



*Mill Falls Charter School creates life-long learners by providing an intellectually rich and challenging experience delivered through the Montessori tradition. In a safe and peaceful setting, dedicated educators foster students' individuality, creativity and critical-thinking skills to fully prepare them for future scholastic, civic and personal success.*

## **MFCS Board Meeting Minutes for September 20, 2017**

Mill Falls Charter School, 100 William Loeb Drive, Manchester, NH

### **1. Call to Order: 5:55pm**

### **2. Roll Call**

**Present:** Roberge, DePasse, Connors, Butterfield, Levin, Wrubleski. **Absent:** Kacavas, Johnson, Brough

**Public Comment:** No public present.

### **3. Meeting Business**

#### **a. Approval of Minutes** from August 2017 meeting

Butterfield moved to approve the minutes; Connors seconded.

Vote: Unanimous.

**b. Agenda Review:** Levin shared that the Board will need to go into closed session to discuss real estate related issues presented to the School by the building buyer earlier in the day.

### **5. School Update**

#### **a. Educational Program Director** (please see attached report)

Wrubleski noted that the start of school has been very smooth. She spoke specifically about the hiring of our Student Services Coordinator – Maryclare Heffernan – a highly experienced, life-long Special Educator, and the impact she expects that hire will have on our SpEd programming. Heffernan has been surprised by the intensity of needs we have among our student body. Wrubleski and Heffernan are engaged in very important conversation about our program in relation to our current student needs. Wrubleski went on to share information about this year's initiative to expand our Wellness Program to include Meditation in each of our 7 classrooms, and our work with Yoga Instructor, Roseann Latona, in helping to build our program and train staff. Other professional development already provided to staff involved the kindergarten and lower elementary teams who were trained in implementing the Foundations reading program by our own Reading Interventionist, Sherry Humphrey. This phonetic reading support program teaches kids how to break words down. It is being utilized by all Lower Elementary teachers with the 1<sup>st</sup> graders. If necessary it will also be used by 2<sup>nd</sup> and 3<sup>rd</sup> graders. Staff is currently working through some implementation issues which will take a bit of time. Finally, Wrubleski noted that referral process with the Manchester School District will now go through each child's last school or home/neighborhood school. That school will test the child and then recommend the next action.

#### **b. Executive Director** (please see attached report)

Levin highlighted the recent official Charter Renewal granted by the NH Board of Education in late August, and the recent visit to MFCS by Dave Quigley, the independent contractor hired by the NH Dept of Education to head up the Department's Charter School Office. With regard to the upcoming sale of the building, she also shared that she and Wrubleski had met with the new landlord's exterior engineer to begin discussions about planned external changes and the related impact on our play space and pickup/drop off plans. She also noted that there were some changes afoot in the Manchester School District (MSD) especially in relation to our Special Education team here – specifically Jen Dolloff and Chris Martin. She noted that we do not have signed contracts back from the MSD, but has requested their return by week's end, so that reimbursement for services rendered in September would not be delayed. Levin noted that with regard to the unemployment claim we've been carrying, it appears that the claimant has been denied further coverage at this time. Finally,

Levin again reminded the Board of the upcoming Annual Road Race & Fun Run, inviting them to join in the festivities on 9/24/17.

**6. Officer/Foundation/Committee/Working Group & Related Q+A**

**a. Finance Committee:** Review of Budget to Actual

Roberge noted that the final report for FY 17 shows very positive outcome for the year. She reminded Trustees that the auditor's field work is now complete, and that the final numbers for FY17 will be known once he has completed his review. She also reviewed the Budget to Actual Reports for July and August of FY18, noting they are relatively simple, since these months are typically quiet.

**7. Program**

**a: Annual Meeting: Officer Slate, Committee Assignment** (DePasse)

The Board discussed the roles of officers as defined in our bylaws and the practical responsibilities, which relate to those positions. They also discussed the current Committee Assignments and explored possible changes. They agreed that since there were a few Trustees unable to attend the meeting that the final officer slate and committee assignment would be determined at the October 18<sup>th</sup> meeting.

