



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 October 17, 2018

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

1a: Call to Order 5:48pm

1b: Roll Call: Levin, Wrubleski, Butterfield, Roberge, Brough, Kacavas, Marr, Connors. **Absent:** Johnson, DePasse.

2: Public Comment: No public present.

3: Meeting Business

a. Approval of Minutes from August 2018 & September meetings.

Motion: Butterfield motioned to approve August minutes the September 2018 BOT meeting minutes; Marr seconded. **Vote:** Unanimous.

Motion: Kacavas motioned to approve the September 2018 BOT meeting minutes; Marr seconded.

Vote: Unanimous (Brough and Butterfield abstained as they were not present at September meeting).

4: Montessori Moment: Colleen Costa, Lead Teacher, Zion Room Colleen demonstrated dividing decimals using tiles. She demonstrated exchanges using different colored tiles.

5: School Update

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

b. Executive Director (*Levin, please see attached report*) Butterfield questioned if we were paid in full by MSD for Special Education services and Levin reported we have been for the 2017/18 school year. Butterfield requested an update on the busing situation. Levin & Wrubleski shared that issues including inappropriate behaviors and language by MC2 students are regularly reported. The two administrators are in regular contact with the admin team at MC2 as well as the bus company and the District when these behaviors are reported. MC2 has informed us that the first confirmed behavior violation results in a 2-week suspension of bus privileges; the second confirmed violation results in a total loss of bus privileges. Bus driver reports and at times videos are reviewed for clarity of behaviors/actions.

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

a. Finance Committee (Roberge/Levin) Roberge discussed that there have not been any unexpected expenses and there are no unexpected trends. Butterfield asked about the approved budget deficit and Roberge explained that those deficits are covered by the childcare program and various fundraising activities that occur during the year.

7: Program

a: Annual Meeting: Officer Slate, Committee Assignments:

Officer Slate: Butterfield announced the current slate: DePasse - Chair, Butterfield - Vice Chair, Roberge - Secretary, Brough - Secretary.

Kacavas nominated Butterfield as Chair, Marr as Vice Chair; Roberge to continue as Treasurer and Brough as secretary. **Vote:** Unanimous.

Current Committee Assignment: *Governance* - Wrubleski, Levin, Connors, Butterfield, Brough, Kacavas; *Finance* - Levin, Connors, Roberge, DePasse; *Charter* - Marr, Levin, Wrubleski, Butterfield, Brough; *Facility* - Levin, Marr, Depasse, Kacavas.

b: Strategic Planning: Moving Forward with Plan Design Heffernan joined the meeting to discuss the next steps of the strategic planning and the initial actions which are now underway at the staff/school level. The group discussed the focus areas: Commitment to our Montessori Public Program; Increase in our Communication Tools and Methods; Exploration of Program and Facility Growth and Expansion. Some

items already underway at the school level include: monthly paraprofessional trainings and the current plan to offer Special Education services in the classroom rather than pull out which she voiced this is a work in progress. She also discussed that the new special educator is being mentored by a trained Montessorian. Levin discussed the Communication Tools and Methods. She discussed that the name change is still a work in progress (DBA or formal name change being studied). Levin plans to start reaching out into the community outside of MFCS and talking with people to get a pulse on who is applying and why or why not. She shared some of the recent parent engagement activities that have been put into place such as the "Count Me In Form"...tools being used to increase connection with / participation by families.

8: Next Meeting: Wednesday, November 14, 5:45pm - note this is the 2nd Wednesday due to Thanksgiving

9: Adjournment 7:09 Marr motioned to adjourned, Roberge Seconded, Vote: unanimous.



**Educational Program Director
Board Report
October 17, 2018**

International Peace Day: Annually, our community celebrates International Peace Day with an all school assembly. Students sing “Light a Candle for Peace”, read the book *Peace* by Todd Parr and wrap up the meeting by participating in an all school peace walk. The students then return to their classrooms to make small projects representing their understanding of peace. This day is always a favorite by all.

Bring a Parent to School Night: This year the weather played in our favor and rained out sporting events, freeing many families up for a night of Montessori! We had record attendance for this family event. It was lovely to see so many parents ready and available for learning.

Afterschool Programs: This month we have 3 different afterschool programs. For the first time we are offering a girls lacrosse program coached by Shannon Helie. Additionally, we have jump roping for lower elementary students taught by Catie Brumm. Jump roping is a great activity to practice at recess! And finally, we have an arts and crafts session taught by Shannon Helie as well.

Scholastic Book Fair: Starting October 9th, we hosted our annual Scholastic Book Fair. Students took advantage of the enchanted forest themed book fair and each enjoyed browsing and purchasing new books. This fall we will receive over a \$1000 of scholastic dollars to purchase new books or technology to utilize in our classrooms.

Student Support Programing: This year the number of students that are requiring specialized instruction through special education and accommodations through 504's appears to be increasing exponentially. At this time, we have 45 students requiring additional support within the classroom, which is just over 26% of our population. As always, teachers are working tirelessly to determine the best way to support these students on a daily basis while keeping Montessori at the forefront.

