



*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 Minutes for April 20, 2022 @ 5:45pm

Meeting held @Mill Falls Charter School

### 1. **Call to Order, Roll Call & Welcome Public** (Corriveau chaired the meeting)

Roll Call Present: Wrubleski, Levin, Bashir, Butterfield, Corriveau, Dalton, Butterfield; Absent: Connors, DePasse, Bee, Trombley, Marr. Butterfield called in; she was out of town and reported that she was alone in the room during the meeting.

### 2. **Public Comment:** no public present.

### 3. **Meeting Business**

a. **Review of Minutes** from March 2022 meetings. Approval tabled until next meeting, as there was not a quorum present.

### 4. **Montessori Moment:** presented by Kristin Lang, Kinder Lead Teacher, Yosemite Room

Lang shared her teacher-created Montessori Work called *Inside Your World*. Children open a series of nesting boxes as they explore the Universe, Solar System, Earth, N. America, United States of America, New Hampshire, Manchester, Mill Falls, and inside the final nested box they discover a small doll – a symbol of a Mill Falls student. This work is designed in order of biggest to smallest, to help students understand the 'big picture' and their relevant place in the world.

### 5. **School Reporting**

**Educational Program Director** (*please also see the attached report*) Wrubleski, highlighted the positions she is currently hiring for: Assistant Teacher, Music and Fitness Teachers, as well as paraprofessionals. She is looking forward to spring events which will largely be held in familiar pre-COVID ways including Field Day, the Kinder Tea and our 6<sup>th</sup> Grade Graduation. This Friday, we've invited parents/guardians to join us at 2:30 for a school-wide Peace Walk in honor of Earth Day. This will be the first time we've invited families to campus since March 2020! The event will be held outside.

**Executive Director** (*please also see the attached report*) Levin highlighted the types of Federal Title Funds she expects the school to access in FY23 – Title I (largely for our Upper Elementary Interventionist); Title II for Professional Development; Title III to support our English Language Learning Program; Title IV is a flex funding source.

She also noted that all materials for the Charter Renewal have been sent in to the DOE. She reminded Trustees that there is a new date for Charter Renewal - May 18<sup>th</sup>, start time is 8:45. She noted that she hasn't included the name change in the Charter Renewal packet because there is still not clarity about the impact on operations. Corriveau and Butterfield will continue to learn more about this.

### 6. **Committee Reporting**

**Charter Committee:** Dalton shared that the Committee hasn't met since the last Board Meeting. Levin shared that there was a hearty response to the School Climate Survey. The results were included in the Charter Renewal Packet – content was put into pie charts and graphs for that presentation. Letters of support were also included. Renewal packet went out last Wednesday, after the DOE announced significant changes to the requirements just 10 days before the materials were due. Our packet hasn't been reviewed yet, but we have told they will provide feedback. Additionally, we have been told they will

share guiding questions for the stakeholder discussions which will be held on Site visit Day on the 18<sup>th</sup> of May.

**Governance** Filling in for Connors, Levin reminded Trustees that the next professional development retreat has been scheduled for Saturday, September 17th (1/2 day).

**8. Program:**

**2022/23 School Calendar:** This discussion was brief; voting was tabled until the next meeting, since there was not a quorum.

**Motion to enter non-public session:** Butterfield motioned to go in to non-public session for discussion of salaries, lease, etc. pursuant to 91A-III, 2J/K for consideration of confidentiality; Dalton seconded. **Vote:** Unanimous.

**Motion to exit non-public session:** Butterfield motioned to exit non-public session; Bashier seconded. **Vote:** Unanimous.

**Action during non-public Session:** The Board discussed in detail salaries and lease renewal. No action was taken.

**9. Next Meeting:** Wednesday, May 18th, 2022 @ 5:45pm

**10. Adjournment:** Dalton motioned to adjourn at 7:09pm; Butterfield seconded. **Vote:** Unanimous.



**Educational Program Director  
Board Report  
April 20, 2022**

**Scholastic Book Fair:** During the parent teacher conferences, we hosted the second and final book fair of the year. We sold about \$4000 in books, granting us about \$2,500 in book dollars to spend. We are hoping to add to our country resources in the library with these funds. Thanks to Jen Avery and Lauren Doukas for making it happen for the students!

**SAS Testing:** Over the past two weeks, teachers administered the NH SAS, which stands for NH State Assessment System. Over the course of the 2 weeks, students in grades 3-6 completed assessment in math, language and writing and for 5th graders, science. We are finally done with this task and close to having a complete intake of data to be used for next year's instruction.

**Professional Development Day-** In the month of March for professional development, we worked together as teams to analyze our internal math data followed by brainstorming sessions to address identified needs at a global level. In April, we spent our professional development day in-house discussing placement for students rising from kindergarten to Lower Elementary and 3rd years rising to the Upper Elementary. A draft placement has been completed and students will begin to visit level classrooms in the month of May.

**Spirit Week:** Annually, we declare one week a year as a spirit week to get the kids excited about the last week of March! We pick daily themes such as Manic Monday or Nationality Friday and students and staff come to school dressed up to the nines!

