

# Maine Charter School Commission

## ***June 6, 2017 Business Meeting Minutes as Written by Commission Vote on July 11, 2017***

The Maine Charter School Commission held a regular Business Meeting at the **Burton M. Cross Office Building**, Room #103B, on **Tuesday, June 6, 2017**

### **1. Call to Order and Declare a Quorum**

The meeting was called to order by Commission Chair, Laurie Pendleton at 9:36am and a quorum was declared.

Commission Members present were: Laurie Pendleton, Chair; Dr. Mike Wilhelm, Vice Chair; Jana Lapoint; Shelley Reed; Nichi Farnham; Jim Rier; and John Bird.

Also present were Bob Kautz, Gina Post and Amy Allen.

Members of the public present included Judith Jones (MACS); Roger Brainerd (MACS); Brenna Copeland (EdPlex); Jean Walker (CRCS); Travis Works (CRCS); Tonya Arnold (MeANS); Vicki Wallach (MSMA); Zoe Llewyn (MACS – 9:43am); and Ken Coville (GWH – 9:45am).

### **2. Members of the Public Are Asked to Sign In**

Laurie Pendleton reminded those present to sign-in if they had not already done so.

### **3. To Consider Action Relative to Additions or Adjustments to the Agenda**

None

### **4. To Take Action Relative to Accepting as Printed the Minutes of the May 2, 2017 Business Meeting**

No changes to the written minutes.

**Moved by Shelley Reed; seconded by John Bird** to accept the May 2, 2017 Business Meeting minutes as written.

### **5. To Accept FY17 Budget vs. Actual – June 1 Report**

No discussion.

**Moved by Shelley Reed; seconded by Dr. Mike Wilhelm and voted unanimously by those present** to accept the FY17 Budget vs. Actual – June 1 Report

### **6. OLD BUSINESS**

6a. Legislative Updates

6a(i). Review Charter School Relevant LD List

Bob Kautz shared an updated copy of the Charter School Relevant LD List with the group and clarified that the Commission's role in legislation is to clarify how the law operates. He suggested that as the Commission moves forward that we take the position neither for nor against a proposed bill and present information if we feel that it will be helpful to the members of the Education Committee as they make their decisions.

Laurie Pendleton asked for clarification on the "capacity" wording of the rule surrounding the existing extracurricular activity participation law. Bob shared that currently it is interpreted differently amongst districts.

6b. To Consider and Approve the Job Description for Part Time Office Assistant I Position

There was a typo found in one of the listed tasks in the job description. Should read and/or not and/r. This will be corrected before being submitted to a temp agency for recruitment.

Bob Kautz indicated that there may be a need in the future to ask for an increase in the number of hours this position can work.

**Moved by Shelley Reed; seconded by Jana Lapoint and voted unanimously by those present** to accept the job description for part time office assistant.

6c. To Consider and Approve the Job Description for Upgraded Administrative Assistant Position

Shelley Reed expressed concerns about the tasks listed insofar as the tasks require high level skills yet the description reads administrative services. Gina Post shared that the title of the position can be a working title and that we can call it anything we want but for presentation purposes the attempt was to match the tasks and duties as closely as possible with a current state position.

**Moved by Dr. Mike Wilhelm; seconded by John Bird and voted unanimously by those present** to approve the job description for the upgraded administrative assistant position.

## 7. NEW BUSINESS

7a. To Consider and Approve Cornville Regional Charter School's Renewal Charter Contract

**Moved by John Bird; seconded by Shelley Reed and voted unanimously by those present** to table until June 28<sup>th</sup>.

7b. To Consider and Approve Maine Academy of Natural Science's Renewal Charter Contract

**Moved by John Bird; seconded by Nichi Farnham and voted unanimously by those present** to table until June 28<sup>th</sup>.

## 8. REPORTS

8a. Chair Report – Laurie Pendleton

Laurie thanked the Review Team for all their work with the End of Year Visits and also gave a brief overview of the RFP Informational Meeting which was held on Monday, June 5<sup>th</sup>.

8b. Vice Chair Report – Dr. Mike Wilhelm

No report given.

8c. Executive Director – Bob Kautz

Update on David Silvernail/Dick Barnes Project

Bob shared that we have received approval from Purchases to begin working with David Silvernail and Dick Barnes on this report. The report will help identify how our schools are performing and how our students compare to their peers with similar demographics. Bob also shared that he and Gina Post have had discussions with NACSA regarding their performing an Authorizer Evaluation. He has discussed this evaluation with David Silvernail and the hope is that both evaluations/reports can be done simultaneously and that they won't be redundant in terms of the information being looked at. Some members of the Commission said they hadn't seen the proposal from David Silvernail and Dick Barnes so Bob asked Amy Allen to send it to them again for their review.

Snow Pond Arts Academy Update

Bob shared that the Review Team has been meeting with representatives from Snow Pond Arts Academy on a regular basis to check on their progress.

8d. Program Manager – Gina Post

NACSA Authorizer Evaluation

No report given as Bob Kautz already discussed during his report.

Update on NACSA Leaders Program

Gina reported that she attended another session from May 17-19. Gina introduced Brenna Copeland. Brenna will be working with Gina until early October as part of the NACSA Leaders' Program. Her role as Gina's coach is to focus on aspects of professional leadership that Gina would like to develop in order to further her career in charter authorizing.

## 9. ANNOUNCEMENTS

9a. Graduation Information:

- ✓ Baxter Academy for Technology & Science – June 3<sup>rd</sup> at 10:00am (Merrill Auditorium, Portland)

Jana Lapoint attended and shared that there were 77 students who graduated and that there was a large crowd on hand. She shared that when a student enters as a freshman they are assigned an advisor that follows them throughout their four years of high school and that the advisor presents the student with their diploma.

- ✓ Fiddlehead School of Arts & Science – June 4<sup>th</sup> at 3:00pm (Fiddlehead School, 25 Shaker Road, Gray)

Jana Lapoint attended and shared that there was a full house on hand to watch the fifth graders graduate. She shared that the kids were excited.

- ✓ Maine Connections Academy – June 8<sup>th</sup> at 3:00pm (Augusta Civic Center)
- ✓ Harpswell Coastal Academy – June 9<sup>th</sup> at 1:00pm (Mitchell Field, Harpswell)
- ✓ Maine Virtual Academy – June 9<sup>th</sup> at 2:00pm (Augusta Civic Center)

✓ Maine Academy of Natural Sciences – August 4<sup>th</sup> at 6:00pm

9b. Turn in Expense Account Vouchers at the End of the Meeting

9c. Next Business Meeting Date – June 28, 2017 (this is a special meeting that has been called). The next regularly scheduled Business Meeting will be held on Tuesday, July 11, 2017 (the 2<sup>nd</sup> Tuesday of the month because of the 4<sup>th</sup> of July holiday)

9d. The Strategic Planning Meeting was held immediately following the meeting.

## **10. PUBLIC COMMENT**

Judith Jones from MACS shared that she is excited and optimistic about the evaluations/reports that are going to be conducted.

Roger Brainerd from MACS shared that Cornville Regional Charter School is being recognized for their personalized learning by the National Charter School Resource Center. A handout was distributed and videos can be found at the NCSRC website.

**11. ADJOURN** - Meeting was adjourned at 10:56am.

**Moved by Dr. Mike Wilhelm; seconded by Shelley Reed and voted unanimously by those present to adjourn.**