

Maine Charter School Commission

April 5, 2016 Business Meeting minutes accepted as written by a Commission vote 5-3-16

Business Meeting Minutes – Maine Charter School Commission, April 5, 2016

I. Call to Order

Chair, Shelley Reed, called the meeting to order at 9:35 a.m.

II. Roll Call

The following members were present: Shelley Reed, Chair, Nichi Farnham, Laurie Pendleton, Ande Smith, Mike Wilhelm, and John Bird. Jana Lapoint excused. Staff present: Bob Kautz, Executive Director; Gina Post, Director of Program Management and Heather Fuller, Administrative Assistant. Also in attendance; Roger Brainerd, Judith Jones, Betty Ingraham, Melinda Browne, Bill Fernand, Rob Moody, Tonya Arnold, and Noel Gallagher.

III. Adjustments to the Agenda

No adjustments to agenda

IV. Acceptance of Minutes

- A. Moved by John Bird; seconded by Mike Wilhelm; and voted unanimously by those present to accept the March 1, 2016, Minutes as written.

V. Officers' Reports

A. Chair

1. LD 1641 – An Act To Establish a Commission To Reform Public Education Funding and Improve Student Performance in Maine and Make Supplemental Appropriations and Allocations for the Expenditures of the Department of Education and To Change Certain Provisions of the Law necessary to the Proper Operations of Government for the Fiscal Year Ending June 30, 2017.

Chair Reed received a call from the Governor's office looking for the Maine Charter School Commission to be part of a committee that will be; making recommendations to reform public education funding and improve student performance outcomes. This committee will start to meet in 2016 and continue meeting in to 2017 consisting of 15 members. There will be two reports that will be comprised and brought to the Legislature beginning in January 2017. Mike Wilhelm has agreed to represent the Commission as

part of this Committee. Additionally, there is an opportunity to bring forth issues or items that relate to the Charter School world.

2. Charter Commission membership

Ande Smith has resigned from the Commission Board. As a Commission, we stand as having three State Board members and three non-State Board members appointed by the State Board from the outside. Mike Wilhelm has agreed to resubmit and we will submit this to the State Board of Education for re-appointment. John Bird is now a member of the State Board of Education; as a result his seat, which is a two year term, is available. This will be submitted to the State Board of Education and they will recruit people. They will interview and submit their recommendations to the Education Committee.

3. Elections of new chair and vice chair – scheduled for first business meeting in July

Vice Chair supports the Chair, election of Chair and Vice Chair coming up in July. Chair Reed has requested that a Vice Chair be voted in as a support in the event that she is not available. She is asking that this be for the months of May and June. Commission members nominated Jana Lapoint.

Motion by Nichi Farnham; and seconded by Laurie Pendleton and voted unanimously by those present to have Jana Lapoint as Vice Chair for the Charter Commission

4. Establish date and process for Strategic planning for 2016-2017

Strategic planning meeting scheduled for June 7, 2016. The next step is to put together sub-committees to form an agenda for the meeting. Mike Wilhelm, John Bird and Shelley Reed offered to serve on a planning committee.

B. Vice Chair

Ande Smith addressed the Commission members offering words of thanks and appreciation for all the support and wisdom that encompasses this Commission.

VI. Staff Reports

A. Director of Program Management

1. Attendance at Charter Schools Heads meeting, March 3, 2016

Seven of the nine schools had representation. The discussion at this meeting was based on collaboration and sharing services; heating oil, nursing, auditing, purchasing, things that the schools could purchase in bulk. A few topics that came up that Gina Post was asked to share with the Commission; enrollment preference for students going from one Charter school to another. A suggestion was having some sort of preference in the Lottery for that student that may have moved or left one Charter school to

get in another Charter school. How to share students between Charter schools; if there was a student registered at Maine Virtual Academy, and wanted to take a class at Snow Pond Arts Academy, how could they go between the different schools.

2. Update on Special Education training/workshop

Follow up from the Business meeting on March 1, 2016 regarding a one day session with Drummond Woodsum addressing Special Education. This will be a full day workshop on April 13, 2016 from 9-3. Every school has at least one person attending.

3. Panorama Survey update

Gina Post emailed non active copies of the survey to the Commission members. A letter has been sent out to each Head of School explaining the technology details. Parents will receive an email link, as will staff and facility. Grade span for student participation is three through twelve.

