



*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 of Trustees Meeting, August 19, 6:30pm**

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

### **1. Call to Order, Roll Call & Welcome Public**

Present: Roberge, Ward, Martin, Levin, Tellez

**Absent:** Callahan, Champagne, Wrubleski

### **2: No Public Comment**

### **3. Meeting Business**

#### **a. Approval of Minutes from June 2015 meeting**

**Motion:** Martin motioned to approve; Roberge seconded.

**Vote:** Unanimous approval.

**b. Agenda Review:** Ward noted that the financial policy amendment noted on the original agenda will be brought forward by the Finance Committee at a later date.

### **4. Update on search for new Executive Director**

Levin discussed the make up and work of the ED Search Committee carried out this summer. The Committee included: Shannon Helie and Laura Wrubleski from the MFCS staff; Trini Tellez and Meryl Levin from the MFCS Board; Susan Contos from the MFCS Foundation Board; Susi Paterson, a MFCS Parent; Carol Garhart, an educator from the community; and MaryAnne Manoogian who worked with the Committee as a non profit mentor. The Committee received over 15 applications and interviewed 4 candidates in the first round. Levin noted that the two candidates the Committee hoped to bring back for a second interview, removed themselves from consideration, each for very different, personal reasons. The Committee worked very well together, and she thanked them for their service. All but one member, Garhart, has said they will continue serving on the Committee as the Search continues into the fall. She reminded Trustees that since the search is active and ongoing, they should continue to share news of this open position by word of mouth. In addition, Levin will repost the job at the various venues used in the first round.

### **5. Summer Update – please see attached report.**

In addition to the report, Levin mentioned that the Audit is being planned for early September.

She also discussed the newly hired staff members: Mike Lawton is the new Lead Teacher in our newest Upper El classroom, the Zion Room. He is trained in Lower and Upper Elementary and has taught for nearly 20 years. Kelsey Funk will be the kinder assistant and AfterCare Coordinator. Anya Morales will be in the Glacier Room with Ms. Shannon and will also be providing BeforeCare along with Ms. Susan. Jessica Scenna will work in the Acadia Room with Ms. Susan and will also be doing BeforeCare, subbing as needed. Celia Botto will work with Ms. Jordan in the Denali Room. Rhiannon Archer will be in the Olympic Room with Ms. Laura B, and Christine will work with Mike Lawton in the Zion Room. She noted that she is working with our Office Manager and Educational Program Director to hire the Office Assistant, which is in process.

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

**a. Finance Committee:** Martin noted the Finance Committee met in July. Committee will meet with Anne (our bookkeeper) in the coming weeks to review the unaudited financials in preparation for our annual audit. It does appear that we have rollover based on the funds received from the MFCS Foundation toward the end of the fiscal year, but the total is not yet finalized. A brief discussion regarding the review of the work of the Finance Committee and our Finance policies in an effort to have Treasurer/Committee members review, but not manage finances going forward. In addition, the Committee expects to review the ways in which financial reporting is shared with the Board to make that more accessible. Ward asked about a current budget-to-actual; Levin/Martin responded that the unaudited financials now serve as our end of year budget-to-actual and the work of the audit

prep will provide the Committee opportunity to review that carefully. Martin reminded the Board that the Committee will be doing final review regarding changing banks. Tellez asked if other banks have been consulted. Martin / Levin responded yes, and added they and the bookkeeper will meet with representative from the bank the Foundation moved to as part of the final move review.

**b: Charter Committee:** Ward noted that there is no Committee report, as there is not yet a budget in Concord for the state.

**c. Governance Committee:** Ward noted that the Governance Committee has identified a new candidate to join the Board and will be recommending that the Board approve this new member. The Governance Committee met with this person at the end of the school year and comes tonight fully prepared to recommend her to the Board. (see outcome at end of this document). Ward also reminded the Board that the Governance Committee is continuing the work of building the board and looking for suggestions from fellow Trustees.

## 7. Program

**a. Staff Handbook:** Ward reminded the Board that the Staff Handbook has been worked on for some time, first by Levin, then for Executive Director Bisson. This summer it received another review from Levin, our lawyer, Educational Program Director Wrubleski as well as Board Officers Martin and Ward. Ward proposed that officers Martin and Ward be named the Board reviewers of this final draft so that this first version of the Handbook may be shared with staff next week. This was discussed and agreed upon as a good approach to finalizing the document, which will likely get another review next summer as it will continue to evolve after its first year in use. The version will clearly note the completion date and the noted 'draft' marks will be removed before it is shared with staff. Tellez asked if there was language reflecting the importance of cultural and linguistic competence. She offered to review the Handbook with this in mind, and possibly create additional language.

## 8. Announcements

**a. Announcements:** Board reviewed and agreed to Ward's proposed 2015-16 Board of Trustees Meeting schedule.

## 9. Next Meeting Date: September 16, 2015 6:30pm

## 10. Public Comment

**Chris Taylor:** In response to Tellez's comments in the Handbook discussion, Taylor mentioned the importance of cultural awareness noting a story involving NYC and poor scheduling of standardized testing that coincided with the Ramadan holiday, resulting in some students taking tests during a time they are expected to fast during the day in celebration of the holiday.

