



# Making Community Connections Charter School Board Meeting Minutes

Monday, 16 July 2018

6:00PM – 8:00PM

MC<sup>2</sup> Charter School

149 Emerald Street, #UP-3, Keene, NH

## *Attendees*

Trustees in attendance at MC2: Marcea Gustafson, Kim Carter, Susan Dreyer Leon, Jodi Adams, Dan Vallone

Trustees in attendance by phone: Amanda MacLellan, Dan Vallone,

Administration: Chris O'Reilly, David Lane (By phone) Elizabeth Cardine (6:38pm)

Apologies: John Griffin, Adam Johnston

Guests:

## *Agenda*

Topic	Discussion	Action Items
Call to Order	The meeting was called to order at 6:07pm	
Approval of Agenda	The agenda was approved with a change to move the board nominations to the top of the meeting	
Public Time	No public present	
Student Time	No students were present	
Approval of Minutes	Dan moved that we accept the June minutes, seconded by Marcea.	Approved by roll call.



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<p>School Leader and CEO Reports</p>	<p style="text-align: center;"><b>Board Update – Manchester 2018</b>  <b>MC<sup>2</sup> Manchester Update</b>  <b>MC<sup>2</sup> Board – 7/16/2018</b></p> <p><b>Enrollment</b> – As of 7/16/2018 we currently have <b>72*</b> students enrolled, with 3 students in the enrollment process.        * Of the 72, 8 have not yet attended, 1 has only present for part of 1 day.</p> <p>Applications Program Enrollment - 27, 4 attendance concerns</p> <p>Creations Program Enrollment - 46, 8 attendance concerns</p> <p><b>Special Education:</b> We have a total of <b>18</b> students with IEPs (25%). We have <b>6</b> students with 504 plans (8%).</p> <p><b>Facilities</b> – The remaining cameras have been ordered for our surveillance system. A public address system is slated to be installed during the September break. Staff and learners are working on plans for decorating the space.</p> <p><b>Staffing:</b> We're pleased to welcome David Lane as the new MC<sup>2</sup> Manchester School Leader. Conor has moved to an assistant leadership position and is part time for Summer Quarter, returning to full time in the fall. Nicholas Roes is on a leave of absence.</p> <p style="padding-left: 40px;"><b>From David:</b> I'm excited to be a part of the leadership team at MC<sup>2</sup>. I am passionate about student-led learning, and my first week and a half have been rewarding and challenging in all the ways I had hoped this position would be. We have a lot of work to do, but I've been impressed with the team we have on campus. We have all the elements we need to grow. I am eager to work to put all the pieces together so we can. My plan for the next few weeks is to continue to observe, learn more about the people and the strategies we have in place to help young people learn what and how they want. I didn't want to come in with an "entry plan" all written, but one has already begun forming in my notes and I plan on having a final draft ready for our next Board meeting in August.</p> <p><u>Training:</u> Polly Bath is working with the staff, providing one-on-one coaching and support while simultaneously working with leadership to improve and deepen implementation of school systems.</p>	
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	<p>Therapeutic Crisis Intervention training is scheduled for all MC<sup>2</sup> Manchester teachers. The focus will be on de-escalation, but appropriate, last resort, physical intervention will be taught and practiced as well.</p> <p>Bus driver certification training will be scheduled for late July/early August, once our trainer is available.</p> <p><b>Campus Successes:</b> Week One of the Summer Quarter was an exceptional success as staff and learners regrouped into smaller learning communities, established goals for the quarter, and co-designed learning projects,</p> <p><b>Internships:</b> Jazmine continues to (re)build our Internship program. Two students are currently in internships, two students are wrapping up internships completed during last quarter, and three new sites are pending. Jazmine has been picking up communications where they were left off from the previous Internship Coordinator, and is working to re-establish contact with earlier sites as well.</p> <p><b>Partnerships:</b> We have several new partnerships in development:</p> <p>MPAL -- Five students are participating in Manchester Police Athletic League boxing class on Tuesdays and Thursdays. Jazmine is scheduling a time for Office Levasseur and Jayna Stevens from MPAL to visit the school and talk with students and school leadership.</p> <p>C.R.E.A.T.E. -- We are in the process of scheduling Expressive Arts classes with two certified therapists from C.R.E.A.T.E. and will be planning trauma-informed training for staff with C.R.E.A.T.E.'s Executive Director Steven Durost.</p> <p>Rivier University -- Thanks to an introduction from Peter Levine (Manchester landlord) , we have had a preliminary conversation with Patty Antonelli, Rivier's Executive Director of Career Services. We are looking forward to hosting interns and community service students from Rivier beginning in the fall.</p> <p><b>Treks and Opportunities:</b> One student is currently enrolled in the Summer IMPACCT program.</p>	
