



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 14, 2022

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

1. **Call to Order, Roll Call & Welcome Public:** In Connor's absence, Butterfield called the meeting to order at 5:58pm. **Present:** Bee, Trombley, Wrubleski, Dalton, Bashir, Corriveau, Levin; **Absent:** DePasse, Marr, Connors.
2. **Announcements:** Levin shared that Mill Falls has been voted Best Charter Elementary School in NH in the *Union Leader's* Readers' Choice. It has been announced in our community via our newsletter, and later in June can be announced publicly.
3. **Public Comment:** None present
4. **Meeting Business**
Approval of Minutes from May 18, 2022 meeting.
Motion: Trombley motioned to approve the Meeting Minutes from May 18, 2022; Dalton seconded.
Vote: Unanimous
5. **School Update**
 - a. **Educational Program Director:** Wrubleski shared that we have been able to conduct typical end of year activities this year, which has been great. Field Day was a beautiful day with lots of volunteers and an ice-cream science demonstration. Since then, we have been busy with assessments, progress reports, field trips, among other things. The annual 6th grade trip was very successful, and included the Brown Center's ropes course, a sleep over at the school and swimming and hiking. The Kindergarten Tea and the 6th year Graduation were held on June 8th at the Derryfield School. The 6th Grade student gift this year were posts that the kids made using paint and wood burners. They'll present them to the school during the Step-Up ceremony tomorrow after the soccer game where the 6th year students play the staff.
 - b. **Executive Director:** Levin shared that we have finally completed the lease renewal. She mentioned that the plan is run the Before Care Program next year if we can get enough families to sign up; the aftercare program will not run next year. She reminded Trustees that dates for the 2022/23 Board meeting schedule will be shared once the Admin Team does the all-school event schedule next week. She also mentioned that she attended the DOE call this morning about federal funding for new, expansion and replication of charter schools. She and Dalton noted that August 11th is the date that the Mill Falls team goes before the NH Board of Education for our charter renewal. Reminder: Sept 17th is the Board retreat led by Gerri King.
6. **Program**
 - a: **Review of and expected approval of Executive Director Contract** (closed meeting required)
Motion: Corriveau moved to go into non-public session pursuant to RSA 91-A:3 II a to discuss hiring and compensation; Trombley seconded. **Vote:** Unanimous

Actions taken during the closed meeting:
Motion: Trombley moved to offer Meryl Levin a new contract to serve as executive director on the same terms as 2021 but with a 4% raise in compensation; Dalton seconded. **Vote:** Unanimous
The Board discussed awarding a performance bonus and agreed to table the question until it had year-end financial data. Board will request a non-public session at the next (august) meeting for that purpose.
Exiting non-public meeting:
Motion: Trombley moved to come out of Non-public; Corriveau seconded. **Vote:** Unanimous
7. **Next Meeting:** August Meeting (date TBA) (Connors, 2 min)
8. **Adjournment:** Bee moved to adjourn the meeting at 7pm; Trombley seconded. **Vote:** Unanimous.



Executive Director's Report
For the June 14, 2022
MFCS School Board Meeting
Submitted by Meryl Levin

Board Related

A reminder: our next Board retreat is scheduled for **Saturday, September 17th, 2022, 8:30-12.** Trustees are asked to please be sure to mark that in their calendars.

Required Reporting

Later this month, we will complete our **End of the Year Report (EOY)**, which provides the DOE with a full-year picture of student enrollment. There are also some additional surveys that are required to complete for the year end. For the first time, the DOE is also requiring that our budget for FY23 be reported to them on the **budget template** they have created for charter schools by the end of June. There is additional reporting required in August that also relates to the school year ending this month.

Facility

On June 1st we completed our lease renewal paperwork with our landlord.

Over the last several weeks, we have re-designed work/teaching spaces in the rear of the school to provide more significant space for our interventionist, ELL and special education teams. As per our usual end-of-year wrap up, our teachers and staff organize classrooms and clear/clean common spaces; the carpets will be cleaned over the summer as well.