4. Charter School renewal update

Gina Post has sent out rough drafts of the Performance Reports to the review teams. The application and rubrics draft are a work in progress and will be sent to the review teams.

5. Report on attendance at Cornville Lottery

Gina Post attended the lottery. Cornville has a wait list that is an average of three students per grade level.

6. Snow Pond Update

Snow Pond has forty eight students that are interested. David Holinger, Director of Admissions is the only person they have hired as of yet.

7. Information on an Assessment Workshop for Charter Schools

Gina Post and Laurie Pendleton have made the suggestion of conducting a workshop based on the ideas from the book, How to Make Decisions with Different Kinds of Student Assessment Data. There is a draft Agenda based on questions such as; what data do they currently have? How do they use that data? Understanding growth targets. Why are performance measure used? Writing Goals, Collecting Data, Organizing and Reporting Results. This workshop is expected to be held this summer.

B. Executive Director

1. Information on a request from charter school chairs to meet with a Charter Commission subcommittee to discuss Charter Schools

Bob Kautz met with Sally Mackenzie and Gordon Donaldson, they discussed the challenges that HCA and MeANS, as well as all charter schools are facing. They requested to meet with a sub-committee, which consists of Shelley Reed, Mike Wilhelm and John Bird. They will meet directly after the May 3, 2016 Business meeting.

2. Report on Acadia Academy Lottery and Progress

Bob Kautz and Jana Lapoint attended the lottery. Acadia Academy currently has a waiting list at Pre-K and grade two. The facility is currently being remodeled. A letter from the City of Lewiston, City Planner advised that Acadia Academy will need to apply for a change of use permit as well as all the appropriate and necessary permits as they move forward with the remodel. Acadia Academy has decided not to fill the Governing Board position due to a possible conflict of interest situation that could potentially occur.

3. Update on HCA meeting with Board Chair, Board member, and Special Education Director regarding evaluations and compensatory services

Gina Post and Bob Kautz met with Sally Mackenzie, Ed Harris and Sharon Brown, Special Education Director, to review the progress they have made regarding the compensatory services that they need. They have made great progress and are moving ahead very nicely. There is good cooperation and communication with parents.

4. Update on meeting with Fiddlehead Governing board regarding school health items

Bob Kautz met with the Fiddlehead Governing Board along with Nancy Dube, Nurse Consultant for the DOE. Their discussion centered on policies and the importance of having a school nurse along with making sure they had the appropriate licensures. As a result of this meeting, they will be able to make better decisions regarding health.

5. Baxter

Carl Stasio has resigned as Executive Director from Baxter Academy for Technology & Science effective March 30, 2016. Baxter is in the process of looking for a Director of Operations. Michele LaForge will serve as the Executive Director for Baxter in the interim.

VII. Unfinished Business

A. Review of Public Document Booklet and One-page Information Document

Changes to the Public Booklet were made based on the suggestions from the March 1, 2016 Business meeting. Judith Jones of MACS has some suggestions to offer. The document will be ready for approval at the May 3, 2016 Business meeting. Upon final approval, the Public booklet will be uploaded to the Maine Charter School Commission website with copies sent to each school.

B. Fiddlehead – Revised Performance Indicators, Material Amendment

These documents are a work in progress and will be discussed in further detail at the May 3, 2016 Business meeting.

C. Monthly Budget Report

Based on the financial report dated March 31, 2016 the Maine Charter School Commission is within its allotted budget.

D. Budget 2016-2017

A few items that need to be reviewed and discussed; new staff position Analyst – Bob Kautz and Gina Post will draft a Job description and present this to the Commission. Secondly; the creation of a brand or logo for the Maine Charter School Commission. Lastly; creating our own website that is more attractive and inviting.

VIII. New Business

A. Review of 2017 RFP

Questions around what exactly do we issue? A regular RFP versus a virtual RFP? Do we target a specific region in the State? A specific age group? There have been some edits to the 2017 RFP based on discussions from the 2016 RFP meetings; how public are applications? Pages are to be numbered; the application should include a table of contents. “Counseling out”; offers a description.

Motion by John Bird; seconded by Laurie Pendleton and voted unanimously by those present to approve the issuance of both a regular and virtual RFP approximately one week earlier than last year’s timeline, with the acceptance of minor edits.

B. Baxter – Update Board of Directors

Motion by Mike Wilhelm; seconded by John Bird and voted unanimously by those present the receipt of Baxter Academy for Technology & Science’s updated Board of Directors contact information.

