

## **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 November 6, 2012, at the Cross State Office Building, 111 Sewall Street, Augusta, Maine. The following members were present: James Banks; Richard (Dick) Barnes; John Bird; Jana Lapoint; Shelley Reed; Heidi Sampson and William Shuttleworth.

### **CALLED TO ORDER:**

Chair, Jana Lapoint called the meeting to order at 1:05 PM.

### **ADJUSTMENTS TO THE AGENDA:**

- Brief discussion on the Charter Commission proposed budget (FY 2014) and current monthly cash flow (FY 2013).
- Brief discussion on whether or not we have the right with legislation to look at the virtual schools in terms of a blended school or do we have to accept them as they are coming to us now.

MOVED by Shelley Reed, seconded by William Shuttleworth and unanimously voted by those present to include the proposed adjustments to the agenda.

### **APPROVAL OF MINUTES:**

MOVED by Shelley Reed, seconded by Jim Banks, and unanimously voted by those present to approve the minutes from the October 2, 2012 meeting.

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

#### **Chair, Jana Lapoint: Meeting with Commissioner Steve Bowen.**

The meeting with Commissioner Bowen was very positive.

The Commissioner suggested we keep a record of the time and content of our contact with charter schools and applicants

A suggested template for Commission Members to use will be provided.

MDOE staff may be available to assist with the review of charter school applications.

#### **Vice-chair, Richard Barnes:**

- None

### **NEW BUSINESS:**

- A. Consideration of the application for public charter school – Baxter Academy for Technology and Science.

Information received from Baxter Academy was not sent to all members of the commission. All members received the information via email from Bob Kautz yesterday, November 5, 2012.

MOVED by Jim Banks, seconded by William Shuttleworth, and unanimously voted by those present to approve the motion to table the consideration of the Baxter Academy for Technology and Sciences until a special meeting to be held on Friday, November 16, 2012.

B. Status of new applications.

From eight letters-of-intent to apply, we received three withdrawal notices and five applications.

Applications have undergone an initial review by staff and letters have been prepared and will be mailed tomorrow requesting missing information.

- If these requests are not responded to, the application will be rejected.
- The staff will determine if the submission of requested material is complete and within the five-day window. Complete applications will receive acceptance letters designating their review team.

C. Approval of MeANS Bylaw Revisions



**Motion:** Proposed that the MeANS Board of Directors ask that the MeANS Bylaws and Articles of Incorporation be amended to reflect the following change:

**ARTICLE 5 – OFFICERS**

**Section 5.1** Officers. The officers of the corporation shall consist of the Board Chair, a Vice Chair, a non-voting President, a non-voting Treasurer, ~~an Assistant Treasurer~~, a Secretary, a Chair of the Finance Committee and such other officers and assistant officers as the Board of Directors shall deem desirable. No two offices may be held by the same person. In addition to the duties and powers specifically set forth in these Bylaws, each officer shall have such duties and power as the Board of Directors may from time to time prescribe.

**Section 5.2** Election and Term of Office. The officers shall be elected annually by the Board of Directors at its annual meeting, or as soon thereafter as convenient and each officer then holding an elective office shall continue to hold said office or offices until his or her successor shall have been duly elected.

**Section 5.3** Qualifications. The Board Chair, Vice Chair and Secretary shall be elected from among the Directors of the corporation.

**Section 5.4** Vacancies. A vacancy in any office caused by death, resignation, removal, disqualification, or otherwise, shall be filled by the Board of Directors for the unexpired portion of the term.

**Section 5.5** Chair of the Finance Committee: The Chair of the Finance Committee shall have oversight of all financial affairs of the corporation.

**Section 5.6** Treasurer. The Treasurer shall have general charge of the financial affairs of the corporation. The Treasurer shall have custody of all funds of the corporation, subject to such regulations as may be imposed by the Board. The Treasurer may be required to give bond for the faithful performance of his or her duties, in such sum and with such sureties as the Board may require. The Treasurer shall deposit, or cause to be deposited, all moneys of the corporation in such depositories as may be designated by the Board. The Treasurer shall keep or cause to be kept full and accurate accounts of the receipts and disbursements of the corporation in suitable books of the corporation and shall exhibit such books upon request of any officer or Director for any proper purpose at any reasonable time. The Treasurer shall be a non-voting member.

**Section 5.7** Secretary. The Secretary shall have charge of such books, documents, and papers as the Board of Directors may determine and shall have the custody of the corporate seal. The Secretary shall attend and keep or cause to be kept the minutes of all the meetings of the Board of Directors. The Secretary shall keep or cause to be kept a record of the names and addresses of the Board of Directors. The Secretary may certify all votes, resolutions, and actions of the Board of Directors and of its committees.

**Section 5.8** Board Chair. The Board Chair shall preside at all meetings of the Board and shall have such other powers and responsibilities as set forth in these Bylaws. In the absence of the chair, the vice chair may act and have the powers of the chair.

**Section 5.9** President. The President shall have such authority and responsibilities as designated by the Board of Directors. The President shall be a non-voting member.

Clarification needed:

- How many members on the Board of Directors?
- Check with Sarah Forster as to whether or not this mediates a clear delineation between the Good Will Home Association and MeANS.
- Check with Sarah Forster to make a decision on whether or not this is a "material" or a "non-material" change.

MOVED by William Shuttleworth, seconded by Shelley Reed, and unanimously voted by those present to seek clarification and place on agenda for the Special Meeting on Friday, November 16, 2012.

**OTHER:**

- Budget – FY 2014 – Meeting with Sawin Millett on November 19, 2012.
  - Increase professional development line by \$4500.
  - Add \$55 per diem stipend for commission members.

