



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 April 8, 2020

Public Meeting held remotely via Zoom, as per emergency provisions during COVID-19 State of Emergency

1. Call to Order, Roll Call

Butterfield called the meeting to order at 6:00PM and shared an explanation of the emergency provisions for a remote meeting during COVID-19 State of Emergency.

Present: Butterfield, Connors, Corriveau, DePasse, Johnson, Levin, Marr, Talbot, Trombley, and Wrubleski
Bee joined after the approval vote of her nomination to the Board of Trustees. **Absent:** Johnson

2. Governance Committee: Butterfield made the nomination of Sara Bee to the Board of Trustees.

Motion: Trombley moved to approve the nomination of Sara Bee to the Board of Trustees; Connors Seconded.

Roll Call Vote: Unanimous.

3. Public Comment: No public present; no emails received during remote meeting

5. Meeting Business

Approval of Minutes from February 12, 2020 Board meeting.

Motion: Trombley moved to approve the February 2020 meeting minutes; DePasse seconded.

Roll Call Vote: Unanimous.

4. Montessori Moment & Educational Program Director update: Laura Wrubleski, Educational Program Director

Wrubleski outlined the roll out of the Remote Learning Period, which began at Mill Falls on March 16, 2020. She shared with the group the remote learning approach. Wrubleski noted that the school is using Google Classroom as their education platform along with Zoom for live interactions, all of which had a learning curve for all. With all of the stresses of remote learning paired with the COVID-19 emergency, parents, students and educators have been adapting slowly. We've had to redesign our teaching for remote learning as materials are not able to be used as extensively as in the classroom. This has been hard! The roll out has been slow as to not lose anyone along the way. In the upcoming weeks, new concepts will be introduced via live lessons.

Trainings will be hosted for Parents on Friday and we have other ideas for supporting staff and families in terms of tech. Wrubleski is supporting them in terms of curriculum. IEP's services have been live since our first week of remote learning, and paraprofessionals are working alongside our students and teachers in support of their students. Wrubleski meets with staff three times weekly, and in some cases more often. The majority (70%) of the complexity is associated with technology. Connors mentioned it is important not to recording any live sessions without parent permission. We have not yet begun that recording, but we have a permission form based on the state's template for such permission.

6. School Update

a. Executive Director

Building - Levin reiterated that the date remote learning began was Monday, March 16, 2020 and on March 22, 2020 the building was closed to all staff, with just a few exceptions. The doors were posted and an email notifying the landlord of this action was sent. The landlord did not reply.

Levin subsequently came into the building to secure a few chromebooks for students and saw that construction has gone on right through the school's lobby, including a small hole in the wall. Levin had a conversation with the building manager and MFCS past broker and member of the Facilities Committee, Will Kanteres, sent an email to the landlord's broker regarding the use of the lobby during this time of closure and while posting was present on all doors leading to the school's space.

At this time, no one has replied, not the building manager, the landlord, or the broker to our correspondence. Rent was paid on time.

This past Saturday, the staff was allowed to access necessary supplies and materials in the school, and found plastic hung over all of the school's belongings in the lobby area, as well as protecting the interior doors. Dumpsters in the parking lot have been photographed, adjacent to our entry, indicating the lobby is the main thoroughfare. Our concern is not only about virus concerns, but of security concerns and cleaning costs. These will need to be addressed with the landlord.

Department of Education Guidance – Calls with NHDOE are currently being held two times weekly in addition to one weekly call that is Charter specific. There are weekly Special Education calls as well. The DOE created NHLearnsRemotely website, which contains many good resources. At this time, we are awaiting additional information regarding an extended remote learning period.

Communication - Levin is communicating with the school community through extended newsletters and hosts an Administration meeting daily. A family survey was conducted after week two regarding the remote learning experience. The response was strong, and most were pleased, very positive and the community is showing great tenacity. Levin also conducted a survey of the staff regarding the school calendar.

Finance – Levin advised the Board that all bills are being paid by hand mostly; and online, when possible. Mail is retrieved directly from the Post Office. Record keeping is mimicking what is normally done and the filing systems are being kept up. The auditor is aware of how this is being handled and understands that we are doing the best that we can during this unprecedented time. The books will be updated at the back end when things resume by our bookkeeper. Timesheets for hourly employees are being collected, all hourly employees are still with us, except for two who had just been hired for a few hours per week for the AfterCare Program. We are set up with the unemployment department on line to respond to the unemployment information requests from former employees.

We are working with our insurer, Fred C. Church, regarding the CARE Act and related relief and Allison is reaching out to our bank regarding the Payroll Protection Program. At this time, we are not clear how the CARE funds will play out for Charter schools, not how our insurance claim related to the loss of income from our ChildCare Program will be determined - we are not sure if we have the ability to claim lost ability to fundraise and will investigate that further (the Annual Leadership Breakfast, the Night of Community, and Raffle Calendar sales are all impacted by this situation). Levin explained that she has a Derryfield student interested in an online celebration that could have a fundraising. Bee stated that she is aware of a fundraiser that was cancelled at another organization and they did apply for assistance.

Contracts – Levin plans to provide all the staff with contracts for 2020-2021 school year before the final week of April, as usual. Wrubleski and Levin are discussing methods of evaluation, while working remotely. Levin also advised the Board that she would like Trustees to consider a one-time COVID payment for the staff for their above and beyond efforts, requested from the Foundation. Levin plans to formulate a proposal.

Special Education Agreement with Manchester - The agreement with Manchester was signed and we have the contract. The new Superintendent did not agree to our usual a 4% increase which we provide staff annually (this was approved by MSD last year). We were told MSD is only providing a 1.5% increase to their staff for next school year. MFCS will make up the difference for the SpEd Team's pay.

Special Education billing – The Special Education billing continues as usual. We have not received the payment from Hooksett for February and have resent the billing. The March billing will be going out this

week. Special Education services begin the first week of remote learning. The schedule has been adjusted to meet the family needs, however, meet the IEP goals and requirements. All sending districts with SpEd students at Mill Falls will be billed accordingly.

Budget - Levin will be working on the budget in the next few weeks and will send to the Finance Committee.

Calendar for next year – Levin shared that we are awaiting the Manchester School District calendar, which is expected later this month. Once we have their calendar, we can determine ours.

Lottery – The lottery was conducted remotely, and included our Lottery Official – Shanita Williams from SNHU. The event was hosted on Zoom. We had several families who had applied on the call as well. There were 180 students in the lottery and the remote Lottery process was successful.

7. Program

a: Approval of Calendar Changes due to Remote Learning / COVID-19

Levin proposed the revised school calendar to the Board for review and approval. The revised calendar represents a reasonable shift to the 2019-2020 calendar for the remainder of the year. This proposed revision cancels April vacation, adds in 2 long weekends, and affords the ability to end instruction on June 5, 2020.

The Admin Team surveyed the staff and the results revealed that the majority were supportive cancelling April Vacation. Levin was glad to have been able to design a few long weekends as staff is working very hard, as are our families. The Board discussed the impact of this revised schedule. The concerns were primarily about the students and educators.

Vote: Motion: Connors moved to approve the revised 2019-2020 school calendar; Corriveau Seconded.

Roll Call Vote: Unanimous.

8. Next Meeting: **Wednesday, May 13, 2020 at 5:45pm**

9. Adjournment

Motion: Talbot moved to adjourn the meeting at 7:50 pm; Trombley Seconded.

Roll Call Vote: Unanimous.