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	<p><b>Note:</b> This Update has been prepared by Kim, in support of the leadership transition process.</p> <p style="text-align: center;"><b>Board Update – Monadnock - July 16, 2018</b></p> <p><b>Students</b> – Upcoming Graduation Gateways: Bradley Hinkell (August) Erin Ballard (September) Other Gateway exhibitions recently completed: Sophie K (P1 – P2) We are sending student John Carignan to Pioneer Lab training next week along with staff member Sarah LeClair</p> <p><b>Internships</b> – 20 students currently placed and participating at internships</p> <p><b>Enrollment</b> – current enrollment: 72 2 tours upcoming</p> <p>Student departures at the end of Spring Quarter included the following reasons for leaving MC2:</p> <ul style="list-style-type: none"> <li>1 – Graduation</li> <li>2 – lack of progress</li> <li>1 – Family logistics – returning to home district</li> <li>1 – Traditional grading for college – return to home district</li> <li>1 – No reason given</li> <li>1 – Took HISET – enrolling in college (KSC)</li> </ul> <p><b>Co-Curriculars</b> – Gerry Kuhn is coming in on Tuesdays and Thursdays to work with students who are interested in learning woodworking skills (primarily, wood turning on the lathe) during the summer quarter.</p> <p><b>Staff</b> – Departures – Alaura Carson (Math teacher/advisor); Jason D’Amboise (Internship Coordinator); Nate Gray (Social Studies teacher/advisor); Lucas Braley (1:1 tutor).</p> <p>Joining us this quarter – Jill Beaman (Math teacher/advisor); Hillary O’Brien (Internship Coordinator/advisor); Michael Hightower (per diem para/tutor for summer quarter). NOTE: Michael is a former teacher/advisor at MC2 Monadnock.</p>	
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	<p>Griffin Kelly, current para/tutor, will be hired as a long-term sub for the summer quarter as we begin the search for a new social studies teacher.</p> <p>Interviews are ongoing for a 1:1 tutor to replace Lucas.</p> <p>All teaching/advising staff, as well as Sarah M., Chris O., and Wendy R., joined the Manchester staff for YMHFA training at the Monadnock Campus on July 6<sup>th</sup>. This event was organized by Keene State College, who provided refreshments for our staff.</p> <p><b>Special Ed. and Section 504</b> – We currently have 22 students with IEPs (30%) and 5 students with Section 504 Plans (7 %).</p> <p><b>Events</b> – Fundraisers: Fair Trade fundraiser – now through Aug. 12 (25% of sales go to MC2) Let it Slide @ Hannah Grimes on July 27<sup>th</sup> (All proceeds go to MC2 – raising money for advertising)</p> <p><b>Committees</b> – Site Council – Not active over summer break – next meeting date TBD</p> <p><b>Recent Visitors</b> – A team of educators/administrator from Green Mountain Union High School came on July 10<sup>th</sup> to learn more about our competency-based model of assessment and reporting. They left very impressed with our model, and what they observed on their visit.</p> <p style="text-align: center;"><b>CEO Update July 16, 2018</b></p> <p><b>News:</b> End of Year reporting for the state is close to wrapped up. ADM (average daily membership) came in 2.75 students lower than anticipated, with a final ADM of 153.25. The June 2018 financial report presents our preliminary final report for 2017-18 school year, detailing how we managed to significantly mitigate the shortfall in adequacy revenue due to lower than project enrollment at both campuses.</p> <p>Education Reimagined Pioneer Lab Training, Burlington, VT: Amanda MacLellan (Board), David Lane (Manchester School Leader), Jazmine Jackson (Manchester Internship Coordinator), Jake S (Manchester Student), Sarah LeClair (Monadnock ELA Teacher/Advisor), and John</p>	