**b: Closed Session:** Butterfield moved to go into closed session to discuss matters related to real estate; Connors seconded. Vote: Unanimous

Butterfield moved to come out of closed session; Roberge seconded. Vote: Unanimous.

Outcomes of Closed Session: No vote was taken during the closed session.

**8. Next Meeting:** Wednesday, October 18, 5:45pm.

**9. Adjournment: 7:44pm** Roberge moved to adjourn; Connors seconded. Vote: Unanimous.



**Educational Program Director  
Board Report  
September 19, 2017**

**Popsicle Party:** Annually, we host a popsicle party to welcome new and returning students and families, as well as to introduce all of our new and returning staff. This year we had an excited group of families and students that arrived to meet and greet. After some sugar and conversation, the families met the entire new staff and headed back home to prepare for the first week of school.

**First Week of school:** Our first week was truly the smoothest transition we've had to date. Of course we had a few bussing issues and continue to experience bussing issues, but all in all, our first school days have been successful. Classrooms focused on developing strong communities that will carry us through the school year and rolling out structures to ensure students will be independent in their learning going forward. We are excited about the year to come!

**Professional Development for Staff:** During opening days, we offered two professional development opportunities for our staff. The first PD opportunity was an overview meditation strategies to be implemented within the classroom presented by Roseann Latona. This meditation initiative will be an ongoing focus for PD for the year and Roseann will continue to be our point person for further trainings. Additionally the first week, we offered CPR training for any new or returning staff members that needed their initial or updated certification. At this point, every staff member in our building is CPR trained. For our first early release, the kindergarten and lower elementary teams were trained in implementing the Foundations reading program. As a school, this program will support needed growth in phonemic and phonic awareness as a tool to support reading growth going forward.

**Open House:** Annually, classrooms host an Open House to discuss with parents the structures of their classrooms. This year we had a fairly good turn out and parents had the opportunity to ask questions and to tour the classrooms. Its always nice to have the our community with the four walls to touch base and to show off what we do on a daily basis.

**Afterschool Activities:** We've started the year with two afterschool programs in place. The 5K Conditioning program ran for two weeks, for both Lower Elementary and Upper Elementary, to prepare students for the impending Best of Both Worlds 5K race scheduled for Sunday, September 24th. We also have our First Lego Team returning for a second year, coached by Celestia Lensky. They have been working diligently on their projects, and preparing for the competition that takes place later this fall.



**Executive Director's Report  
For the September 20th, 2017  
MFCS School Board Meeting  
Submitted by Meryl Levin**

### **Required Reporting**

Our first **2017/18 Per Pupil Aid Form** was filed on the first day of school. This form reflects the enrollment numbers and is filed 3x per year, day 1 and again in November and February. We received our first Per Pupil Aid installment of **\$335,832** via wire transfer on September 7<sup>th</sup>.

The final year-end **DOE-25** report – a financial picture of the fiscal year required by the DOE - will be completed once our FY 17 Audit is completed.

Susanne is currently collecting **Free and Reduced** Paperwork from our MFCS Families, and we will file that report in the coming weeks. She is also working on the **Immunizations Survey**, also a required report.

In addition, there are a small number of smaller reports and surveys, which are filed, as per requirements, throughout the year.

The next big report is due in October. That is the **Beginning of the Year (BOY)**, which provides the details of each member of our student body with the DOE (including information about each child's sending district, unique student number, race code and much more.

### **Charter Office Update**

Earlier this week, I hosted **Dave Quigley**, the Independent Contractor who is now ensconced up the DOE's Charter School Office. He was here at school for nearly 2 hours. We discussed much about NH charter schools, MFCS in particular. I offered our assistance as he settles in to the position, and will keep you posted on any projects or issues he raises in support or related to of NH charters. This is the first time in several years that there has been someone occupying the DOE's Charter Office.

### **Board Related**

Looking forward to our **Annual Meeting** as part of this next Board Meeting. There will be voting on our Officer Slate and Committee Assignments. There has also been some talk of a retreat, which relates to our Strategic Plan making.

A reminder about the morning workshop on September 28th on **Strategic Planning and Execution for Non-Profits**. This free workshop is being presented by Enterprise Bank, one in a series they are doing for non profits and will be held at Rivier University from 8-10:30am. Please let me know if you'd like to join me!

