



Making Community Connections  
 Charter School  
 Board Meeting Minutes

Monday, 15, October 2018  
 6:00PM – 8:00PM  
 MC<sup>2</sup> Charter School  
 100 William Loeb Drive, Manchester, NH 03109

***Attendees***

**Trustees in attendance at MC2:** Jodi Adams, Amanda MacLellan, Kim Carter, John Griffin  
 Dan Vallone (6:17 pm)

**Trustees in attendance by phone:** Susan Dreyer Leon, David Lane, Conor Sands

**Administration:** by phone, David Lane, Chris O'Reilly, Conor Sands

**Apologies:** Marcea Gustafson

**Guests:** None

***Agenda***

Topic	Discussion	Action Items
Call to Order	The meeting was called to order at 6:09 pm	
Approval of Agenda	The agenda was approved	
Public Time	No public was present	
Student time	No students were present	
Approval of Minutes	Approval of Sept. Minutes was tabled for next time, pending some edits needed for a cut and past error.  August minutes were amended to correct a typo. (BA not BD policy) Amendment moved by Amanda & seconded by John.	Approved up anonymous roll call vote
School Leader and CEO Reports	<b>MC 2 Manchester Update</b> MC 2 Board – 10/15/2018 Enrollment – As of 10/12/2018 we currently have 83 students enrolled, with 7 students in the enrollment process, and 4 recent calls expressing interest.	



