p>“This was a truly wonderful experience. I liked how we started with a grounding exercise. It was helpful. I came into the training thinking that it was going to be a zoom-lecture. I was pleasantly surprised by the facilitation and felt really involved. I came in feeling a little tired and not sure how to engage. It was really great!”</p> <p>“Diversity training was really good today. It was nice to hear everyone’s take on these topics . . . We all judge others, it is inevitable, the key is to know that and correct our thinking when it happens. The more we practice this, the better we will get at it.”</p>	
<p>Consent Agenda, continued</p>	<p><b>Manchester School Leader Report</b></p> <p>Enrollment - Current enrollment: 50          2 new starts</p> <p>Applications    13</p> <p>Creations        37</p> <p>Gateways – 1</p> <p>Graduation Ceremonies – 1</p> <p>Staff – 2 Educator/Advisors (1English &amp; 1Social Studies)</p> <p>1 Administrator</p> <p>1 Admin. Assistant</p>	

	<p>3 support staff (2) 1:1 paraprofessionals &amp; (1) special educator* – all funded by billable special education service hours.</p> <p>*resigned effective Dec.1 2020</p> <p>Special Ed. and Section 504 – We currently have 15 learners with IEPs (30%) and 4 learners have Section 504 Plans (8%).</p> <p>Professional Development – Staff have worked with Dean on thoughtful classrooms writing learning windows and sharing lessons with Dean for feedback. Sarah is facilitating a state-wide Reading for Meaning mini-workshop weekly. Diversity training is scheduled for 4 sessions beginning Dec. 9<sup>th</sup>. Rebecca and Sarah are scheduled to attend a workshop.</p> <p>Open Positions- School Leader, special educator, Title 1 tutors</p> <p>Events/updates-</p> <p>While the special educator position is unfilled, I will take over supervision of Bryce and Keegan.</p> <p>Bryce was in the hospital for a week which resulting in learners not receiving para services. If MDS is agreeable we'll make-up these hours in December.</p> <p>Sherry is training new Administrative Assistant and prepping for starting the Internship Coordinator position.</p> <p>Keegan has begun providing math tutoring under Title. He developed the schedule for title 1 math tutoring for the 2<sup>nd</sup> Trimester with Manuela.</p> <p>ADA compliant room numbers haven't been attached.</p> <p>SAS testing is continuing with 5 learners completing testing so far. DOE has granted permission to continue testing into December.</p> <p>Remote learning will likely continue in Manchester at least through January but most likely through June 2021.</p>	
<p>Consent Agenda, continued</p>	<p>CEO Report</p> <ul style="list-style-type: none"> <li>· Adam and I will be speaking with the landlord for the Keene campus about lease options and current concerns at MC<sup>2</sup> Monadnock.</li> <li>· All staff completed the Polly Bath workshop on 11.13.2020</li> </ul>	

	<ul style="list-style-type: none"><li>· 5 of 11 middle schoolers completed the SAS testing</li><li>· Completed an analysis of electricity use at the Manchester campus with Tom and Don. The results indicated that all charges are for MC<sup>2</sup> lights and heat/AC. The thermostat system does appear to be faulty (not turning off) and Tom will have it replaced. The new thermostat will be programmed for the week with in building temperatures 66-68 degrees and reduced to 50 during non-use times. This cost is averaging \$600+ a month and we hope to reduce some costs by taking these steps. When the building actually has a large number of people the heating costs (electrical) should be reduced.</li><li>· Both campuses have started the series of Diversity Training sessions</li><li>· Kajeet Hotspot devices have been ordered and should be delivered within a week to Manchester. These will be used for learners with no or limited Wi-Fi access. There are 20 with 10 programmed for Verizon and 10 programmed for ATT. These will be available to learners at both campuses</li><li>· We will be setting up state-wide staff meetings to develop better consistency and team development. Currently the vision is to hold the state meeting then have the campuses break off for individual staff meetings.</li><li>· The fountains were all turned off to comply with COVID protocol.</li><li>· Dean continues to work with both campuses on using Thoughtful Classrooms techniques with some success. His contract has been extended until September 30, 2021.</li><li>· The school improvement plans have been modified based on the board recommendations and the monthly data sheet completed for use. Both campuses met with WestEd for an update and we're suppose to get a written report in two weeks.</li></ul>	
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

