

Maine Charter School Commission

May 2, 2017 Business Meeting Minutes Accepted as Written by Commission Vote on June 6, 2017

The Maine Charter School Commission held a regular Business Meeting at the **Burton M. Cross Office Building**, Room #103B, on **Tuesday, May 2, 2017**.

1. Call to Order and Declare a Quorum

The meeting was called to order by Commission Chair, Laurie Pendleton at 9:38am 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 Travis Works (Cornville Regional Charter School); Vicki Wallack (Maine School Management Association); Roger Brainerd (MACS); Judith Jones (MACS); and Noel Gallagher (Portland Press Herald).

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

The following items were added to the agenda:

- Bob Kautz will discuss possible adjustments to the RFP under his report.

4. To Take Action Relative to Accepting as Printed the Minutes of the April 4, 2017 Business Meeting

No changes to the written minutes.

Moved by John Bird; seconded by Shelley Reed to accept the April 4, 2017 Business Meeting minutes as written.

5. To Accept FY17 Budget vs. Actual – May 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 – May 1 Report

6. OLD BUSINESS

6a. Sub-Committee Items:

6a(i). To Consider and Approve Self-Assessment for Renewed Schools

This Self-Assessment for schools in their fifth year will focus on the renewal process and what the school learned through that process. It is meant to be succinct. Gina Post will send to the renewed schools with a note explaining that bullet points or brief responses are appropriate.

Moved by Shelley Reed; seconded by Jana Lapoint and voted unanimously by those present to approve the Self-Assessment for Renewed Schools.

6a(ii). To Consider and Adopt RFP Policy

This was the second reading of the RFP Policy.

Moved by Dr. Mike Wilhelm; seconded by John Bird and voted unanimously by those present to adopt the RFP Policy.

6a(iii). To Consider and Adopt Per Diem and Open Meetings Policy

Moved by Shelley Reed; seconded by John Bird and voted unanimously by those present to adopt the Per Diem and Open Meetings Policy

The draft policy currently reads that “Members of Maine Charter School Commission may be paid an amount equal to the legislative per diem for actual attendance at monthly meetings and special meetings called by the Chair of the Commission or a majority of members of the Commission.”

There was discussion to add “Executive Director” to the policy as follows: “Members of Maine Charter School Commission may be paid an amount equal to the legislative per diem for actual attendance at monthly meetings and special meetings called by the Chair of the Commission, Executive Director or a majority of members of the Commission.”

Moved by Dr. Mike Wilhelm; seconded by Jana Lapoint and voted unanimously by those present to amend the Per Diem and Open Meetings Policy to add “Executive Director” as noted above.

6a(iv). To Consider and Approve Workshop Form

Gina Post shared the Workshop Form that was developed by the Policies and Procedures Sub-Committee. Laurie Pendleton suggested editing the form to separate out costs (venue, materials, etc.).

Moved by John Bird; seconded by Jana Lapoint and voted unanimously by those present to approve the Workshop Form.

6b. Legislative Updates

6b(i). LD 1158 – An Act To Remove the Limit on the Number of Public Charter Schools That May Be Approved

Bob Kautz shared that the Public Hearing was held on April 18th and the Work Session on April 25th. As of the Business Meeting, the vote has not yet been finalized but so far it looks like a Divided Report is expected.

6b(ii). Review Charter School Relevant LD List

Bob Kautz shared the most recent updates to any bills that pertain to Maine's public charter schools.

6b(iii). LD 1531 – "An Act To Amend Education Statutes"

Bob Kautz shared that this bill includes the Commission oversight and funding formula for the Maine School for Marine Science, Technology, Transportation and Engineering and will be watching it closely.

6c. To Consider and Approve the Finance Committee's Recommendation for Finance Analyst Alternative

Dr. Mike Wilhelm shared that the Finance Committee met to discuss the alternative proposal and are comfortable with the recommendation. The current Administrative Assistant position will be upgraded to a current state government equivalent position and the part time position will be downgraded.

Moved by Dr. Mike Wilhelm; seconded by Jim Rier and voted unanimously by those present to approve the Finance Committee's Recommendation for Finance Analyst Alternative.

7. NEW BUSINESS

7a. To Accept Notification of a New Governing Board Member – Nancy S. Andersen – at Harpswell Coastal Academy

Commission members reviewed the Governing Board Member Form submitted by Nancy S. Andersen.

Moved by John Bird; seconded by Shelley Reed and voted unanimously by those present to accept notification of Harpswell Coastal Academy's newest Governing Board member, Nancy S. Andersen.

