

Maine Charter School Commission

November 13, 2014, DRAFT Business Meeting Minutes

Minutes

The Maine Charter School Commission held a meeting on Thursday, November 13, 2014, at the Burton Cross Office Building, 111 Sewall Street, Augusta, ME.

I. Call to Order

Chair, Shelley Reed, called the meeting to order at 9:33 a.m.

II. Roll Call

The following members were present: John Bird, Nichi Farnham, Jana Lapoint, Laurie Pendleton, Ande Smith, Mike Wilhelm and Shelley Reed, Chair.
Also in attendance were Bob Kautz, Executive Director, and Deanne Lavalley, Administrative Assistant.

III. Adjustments to the Agenda

Some items on the agenda may be moved around a bit; we want to be sure Bob Kautz is back for the Maine Virtual Academy item.

IV. Acceptance of Minutes

A. Moved by Jana Lapoint; seconded by Mike Wilhelm and voted unanimously to accept the October 15, 2014, Minutes as written.

V. Officers' Reports

A. Chair

Attended the NASCA Leadership Conference and will follow with a report, as well as, notes on MCSC's participation at the MSMA Fall Conference in October.
I have put together a draft Executive Director Performance Evaluation form as an example for discussion.

B. Vice Chair

I have been participating on the Maine Virtual Academy Review Team with John and Mike. Delivered a monologue at the State Board of Education meeting yesterday – interest on the Board as to the status of the Commission.

C. Executive Director

1. Update on receipt of Audit information required as of November 1. Schools are having difficulty with their accountants providing the audit information and are working on it.
2. Update on per pupil transportation allocation. This cannot be calculated by DOE until the audit information has been received.

VI. Unfinished Business

A. Director of Program Management Temporary Position

1. The RFP had been sent to purchases and yesterday at 5:12 p.m. I received the edits, which I will do a.s.a.p. and return the RFP to Purchases for their final approval.
2. The timeline for the RFP is dependent on the date of approval from Purchases and will be forwarded to you as soon as possible.
3. The Review Team for the RFP will be Shelley Reed, Ande Smith, Bob Kautz and Deanne Lavallee. However, Bob and Deanne will be non-voting participants as their employer may apply for this contract.

The selected Bidder is chosen on a consensus scoring/selection process. The contract goes to the Bidder with the most points. This RFP is for the recruiting/staffing company not for the person to be the Director of Program Management. When that person is chosen, the decision will be made by the whole Commission.

B. National Association of Charter School Authorizers Leadership Conference, Miami, Florida October 20-23, 2014.

I would like to thank Donna Wilhelm for attending sessions and reporting back to us including all the handouts provided.

In some ways, Maine is ahead of the country. Next step is how we evaluate ourselves and the staff. NACSA offers free Evaluation of Commission Training. They only do 10 per year; Katie at National Headquarters is checking to see where Maine could be on the list and what does it entail.

Financial accountability of public charter schools needs more attention; it is the number one reason for closing.

NASCA Conference Notes from [Shelley Reed](#) and [Mike and Donna Wilhelm](#) linked here.

C. Maine School Management Association Fall Conference – MCSC Clinic Friday October 24, 2014.

Shared Values: All Public Schools want good things for students.

Concern of a “selected” school board versus an elected school board – public charter school board members each hold skill sets to add value to the board as a whole – i.e. academic, finance, legal, fundraising.

Public Charter Schools are responsible for Proficiency-based Diplomas.

Funding of the public charter schools is an issue; being addressed by the DOE with the legislature.

Justin Belanger – SPED Population in the Public Charter Schools; keeping the bricks and mortar school going.

Karl Francis – Launching a virtual school and who his students are.

Following the session, some districts asked questions about setting up district charter schools.

MSMA Conference Notes from Shelley Reed [available here](#).

And a *Thank you* for MCSC participation from Dr. Robert Hasson was read.

D. Repository Email Account.

Begin copying any emails to do with MCSC business to *csc1.DOE@maine.gov on December 1, 2014.

Monthly a PST File will be created containing that month’s emails – named by Month/Year and archived on the network.

In the event of a “FOAA” Request, members may still have to vet their personal computers.

*Address assigned by Office of Internet Technology.

