



**Meeting Minutes**

October 19, 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, Joy Sabolevski, Adam Johnston

Administration:, Chris O'Reilly, Elizabeth Cardine

Apologies: Amanda MacLellan

Guests:

***Agenda***

Topics	Discussion	Decision
Call to Order	Called to Order at 6:04	
Agenda Review		
	Public Hearing to accept a donation scheduled for Friday, 10/23/2020 at 9 AM. Kim will send the agenda for posting to John; John will add the Zoom information.	
Public Comment	No public comments	

Approval of Minutes	Review of Board Meeting Minutes for September 21, 2020. Motion to approve by Adam. Second by Kim.	Minutes approved by unanimous roll call vote
Monadnock School Leader Report	<p><b>Enrollment</b> - Current enrollment: 55</p> <p><b>Gateways</b> – On 9/25 Sophie Konopka successfully completed her graduation gateway</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><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 – 100 Nights Shelter</b> Volunteer Lori Gebo and teacher/advisor Sarah Stout, and a few other learners, are looking to do another drive for 100 Nights Shelter. They are asking for donations of warm clothes, camping gear (tents, sleeping bags, etc) new or used, or other winter-type items to help many of our struggling community members who are homeless and can't get a bed at the shelter. Monetary donation are also being collected.</p> <p><b>Litter of Data</b> – Teacher/advisor Derek Blunt worked with learners out in the community along the stretch of hi-way that MC2 Mondnock adopted last year. They collected over 1200 pieces of litter as part of the following learning opportunity:</p> <p><i>What type of litter is most prevalent in Keene? What locations are at higher risks? Is there any correlation between these factors and more? Learners will engage in several coordinated community service meetups to clean up litter in an area of Keene. We will then employ statistical methods to collect data and</i></p>	

	<p><i>conduct statistical tests to examine the distribution of litter in Keene and model a solution based on data.</i></p> <p>We have a great Fundraiser set up for the month of November. Lisa Arnold Photography will be donating half of her proceeds to MC2. (See flyer on pg. 2.)</p> <p><b>Advertising</b> - We are currently in the process of "amping" up our Facebook and Instagram pages and have gotten more volume recently by doing so! We are also working with Alum, Raven Gill, to boost our social media presence and spread the word about MC2 to increase enrollment for next trimester.</p> <p><b>Professional Development</b> – Sarah Stout is leading <i>Reading for Meaning</i> discussions cross-campus to support teachers/advisors in the implementation of the <i>Reading for Meaning</i> strategies in learning opportunities across all learning opportunities. Dean continues to work with leadership and staff on implementation of the TCTEF. Chris Derek and Rosie attended the Collective Efficacy Webinar series, presented by Steve Ventura over the past two weeks.</p> <p><b>School Day SAT</b> – 1 session on Sept. 23 (1 learner); 1 session on Oct. 14 (3 learners – accommodated session 50% extra time – 7 hours session), and we will be having a make-up session over break on Oct. 27 (2 concurrent sessions – regular (2 learners) and accommodated 50% extra time (1 learner)).</p>	
<p>Manchester School Leader Report</p>	<p><b>Enrollment</b> - Current enrollment: 49 there have been 6 inquiries but no follow-up yet</p> <p>Applications 14  Creations 35  Gateways – 1  Graduation Ceremonies – 0</p> <p><b>Staff</b> – 2 Educator/Advisors (1English &amp; 1Social Studies)  1 Administrator  1 Admin. Assistant  3 support staff (2) 1:1 paraprofessionals &amp; (1) special educator – all funded by billable special education service hours.</p>	

	<p><b>Special Ed. and Section 504</b> – We currently have 15 learners with IEPs (30%) and 4 learners have Section 504 Plans (8%). 5 Manchester Special Education students dropped out since the onset of school Professional Development – Staff have worked with Dean on thoughtful classrooms writing learning windows and sharing lessons with Dean for feedback. Some staff completed a four part training this month.</p> <p><b>Open Positions-</b> School Leader</p> <p><b>Events/updates-</b>  Sherry has accepted the Internship Coordinator position and will continue to be the Homeless/Foster-care contact for MC2.  Keegan has obtained a Para II endorsement and will begin providing math tutoring under Title I beginning the second trimester.  Televisions are beginning to be mounted on the walls with the entry way one up first.  We have approximately 20 applicants for the Administrative Assistant position and have started screening applicants for interviews.  ADA compliance letter was received and sent to the NHDOE  ADA compliant room numbers with Braille are being fabricated and will be added soon  A wall mounted touchless forehead thermometer was purchased to trial to see if it’s more accurate and speeds the process up  SAT testing scheduled for September 23, 2020 had one student complete testing.  Survey for reopening concerns, questions, etc. was completed along with a reopening process power point presentation which Chris will set-up for use by both campuses.  Final reopening plans are being completed for board submission.  MC2 Manchester must follow a Wednesday remote learning to align with Manchester bussing.</p>	
CEO Report	<p>News:</p> <ul style="list-style-type: none"> <li>· Monadnock and Manchester campuses continue to work toward preparing the campus for at least partial return to on-site classes. A final survey is being sent to families, students and staff and the results will be used to help finalize plans for returning to campus. A critical concern is the costs of deep cleaning each campus weekly.</li> </ul>	