Student Leadership Team: For the 2nd year, our students participated in the Student Leadership Team in Concord, NH. Delta Dental hosts this event yearly and offers 4th and 5th grade students the opportunity to participate in this training for a nominal fee. This year 5 fifth grade students participated in the 2 full days of training. They have decided that the MFCS student project will be to beautify our school. They had two suggestions, the first being garden boxes and the second a mural on the wall at the entry to the building. The team will reconvene this week to determine the best course of action!



**Executive Director's Report
For the November 14, 2018
MFCS School Board Meeting
Submitted by Meryl Levin**

Required Reporting

Our Auditor has completed our **FY18 Audit**, which will be made available to you for review at the meeting. Thereafter, we will post the audit to our website, as is our practice, and file a copy with the DOE as is required. This week we expect to complete the new reporting requirements put forth by the Attorney General's Office – those consist of excerpts of the 990 Form used for 501(c)3 organizations.

Immunization Report and the **Free & Reduced Report** have been filed with the DOE as is required. The **English Language Learner Report** is ready for upload (the DOE is having some problems on their end, so we await the ok to upload). There also have been a number of small surveys and reports filed, as per DOE requirements over the last few weeks.

Board Related

We will be discussing resource mapping this coming Wednesday when we are together, as part of the prep work for the **Strategic Plan writing**. Last week, I shared with the Board the letter that Naomi and I sent to our community (on paper and via the newsletter) - an update of where we are in the strategic planning process.

Facility

I am THRILLED to report that we have leased a new printer/copier and everyone is SO appreciative. We worked with a rep from Toshiba who was able to get us a new machine for about the same monthly nut we've been paying to upkeep our failing machine (from 2012). We also have a backup machine as part of that agreement that is a much smaller one located toward the rear of our space for small jobs.

Last week, the Staff Safety Committee including Mindy, met with members of the **NH Homeland Security Department** for a workshop about our space, and an initial analysis of our current Emergency Response Plan and the unique elements of our space. It prompted a great discussion and we will be moving forward with a full assessment in early January which will include local fire and police, followed by an expected table top exercise in the last spring.

The Fire Marchal will be coming to school this coming week for our annual Fire Inspection, as per the DOE requirement.

For the second time since the year started, the fence around the far field has been damaged by a truck turning too close to the corner. The first repair was quickly taken care of by the trucking company who also rents at 100 WLD. I only noticed the damage when leaving the premises late on Friday evening, so as of this writing, I'm not sure what the plan will be for it to be repaired.

I have been told that the landlord plans to replace the shrubs that are now the 'natural fence' with shorter plants. But that work has not yet begun.

MFCS ChildCare Program

Enrollment in our Child Care Program is extremely high this year. In fact, we have a significant waiting list for the AfterCare Program and on most days do not have space for drop-ins. Here's a breakdown of all programs as of this week:

BeforeCare (7-8:15am) = 10 full time; KinderCare (12-3pm) = 8 full time, 5 part time;
AfterCare (3-5:45pm) = 13 full time, 5 part time, plus extended kinders (3-5:45) = 1 full-time, 3 part time.

HR

The week before last was the final week for one of our paraprofessionals who took a job at another school. We have hired her replacement who begins this coming week.

This month also marked the start of our new part-time Office Assistant. Kristin Ross began the year with us, but was offered a long-term substitute position at her neighborhood school. Two days a week you can now be greeted by Melissa Fortin who has worked as a para and sub with us for years and continues to sub as needed when not at the Front Desk.

Financial

SpEd in relation to Manchester: I have sent Manchester the second invoice for services rendered (October). That billing packet reflects the details mapped out in our agreement with the District. We have not yet received payment for September. Additionally, the Concord School District has not signed the contract for one of our students nor have they paid the related billing. The issue for them revolves around the child's homeless status, but we have confirmed with the DOE that Concord remains responsible. Maryclare and I are trying to work this out with the District. Most other sending districts we are providing SpEd services for are paying in a timely manner and with good clear communication in regard to financial issues.

MFCS Community Building & Volunteerism

Earlier this month we had a VERY well attended, first-ever **Pancake Breakfast held on November 3rd**. The program was moved from our venue to the Sweeney Post and accommodated over 200 guests. This fun/friend raiser organized by parents, turned into a fundraiser with so many in attendance, and raised close to \$1000. This coming weekend, families will be participating in 'Take a Hike Day' and have organized another family event at Lake Massabesic with some assistance from the Audobon Center.

This week I will be the third member of the team reviewing the **Charter Renewal** of Next Charter School in Derry. I volunteered to do this work, following an ask by Jane Waterhouse, the Charter Office Director at the NH-DOE.

My work with the **Manchester Proud initiative**, continues, and our selection of the team to lead the analysis of the Manchester School District and create the community-based strategic plan is fast coming to conclusion. [To learn more about Manchester Proud, please click here.](#)

Foundation News:

The Foundation currently has \$295,503 in it's account.

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