VII. New Business

A. Review and Vote on the Public Virtual Charter School Application for School Year 2015:

1. Maine Virtual Academy (MEVA)

Grades: 7-12

Statewide

School Program Design: Maine virtual Academy’s (MEVA) mission is to develop each student’s full potential with learner-centered instruction, research-based curriculum and educational tools and resources to provide a high quality learning experience for grade 7-12 students who are in need of alternative educational options. MEVA will develop an Individualized Learning Plan (ILP) with specific learning goals to meet each student’s needs. MEVA’s rigorous curriculum is aligned to the eight Maine content areas, the Maine Learning Results, the Common Core State Standards and the Next Generation Science Standards. MEVA will demand the highest level of accountability from our Maine-certified teachers, our education management system and our nationally recognized provider of educational services. The MEVA Board will contract with K-12 Virtual Schools LLC for educational products and selected support services.

Paul Stearns, Assistant Attorney General, has joined us for any procedural guidance. We want to be sure we are proceeding in everyone’s best interest.

Mike Wilhelm presented an overview of the Findings of Fact; this can be found in its [entirety here](#) and includes the [MVA Proposed Charter Contract Requirements](#) provided by the Review Team.

Review Team:

Chair, Mike Wilhelm
John Bird
Ande Smith

Motion by Mike Wilhelm; seconded by John Bird to approve moving forward to the contract phase with MVA with the amendments to the contract requirements.

Following was Commission discussion on the Maine Virtual Academy.
Shelley Reed summarized a report done on her research on information in regard to K-12.

As a result of the discussion, amendments were made to the “Proposed Charter Contract Requirements.”

Motion by Shelley Reed; seconded by Jana Lapoint and voted unanimously to accept the amendments to the Proposed Contract Requirements as part of the main motion.

[Amendments to the Proposed Charter Contract Requirements.](#)

Motion by Mike Wilhelm; seconded by John Bird and a roll call vote to accept the main motion including the amended additional charter contract requirements:

Bird: Yes; Farnham: Yes; Lapoint: Yes; Pendleton: Yes; Reed: No; Smith: Yes; Wilhelm: Yes. Vote is six yes and one no – Maine Virtual Academy approved to move forward to the contract phase.

B. Commission Acceptance of Baxter Academy for Technology and Sciences’ Board newly elected directors: Kimberly Ma Gustafson and Christian Sparling.

Motion by John Bird; seconded by Mike Wilhelm and voted unanimously to accept Baxter Academy for Technology and Sciences’ new Board Members Kimberly Ma Gustafson and Christian Sparling.

C. Notification from the Secretary of State’s Office was read of Jana Lapoint’s reappointment to the Maine Charter School Commission representing the State Board of Education for a second three-year term – July 1, 2014 – June 30, 2017. Shelley Reed presented Jana with a plaque from the Commission: *The Maine Charter School Commission with many thanks and great respect recognizes Jana Lapoint for her tireless dedication, outstanding leadership and contribution to Maine Charter Schools on this day November 13, 2014.*

D. Laws that Apply to Public Charter Schools and Impact of Other Laws and Requirements
Deb Friedman Updated October 2014. Place on the MCSC website.

E. Scheduling of Maine Connections Academy 90-Day Visit by Review Team.
Tuesday, December 9, 2014 at 10:00 a.m.

F. Discussion of Staff Evaluations / Job Descriptions Process and Instruments.

Evaluation Committee: Chair, Vice, Chair, Member equals a three-member committee.
ED develops short and long term goals per job description; Commission develops short and long term goals; where do the two meet.
Every July meeting set goals for the year.
Every June: performance review of the Executive Director.
Review of the Executive Director Performance Evaluation Form; send any suggestions, comments to Shelley prior to December 2 meeting.
Discussion and acceptance of the evaluation form/process at the December 2 meeting.

VIII. Other

None.

IX. Announcements

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

B. MACS: [Excellence in Charter School Governance](#) A Workshop for: **Maine Charter School Boards, Administrators & Interested Others**
Friday, November 14, 2014, 9 a.m. to 3 p.m. University of Maine Augusta – Michael Klahr Center
Bob will be attending and welcoming the participants.

C. Next regularly scheduled meeting: **Tuesday, December 2**, Time: 9:30 a.m.

X. Public Comment

12/2/14 Agenda

Criteria for 2nd year follow-up visits by the MCSC Chair or the Review Team in the monitoring plan.

XI. Adjourn

Motion by John Bird; second by Mike Wilhelm and voted unanimously by those present to adjourn at 1:30 p.m.