To: *Elaine Babb*

Maine Charter School Commission DRAFT Operating Expenses  
Full Year, July 1 - June 30

	Year	Quarter	Month	Explanations
<b>Personnel</b>				
Director	116,872			
Salary	71,032	17,758	5,919	
Benefits	0	0	0	
Taxes	0	0	0	
Administrative Assistant	64,528			
Salary	36,358	9,090	3,030	
Benefits	0	0	0	
Taxes	0	0	0	
Insurance				
Unemployment	0	0	0	
Workers Comp	0	0	0	
<b>Total Personnel</b>	407,390	26,848	8,949	
	112,560	28,140	9,280	
<b>Operating Office</b>				
Advertising	5,000	1,250	417	Application Solicitation
Computer Hardware	750	187.50	62.50	
Computer Software	600	150	50.00	Office/Filemaker
Dues, memberships	1,000	250	83.33	misc=\$1,000
Insurance	750	187.50	62.50	General Business/Liability
Expense Reimbursement	5,000	1,250	417	Overnights, meals
Photocopy	1,000	250	83	
Printing	500	125	41.67	
Postage	500	125	41.67	
Supplies	1,500	375	125	
Telecommunications	1,500	375	125	Telephone/Internet
<b>Total Office</b>	20,000	4,525	1,500	
	18,120	4,526	1,500	
<b>Committee</b>				
Conferences	10,000	2,500	833	\$2,500 per person/conference
Contracted Services	5,000	1,250	417	Consultants, 10 days @ 500/day
Professional Development	5,000	1,250	416.67	
Meeting Travel	18,000	4,500	1,500	
<b>Total Committee</b>	43,000	9,500	3,167	
	38,800	9,500	3,167	
<b>Total Operating Expenses</b>	48,000	4,450	1,367	
<b>TOTAL EXPENSES</b>	326,390	31,598	10,517	

*Dist figure 20% added  
to benefits  
Dist. 74,383.60  
cash. 38,175.90*

*40  
40  
50*

*Add per diems  
6,590*

*Income  
Council 56 @ 4,100/3% = 10,800  
Mans 40 @ 6,000/3% = 7,200.00*

*35 PP  
7 members  
X 12 = 4620  
3 teams  
3 x month  
for 3 months  
1920*

MEMORANDUM

TO: JANA LAPOINT, STATE CHARTER SCHOOL COMMISSION  
FROM: ELADNE BABB, FINANCIAL ANALYST FOR THE DEPARTMENT OF EDUCATION  
SUBJECT: FY14/15 BUDGET  
DATE: 9/10/2012  
CC: DEBORAH FRIEDMAN, DIRECTOR, POLICY AND PROGRAMS, DOE

*Elaine*

I am attaching the documents that represent the FY14/15 biennial budget for the State Charter School Commission. The documents are as follows:

- "Change Package" to appropriate and allocate funds. This document reflects the budget that you sent to me. It requests a General Fund appropriation of \$239,950 in FY14 and \$249,851 in FY15. It also provides an allocation of \$18,000 in each year to allow you to spend revenue that you receive from the schools.
- All Information Technology budgets are submitted using an OIT template. I have attached that template that reflects OIT costs such as telephones, computers, etc. Please review this to make sure that I have included everything you need.
- Position profiles. This shows the cost of the positions for each fiscal year.
- Language needed to allow payment of per diems to commission members.

If you have any questions please let me know.

		Changes - All Budget Items		Part A Initiatives & Other FY 14	Part A Initiatives & Other FY 15
Change Group:	Change Type:	Change Number:	Include:	Yes	One Time:
C	A	1	Yes	Included	
CHA00 STATE CHARTER SCHOOL COMMISSION					
Change Package: C-A-1 Priority: Include: Yes					
Description: Establishes one Public Service Executive II position, one Office Associate II position, establishes per diem payments for State Charter School Commission members and provides funding for general operating expenditures, contracted services and professional development.					
Justification: This initiative establishes an Executive Director for the Maine Charter School Commission. This position will direct work of the Commission in order to insure compliance with laws and rules governing the Maine Charter School Commission. This involves direct contact with the legislature, review and approval of all contract negotiations, review and monitoring charter compliance, performance, corrective action plans and annual performance targets and monitoring all approved charter applications. This initiative also establishes an Office Associate II position to provide administrative support and perform all secretarial duties required by the director.					
01090SZ13701 STATE CHARTER SCHOOL COMMISSION				2014	2015
LEGISLATIVE COUNCIL					
Total Positions		2,000		2,000	2,000
Personal Services		188,351		188,351	188,351
All Other		51,599		51,599	51,599
Total Appropriations and Allocations		239,950		239,950	239,950
Personal Services		188,351		188,351	188,351
All Other		51,599		51,599	51,599
Total Expenditures		239,950		239,950	239,950
01499SZ13701 STATE CHARTER SCHOOL COMMISSION					
All Other		18,000		18,000	18,000
Total Appropriations and Allocations		18,000		18,000	18,000
All Other		18,000		18,000	18,000
Total Expenditures		18,000		18,000	18,000
Total Dedicated Revenue				18,000	18,000

- Legislation – regarding blended schools.
  - Ask for clarification: Does the Maine Charter School Commission have the authority to approve a blended virtual school.

**ANNOUNCEMENTS:**

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

**PUBLIC COMMENT:**

- None

**ADJOURNMENT:**

MOVED by Shelley Reed, seconded by Jim Banks, and unanimously voted by those present to adjourn the November 6, 2012, State Charter School Commission meeting at 2:40 PM.

Respectfully submitted by Deanne Lavallee.