



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 10, 2020

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

1. Call to Order, Roll Call & Welcome Public

Butterfield called the meeting to order at 5:49pm under Gov Exec #12; the Board met remotely - no members physically present. For Meeting access, public was instructed to contact Meryl.Levin@millfalls.org. No member of the public contacted her for access.

Roll call was conducted for attendance. **Present:** Bee, Butterfield, Corriveau, Johnson, Levin, Marr, Talbot, Trombley, and Wrubleski; **Absent:** Connors, DePasse.

2. Public Comment

No public present on the call, nor emails from public received during remote session

3. Meeting Business

a. Approval of Minutes from May 13, 2020 meeting

Discussion: Correction noted: May 13, 2020, Talbot was not listed as absent

Motion: Marr moved to approve with correction the May 13, 2020 meeting minutes; Johnson Seconded

Roll Call Vote: Bee, Butterfield, Corriveau, Johnson, Marr, and Trombley approved; Talbot abstained (due to her absence on 5/13)

b. Approval of Minutes from May 27, 2020 meeting

Motion: Trombley moved to approve the May 27, 2020 meeting minutes; Corriveau Seconded

Roll Call Vote: Unanimous.

5. School Update

a. Educational Program Director – Laura Wrubleski

Wrubleski shared that the end of the year was very busy. The last day of school was June 5th for both students and staff. Wrubleski stated that the staff have been asked to complete an in-depth survey – a reflection of their experience of the 12 weeks of remote learning. This reflection will address functional aspects, support, and communications, as well as the biggest wins and biggest challenges. She has asked the staff to consider what they would need to do to prepare should this or a similar event happen again. The goal is to make this more functional and create a better way of educating students this way in the future.

Wrubleski shared that she and Levin have asked a subset of staff members to work together over the summer on the return-to-school details, considering hybrid and/or remote learning. This will include a planned approach to addressing student and staff needs, including the curriculum and other resource needs and requirements. The committee will work in July to determine priorities, research options and then review and decide the format and systems for the 2020/21 school year.

Wrubleski discussed the 6th Year Student Passion Projects that were presented via Zoom the week before school ended. Each 6th Year student presented something that he/she is passionate about. While remote learning impacted their research and time for presentations, Wrubleski was thrilled with the presentations;

the students rose to the occasion! The students were pushed out of their comfort zone and embraced it with great presentations.

Our final celebration of our graduating 6th year students took the form of a car parade by staff who, drove to all 13 of the 6th Year students' homes – it took over 4 hours! This was an opportunity to acknowledge them each individually. Their teachers put together small gift bags with a special gift, as well as the 2020 6th Year Student Yearbook and their graduation certificate.

b. Executive Director – Meryl Levin *(please also see attached report)*

Levin discussed the successful and first ever Virtual Montessori Morning Tea – a combination of several of our end of the year events and celebrations. She acknowledged the partnership with Derryfield School Senior Student, Tiana Content, who helped produce the pre-recorded event as her senior project.

Levin reminded the group that Facilities Committee will need to be engaged this summer to review key facilities items in preparation for the return to school. The Facilities Committee consists of DePasse, Trombley, Talbot, Marr, Levin, as well as W. Kanteres and R. Martin, as needed.

Johnson suggested that in supporting the students that a Covid19 Re-entry Training is conducted for staff, parents, and students.

6. Program

a: Final Review of and Expected Vote on the FY21 Budget

Motion: Trombley moved to approve the FY21 Budget as presented; Talbot seconded.

Roll Call Vote: Unanimous.

b: Review of and Expected Approval of the MFCS Suicide Policy

Levin and Wrubleski reviewed the Suicide Policy with the Board and indicated that the school-based procedures will be developed this summer as a partner document to the policy. The school-based procedures will be shared with the Board.

Motion: Trombley moved to approve the Suicide Policy as presented; Johnson seconded.

Roll Call Vote: Unanimous.

c: Executive Director Contract

Motion: Trombley moved to go into non-public session for the discussion of the Executive Director Contract; Seconded by Johnson. In non-public session, the Board discussed Levin's contract and agreed to renew her contract.

Motion: Trombley moved to come out of non-public session, Marr Seconded

Roll Call Vote: Unanimous

7. Next Meeting: July Meeting - date to be determined

Levin will share a Doodle Poll to determine the best day to meet during the 3rd week of July.

She and Wrubleski shared that the meeting will likely include discussions about school re-opening issues, state directives some of which may require action and/or input by the Board's Facility and Finance Committees.

8. Adjournment

Motion: Talbot moved to adjourn the meeting at 7:34 pm; Trombley Seconded

Roll Call Vote: Unanimous



**Executive Director's Report
For the June 10, 2020
MFCS School Board Meeting
Submitted by Meryl Levin**

Required Reporting

This week we are completed our **End of the Year Report** (EOY), which is quite similar to the BOY (Beginning of the Year) and MOY (Middle of the Year). In addition, there are some additional surveys that are required to complete for the year end.

