



Notes from the
Charter School Meeting
Thursday, September 8, 2011
10:00 AM – 12:00 PM
Room 538
Cross State Office Building

A Charter School meeting was held on Thursday, September 8, 2011, at the Department of Education in Augusta. The following were present: James Banks, Sr., Chair of the State Board; Marilyn Temple Tardy and Jana Lapoint, Members of the State Board; Sarah Forster, Assistant Attorney General; and Mary Becker, State Board of Education Secretary Associate.

- Handout - Draft of a job description for an Executive Director
 - Once all seven members are selected, the Commission will fill in the blanks of the job description
- October 6 State Board meeting – The Board will appoint the 3 State Board members to serve on the Charter School Commission
 - The 3 SBE Commission Members will recruit the other 4 members and will evaluate the applications
 - Recruitment: David Connerty-Marin to do a Press Release, Post on MACS website, Commissioner's List Serve, SBE Interested Parties Contact List
 - Set a time/date for interviews by the Education Committee
- Once the Commission has full membership (7) they will hire an Executive Director
 - Jim would like to hire a temporary consultant for 30 to 60 days and will talk to Jim Rier regarding a contract person to help get things started
 - Needs:
 - Physical Location
 - Phone
 - Individual to answer phone
 - Email address

- Physical mailing address
 - Website (separate from DOE)
- Start up dollars
 - There is no start up revenue and the Commission will need money in the supplemental budget
- Grant Request
 - MACS (Judith and Roger) submitted a grant request as it was due by 9/2/11. There may be funds in the grant to hire an Executive Director.
- Charter Conference in Florida
 - Sarah Forster will attend the conference at Amelia Island in Florida and will bring back materials and information that the Commission can build off in regards to what others are doing.
- Training
 - All 7 Commission Members will need training and it may be more cost effective to bring a talented person to the Commission.
- Policies and Procedures
 - Secretary of State's web page (independent Boards and Commissions), Ethics Commission
 - Some Commissions have by-laws, some procedures
 - The Charter Commission has Rulemaking Authority – General Procedural Rules
- Handout – Commission on Governmental Ethics and Election Practices / Summary: This Chapter describes the nature and operation of the Commission, and establishes procedures by which the Commission's actions will be governed.

Notes for Charter School Commission Members:

- Page #3, Section 2. Organization (how they meet, how they make decisions, who they are, where they are located, etc.)
 - Page #4, Section 3. Meetings (where they meet and what they do, etc.)
 - Page #9, Section 5. Fact Finding and Investigations (How procedures are done)
- Draft of Steps / Dates (3 SBE Members)
 - October 6 – Board meeting and 3 SBE members approved
 - November 7 – Resumes postmarked by
 - November 13 – 3 SBE members to select 4 nominees
 - By December 1 – Requested date to Ed Committee for interviews
 - Ed Committee – 10 days to send written appraisal of strengths and

weaknesses of 4 nominees

- Take to full SBE for majority vote to approve all 4 Commission members (if time allows, the SBE could see resumes of the 4 nominees and make comment)
- Priority List
 1. Find other 4 members (can not do anything until this happens)
 2. Hold meeting of 7 members
 3. Organization process
 4. Find an Executive Director (use job description and advertising)
 5. Key Staff Person
 6. RFP's out by March
- Questions / Concerns/ Amendments:
 - Per diem (amendment)
 - Role as a SBE Member (SBE does not direct Charter School Commission)
 - Rule can not over-ride statute
 - If SBE member is no longer on the State Board (term up), do they continue on Commission?
 - Is the DOE responsible for tweaking the law?
 - Per diem for SBE members - \$55.00 per meeting?
 - One year and term ends – Do the 3 SBE Commission members choose the new member?
 - Do new nominees need to go before the Ed Committee?
 - Deb Friedman the person to tweak the statute?
 - What is a term and how does it run?
 - Replacement of SBE members?
 - Replacement of Authorizers?
 - How do you replace any of the 7 members?

Jim Rier joined the meeting at 11:28 am:

In order to contract a consultant the group needs to put together a 2 paragraph description of what the consultant would be doing. The description goes to Valerie Seaberg to complete a Sole Source Form.

Mary will send the following to Valerie:

A Temporary Consultant to assist the three State Board of Education members, once confirmed by the full State Board, to serve on the Charter School Commission.

The Consultant would assist with the following:

- Facilitate and Review Applications for Four Charter School Commission Members to Meet the Requirements of the Law
- Gather Information for Potential Policies and Procedures for the Charter School Commission
- Coordinate with the Legislative Education Committee in Scheduling Interviews of Commission Candidates
- Develop a Job Description for Staffing of the Charter School Commission – Executive Director and Secretarial Support
- Assist in Researching Potential Grant Funding