	<ul style="list-style-type: none"> <li>· The State Board of Education has received our response to the concerns stated at the Monadnock charter renewal meeting.</li> <li>· The MC<sup>2</sup> Manchester campus is completing the final process of approval of the food preparation/service area under USDA requirements. The Manchester fire department visited the site again and will be electronically processing these procedures with the remaining departments.</li> <li>· Enrollment at both campuses is still a critical concern with two students withdrawing in Manchester in October.</li> <li>· Students at both campuses took the SAT</li> </ul> <p>Efforts at both campuses have been made to improve staff use of foundry as well as making a comprehensive review of all student work in foundry and awarding credit where staff omissions or errors have prevented this process. The leadership teams of both campuses are critically analyzing where the shortfalls are for students graduating from MC<sup>2</sup> and would like to have a critical discussion on better defining projects, and mitigating heavy expectations for writing to graduate by proposing alternatives to demonstrate learning and competency and to discuss the requirements for credit in studio.</p>	
Financial Report	Reviewed the September 2020 Financial Report. Discussion of enrollment and outreach efforts.	
Old Business	<p><b>Monadnock - Lease Space</b> Adam has not heard any response to his proposal for the space on Washington Street.</p> <p><b>Reopening Plan update:</b> John has been working on the plan, based on MC<sup>2</sup> Manchester's hybrid experience. Mixed staff responses regarding coming into the school. Surveys are underway with parents. Manchester is mixed, with some eager to return, some have jobs and want other options, and some are in quarantine. Manchester busing is being set up on a hub basis, with 4 hubs for the city, resulting in up to 30 minute walk for students to get to bus pickup/dropoff. Plan for next trimester is to</p>	

	<p>deliver courses remotely, with opportunities for students to come in for coaching and support to complete the work.</p> <p>Kim moved to approve plan for Trimester 2 to deliver the MC<sup>2</sup> program remotely, with opportunities for students to come in for coaching and support and occasional small cohort learning experiences. Adam seconded. Board requested campus-specific plans and protocols be brought to the November board meeting.</p> <p>Kim encouraged the development of the necessary budget to support the reopening so those activities can be written into the federal grant.</p>	
<p>New Business</p>	<p><b>Board Training in October</b>  Board discussed scheduling of training with Steven Coughlan in November. We'll request November 16th, from 5 - 6 PM.</p> <p>Kim reported on conversation with Craig Martin about training for the staff and board. We're currently waiting for his proposal.</p>	
<p>Committee Updates</p>	<p><b>Academic Excellence</b>  Discussion of the surveys for Phase I of the Accountability Plan submitted to NHDOE. Parent Trust, Student Trust, Collective Efficacy surveys will be sent out at the beginning of Trimester 1 Doc Week (next week).  Determined to collect the first two as campus-specific; the last as organizational. Wrote an explanatory statement about the surveys to be distributed to all staff. All results will be shared and discussed with staff. Collective Efficacy survey will be sent to instructional staff. Amanda and Kim will meet with Dawna to discuss data dashboard development.</p> <p>Review of Learner Engagement Agreement information from Monadnock campus. Agreed we like the structure and process; look forward to seeing that implemented at Manchester campus.</p> <p><b>Development</b>  Discussion of marketing, recruiting, and fundraising. MC<sup>2</sup> Monadnock has a proposal from a marketing professional for marketing MC<sup>2</sup>. Recommendation for fundraising goal of \$50,000 over three years. Focus is to develop community-based events, not rely on students to do the fundraising.  Recommendation to advertise on NH Center for Nonprofits for a board member with fundraising experience.</p> <p><b>Governance</b></p>	

	<p>Discussion of workplace investigation based on last employee exit interview. Kim attended Primex training on 10/15/2020. Governance Committee recommends an independent investigator for this investigation. Adam spoke with John Griffin and is following up with a potential workplace investigator.</p> <p>Joy is resigning from the board, effective 12/1/2020. Review of the MC<sup>2</sup> Bylaws shows they were amended 1/2015 for the CEO to be a full board member (not <i>ex officio</i>, as in the previous MC<sup>2</sup> Bylaws.)</p> <p>Discussed process for prospective board members. We think this process was formally approved at a previous board meeting around 2015, but to ensure clear records, we recommend re-approval. Joy made a motion to adopt the process as presented, second by Kim.</p> <p><b>Succession Planning</b> Has not met.</p>	<p>Approved by unanimous roll call vote.</p>
Other		
Meeting Adjournment	<p>Meeting adjourned at 7:32 PM Motion to adjourn by Joy.</p>	