



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 Meeting Minutes, June 7, 2017**

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

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

**5:38:** Call to order.

**Roll Call:** Present: Kacavas, Levin, Butterfield, Roberge, DePasse, on the phone: Brough, Johnson. Absent: Wrubleski & Connor.

### **2. Meeting Business**

**Approval of Minutes** from May 2017 meeting

**Motion:** Butterfield moved to approve the minutes with the additional note that Kacavas was absent from that meeting; Roberge seconded.

**Vote:** Unanimous.

**5. Montessori Moment:** Shannon Helie, Lower Elementary Lead Teacher, presented the Montessori Pin Map work. She discussed the progression of the use of this Montessori Material - students begin by learning the names of the countries, and putting in the green flags noting the country names in the pin holes on the map. They use the control map or an atlas to complete this work as needed. Later, they learn to the capitals of each country (inserting red flags in the map's pin holes). And finally they add the flags of each country in the map's pin holes. Along with this work, students create Puzzle Maps, on which they note the names of countries, their capitals and flags.

**6. School Update:** In Wrubleski's absence, Levin answered questions on both the Educational Program Director's Report and her own Executive Director's Report (please see attached for both reports).

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

**a. Finance Committee:** Review of Budget to Actual: Roberge shared that there are no unexpected trends in this month's budget to actual.

### **8. Program**

**a. Weapons Policy: Discussion** (Levin)

The Board discussed the draft of the *Weapons on School Property or at School Events Policy*, made small modifications to the language related to actions to be taken in the event that adult members of the public (non law enforcement) are found to have weapons on school property/at school sponsored events. They then moved to vote on the policy.

**Motion:** Kacavas moved to accept the *Weapons on School Property or at School Events Policy* with the modifications to language as discussed; Butterfield seconded.

**Vote:** Unanimous approval.

**9. Next Meeting Date:** Tuesday, August 29, 5:45pm (DePasse).

Next year's meetings to begin at 5:45pm. Levin to share a draft meeting schedule later this summer.

### **11. Adjournment:**

**Motion:** Butterfield motioned to adjourn the meeting at 6:48pm; Kacavas seconded.

**Vote:** Unanimous.



**Executive Director's Report  
For the June 7, 2017  
MFCS School Board Meeting  
Submitted by Meryl Levin**

### **Required Reporting**

Most recently we filed required DOE reporting on Teacher Salaries and a Student Immigrant Data Survey which details the numbers (not the names) of students who are aged 3-21, not born in the US and have not attended school for more than 3 years. The end of the year requires some additional small reports, and one very large End of Year (EOY) report, which presents a recording of our students attendance and enrollment throughout the year. That is due at the end of June. After the close of our fiscal year, there are two reports due.

### **Facility**

As you are aware, our building is under agreement. No word yet on the planned date of sale.

We were able to enjoy another fantastic **Field Day** last week, which includes great support from the Union Leader. They provide some extra tables, water hoses, dollies and more to help make the event successful. We used every inch of green space during this event to maximize the fun for our students and appreciate the UL's support of the day.

I expect to begin work with the **Fred T. Church Insurance** team to explore the next steps in building a working relationship with them. I have also been approached by the Manchester-based Insurance Broker who we work with for our Aflac coverage. I am waiting to hear back from that firm following their review of our needs, regarding their bid for coverage.

### **MFCS ChildCare Program**

**Enrollment** in our Child Care Program remained consistent this month, as it has in recent months. Our Project Manager, Susanne Hojlo, serves as the coordinator of our ChildCare enrollment and billing and is in contact with families who were enrolled in the program this year (to give them first dibs on enrolling again next year) and has sent out school-wide communications to continue to grow enrollment for the Program areas next year (Before, Kinder and Aftercare).

Looking to next year, we currently have 13 KinderCare students signed up. We expect more will enroll once the year begins, as happened this year. Additionally there are 7 signed up for BeforeCare and 12 signed up for AfterCare (some of the children will be with us part time, the majority are full-time).

### **Enrollment**

At this point, we have heard from most of the families who we knew were not planning to return next year, and a few we did not know about. I work with our Project Manager to connect with families on the wait lists (organized by grade) and we have been contacting those at the top of the **waitlists** where there may be some likely spaces available once the last few families notify us of their plans. In late May, one kinder family awarded a spot via the Lottery, decided not to take the spot. We quickly filled that spot with a new family in time for them to join us at our Step Up/Parent Information Night.

### **Financial**

**Special Education reimbursement payments:** Following a review of past-due totals with our Bookkeeper, I made special contact with those districts who had outstanding totals. At this point, those back payments have been made to us.

With assistance from Naomi Butterfield, last week I completed a draft of the **Memo of Understanding between MFCS and the Manchester School District** regarding our Special Education plans for next year. I have sent that document to MSD, and await their reply.

I have posted the Board Approved **FY18 Budget** on our website and thank the Finance Committee and Board for your review of that document and approval at last month's meeting.

### **Legislative Update**

At the quarterly meeting of the NH Charter Alliance, we learned that there may be an **increase in charter funding** built into the State Budget at a rate of \$250 per student per year for the 2017/18 School Year and another \$50 per student per year in the 2018/19 School Year. Additionally, as you know from recent news stories, Full-Day Kindergarten funding has been passed by some portions of the legislature. It will be June before the Budget is finalized and approved.

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

Earlier this month, the MFCS Staff held our **Annual Volunteer Appreciation Breakfast** – the chance for us to thank the many volunteers who help us meet our programming and events needs. We are deeply appreciative of all those who share of themselves to support our school.