**Paraprofessional Meetings:** Monthly meetings have been going well addressing various topics. Most recently, the special education staff has designed a manual of sorts describing and explaining the various disabilities that students may have and how to best support those needs in the classroom. The feedback on these sessions has been very positive and teachers facilitating the training sessions have enjoyed the experience.



## Executive Director's Report

For the April 20, 2022  
MFCS School Board Meeting  
Submitted by Meryl Levin

### Required Reporting

There have not been any significant reporting deadlines since our last meeting.

### Board Related

As noted, our spring retreat has been postponed due to the facilitator's illness. I'm working with the Governance Committee and our facilitator to identify dates in September.

### Facility

Our Broker, Will Kanteres, is in correspondence with the landlord's broker, Roger Dieker, as they continue to finalize a draft lease. At issue is the landlord's desire to update the lease originally drafted by the Union Leader. We want to be sure that anything new, or an addendum properly accounts for all the specific details that were carefully worked into the original lease.

### COVID Update

Upon return from February Vacation, Mill Falls began following the Governor's required mask-optional rule. While we have had a huge uptick in student illness, we have not seen an uptick in COVID cases. Since returning from February vacation, we have had 3 student cases, no spread. We find that about 50% or so are now wearing masks when in the building. Many of our support staff mask when working directly with the children.

### Charter Renewal Update

On April 5<sup>th</sup>, I learned from the DOE that they have created a new template for charter renewal which they feel is a better reflection of the RSA. Most unfortunately, I only learned of this new form when I reached out with questions on what I was told previously was the most up to date template. The new format is *significantly* less involved, and now, after working diligently since early March, it turns out much of what I was told was needed for the renewal process is now no longer required. All materials are due to the DOE's charter office by April 15<sup>th</sup> and our renewal is on the August 11<sup>th</sup> agenda for the State Board of Education (time TBA).

**And in other renewal news – I learned last night that the Site Visit Day now needs to be rescheduled (it was set in January) due to a NEW conflict with another event. I do not yet have a new date – I await that information and will share immediately once that has been reset.** I'm also waiting on confirmation of the day's agenda which I sent to the DOE. Please note, you will be asked to join in a 30 minute 'stakeholders' meeting with the visiting team that morning.

### Enrollment

Following our 2022 Lottery, Grace sent out Intent to Enroll forms. All but 1 of our Kinder families has now enrolled, and she turned to the 2022 Lottery Kinder list to fill that final spot. Additionally, we have created our annual 'watch list' to help track those students who may not be returning. Those spots will be filled as needed via the waitlist which is organized by grade.

### Human Resources:

Please continue to spread the word - we are still looking for additional paraprofessionals and subs!

A reminder that each year we distribute contracts for the upcoming school year the Friday before April Vacation. If you know people interested in working with us NEXT year, please also direct them to [hr@millfalls.org](mailto:hr@millfalls.org) or to Laura and me directly. Currently we are looking to hire a Fitness Instructor and Music Instructor (each are 1-day per week), one Upper Elementary Assistant, a part-time Reading Coach and several paraprofessionals. Thank you for helping to spread the word and direct people to our school!

## Financial

**FY23 Budget Development** is now underway. A draft will be shared at our April meeting.

**SAMS/DUNS:** Recent changes to this Federal Registry which allows us to access federal funds prompted us to register in the new system, and do the annual update to our SAMS account.

**Title Funds:** We continue our regular flow of expense reimbursement in relation to various title funding grants for Title I (support for our students needing intervention), Title II (staff professional development); Title III (support for our English Language Learners); Title IV a flexible area of funding for student and staff support.

**ESSER Funds:** ESSER funds are those related to COVID-related funding for schools. We have received ESSER I, II and III funding. These funds are released from the DOE on a reimbursement model. We request regularly for expenses incurred beginning mid-March 2020. We have completed our ESSER I reimbursement and are in process for ESSER II and III. The required **6-month update of our ESSER III** plan has been completed and approved by the DOE which is also available for viewing on our website's ESSER page.

**Special Education** reimbursements from sending districts continue to arrive in a timely manner.

## MFCS Community Building & Volunteerism

Last week we sent out our first call for volunteers! Laura will be meeting with interested parents/guardians to organize what we hope will be a pretty normal **Field Day on May 27<sup>th</sup>**. If you are interested in participating, please let her know! Additionally, in recognition of **Earth Day**, (weather permitting) we will be gathering as a school community outdoors at 2pm on April 20<sup>th</sup> for a Montessori Peace Walk, followed by a spring clean up / trash collection. Again, if you are interested in joining us, please let me know!

## MFCS ChildCare Program

As previously noted: Due to the COVID pandemic, this program is suspended until further notice. Several families have been able to enroll in childcare at the Boys and Girls Club; a bus transports the children from Mill Falls to the Club daily. We are hoping to restart our Before Care Program next fall, but must have staff in place before we can offer it as a program.

## Foundation News:

The Foundation **currently holds \$515,212** in its accounts.

The Foundation is waiting to hear from the charitable gaming group for the dates that will benefit the MFCS Foundation this year.

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