C. Baxter – New Board member; Patti Oldmixon

Motion by Mike Wilhelm; seconded by John Bird and voted unanimously by those present the acknowledgment of Baxter Academy for Technology & Science’s new Board member, Patti Oldmixon.

D. Cornville – Resignation of Mimosa Mack

Motion by Mike Wilhelm; seconded by Laurie Pendleton and voted unanimously by those present the receipt of notice of the resignation of Mimosa Mack from Cornville Regional Charter School.

E. Snow Pond – Resignation of Rob Moody

Motion by Mike Wilhelm; seconded by Laurie Pendleton and voted unanimously by those present the receipt of notice of the resignation of Rob Moody from Snow Pond Arts Academy.

F. Snow Pond – New Co-Chairs – Scott Cowger, Anne Hammond – Treasurer, Julie Richard

Motion by Nichi Farnham; seconded by Mike Wilhelm and voted unanimously by those present the receipt of the notice of Snow Pond Arts Academy's new Co-Chairs; Scott Cowger and Anne Hammond and Treasurer, Julie Richard.

G. Maine Virtual Academy Attendance Policy

Melinda Browne indicated that Maine Virtual Academy has a straight forward methodology for handling attendance in a virtual domain. They have access data on many levels that allows them the ability to sort through students, this process is being done weekly. They start reaching out to students at the three day mark if there has not been communication previously. There are two ways to monitor attendance; one is the logging in and the second is by the work that the student is performing. Shelley Reed asked if they had incorporated in the policy a sense of the students working hours. For example, if they didn't sign in at the beginning of the day that they would have some other instructional. Dr. Browne indicated that their computer system does the tracking. They are taking a closer look at what students are doing, besides logging in. Maine Virtual Academy's Attendance policy regarding truancy does follow the same guidelines as that of the Department of Education.

Maine Virtual Academy is required to administer NWEA in a proctored setting. Melinda Browne, Head of School and Peter Mills, Secretary for the Governing Board were present to discuss in more detail. Maine Virtual Academy is concerned as they are experiencing trouble getting the kids to take the required MEA's and the NWEA's. The students have to take a combination of four tests when put all together. They have come up with strategies that work with the parents to reinforce that this is necessary.

Motion by Mike Wilhelm; seconded by Nichi Farnham and voted unanimously by those present the acknowledgement of the Maine Virtual Attendance policy as written.

H. HCA By-Laws

Motion by Nichi Farnham; seconded by Laurie Pendleton and voted unanimously by those present to table this item to be discussed at the May 3, 2016 Business meeting.

IX. Other

A. Review of Monitoring Visit dates and Materials

The information packet has been sent out to review team members. The first Monitoring visit will be with Cornville Regional Charter School and is scheduled for Friday April 8, 2016.

B. Discuss procedure for commission review teams to review and react to Charter school

submissions and requests

As requests come forward from Charter schools, we have been bringing these request to the review team at which discussions are done via email, phone conferences etc. Commission members have come to depend on support staff and would like to continue the process as it is in place now.

X. Announcements

A. Baxter

Won regional for One Act Drama, and their Robotics team received the Innovation Award.

B. Turn in Expense Account Vouchers at the end of the meeting

C. Reminder of important dates for your calendar:

1. Next MCSC Business meeting May 3, 2016
2. Charter School Graduation information – Date, time, and Location

XI. Public Comment

Roger Brainerd; received an email that Washington State is allowing their Charter schools to continue. MACS is holding another dinner to take place Thursday, May 5, 2016 at the Senator Inn. This year concentration will be community that Maine has developed with Charter schools, inviting school leaders and Board members, Commission members, State Board, and the Commissioner. The National Charter School conference will be June 26-29, held in Nashville.

Gina Post shared that the NASCA conference will take place October 24-27, 2016 in Atlanta, Georgia.

Dottie Foote, Head of School and CEO of WayFinder schools intend to submit an application.

Judith Jones; attended the Lottery for Acadia Academy. It would have been helpful for the Acadia Academy team to have had the Intent to Enroll form as well as the Commitment to Enroll form available, so as people's children were accepted they could have received the form immediately.

XII. Adjourn

Motion by Mike Wilhelm; seconded by Nichi Farnham and voted unanimously by those present to adjourn at 12:43 p.m.