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	<p>C (Monadnock Student) will represent MC<sup>2</sup>. Jerry Kuhn (Monadnock Site Council) will also be attending.</p> <p><b>Update on CEO goals:</b></p> <p>1. Managing continuing NHDOE accountability and grant requirements:</p> <ul style="list-style-type: none"> <li>* Emergency Operations Plan</li> <li>** Remaining indexes for EOP –<i>Still on the To Do list</i></li> </ul> <p>2. Submit 2018-19 federal grant applications:</p> <ul style="list-style-type: none"> <li>* National School Lunch Program – <i>in process; waiting for signed vended meals contract from MSD</i></li> <li>* Title IA – allocation is \$28,607.19 – <i>These funds are specifically to support learning needs of underserved students at MC<sup>2</sup> Manchester, based on free and reduced lunch population as of October 1, 2017. (Defined as lowest performing 25%).</i></li> <li>* Title IIA – allocation is \$11,305.19. <i>These funds are for professional development, with priority given toward ensuring teaching staff are certified and highly qualified. These funds are also based on free and reduced lunch population as of October 1, 2017.</i></li> <li>* Title IVA – <i>waiting for information about 2018-19 process</i></li> </ul> <p>3. Work with Business Manager:</p> <ul style="list-style-type: none"> <li>* Grant reporting to NHDOE – <i>up to date through May</i></li> <li>* Budget monitoring and adjustment – <i>See June 2018 Preliminary Final report..</i></li> <li>* Safety grant available from NHDOE – <i>HBI415 has been signed.</i></li> <li>* Establish processes and risk management committees – <i>Still on the To Do list</i></li> <li style="padding-left: 40px;">Joint Loss Management Committees</li> <li style="padding-left: 40px;">Grant application and approval process</li> <li style="padding-left: 40px;">Fundraising process (<i>draft almost complete but put on back burner</i>)</li> <li style="padding-left: 40px;">Technology Plan (for eRate)</li> </ul> <p>3. Manage and monitor CEO role in relation to the two campuses:</p> <ul style="list-style-type: none"> <li>* Leadership team meetings – <i>will resume next week</i></li> <li>* Alternative Certification plans</li> </ul>	
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	<p style="text-align: right;">** Implementation and monitoring – 1 in process; 1 discontinued</p> <p style="text-align: right;">** Preparation – 3 <i>approved</i>; 1 <i>completed</i></p> <p style="text-align: right;">** Implementation and monitoring – 1 in process; 1 to be scheduled</p>	
Financial Report	Kim and Dan went over the end of year financials. See report attached.	
Old Business	No Old Business	
New Business	Dan report NH Department of Health and Human Services is submitting a grant proposal for treatment, prevention, and consequence mitigation for the opioid crisis. Dan would welcome comments and ideas from the MC2 community that can be passed along and he will set up a site visit.	
Policies	No policies this time	
Committees		
	<p>Academic Excellence—Has not met</p> <p>Development—Amanda reviewed Salesforce and thought it would be a good place both for tracking internships and as a fundraising database. Amanda thinks that we might be able to get by with the free version and save some money on our premium subscription. She is going to meet further with internship coordinators at each site to see what functionality they really need before we make that decision. Kim also reported that the “click and pledge” feature that is associated with this product is only for website based donations and that is not currently how we are receiving our donations. Kim and Dawna will also review that subscription.</p> <p>Governance—Has not met</p> <p>Finance, Dan reported that the committee is putting together a wish list of needs. There was also a discussion of a water fountain that we moved from Rogers street and some repair</p>	



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	<p>that needs to be done there to the site of the fountain. Move towards having the budget approved by the board by May 2019 (with a first look in March, 2019). The thought behind the later process is to give us a better read on enrollment. There was also a small discussion about our Monadnock campus and facilities costs which will be increasing 16K this August and again 16K next year. We are hoping to have an enrollment sensitive lease with a low base rate. There is a site that we are interested in investigating. There may be an architecture cost associated with assessing a potential new site.</p> <p>Succession Planning Committee—has not meet, but we need to do so and will try to schedule a meeting.</p>	
Adjourn	Marcea moved to adjourn, Dan seconded. (7:14).	