



## Charter Committee Meeting Minutes February 7, 2022

**1: Call to Order:** Dalton welcomed Committee members. No public attended.

Following the school policy of limited building access to staff, students, Special Education service providers and emergency personnel, the Committee met remotely. For zoom meeting information or difficulties connecting, public was instructed to email Committee Chair, Danielle Dalton:

[danielle.dalton@millfalls.org](mailto:danielle.dalton@millfalls.org)

**2: Attendance:** Present: Dalton, Levin. Wrubleski, Bashier, DePasse. Absent: Bee, Connors.

### **3: Charter Renewal Work** (Levin)

Levin orientated the group to the Charter renewal work ahead. Charter renewals are on a five-year term; it is our second renewal; third time working through these NH DOE/NH Board of Education expectations for our public chartered school.

- In addition to the written elements, there is also an onsite visit involved to assess the school's performance.
- At the end of our successful renewal process, we will be granted another 5-year charter renewal
- April 1<sup>st</sup> is the application submission date and includes many items that must be attached / submitted at that time. See chart below for additional deadlines.
- Levin has been trying to consider how this Committee can engage in this work outside of being readers/editor, as so much of the format relates to in-school materials.
- Levin noted that Trustees are expected to be present for the site visit on May 5<sup>th</sup> as one of the stakeholder meetings AND as ambassadors.

Once MFCS submits the completed renewal application:

- The Charter School Office (CSO) and a review committee reviews application.
- Then on-site visit takes place and will provide the review committee time to interact with the school, observe classrooms, meet with stakeholders, etc.
- Once the renewal package (including post site-visit notes) is complete, the CSO will send it to the Board of Education for their decision.

The Committee, and ultimately the Board of Education, is looking to see:

- That we are fulfilling our mission.
- They are also looking at successes, challenges, parent/stakeholder involvement, fundraising, sustainability (they review FY23 budget and 4-year projection budget) curriculum / instruction, etc.
- Levin reminded the Committee that our overall picture will be looking a little different given pandemic.
- The Committee will also need to see policies and various certificates (items which are turned in yearly to the DOE).
- The CSO is very helpful and a great resource to charters during the renewal work.

### On-site visit:

- Looking for various stakeholders – parents, students, teachers, staff, leadership, board members – 30-minute conversations are set up with each stakeholder group and the visiting team. There are questions that we can go over in prep for the day of.
- Students will present Montessori materials – showing our guests how they work. There will also be samples of student work (Levin collecting those now). Last time around, we had a third grader read some of his writing – we are looking for ways to highlight positive moments of student accomplishments.

**Committee Work Related to Renewal:** There are many pieces that would be done from the school leadership, but there are things that Levin will be asking for insight and input. Levin reminded the Committee that we have past renewal materials to draw from as we make our way through the check list – for reference and work with to update / improve upon.

The group discussed:

- Parent letters of support
- A Parent/Guardian Survey that captures pre-pandemic experiences as well as current impressions.
- DePasse mentioned working with the Finance Committee to ask about the budget needs.
- Proofreading and editing when pieces start to be written are needed in the future

### 4b: Legislative Update:

Levin shared that there are a number of bills related to charter schools currently be proposed. These include:

**The Bills she feels we should support:**  
HB1499, HB 1453, HB1193, SB238

**The Bills she feels we should not support:**  
Still watching these bills but most will likely be ITL - a recommendation by the committee indicating that the committee is against the bill.

Charter School leaders and NH Charter School Alliance are keeping an eye on these bills – and as they develop. Levin added she has been asked and has accepted a position to serve on the Board of the NH Charter School Alliance.

### 5: Review of Action Items: Danielle

#### Danielle to report out to the Board:

- Committee to organize for May 5<sup>th</sup> – as many school board members as possible for the onsite visit; the school creates the agenda for the day, so we are in control of the timing.
- August 11<sup>th</sup> - The Board of Ed Meeting in Concord is one where the more people the better, including the school board

#### Parent/Guardian/Family Survey:

- Levin: to share past survey materials for Charter Committee to work with
- All: Asynchronous work for the parent/guardian/family survey (comment on the questions and pose any feedback over email)
- [Note: While Trustee Marr isn't on the Charter Committee is a great marketing mind and could perhaps review the survey before it goes out.]

#### Parent/Guardian letters of support:

- Bashier and Levin to work together on this to identify the families.

## 6: Next Meeting – TBA

Reminder: A meeting is not needed before the Feb. 16<sup>th</sup> meeting but commenting on the survey document is something to do asynchronously.

## 7: Adjournment

Motion: DePasse motioned to adjourn at 7:10pm; Levin seconded.

Vote: Unanimous.

Mill Falls Charter School Renewal Timeline 2022 Provided by the DOE		
Date	Event	Completion
August 20, 2021	Intent to Renew	P
Sep 11, 2021	Renewal Training	P
April 1, 2022	Submit Application	
April 7, 2022	Check for Completion (CSO)	
April 8, 2022	Application and Supporting Documentation sent to Evaluation Team	
April 11, 2022	CSO Renewal Evaluation Training with Evaluation Team	
May 5, 2022	Onsite or Virtual Visit	
May 12, 2022	Evaluation Team submits outstanding questions and/or requests for additional documentation to CSO	
May 13, 2022	CSO compiles list of questions and requests and sends to School	
May 23, 2022	School submits responses to outstanding questions and requests to CSO	
	CSO forwards responses to Evaluation Team	
May 24, 2022	Evaluation Team Conference Call to discuss school evaluation	
June 1, 2022	Evaluation Team Submits Rubrics to CSO	
	Application, Documentation and Reviews sent to Commissioner for a Recommendation to the State Board	
June 22, 2022	Final Report and Renewal Documents Complete	
	Sent to State Board of Education	
	Sent to School	
August 11, 2022	State Board Meeting for School Renewal Approval Presentation (optional)	
	5-Year Renewal Authorization Vote	