Facility

In the final weeks of the school year which ended officially on June 5th, 2020, our teachers and staff organized classrooms and cleared common spaces in a much reduced version of our usual end of year clean up/shut down. Enough was accomplished within the social distancing guidelines to allow for the annual carpet cleaning. Staff will deal with some of the remaining items and areas that need organizing in August.

It appears that the construction right beside our space is now complete – the new renovation is happening in the former 'front' entry of the building – MC2 former space (they have been moved to the center of the building in a new space that the landlord built out for them). There are a number of items that need to be attended to by the landlord – the front doors, and a bit of construction-caused damage. Beyond that, we will need to officially discuss with him some of the safety measures he will be taking in this COVID world as the landlord.

MFCS Childcare Program

Those Kinders who will now be in lower elementary and exiting the childcare program were offered a refund, and asked to consider donating their security deposit to school instead of being sent the refund. Several of our families were kind enough to donate their Childcare deposits.

We do not yet have staff hired for our 2020/21 Child Care Program. If you have ANY leads, please speak with me directly. Of course, we have posted these positions as well, but good to turn over every stone in seeking a good fit!

Enrollment

As predicted, as the year came to a close, there have been a few families who informed us of their plan to un-enroll their children and move to another educational setting. This is always part of our year end and summer work, so we return to our wait list to fill any and all openings. As of this writing, we have one Upper Elementary spot to fill.

Financial

SpEd: We have been receiving regular reimbursement payments from all sending districts with SpEd students for whom we provide services. The annual agreement with Manchester was signed in early April for the coming school year.

Title Funds: The DOE announced last week that they will be doing some work on their Title System, so the reimbursements will be on hold as of last Friday. I worked with the team to get much, but not all of the reimbursements we are owed. There remain a few that will now be held up, but they promise to resume in July.

Billing/Banking: While working remotely I have continued to pay all bills and make banking deposits. Last month and again this past weekend, our bookkeeper brought our QuickBooks file up to date.

PPP Loan: The update on the PPP Loan forgiveness is good news. They have extended the expenditure time, which we will now easily meet. So that is more positive indications that the loan will be forgiven. As most of you are aware, the Payroll Protection Program based on 2.5 months of payroll cost. 80% can be used for payroll, and 25% for lease, utilities and benefits.

Main Street Loan: I am looking into accessing some of these funds. With guidance from our treasurer and our auditor, we first applied as the school, but this may not be a viable option, given our public non-profit. Next up will be to explore accessing funds via the Foundation. I will update the Board with any news on that front.

School Calendar

Last meeting, the Board approved the 2020/21 School Calendar which is largely based on the Manchester School District's Plan. As the Board requested, it was shared with our staff and families with parenthetical language, noting that the COVID-19 emergency may force us to revisit the calendar.

2020/21 Planning

Laura and I are designing a planning committee we are calling the COVID Think Tank. We will begin our meeting schedule the week of July 7th, with three weeks of meetings planned in July. There will be modest compensation for participants, which is expected to require about 4 or so hours per week from each member.

Beyond that work, the Admin Team has already begun accessing technology bids, considering facility issues, and capacity, and we will be working above and beyond this committee time, which is above and beyond our contracts. There will be some compensation made available to the Admin Team as well.

Legislative Updates

As you are likely aware, the legislature has not been meeting during COVID-19. So, there are no updates to offer as of now.

MFCS Community Building & Volunteerism

- Our **Annual Calendar Raffle Fundraiser** raised just under \$4000. On June 1 we began pulling daily winners. These are announced on our FB page and the winner is contacted by our Office Manager, Jen. Thanks to those of you who supported the project.
- Our **Parent Step Up Night** was held virtually via Zoom. It was VERY well attended, and we got a lot of positive feedback from parents.
- Our Art Teacher, Melissa Fortin, created an **online Art Gallery** (the link was shared in the newsletter). I hope you had the chance to glance at that super creative means of sharing student art with the community!
- Our Montessori **Morning Tea: a Virtual Celebration of Learning** went off without a hitch! It was a pre-recorded event which can still be viewed online, if you wish to see it yourself, or share it with others. My partner in crime, graduating Derryfield Senior, Tiana Content, produced every video segment and was an amazing person to work with. This was her required senior project. It was a wonderful example of how we partner with Derryfield. To date, the event raised just under \$8000 between donations and sponsorship (a few more pledges will hopefully come in).

I am serving on the Instructional Working Group of the NH DOE's **Task Force for School Transitioning & Reopening**. We have had 2 working group meetings, and 1 full Task Force meeting. Well over 52,000 people responded to the survey which was designed for parents, educators and school leaders. The working groups are digesting that data and beginning to create suggestions for the recommendations. We have a third meeting coming up to further refine the ideas. The Task Force suggestions will be shared with the DOE and Governor at the end of June. I am not yet clear on what the timeline is for after that.

Foundation News:

The Foundation currently holds **\$394820** in its accounts.