8. REPORTS

8a. Chair Report – Laurie Pendleton

Laurie discussed the Strategic Planning session scheduled for June 6, 2017. The Strategic Planning session will immediately follow an abbreviated Business Meeting. An agenda will be developed to include a work plan for the next fiscal year.

8b. Vice Chair Report – Dr. Mike Wilhelm

No report given.

8c. Executive Director – Bob Kautz

ESSA Update

Bob reported that the suggestions he received from NACSA will be incorporated into the state's application. The Department of Education will be giving an update to the Education & Cultural Affairs Committee on May 3rd.

Update on MeVA Assessment Participation Results

MeVA has been working hard on increasing student participation rate. Dr. Melinda Browne, Head of School at MeVA, shared recent participation results with Bob who shared them with the Commission.

Follow-Up on Various Visits with Snow Pond Arts Academy

Bob shared that he has been working closely with the Snow Pond Governing Board Co-Chairs regarding the Commission's recommendations from the 90 Day Visit. There is additional Special Education work to be done; however, SPAA has retained the services of an experienced person who is communicating with families regarding compensatory time. Additional meetings and follow-up will take place as needed.

Possible Adjustments to the RFP

Bob presented Commission members with documents discussing "Three Signs That a Proposed Charter School Is at Risk of Failing" and suggested that some of the ideas be incorporated into the RFP.

8d. Program Manager – Gina Post

Panorama Update

Gina shared that the participation survey window is currently open and shared recent participation results. Reminders will continue to go out to schools until the window closes on Friday, May 12th.

Fluid Review Update

Gina shared that she and Amy Allen have been working closely with FluidReview to make sure the RFP/Application is ready for the launch date at the end of the month.

Epicenter Update

No further update at this time.

Update on Renewal Contract Items

- ✓ Renewal Contract will be the same contract template currently being used by ACADIA and Snow Pond.
- ✓ Exhibit B (Terms of Operation) - Bob and Gina are working with the Risk Management Division to address possible changes to insurance requirements.
- ✓ Exhibit C (Performance Indicators) – Received draft from Cornville. Gina and Laurie Pendleton provided feedback and are currently awaiting the edited document. MeANS has not yet submitted their draft Performance Indicators. Staff illness prevented them from completing the draft. Gina will be reaching out to see when the Commission can expect to receive them.
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Update on Cornville Enrollment Meeting

Bob Kautz and Gina met with CRCS administration on April 24th to discuss why students have unenrolled from CRCS. Top reasons given by families for why they have unenrolled are small peer group, relocation and traveling distance.

Update on NACSA Leaders Program

Gina shared that she attended her first session of the Leaders Program from April 19th to April 21 just outside of Chicago. She met and worked with the other 11 participants who are from Oklahoma, California, Michigan, Colorado, Wisconsin, Minnesota, District of Columbia, Florida, Washington and New Mexico. Greg Richmond, President and CEO of NACSA met and worked with the group on the last day. She indicated that there's lots of homework and reading but that it's interesting. Her coach will be visiting here in early June and her next trip is May 17th to May 19th.

9. ANNOUNCEMENTS

9a. Graduation Information:

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

- ✓ Fiddlehead School of Arts & Science – June 4th at 3:00pm (Fiddlehead School, 25 Shaker Road, Gray)
- ✓ Maine Connections Academy – June 8th at 3:00pm (Augusta Civic Center)
- ✓ Harpswell Coastal Academy – June 9th at 1:00pm (Mitchell Field, Harpswell)
- ✓ Maine Virtual Academy – June 9th at 2:00pm (Augusta Civic Center)
- ✓ Maine Academy of Natural Sciences – August 4th at 6:00pm

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

9c. Next Business Meeting Date – June 6, 2017

10. PUBLIC COMMENT

Roger Brainerd from MACS discussed the extracurricular activity bill. The Public Hearing was held on April 25th.

Judith Jones from MACS shared the public relation piece that was sent in regards to National Charter School Week. She also asked if important RFP dates could be posted on the website and informed the Commission that MACS has made the decision not to apply for federal grants this time around.

Travis Works shared that Cornville will be receiving a grant from the GEAR UP program. The program provides six-year grants to states and partnerships to provide services at high-poverty middle and high schools.

11. ADJOURN - Meeting was adjourned at 12:04pm.

Moved by John Bird; seconded by Shelley Reed and voted unanimously by those present to adjourn.