

- Step 1. William Shuttleworth verifies that application is complete (and determines which Review Team the application will go to).
- Step 2. Jennifer Pooler mails hard copy of each application to each Commission member. Jennifer Pooler sends an electronic copy of the application to each Review Team member for that application.
- Step 3. Review Team Chair is responsible for getting parts of the application to any consultants that will be needed for the review. The consultants should get a copy of the Executive Summary of the application, as well as the section that are reviewing, so that they can have a general picture of the school without having to review the entire contract.
- Step 4. Each Review Team member reviews and rates the application assigned to that Review Team. Review Team members then meet in person to discuss and vote on a recommendation to the full Commission. The recommendation doesn't have to be unanimous. The recommendation will be presented to the full Commission by the chair of the Review Team. It may be a written recommendation, but in any case will need to be backed up by information from the review as to why the recommendation was made.
- Step 5. The Full Commission convenes to discuss the recommendations of the Review Teams and to vote on whether applicants should move on to the next stage of review – the public hearing and interview. This vote only requires a simple majority of members.
- Step 6. After the public hearings and interviews, the Commission votes. Five affirmative votes are needed to approve a charter school.
- Step 7. A contract is negotiated between the Commission and each successful charter school applicant. The contract must be signed at least 60 days before the school opens.

E. Meeting Dates for Application Review and Approval

- Commission members agreed to the following dates for meetings:
 - May 29th - 10 am to whenever (2 or 3 pm) – Full Commission hears reports from Review Teams and determines whether applicant proceeds to the hearing/interview process.
 - June 5th - Based on an expectation of 2 applicants from the Skowhegan area, the Commission will hold its regular business meeting in Skowhegan from 9 to 10 am. It will then, for the first applicant, hold a public hearing from 10 to 11 and an interview from 11 to 12. Then it will hold a public hearing from 1 to 2 on applicant #2, and an interview from 2 to 3.
 - June 6th - Hold for additional public hearings or interviews if needed
 - June 7th - Based on expectation of 2 applicants from the Portland area (possibly including a virtual charter school applicant), hold a similar set of hearings/interviews as in Skowhegan, starting at 9 am for applicant #1 and 1 pm for applicant #2.
 - June 11th - Commission will meet to vote on approval of applications. (9 am to noon)

OLD BUSINESS:

- None

ANNOUNCEMENTS:

- None

PUBLIC COMMENT:

- None

ADJOURNMENT:

MOVED by Shelley Reed, seconded by Jana Lapoint, and unanimously voted by those present to adjourn the May 1, 2012 State Charter School Commission meeting at 1:50 PM.

Transcribed by Jennifer Pooler (with assistance of notes provided by Deb Friedman).