**McCeil Johnson:** Johnson also spoke to the issue Tellez mentioned in the Handbook discussion. She suggested the Handbook could contain a statement on diversity. This would not be a policy or protocol, but rather statement on sensitivity and attitude the school has toward school diversity. She added, policy and protocol could be developed over time and that too could become part of the Handbook.

## 11. Adjournment:

**Motion:** Roberge motioned to adjourn; Tellez seconded.

**Vote:** Unanimous.

*Following the close of the public meeting, the Board Tellez moved to go into closed session; Roberge seconded. The Vote was unanimous.*

## **\*\* Result of the Board's Nonpublic Session \*\***

### **1: Approval of McCeil Johnson's Trustee Candidacy**

**Motion:** Tellez moved to approve McCeil Johnson's nomination to join the Board of Trustees; Roberge seconded

**Vote:** Unanimous.



**Report for the August 2015  
MFCs School Board Meeting  
Submitted by Meryl Levin (Acting School Manager) &  
Laura Wrubleski (Educational Program Director)**

### **DOE Reporting**

The End of Year Report (EOY), a comprehensive report that maps out each and every student's complete picture – from their attendance and enrollment with us to proper coding for their race/ethnicity. That report is linked to our final 'equitable aid' payment from the state for the last fiscal year. We received that payment early this summer, as the report was filed in mid-June.

Other year-end reporting includes (but is not limited to): the facility safety survey, average staff salary, and school calendar. Meryl worked with Jen to complete the reporting that was required by the DOE since the close of school last June.

This summer, Meryl completed the extended Civil Rights Data Report, which is newly required of all charter schools by the US DOE. That report looks largely at data related to our racial diversity and our English Language Learners and our children who receive Special Education services (related to 504 and IEP).

Susanne and Meryl will begin the 2015/16 reporting, most of that work will shift to her in the near future in her new position as Project Manager (see below), once she has been trained by Meryl in DOE reporting.

Finally, in year's past there has been an extensive narrative that we are required to file annually with the NH DOE - the school's Annual Progress Report. The NH DOE has not yet finalized their updating of this report's format, so that will be completed once the DOE sets forth final instructions and a revised deadline.

### **Facility**

Each year, there is a deep cleaning of the carpets and floors here to prepare for another year of Montessori floor-work. Our cleaning service, FIT, took care of that in July. The Union Leader's maintenance team continues to help attend to small facility projects that come up on a regular basis.

### **Before/Aftercare**

As announced to the full school community a few weeks back, we have met sufficient enrollment numbers to offer the Before, Kinder and AfterCare Programs beginning the first day of school. As of this writing, we have commitments (and deposits) from 13 for BeforeCare (7-8:15am); 5 for KinderCare (12-3pm); and 12 for AfterCare (3-5:45pm). We have committed staff to cover this level of programming.

### **HR**

All **Lead Teachers** are returning this year, and are joined by our newest Lead, Mike Lawton in our third Upper Elementary Classroom – the Zion Room.

All positions have been filled for our **Teaching Assistants and Integrated Arts** staff. Laura has not yet hired the Math Interventionist.

**Office Assistant** – Laura, Susanne and Meryl are continuing to interview for the Office Assistant position as of this writing.

As a reminder, once the Office Assistant has been hired, Susanne will move into her 2015/16 position as **Project Manager**. Susanne will also greatly assist in the training of the new Office Assistant to ensure a smooth transition.

Meryl worked closely with our lawyer this summer to complete the **Staff Handbook** and we look forward to distributing it to Staff in the coming weeks once the approval process is complete.

### **Enrollment**

Enrollment is always a fluid process during the summer, as many families make their final decisions during these months.

Following the plan Laura created to address the departure of 6<sup>th</sup> graders this year, once we exhausted the 6<sup>th</sup> grade waitlist, we began enrolling 4<sup>th</sup> graders; we enrolled seven additional 4<sup>th</sup> graders and they are spread over the three Upper Elementary classrooms.

As of this writing, there remains just one 5<sup>th</sup> grade spot to fill. Over the summer, the 5<sup>th</sup> grade and 4<sup>th</sup> grade wait lists were significantly depleted as many students on that list are now settled in their current school environment, or attending their final year at their current elementary school. We have now depleted the 2013 waitlist for those 2 grades. All lower grades have significant waitlist numbers remaining.

### **Opening Days**

As usual, our amazing Lead teachers have already toiled for hours throughout the month of August to set up their rooms and prep new materials for the coming year (once the carpet cleaning was complete).

All Staff formally returns on the 26<sup>th</sup> of August and will work together next week and September 1<sup>st</sup>. They will do planning, training, community building and we will offer staff the CPR/First Aid training as well for those not yet trained or needing renewal.

### **Website:**

Ongoing work is being done to update the School website, updating Staff bios, calendars, etc.

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