COVID Update

As we finish out the year, we have just a few active cases of COVID among our students and staff. All spring we have seen a high number of children out with various forms of illnesses, other than COVID and of course seasonal allergies have been awful. Each family and staff member are required to follow our COVID protocol, which includes but is not limited to staying home even if COVID negative, until symptoms have resolved significantly, and the person is well enough to be available and present for learning/teaching. There is no word from the NH public health officials that COVID protocols will change for the next school year... perhaps they will share more information over the summer months.

MFCS ChildCare Program

We plan to move forward with offering the Before Care Program in the 2022/23 School Year. Grace Eaton, our Project Manager, manages program enrollment and works with our bookkeeper for billing. The Before Care Program staff will draw from our 2022/23 staff.

Enrollment

Grace Eaton also manages our admissions and has been in contact with families on the wait list to fill the small number of openings in our Lower Elementary Program for next fall. She has also been working closely with Laura and the teaching staff in terms of student placement. She will continue to manage enrollment/student body management over the summer. As you are aware from past years, we can expect to have some movement over the summer with some families choosing other educational settings for their children or moving out of the area.

Financial

SpEd: We have been receiving regular reimbursement payments from all sending districts with SpEd students for whom we provide services. I will send out June billing soon after the last day of school.

Title Funds: I will continue to manage the Title Fund reimbursement requests as well as those for our ESSER/COVID funds during the summer months, following the DOE's annual pause on reimbursements at the end of their fiscal year in June.

2022/23 Planning

As usual, the Admin Team will meet in the days following the final official day of school to plan our in-school calendar for the 2022/23 School Year. We are so pleased to announce that planning will include a variety of our beloved events which have been on hold these last few years due to COVID. We expect to start the year allowing adults in our community back into our building on a regular basis, thus enabling us to rebuild our previously robust volunteer and activity program.

MFCS Community Building & Volunteerism

In preparation for the re-opening of our building and as part of our COVID recovery, Jen and I hosted a meeting of parents/guardians last week as we prepare to re-engage and rebuild our community engagement. Many good ideas were shared at the meeting, and we will once again use our 'Count Me In Form' to gather information from the adult members of school community to get to know their strengths and interests. Participants at the meeting last week also expressed a desire to organize some adult and family social gatherings over the summer. We will share more on that with our full community as things develop. Additionally:

- **Our Parent Step Up Night** was held virtually via Zoom on May 19th. The evening is divided into three different Zoom meetings and is designed to introduce those families whose children are entering a new program level to the curricular content, classroom systems, and learning level expectations for children entering our Kinder, Lower EI and Upper Elementary Programs. It is teacher-led and extremely informative, providing time for presentations as well as questions from participants. It was well attended, and we received a lot of positive feedback from parents.
- **Kinder Celebration and 6th Grade Graduation:** Last Wednesday afternoon, we headed over to The Derryfield School where we held both of these events. The Kinder Tea was, as it always is, adorable – filled with song and a brief performance of *The Very Hungry Caterpillar*. The 6th Grade Graduation was also a wonderful event. Special thanks to our own Danielle Dalton for representing the Board and sharing her passion for Mill Falls and for education with our attendees. Our Guest Speaker this year was Grace Coriaty. Grace just graduated from Derryfield and is a member of the first Mill Falls Class to be of age to graduate high school. She shared so many lovely memories and messages with our students. I hope you took a look at last Friday's newsletter for some images from the many events from last week!

Human Resources:

We are very fortunate to have just a few positions left to fill: **Music Teacher, paras and, of course, subs!** Laura will soon be meeting with the applicants we have for our Music Teacher. **Thank you in advance for continuing to spread the word re: paras and subs!** We are in excellent shape in terms of staff and note that our story is quite different than that dominant narrative in education, where schools and districts are scrambling to fill many, many positions.

Foundation News:

The Foundation currently holds **\$518,303** in its accounts.

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

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