

## **State Charter School Commission**

111 Sewall Street (physical address)  
23 State House Station (mailing address)  
Augusta, ME 04333-0023

The State Charter School Commission held meeting on April 25, 2012, at the Cross State Office Building, 111 Sewall Street, Augusta, Maine. The following members were present: James Banks, Sr.; Richard (Dick) Barnes; Lynda Doyle; Jana Lapoint; Donald Mordecai; Shelley Reed; and William Shuttleworth.

Also present was: Jennifer Pooler, Administrative Assistant, Department of Education.

### **CALLED TO ORDER:**

Chair, James A. Banks, Sr., called the meeting to order at 2:42 PM.

### **APPROVAL OF MINUTES:**

MOVED by Donald Mordecai, seconded by Shelley Reed, and unanimously voted by those present to approve the April 17, 2012 minutes as written.

### **OFFICER'S REPORTS:**

**Chair, James Banks, Sr.:**

- None

**Vice-chair, William Shuttleworth:**

- None

### **NEW BUSINESS:**

- A. MOVED by William Shuttleworth, seconded by Shelley Reed to adopt Rule Chapter 2 (and file with the AG and Secretary of State for approval and effective date of May 1).
- B. Commissioner Bowen joined the meeting at 2:40 PM to provide an update on the passage of the supplemental budget and answer questions.
  - Will the Commission have a budget to be able to carry out its monitoring responsibilities, to receive professional development, and for consultants needed in general and as part of the review teams? Yes, develop a budget for FY13.
  - When will some or all of the funds (\$150,000) be available for use by the Commission? The supplemental budget authorizes the Commissioner of Education to transfer up to \$150,000 to the Commission to carry out its duties. The money isn't currently available to give to the Commission; it needs to be found in savings across the DOE.

- How much will that be and how will it be controlled? The supplemental budget also authorized \$10,000 for FY 12 (which about \$5,000 is spent) and \$20,000 for FY 13.
- Who will sign off on expenses once the Commission gets its money? The Commissioner will have to on the \$150,000 – most likely the chair of the Commission and Elaine Babb.
- Can we bring in experts (consultants) to help with the review process, as the statute requires, without "posting" the positions? When the Commission is ready to contract with experts for the review teams, does the contracting process have to go through the DOE? If the Commission has already identified the expert consultants, are we required to go through the complicated hiring process or can the consultants be fast-tracked? Are there limits on the amount that can be paid to consultants? You don't need to issue an RFP, or enter into a lengthy contract, for services of less than 1,000 hours and costing less than \$5,000. HOWEVER, you do need to get quotes from 3 potential contractors. If the contract is for less than \$2,500, you only need 3 telephone quotes; for \$2,500 to \$5,000 – three written quotes.
- How and in what period of time would the 3% from each pupil be forwarded to us. Not addressed.
- Will the DOE be responsible for auditing us or do we do that from an outside group? Not addressed.
- Who will request funds from the legislature in the future budget cycles? The Commission or DOE? You will need to develop an annual budget – either the Commission or the DOE can present it – but that's down the road a year or two.
- Update on need of Commission staff person/people. The Commissioner is aware of the need for a staff person for the Commission. The Commission needs to draft a job description with their expectations for the person and a draft budget before it can go any further.

Lynda Doyle and William Shuttleworth were excused at 3:00 PM.

Richard Barnes excused at 3:30 PM.

**OLD BUSINESS:**

- None

**ANNOUNCEMENTS:**

Submit Expense Account Vouchers to Jennifer Pooler at the end of the meeting.

**PUBLIC COMMENT:**

- None

**ADJOURNMENT:**

MOVED by Shelley Reed, seconded by Jana Lapoint, and unanimously voted by those present to adjourn the April 25, 2012 State Charter School Commission meeting at 3:40 PM.

Respectfully submitted by Jennifer Pooler