



Charter Committee Meeting Minutes February 21, 2022

1: Call to Order: Dalton welcomed attendees. 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

2: Attendance: Present: Dalton, Levin, Bashier, DePasse. Absent: Bee (on maternity leave), Connors, Wrubleski.

3: Approval of Past Minutes from 2/7/22: The group voted to approve the minutes after making the correction of adding DePasse to the list of present committee members and adding clarifying language about the bills discussed.

Motion: DePasse motioned to approve the minutes; Levin seconded. **Vote:** Unanimous

4: Charter Renewal Work (Levin)

- Next deadline of note: April 1st – application submission. Levin updated us on work done so far:
 - Bashier and Levin have contacted 3-4 families that will write letters of support; Levin expects the letters to come in the rest of this week.
 - Trombley, Treasurer, is finishing up review of quarterly fiscal reports required to be on file at school.
 - Policies have been completed / updated as needed.
- Next steps: Writing Components and attachments required in the application.

5: Parent/Guardian School Climate Survey

The group discussed:

- The most effective rating scale and format to use for the Survey;
- How to create a survey with required questions that would capture the insights of long-time Mill Falls Families and newest families who arrived since 2020.
 - Dalton proposed a question asking ‘how long has your family been with MFCS’ as a tool to help splice data.
 - Dalton proposed having a “Pre-Pandemic 2017- 2019 section” The last three questions will relate to pre-pandemic times. “Please answer these if you were with us during this time period...”
- DePasse mentioned adding section on COVID questions to capture the school’s progress in this area. Levin mentioned there is a survey that was sent out to families that she can refer to pull some questions
- Timeline: Survey to be sent out on 3/9-3/16 through the school listserv with the ask letter.

6: Review of Action Items:

- Levin/Dalton discuss question adds on 2/22; send out final list of questions to Committee
- Committee members weigh in on questions by EOD Friday 25th
- Dalton makes survey by EOD Feb. 27th, sends to Committee
- Committee Members test it and edit, final tweaks Then Committee Members will test it
- Levin/Admin Team to send out survey to school families on 3/9.

7: Next Meeting: No meeting scheduled; Levin will be reviewing task lists over the coming weeks and will send out asks to the committee as they arise

8: Adjournment

Motion: DePasse motioned to adjourn at 6:55pm; Levin seconded.

Vote: Unanimous