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	<p>Applications Program Enrollment - 30 (14 female and 16 male) Creations Program Enrollment - 53 (20 female and 33 male) We are considering accepting new enrollment through the end of week 2 (Friday 10/19/18) and then starting new enrollees for week 1 of Winter Quarter. We project The benefits of focusing on a consistent group of learners over the course of the quarter on long term enrollment will outweigh the potential negative impacts on short term enrollment.</p> <p>Special Education: We have a total of 18 students with IEPs. (22%) We have 8 students with 504 plans. (10%) Facilities – A public address system has been installed during the September break. Broken and damaged ceiling tiles have been replaced and work to repair or replace broken door locks in hallways and into Community Room are scheduled to be completed by 10/15. Staff and learners have begun decorating campus with MC 2 habits, expectations, mission statement, and learner artifacts.</p> <p>The Union Leader’s writers union has booked our Community Room for a meeting 10/30. David will welcome them and provide a brief explanation/pitch about MC 2 mission. Regular meetings will likely be planned moving forward.</p> <p>Staffing: Juan Guzman, a para, has given notice. Carolina Fernandez, our lunch server, is also no longer on staff. Plans are in place to assure both para and lunch services continue.</p> <p>Training: Polly Bath provided a two-day training for staff from both campuses at the end of the Summer Quarter. We have begun implementation of her recommendations, which center around consistency for all learners and deeper focus on the MC 2 expectations. We continue planning collaboratively toward a goal of full implementation of Polly’s recommendations, and we have seen improvement in school culture. Building on the work with Polly, the Team has decided on a special goal for Fall Quarter to</p>	
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	<p>increase our daily End-of-Day reflection completion rate. We have implemented strategies to meet this goal. David attended the League of Innovative Schools Principals Group conference (with Chris) on Oct 3 and the entire Advisory staff and David attended the full-day LIS conference on Oct 4.</p> <p>Bus driver training has been completed. One more staff member has received bus driver certification (bringing our number to 2) and two more are slated to take the test at DMV.</p> <p>Campus Successes: Edward G. successfully completed his Phase 2 gateway at the completion of summer quarter.</p> <p>A student, Alan, successfully completed a graduation gateway presentation and it was awesome and very moving experience.</p> <p>Our Applications learners successfully completed a Citizen Action project designed to solicit donations of American flags. The local American Legion post responded to letters they wrote, and will be presenting 10 flags (with brackets) and a book about the flag on 10/17 at 2:00 PM.</p> <p>Internships: 5 students are currently in internships, 22 learners are in process to prepare for internships and 3 new sites have been identified. Jazmine Jackson, our Internship Coordinator, reports all our internship sites are eager to place more MC 2 learners, and the three new sites are ready to place.</p> <p><b>Board Update – Monadnock - October 2018</b></p> <p><b>Students</b> – Upcoming Gateways for October: 10/16 Matthew W. (P2); 10/18 Evan F. (P2); 10/19 Chrissi M. (P2); 10/25 Kire U. (P2)</p>	
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	<p><b>Internships</b> – Update from Elizabeth: We have 65 approved sites - still working on cleaning up the approval documentation for sites and mentors. We currently have 16 kids out on internships, with 4 more going into interviews this week. Getting Keene State to be an internship site partner and fundraising for a van are both priorities.</p> <p><b>Enrollment</b> – current enrollment: By Friday 10/19 we will have 71 students.</p> <p>Sarah M. reports that we have 3 more students in the pipeline who could be enrolled before the end of the month, with one additional family scheduled to tour soon. She also mentioned that we had our first inquiry from the family of an eighth-grade student for next year.</p> <p><b>Staff</b> – We had a new support staff member begin this quarter. Megan Young will be working with us to provide support services for our students. She is an experienced paraprofessional who has worked in both the Keene and Monadnock districts.</p> <p><b>Special Ed. and Section 504</b> – We currently have 22 students with IEPs (31%) and 5 students with Section 504 Plans (7 %).</p> <p><b>Events</b> – Haunted House – October 5<sup>th</sup> and 6<sup>th</sup> – went off without a hitch. Students and parents were very involved with everything from setup to breakdown over a four-day period. It was quite an undertaking (no pun intended) and we raised \$200! Special thanks to Sarah LeClair and her family for pulling this together and making it an annual event. This event made front page news in the Keene Sentinel on Monday 10/8 and into the Sentinel Source web pages as well.</p> <p>The Hon. John T. Broderick will be speaking to our students on November 28<sup>th</sup> at 1:00 pm at the Keene campus on the topic of mental illness. His presentation is very personal, and powerful. Board members are welcome to attend as well.</p>	
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	<p>Enrollment Open House – Nov. 7<sup>th</sup> from 5:00 to 7:00 pm</p> <p>Nellie Mae Awards Ceremony in Boston (O’Toole Leadership Award – Elizabeth) – 11/2 @ 4:00 pm</p> <p><b>Committees</b> – Site Council met on 10/10 – 8 people were in attendance and are tackling some action items including fund raising and marketing initiatives.</p> <p style="text-align: center;"><b>CEO Update October 15, 2018</b></p> <p><b>News:</b></p> <p>The initial response from NGM Insurance regarding the possible relocation site for MC<sup>2</sup> Monadnock was favorable, with further financial deliberations taking place based on space fit-out requirements.</p> <p>Optima Bank declined our grant request for CPR training and AED units for each campus.</p> <p><b>Update on CEO goals:</b></p> <ol style="list-style-type: none"> <li>1. Managing continuing NHDOE accountability and grant requirements: <ul style="list-style-type: none"> <li>* Annual Report – 2017-18 <ul style="list-style-type: none"> <li>** <i>in process; some questions have been shared with board committees for input. Goal is to have both campus reports ready for board approval by September meeting.</i></li> </ul> </li> <li>* Emergency Operations Plan <ul style="list-style-type: none"> <li>** Remaining indexes for EOP –</li> </ul> </li> </ul> <p><i>Still on the To Do list</i></p> </li> <li>2. Submit 2018-19 federal grant applications: <ul style="list-style-type: none"> <li>* National School Lunch Program – <i>Submitted and approved</i></li> <li>* Title IA – allocation is \$28,607.19 – <i>Submitted and “Substantially approved”</i></li> <li>* Title IIA – allocation is \$11,305.19.</li> </ul> <p><i>These funds are for professional development, with priority given toward ensuring teaching staff are certified and highly</i></p> </li> </ol>	
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	<p><i>qualified. These funds are also based on free and reduced lunch population as of October 1, 2017.</i></p> <p><i>* Title IVA – allocation is \$10,000. These funds are for “Student Support and Academic Enrichment.” We are in the process of determining priorities for this allocation.</i></p> <p><b>3. Work with Business Manager:</b></p> <p><i>* Grant reporting to NHDOE - up to date through July</i></p> <p><i>* Budget monitoring and adjustment - Audit is scheduled for October 17-18.</i></p> <p><i>* Establish processes and risk management committees – Still on the To Do list</i></p> <p><i>Joint Loss Management Committees – in process</i></p> <p><i>Grant application and approval process</i></p> <p><i>Fundraising process (draft almost complete but put on back burner)</i></p> <p><i>Technology Plan (for eRate)</i></p> <p><b>3. Manage and monitor CEO role in relation to the two campuses:</b></p> <p><i>* Leadership team meetings – still pending</i></p> <p><i>* Alternative Certification plans</i></p> <p><i>** New submission – I in development</i></p>	
<p><b>Financial Report</b></p>	<p>Dan presented the finance committee report. We did get 15K in differential aid, but it’s against a 60K deficit in adequacy. We do anticipate that there will be another substantial bump in differential aid next year. Dawna and Kim are making plans to meet with each school leadership team. They want to move to a quarter-based budgeting system, where we try to make up revenue by quarter, rather than at the half year mark. The issue continues to be enrollment. Kim</p>	