Our **Annual Field Day** required enormous amounts of time, energy and generosity, and our families certainly rose to the occasion this year. Laura works closely with the Field Day Committee in advance and once the details are finalized, our families are asked to donate items for the Field Day games, loan tents and coolers, and help volunteer to make the day a wonderful one for the children. This year's event went off without a hitch thanks to Laura W's hard work! The team included scores of volunteers. Our **Potluck Community Lunch** was a joyous gathering of families with wonderful food. The bicycle donated for auction by the Marziano family (which you have seen featured in our weekly newsletter), raised \$100 which the Marziano's insisted be put toward the staff end-of-year celebration. We do have an amazing group of families at MFCS!

Our **May Art Installation** was a fun way to share some student art with our school community. We designed an easy means of displaying the art in our space and look forward to more extensive shows in the future.

We are still looking to fill **our first MFCS Summer Camp week** from July 10-14<sup>th</sup>. Our 2017 Summer Art Camp is open to our current kinder through current 3rd year students. Ms. Shannon and Ms. Kristin will lead campers in an exploration of the art and style of Eric Carle. Each day campers will create their own works of art based on Carl's techniques.

This coming week is full of activities: the 6<sup>th</sup> grade overnight (Monday to Tuesday), the Drama Club's performance of Alice In Wonderland (Wednesday) – please feel free to come to school before our meeting for the 4:30 performance! On Thursday, June 8<sup>th</sup> we will hold our **2<sup>nd</sup> Annual Graduation Celebration for our 6<sup>th</sup> Year Students**. The event will be held at the Derryfield School in Manchester (as it was last year) from 4 until about 5:30pm. Naomi Butterfield will be representing the Board as one of the speakers. There will be light refreshments after the ceremony. I hope some of you will be able to join us as well. Please drop me a line if you can!

Spring time is when most organizations hold their **fundraising breakfasts**. This year, I represented Mill Falls at the Child Health Services breakfast and the Breakthrough breakfast. I also attended the World Affairs Council's annual spring speaker event, which featured journalist Masha Gessen.

### **Human Resources**

At this point, nearly all **contracts** have been provided to those staff members who will be returning, and some have been sent to new staff Laura has hired. Laura continues her interviewing process to fill spots left vacant by staff who are leaving our staff, and I am working with Susanne to hire a new Office Assistant. All open positions are posted on our website, SNHU and EdJobsNH, among other venues.

Paper work received this month indicates that the current **unemployment claim** will continue.

**Foundation News:** As of this date, our 2016/17 **Annual Leadership Breakfast has raised \$30,730.**



**Educational Program Director  
Board Report, May 17, 2017**  
Submitted by Laura Wrubleski

**Step Up Days-** In the month of May annually, we begin the process of exposing transitioning students to their upcoming grade. Current Kindergarteners will visit Lower Elementary classrooms and current 3rd graders will visit Upper Elementary classrooms for about an hour each Friday in the month of May. Students will have the opportunity to visit each classroom in their designated level, tour the classroom, experience some of the works and get to know the children in that classroom. Students are not told of their 1st or 4th grade placement yet so the purpose is to prepare them for their upcoming grade. From our past experiences, this process is incredibly helpful for the student's transition.

**Kinder Interviews-** On Friday, May 7th, we had the opportunity to meet our incoming kindergarteners starting in the fall. Ironically, 18 of the students starting next year are siblings of current students or children of staff members, so this was not our first meeting for most. While here for interviews, we give a brief screening of the students to gather baseline data for when they enter our program. This day is always incredibly exciting!

**Opera NH performance-** On Thursday, April 18th, Opera NH came to put on a 30 minute performance for the entire school. There were 4 members of their company and they sang songs that the students were familiar with from music class. Thanks to all who performed and donated their time!

**Special Education-** Last week, we had the opportunity to meet with the Manchester School District regarding the special education service delivery model for next year. We have agreed that we will continue providing services with our staff. This is a great relief as we enjoy supporting our students with our philosophy in mind.

**Standardized Tests-** Fourth grade students have finished their final standardized test for the year. The Science NECAP is a state mandated, paper and pencil assessment that is completed in 4th, 8th and 11th grade. Students did well with completing this task in 3 days, 2 of which were comprised of multiple-choice questions and the last involved a full lab experience.

**Field Day-** The first field day communications have been sent out to families and we are now collecting materials for all of the stations that the committee has planned. In regards to food, we have decided to continue a potluck style of meal. The family picnic is always a fun way to wrap up the year and a great way to experience the cultural diversity of our community. If you are interested in attending, we will be eating from 12-1:30 on June 2nd!

**Staffing for next year-** We have posted as usual for all positions within our setting, however we only have a need to hire for a small number of positions for the 2017/2018 school year. We will begin interviewing the week of May 15th.

**Dental presentation-** We were incredibly lucky that the office of Dr. Evelyn Bryan in Bedford, NH, volunteered Ruth, a resident hygienist in their office, to do some dental education for our students. Ruth arrived with toothbrushes and paste in hand and spoke to the kids about healthy nutrition and smart dental hygiene. Many thanks for the time donated and of course for the free toothbrushes and toothpaste!

**Afterschool Programing-** This month, we have a great variety of programs going on for our students. For the first time, we started a soccer club for our upper elementary students. This popular program runs weekly and they will have their final game versus the staff on their last day of the program. The adventure club began this month too. Lower elementary students leave the school to investigate the outdoors by taking short hikes around the city. Lastly, another round of the drama club has been going strong with a plan for a short play to display their skills in June. Our amazing staff is running all of these clubs!