



*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 for June 12, 2019**

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

### **1. Call to Order: 5:57pm.**

**2. Roll Call 5:57** Kacavas, Marr, DePasse. Brough, Conners, Wrubleski, Levin, Roberge, Trombley. By phone: Johnson. Absent: Butterfield

**3. Public Comment:** No public present.

### **4. Meeting Business**

**a. Approval of Minutes** from May 2019 meeting (2 min)

Motion: Roberge motioned to approve the May minutes; Kacavas seconded. **Vote:** Unanimous.

**5. Agenda Review: As per Chairperson Butterfield's correspondence earlier, the** Board engagement/ strategic plan discussion and work will be postponed to August.

### **6. Montessori Moment:**

**Presented by Laura Blouin, Upper Elementary Lead Teacher, Olympic Room.** Blouin presented materials used in the final steps of mastering dividing fractions.

### **7. School Update**

**a. Educational Program Director:** Wrubleski discussed the follow up meeting she and Levin had with NCMPS, regarding the Montessori School Audit during which they came up with a game plan for the next school year. In so doing, they narrowed down their focus to four different categories with a significant focus being on the math program. Work will start in the fall and they plan to meet three times. Levin shared that the NCMPS team informed them that there is a trend in Montessori nationally, that math tends to be an area of challenge. Trombley asked how this compares to a typical/traditional schools and Wrubleski stated that they are currently at the state average but she voiced their focus is more geared towards the internal assessments rather than the state testing and more importantly that the goal is to be higher than the state averages, hence the desire to improve instruction within our Montessori setting.

She then highlighted some of the end of year activities such as the 6<sup>th</sup> grade sleep over at the school and the trip to the Brown Center at UNH and the third year student trip to the beach.

**b. Executive Director** (please also see the attached report) Levin shared the exciting news that the Leadership Breakfast was a great success, with current fundraising results well over \$35,000. The Night of Community – a parent-focused fundraising event – had less guests and less sponsorship than last year, but did bring in \$8400. She reminded the Board of the generous support we have for the Night of Community from the Palace Theatre and from Ignite/Hooked Restaurants, and encouraged them to thank those two businesses when possible for their support. The graduation was also a wonderful evening held at The Derryfield School. She briefly discussed current enrollment and the movement that is happening within the school. She did express that the movement is more than in past years.

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

**a. Finance Committee: Review Budget-to-Actual** Roberge noted that there are no unexpected trends in the report. Levin discussed that the districts are doing well paying their special education reimbursement bills.

### **8. Program**

**a: Technology Policy Update:** DePasse discussed the new law regarding technology and the storage and protection of data. All NH school boards are now required by this new law put a Data Governance and Security Policy in place by June 30, 2019. DePasse reviewed the policy that two local school districts are using

and our policy will be largely based on those as well as the minimum standards the law puts forth. The Board discussed the intent of the law - to protect the integrity and privacy of sensitive data, the real limitations of our small school in terms of human and capital resources to address the law, and the to-do list that the policy will require. Levin will continue work in this area in the coming months, along with the Technology Coordinator, admin team and teaching staff. The Board understands this will be a complicated process and will likely need to review the policy again once more work has been done in developing the procedures. The Board then moved to approve the Data Governance and Security Policy.

**Motion:** Connors motioned to approve the policy; Kacavas seconded. **Vote:** Unanimous.

**9. Next Meeting: TUESDAY, August 27** (Marr)

**11. Adjournment: 7:25pm.** Kacavas motioned to adjourn; Trombley seconded. **Vote:** Unanimous.



**Executive Director's Report  
For the June 12, 2019  
MFCS School Board Meeting  
Submitted by Meryl Levin**

**It's been just 2 very busy weeks since last we met...So this will be a rather abbreviated report.**

**Foundation News:**

At current count, the **2019 Leadership Fundraising Breakfast** held on May 15h has brought in a total of \$35,612 before expenses.

**MFCS Community Building & Volunteerism**

Our **4<sup>th</sup> Annual Night of Community** was a great evening though it was a bit disappointing that only about 80 people attended. Rachel Marziano, the lead parent along with Kim Robinson and I crafted a great event with wonderful support from the Palace Theatre, Ignite/Hooked Restaurants, and John Chouinard, Kate Boisvert and the Ukeladies. With the combination of ticket sales, the art auction, the silent auction, the wine swap and the fund-a-need, the event brought in \$8400, as compared to \$13,000 last year which had 100 attendees and greater sponsorship. Rachel did an amazing job creating a beautiful setting in the Spotlight Room. We hope to start earlier for next year's event and develop a stronger committee.

