



Mill Falls Charter Committee Meeting Minutes

October 7, 2022, 8am @ Mill Falls

1. Attendance

Present: Danielle Dalton, Levin, Bashier, Corriveau.

Absent: Wrubleski. Leave of absence: Bee.

2. Call to Order: Meeting began at 8:07am with Dalton welcoming the group; no public present.

3. Approval of Minutes from 2/21/2022

Motion: Levin moved to approve the Minutes from 2/21/22; Hind seconded.

Vote: Corriveau abstained (not present at meeting); Hind, Levin, Dalton approved.

4. Review of Committee Name & Description with

The Committee began by reviewing the Current Charter Committee Role Description as noted here in order to address current Committee name and role:

- 1: This Committee will work with the Committee on Trustees/Governance to develop Board strategic goals and related action plan(s).
- 2: This Committee works closely with ED and at times with the Executive and Finance Committees, to establish and maintain MFCS' strategic and accountability plans as they relate to MFCS' mission.
- 3: To do so, the Committee may review data and reports from the school's Administration and make recommendations to the BOT on its resulting implications as it affects the establishment of goals, policies, and allocation of resources.
- 4: This Committee will work closely with the ED and at time the EPD during the renewal process every 5 years.
- 5: Historically, during non-charter renewal years, this Committee educates the BOT regarding pending legislation that may impact MFCS/NH Charter Schools.
- 6: The Committee will report to the BOT regularly, via written reports and presentations as needed. The Board Chair can appoint the Committee Chair. The ED serves on this committee along with other Trustees.

a: Committee Name Change: The Committee discussed possible committee names to properly reflect entirety of committee's goals, noting that the words Mission, Engagement came up at the recent Board workshop. The Committee agreed on the following name change: **Mission & Charter Committee** and will bring this forth to the October Board Meeting.

b: Clarifying Committee's Role: After discussion regarding the above areas of work, the Committee agreed to the following language change in item 5 (above) to make it more encompassing: During non-charter renewal years, this Committee will identify strategic goals to assist in the school's mission-driven initiatives. Information from administration and data will be used to prioritize those goals and an action plan will be created by this committee. In addition, the committee will educate the BOT and school community (as needed) of pending legislation that might impact MFCS/NH Charter Schools

5. Determining Committee Priorities for the 2022/23 School Year: Following the Committee's review of Mill Falls Accountability Plan and 2018 Strategic Plan where Charter Committee work aligns, the group engaged in conversation to identify Mission & Charter Committee's 3 priorities:

1. **Boost Parent Volunteering:**

Background: There are over 50 new families (since the arrival of COVID) who have not had the chance to engage as families did pre-COVID. Most likely do not know what is possible in terms of engagement, since COVID forced a hold on volunteer and family engagement activities. As COVID restrictions lift, we have an opportunity and obligation to connect/re-connect with them so they can explore what is possible. This Committee shall assist the Admin Team in doing so in support of our mission and charter.

Engagement: Historically, there has been a connection between parents attending academic events (Conferences, Open House, Read Ins, Step Up, etc.) and parent volunteering because they come into the building and get excited about our unique program.

Ideas and things to consider working on for 22/23 and 23/24: Organizing a volunteer information night; Levin will resume volunteer training; Create a parent mixer (ideally before December Break?); Bring back our end-of-year Community Night Out (fundraiser and friendraiser); Plan with SNHU or elsewhere for our Fall Family Fun Run/5K for Fall 2023.

2. **Ambassadorial Roles / Expanding our External Network**

This Committee's role includes helping the Executive Director build and deepen our external network, by:

- a. Helping expand our network of people to attend our **Montessori Morning Tours**, which creates new friends of Mill Falls and helps to establish relationships with potential funders, legislative & business partners, and build other forms of partnerships including potential Board service. Tour attendees come to know us and understand the mission of our public Montessori school. The Committee will help Levin populate those tours through their own connections and those of other MFCS Trustees and friends.
- b. This Committee will continue discussions with Levin to identify other ideas around network expansion.

3. **Inform BOT and school community about legislation and policy:**

- a. This Committee will attend to the need to keep our leadership apprised of the mood, tone, and direction that legislation is heading
- b. Corriveau has stepped up to be the Committee member with his finger on the pulse, working with Levin who now serves on the Board of the NH Charter School Alliance.
- c. A member of the Committee will join Levin in following the work of the NH Charter School Alliance.
- d. Board members, staff, and parents need to be aware, and at times may need to participate in sharing their voices about legislation that impacts our public charter school.

Each of these three priority areas will be standing meeting agenda items for the Mission & Charter Committee starting in November.

Strategic Planning at Board Level: With our charter approved for the next 5 years, the Committee agreed that the Board should also engage in Strategic Planning in the Fall of 2023/24. This would be an overall theme for this Committee to help with, but not something that happens in a silo – rather in partnership with the School Admin and the Governance Committee.

Levin shared that the School Administration completes a robust strategic planning session each year and identifies 3 Big Goals in the areas of Academics and Instruction through surveys, reflection, and input by all staff and with support from our Montessori Coach. The Board should be mirroring approaches to their own Strategic Plan and annual check in. The Committee will ask Wrubleski to share the school process to identify what can be folded into the Boards process.

6. Determine Consistent Meeting Schedule

The Committee agreed that the standing meeting for the 2022/23 School Year will be the **1st Wednesday of the month at 8:15am at the school.** Next meeting will be held on November 2nd.

7. Review of Action Items

- Dalton: **Mission & Charter Committee and will bring this forth to the October 12, 2022 Board Meeting.** includes change of by-laws to include new name
- Dalton: Share consistent meeting schedule with Chair
- Dalton: Send invite for future committee meetings
- Levin: Connect with Corriveau on Charter School Alliance involvement
- Levin: Connect with Wrubleski on sharing 3 goals of 2022/23 school year and her process in making those goals at the November 2nd Committee meeting. This will be a first step in weaving school and board planning.

8: Adjournment:

Motion: Bashier motioned to adjourn at 8:58am; Levin seconded. **Vote:** Unanimous.