### **Facility**

We were able to acquire some office partitions from the UL to create the new spaces needed this year – a regulation area for students who need a body break, and an office area for our Reading Coach/ELL Coordinator who had to move out of the 'Bowling Alley' area to make room for our second Special Educator. Everyone is settling in nicely. And we send a special thanks to the UL Maintenance Team for their assistance in securing these free-standing walls and for all they do for us.

### **MFCS ChildCare Program**

Enrollment in our Child Care Program is strong out of the gate this year. Here's how it looks as of this week: BeforeCare (7-8:15am) = 8 children; Kinder (12-3pm) full-time = 10 children, part-time=4 children, extended (12-5:45)=3. AfterCare (3-5:45pm) = 11 full-time children, 4 part-time children. WE have already had several drop ins and a full house on our first Early Release Day this week.

The AfterCare Program Coordinator this year is one of our Paraprofessionals and she is joined daily for 1.5 hours by another para. Other staff will fill in as needed. Our BeforeCare is being staffed by one of our Assistant Teachers, and our KinderCare is staffed by our Kindergarten Lead and Assistant Teachers.

### **Financial**

**Special Education reimbursement payments:** In early summer, all outstanding payments from FY17 were made. Our first bills will go out in early October for 2017/18 Services which began this week.

**SpEd in relation to Manchester:** We were quite disappointed to learn earlier this week that the Director of Special Education, Jen Dolloff, has had to resign, and another SpEd person who have worked with for years in that office gave her notice a few weeks back. No replacements have been announced, but we hope to have some clarity about that in the coming weeks.

**Our Auditor** was at school earlier this week conducting his field work. Now in our 3<sup>rd</sup> year of working together, the process is easy and smooth. We now await word from that team of their draft materials. Additionally every year at this time, that same firm completes the MFCS Foundation's 990 (non profit) Financial Report, and that information is linked to the school's audit.

### **Legislative Update**

There is a Committee studying student adequacy aid in NH, so I'm guessing we may hear something from that group at some point. I will continue to keep you up to date on any new initiatives I learn about.

### **MFCS Community Building & Volunteerism**

Please plan to join us at our **Annual Road Race and Family Fun Run scheduled for September 24<sup>th</sup> at SNHU; fun starts at 9:30am and should be all done by 11.** You can register on line via a link on our website's home page (<http://www.millfalls.org>), or register the day of. You can walk, or run, or register and not attend ;- ) but I am hoping that you will be able to join us – bring friends and family! The Road Race is just a hair short of a 5K and the Fun Run is less than 1 mile. Our students have been doing a free After School Running Club to get ready and excited for Race Day. T-shirts are printed and donated by BrandIt!, food is donated by SNHU as is the venue (their green quad on River Road). There are number of sponsors of the event who will be celebrated on the day of, and also are noted on the Race Day T-shirts. DJ Ron playing Music, food, Jazzercise Warm Up, Student Athletes from SNHU and Monarchs Jrs, and much, much more! Don't miss it!!!

We are still looking for a **new venue for our Night of Community**, as SNHU is no longer able to cover the food costs involved in the event (costs would be about \$20 per person there this year, whereas in years past we've not had any expenses related to food or venue). Please let me know if you have any ideas or contacts you can share!

### **Human Resources**

Our 2017/18 Staff Opening Days were a huge success. Laura did an amazing job of welcoming new and returning staff to campus this year. We made time for our annual retreat to the beach for just a few hours of down time together at week's end. Between then and now, all HR details have been attended to, from new files and related paperwork for our new staff members, to meetings with our Retirement and Aflac Representatives. I ran our first payroll of FY17 on Sept 1, and our second this week.

### **Foundation News:**

The Foundation plans to meet on October 3 to focus on the work of the 2017/18 School Year. The Foundation currently has \$220,295 in it's account. I am working with one monthly donor who also works for PayPal, as PayPal ended the option to create 'monthly giving' via their site. It is my hope that he will be able to help implement a work around via a plug in to our website, and that will help secure current and future monthly giving which is an important program for us.