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	also discussed the debate about whether fundraised money goes to earmarked purposes vs. the operating budget.	
Old Business	Board Retreat Date We settled on Saturday, January 12 <sup>th</sup> for the Board Retreat	
New Business	<p>Manchester School Leader, to deposit funds and make disbursements from the MC 2 Manchester Activity Fund account, on behalf of the MC 2 Charter School, as necessary to achieve the organization’s goals and mission, with a limit of \$200 per disbursement without pre-approval and a limit of \$2,000 per disbursement with pre-approval. The Board of Trustees of MC 2 authorize David Lane, in his capacity as MC 2 Manchester School Leader, as an authorized user on the Capital One credit card account, on behalf of the Making Community Connections Charter School, as necessary for pre-approved expenditures, with a limit of \$1,000 total charges. John moved that we accept this language and authorize David Lane as indicated. Seconded by Amanda</p> <p>Manchester School Leader, to deposit funds and make disbursements from the MC 2 Mondadnock Activity Fund account, on behalf of the MC 2 Charter School, as necessary to achieve the organization’s goals and mission, with a limit of \$200 per disbursement without pre-approval and a limit of \$2,000 per disbursement with pre-approval. The Board of Trustees of MC 2 authorize Chris O’Reily, in his capacity as MC 2 Manchester School Leader, as an authorized user on the Capital One credit card account, on behalf of the Making Community Connections Charter School, as necessary for pre-approved expenditures, with a limit of \$1,000 total charges. John moved that we accept this language and authorize David Lane as indicated. Seconded by Dan</p>	<p>Approved by unanimous roll call vote</p> <p>Approved by unanimous roll call vote</p>
Policies	None tonight:	



<p>Committees</p>	<p><b>Academic Excellence:</b>        Insuring completing of the Annual Report. Amanda and Jerry will review this next week in preparation for getting annual report.</p> <p>Initial discussion around a school quality measures introduced by Kim and they will be looking at that. One way to the start the conversation around what are non-negotiable between campuses and what could vary.        Development: Has not met. We are going to be signing up for another program like Amazon Smile that allows us to raise money through on-line purchases. It won't cost anything, so we're going to sign up.</p> <p>We updated people on the Calendar Raffle. There are on-going drawings with some good prizes.</p> <p>Jodi posted on Facebook and discovered that it allows people to pay through the paypal account, just let Kim know.</p> <p><b>Governance</b>        Several policies are under review, but at the moment we don't have the infrastructure for the policies (like nurse, etc.). So, they are not ready to move forward. And it was Steve's last meeting so that was also honored. They also talked about the CEO role with regard to the school leader role, hierarchy and ratios of salary as part of succession planning.</p> <p><b>Finance</b>—covered above</p> <p><b>Succession Planning:</b> The committee met and is talking with Dawna about compensation. There is a proposed structure in place to create site-based hiring committees to organize visits. We are working on an assessment rubric for candidates and a feedback survey for sites to share impression with the board.</p>	
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Upcoming Meetings	<p>November 19, 2018 — Keene</p> <p>BOARD RETREAT — January 12<sup>th</sup>, 2019.</p> <p>December 17, 2018 — Manchester</p> <p>January 28, 2019 — Keene</p> <p>February 25, 2019 — Manchester</p> <p>March 18, 2018 — Keene</p> <p>April 22, 2019 — Manchester</p> <p>May 20, 2019 — Keene</p> <p>June 17, 2019 — Manchester</p>	
Adjournment	John moved to adjourn at 7:20, seconded by Amanda	