

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 a meeting on May 8, 2012, at the Cross State Office Building, 111 Sewall Street, Augusta, Maine. The following members were present: Richard (Dick) Barnes; Lynda Doyle; Jana Lapoint; Donald Mordecai; Shelley Reed; and William Shuttleworth.

Excused: James Banks, Sr.

Also present was: Jennifer Pooler, Department of Education.

CALLED TO ORDER:

Vice-chair, William Shuttleworth, called the meeting to order at 12:35 PM.

APPROVAL OF MINUTES:

MOVED by Jana Lapoint, seconded by Shelley Reed, and unanimously voted by those present to approve the May 1, 2012 minutes as amended.

OFFICER'S REPORTS:

Chair, James Banks, Sr.:

- Has heard from several potential "experts" to assist the review teams. Will get the names to Jennifer Pooler for distribution to the team.
- Recommends that the administrative assistant position description be increased to 40 hours.

Vice-chair, William Shuttleworth:

- None

NEW BUSINESS:

- A.** Review and approve Job Descriptions and 2012-13 Budget to submit to Commissioner Bowen
 - Jennifer Pooler recommended that the Administrative Assistant position description be increased to 40 hours. Also that the income and expense reporting be transferred to the Director position.

MOVED by Shelley Reed, seconded by Jana Lapoint, and unanimously voted by those present to approve Job Descriptions for the Administrative Assistant and Director as amended.

- B.** Review and approve the revised Application Review Process
 - Discussion and revisions made – no formal vote taken

C. Discussion

- Standards of Evaluation for review teams and the Commission
 - Should some review teams who recommend the initial approval be the monitoring and oversight team? More discussion is required.
 - Each review team will meet (when possible meet in person, if not possible, by phone) independently prior to making the initial recommendation for the application to move forward in the review process.
 - Does the information meet the evaluation criteria as listed in the application?
 - Are all documents, including personal notes on applications, public information? Checking with Sarah Forster.
 - Shelley Reed will create a review team chair "Summary Sheet".
- Responses that might produce a conditional charter
 - Things they haven't demonstrated they can do.
 - Short term conditions (90 days or less).
- Charter contract writing/negotiation process
 - Richard Barnes and William Shuttleworth will work on draft contract and present it at next meeting.
- Performance oversight/monitoring process & forms
 - Hasn't been started yet.

OLD BUSINESS:

- None

ANNOUNCEMENTS:

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

PUBLIC COMMENT:

- If someone puts in their application this year, but don't want to open until Sept 2013 will it be reviewed now?
We would notify them that due to time constraints it is unlikely that their application will be reviewed until the next cycle.

ADJOURNMENT:

MOVED by Donald Mordecai, seconded by Lynda Doyle, and unanimously voted by those present to adjourn the May 8, 2012 State Charter School Commission meeting at 1:40 PM.

Respectfully submitted by Jennifer Pooler.