Our **2019 Graduation for our 6<sup>th</sup> Year Students** was held on **June 5th at The Derryfield School**. It was a wonderful event. Our guest speaker – graduating Central High School senior Max Nakos - did a wonderful job speaking directly to the students about authenticity and the importance of being true to themselves. Laura and I also enjoyed sharing our remarks with those assembled. Each of the students also spoke, sharing as a group their fondest memories of their time at MFCS. Because we had such a large number of 6<sup>th</sup> Years – 20, the most thus far– we held the event in Derryfield's Performance Center, which was a great venue. I created the annual yearbook for the 6<sup>th</sup> Years which we gave them that evening, along with a flower to share with someone who has helped them succeed during their time with us. Always an emotional event, smiles and a few tears.

Our final **Student Newspaper, Issue #6 of the MFCS Roots** will be published this coming week. The kids have done a great job writing, as well as gathering submissions from their school-mates. It's been a pleasure to work with the Newspaper Team this year.

**Required Reporting**

Much of my attention for the next two weeks will be focused on the many reports and surveys, large and small, that are required of all charter schools at the end of the year. From a new **Air Quality Survey** to the huge **End of the Year Report**, and many others, they take quite a bit of time and careful data management to complete.

**Board Related**

Several weeks back I sent out the **draft of the Strategic Planning Document**. There is still a good deal of work to complete on that, including a mapping of the Board's plan for itself over the next three years. This item will be on our agenda for discussion and planning purposes.

**Facility**

For several years now, we've had a **recycling bin** in the upper parking lot, which we have paid for directly. Several times over the last few months, we've noticed that the bin was filling up very quickly. This month, the company we rent the bin from, told us that the bin was 'contaminated' with plastic bags and such. They charged us an extra \$75 to clean it out. The very next day, there was more garbage – not ours – that had been dumped in there. Given the complexity of

recycling at our facility, and the inability to police what goes in the bin, we have reluctantly canceled our recycling bin rental.

About 6 weeks ago, we contracted with a new **cleaning company**, the same company that cleans our carpets each summer. Our previous vendor was sold by its original owner. I'm happy to report that staff and I feel our space is much cleaner than it's been in recent months. While the cost is a bit higher, we do feel it is well worth it.

Looking forward to working with Greg DePasse who will be updating our wireless network and helping us set up software to better manage our firewall. Greg is generously donating the hardware – so please be sure to thank him, next time you see him!! Related, he has been working out the final details on the newly required data management policy for Mill Falls. All of this is much appreciated!

### **2019 Enrollment Lottery & Enrollment Overview**

At this time, our enrollment eyes are firmly focused on our **watch list**. Nearly daily, we are learning of plans from families who we have been in communication with for the last weeks or in some cases months about their plans for next year. We are currently full - Susanne has been working closely with Laura and I, and as spots have opened, we've been able to fill them pretty quickly. It is our hope to complete this coming week with a full 2019/20 Roster, though I am quite sure we will have additional movement over the summer. My hope is that people will tell us their final plans BEFORE late August, so that we can start the year with a full group and so that all students can begin the year together. Unfortunately, this is not up to us, we must depend on our currently enrolled families to share their plans with us in a timely and honest manner.

### **MFCS ChildCare Program**

This week, Shannon and I will be interviewing a potential **AfterCare Coordinator**; we are still looking for **additional people to staff the program** from 3-5:45 and/or 3-4:30. Susanne reports that our roster for AfterCare for next year is at capacity, though there is a lot of room in our **KinderCare Program** (12-3). It is not unusual that Kinder families wait to enroll until closer to the start of the school year.

For those of you following the legislative news, you know **that full funding for full-day Kinder** is tied up in legislative work this season. It may be still many weeks until we know what is decided between the House and the Senate. We have been told that full-day Kinder, if funded, will not be mandatory. There is also news about some legislative changes in student funding, but again, even if that passes and is added to the next state budget, we are told it may be months until there is clarity about how that will impact NH charter schools.

### **Financial**

While we did approve our **FY20 Budget** at our last meeting, we did so knowing that there may be some decisions out of Concord that impact our budget. That will likely mean we will revisit our budget at our August meeting.

**SpEd Manchester: All Districts** are in good standing with regard to their reimbursement payments. As our placement continues to be mapped out for next year, we will be working with Manchester and/or other sending districts, to add the necessary additional para positions as per student IEPs in rooms where we do not have para coverage currently.

### **Human Resources**

As many of you know, Susanne Hojlo who has been with us since we opened our doors will be moving on to new adventures. While we look forward to all that comes next for her, Susanne has been an incredible member of our team, and takes with her a huge amount of organizational memory and piece of our heart. We will miss her like crazy. Replacing her is no small task, and as you know, the position will now be full-time. I am, however, thrilled to share that we have hired our next Project Manager – Grace Eaton. Grace comes to us most recently from Kimball Union (a NH boarding school), and we have already spent time together introducing her to our staff

and helping her get a sense of our inner workings. She will begin working with me directly in early August, and the full team later that month. Laura and members of the teaching team have been interviewing candidates for the Assistant Teacher positions we have available for next year. That work continues.