	<ul style="list-style-type: none"> <li>Enrollment is the number one problem at both campuses with a current state-wide enrollment of 104 learners. Monadnock has hired marketing help using donations to help them better focus and target their efforts. Manchester campus is focused on improving the quality and consistency of services to learners with the goal being to maintain enrollment, improve graduation rates and by doing so improve referrals to MC<sup>2</sup> Manchester.</li> </ul>	
Financial Report	Reviewed the October financial report. Jerry had a question about how NH adequacy aid for charter schools is calculated.	
Old Business	<ul style="list-style-type: none"> <li>Reopening Plan Updates - Manchester is in remote learning at least through the end of January. With no special educator on staff, no student are coming into the building. Monadnock only has students coming in by appointment. They work with their advisors to schedule appointments. Monadnock is hoping to come back after winter break.</li> <li>MC<sup>2</sup> CSI (Continuous Support and Improvement) status of work with WestEd updates - Both campuses met with WestEd, listened to where the campuses are at. Christina Dotson from NHDOE said reports will be sent out to both campuses in a week. Next meeting will be a discussion of the data they're looking for to show progress.</li> </ul>	
New Business	No new business	
Committee Updates	<b>Academic Excellence:</b> Met on December 9th. Focused on two things: supporting the metrics of the accountability plan. Reviewed the CBE360 surveys to	

ensure alignment with MC2 language and context. Also had an in-depth discussion of a question raised by a Monadnock teacher about math graduation requirements. AE recommends that the CEO prioritize CBE training for staff at both campuses so staff have a firmer and standardized grasp of how to within the MC2 model push students to meet graduation requirements in out of the box ways that really showcase their skills. Kim recused herself from the AE discussion, as QED Foundation has submitted a training proposal for CBE/MC2 model. Committee also addressed School Improvement Plans. John has updated the tracking plans and will be sharing those periodically. John stated he doesn't see the need for the competency training at this time. Campus has other needs; need to build a team. Elizabeth said she believes it is a both/and. Understands the priority of other tasks, also sees the competency based work as the key to making remote learning work. Chris said doesn't have to happen right away, but should happen while CSI funds are available. Amanda said AE Committee will check in on that in a couple months.

**Development:**

**Governance:** Review of Minutes, December 8, 2020 Board member candidate - resume attached. Jerry described his background and familiarity with MC2. Policy status spreadsheet was reviewed. Some policies are due for review. Steve Coughlan's board training was well received; he has been asked to do a quarterly one-hour training and agreed to March 15th for the next meeting, from 5 - 6 pm. He requested one or two topics be sent to him in advance. Adam updated on the workplace culture investigation. Timing impacted the implementation of that. School culture/climate surveys are being sent out.

**Succession Planning:**

**Finance:** Enrollment numbers are still down, which is having a significant impact on financial situation. Finance Committee is looking at what the enrollment



	needs are. Kim will be resigning as Treasurer effective January meeting. October financial report was reviewed.	
Other	<p>Jodi raised a few questions:</p> <ul style="list-style-type: none"> <li>● NH acceptance of the federal charter school grant. Does that affect MC2? Grant is for expansion or replication.</li> <li>● Conversation about clarification of roles between board members, CEO, school leaders, QED. What committee should that be? Governance or annual retreat. Adam and Jerry will discuss that at the next Governance meeting. Amanda would like to be part of that discussion. Kim stated she should not be part of the discussion, and that QED's role is stated in the contracts. Any other role would be specific to contracting. Adam suggested clarifications be made, and then reviewed annually. Adam, John, and Amanda will start the conversation at the next Governance Committee meeting on January 6th, 3- 4 PM, then identify next steps. Kim will not attend that meeting.</li> <li>● Jodi asked if Amanda has made any progress on the area of board organization and communication. Amanda said not at this point in time.</li> </ul>	
Meeting Adjournment	Meeting adjourned at 6:57 PM	