



Maine Charter School Commission

Monthly Commission Meeting

Published on September 14, 2023 at 12:44 PM EDT

Amended on October 5, 2023 at 11:15 AM EDT

Date and Time

Tuesday September 12, 2023 at 1:00 PM EDT

Location

Maine Connections Academy, 8 Science Park Road, 3rd Floor, Scarborough

Reminders:

- This meeting is being recorded via Zoom.
- We ask members of the public to hold comments until public comments are heard.
- When speaking, state your name and speak slowly and clearly and loudly enough for the captioner to pick up your comments. Lana or Amy will interrupt if the captioner is having a difficult time hearing what is being said.

Agenda

Purpose

Presenter

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

	Purpose	Presenter
C. To Consider the Approval of the Minutes from the 8/8/23 Commission Meeting	Approve Minutes	Norm Higgins
II. Comments from Commission Chair		
A. Comments	Discuss	Norm Higgins
III. Additions or Adjustments to the Agenda		
A. Additions/Adjustments	Discuss	Norm Higgins
IV. Committee Reports		
A. School Performance Committee	FYI	Tori Kornfield
B. Finance Committee	FYI	Leigh Albert
C. Executive Committee	FYI	Norm Higgins
V. Public Comment*		
A. Public Comments	Discuss	
VI. Presentations		
A. Maine Connections Academy	FYI	Walter Wallace
VII. Executive Director/Commission Staff Report		
A. School Updates	Discuss	Lana Ewing
B. Organizational Updates	Discuss	Lana Ewing
C. Media Updates	FYI	Lana Ewing
VIII. Monthly School Portfolio/Data Report		
A. End of Year 2022-23 Unenrollment Data	FYI	Amy Allen
IX. Unfinished Business		
A. Unfinished Business	Discuss	

Purpose Presenter

X. New Business Requiring Approval and/or Acceptance

- A. To Consider the Approval of ACADIA Academy's Request to Amend Bylaws Vote Norm Higgins
- B. To Receive and Place on File the Completed Maine Academy of Natural Sciences' Intervention Plan Vote Norm Higgins
- C. To Consider the Approval of Fiddlehead School of Arts & Sciences' Request to Fund SMARTS Curriculum Vote Norm Higgins

XI. New Business Requiring Notification to the Commission

No formal action required by the Commission.

- A. New Governing Board Members FYI Norm Higgins
Fiddlehead School of Arts & Sciences - Marie Reimensnyder
- B. Board Member Resignations FYI Norm Higgins
None
- C. Board Member Term Outs FYI Norm Higgins
None

XII. Future Topics

October 2023

- To Consider the Approval of Maine Connections Academy's Renewal Application

November 2023

- To Receive and Place on File the 2022-23 Annual Monitoring Reports

XIII. Announcements

9/26/23 - Maine Connections Academy's Public Hearing for Renewal
10/11/23 - Maine Arts Academy Ribbon Cutting Ceremony

XIV. Next Regular Business Meeting

October 10, 2023 *(Room #103A/B, Cross Office Building, 111 Sewall Street, Augusta)*

Purpose Presenter

XV. Closing Items

A. Adjourn Meeting

Vote

* The Charter School Commission does not allow airing of complaints in public meetings regarding Commission and charter school employees or school employment matters, in order to protect employee privacy, to comply with Maine law and pursuant to our contractual relation with the schools. To the extent that the Commission receives complaints and concerns relating to school employees in writing, those concerns will be reviewed and addressed by the Commission and its staff outside of a public meeting. This meeting is not the appropriate forum for such comments. You are free to direct your concerns in writing to the Commission's Executive Director, if you have not done so already.

Coversheet

To Consider the Approval of the Minutes from the 8/8/23 Commission Meeting

Section: I. Opening Items
Item: C. To Consider the Approval of the Minutes from the 8/8/23 Commission Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: 4a DRAFT Meeting Minutes - 8.8.23.pdf



Draft Minutes

Item Number	Person Responsible	Agenda Item
1	<i>Norm</i>	Call to Order and Declare a Quorum
		<p>The meeting - held via Zoom in accordance with the Commission's remote meeting policy - was called to order by Commission Chair, Norm Higgins, at 1:02pm and a quorum was declared.</p> <p>Commission members present were Leigh Weisenburger Albert, James Ford (<i>joined at 1:36pm</i>), Jim Handy, Norm Higgins, Tom Keller, Tori Kornfield, and Brian Langley.</p> <p>Also present were Lana Ewing, and Amy Allen.</p> <p><i>Commission Chair, Norm Higgins, read the Commission's Vision Statement</i></p>
2	<i>Norm</i>	Reminders
2a		This meeting is being recorded via Zoom.
2b		We ask members of the public to hold comments until public comments are being heard.
2c		When speaking, state your name and speak slowly and clearly and loudly enough for the captioner to pick up your comments. Lana or Amy will interrupt if the captioner is having a difficult time hearing what is being said.
3	<i>Norm</i>	Comments from Commission Chair, Committee Reports and Additions or Adjustments to the Agenda
3a		<p>Comments from Commission Chair</p> <ul style="list-style-type: none"> • Chair Higgins shared that staff will be looking at the annual calendar to determine whether or not there's a need to meet as a group during the months of July and August. One item that will need to be addressed is the Election of Officers as it's currently done in July. Staff will offer recommendations and/or revisions when appropriate.

		<ul style="list-style-type: none"> James Ford was welcomed as the newest member of the Commission.
3b		<p><u>Committee Reports</u></p> <ul style="list-style-type: none"> Tori Kornfield - Chair, School Performance Committee - reported on the work being done by the Committee. Leigh Weisenburger Albert - Chair, Finance Committee - reported on the work being done by the Committee. Norm Higgins - Chair, Executive Committee - reported on the work being done by the Committee.
3c		<p>Additions or Adjustments to the Agenda None</p>
4	<i>Norm</i>	Meeting Minutes Approval
4a		<p>To Consider the Approval of Minutes from the July 11, 2023 Commission Meeting</p> <p>A copy of the draft minutes was distributed for review and consideration.</p> <p>Moved by Tori Kornfield; seconded by Brian Langley and voted by roll call vote as follows - Leigh Weisenburger Albert (yes); Jim Handy (yes); Tom Keller (yes); Tori Kornfield (yes); Brian Langley (yes); and Norm Higgins (yes) - to approve the minutes from the July 11, 2023 Commission Meeting.</p>
5	<i>Norm</i>	Public Comment*
		None
6	<i>Lana</i>	Presentations
6a		None
7	<i>Lana</i>	Executive Director/Commission Staff Report
7a		<p>School Updates</p> <ul style="list-style-type: none"> An overview of the Renewal Timeline for Maine Connections Academy was given. The renewal application opened on July 17th and is due on September 1st. Staff will meet with the school's administrative team and board members on August 31st and with stakeholder groups – families/parents, teachers/staff, and students - on September 11th. The public hearing is scheduled for September 26th followed by the renewal vote during the Commission's October 10th meeting. Maine Virtual Academy was awarded a \$40,000 grant from the MDOE for an innovation instruction and tutoring grant for a project based science tutor. David Hartman, Consultant, shared that the closure process he has been overseeing with Harpswell Coastal Academy still continues and is running smoothly. With the sale of the building and positive results from the auction,

		<p>HCA will close in the black. Remaining funds will be returned to the state.</p> <ul style="list-style-type: none"> Casey Baugher, Director at ACADIA Academy, gave an update on the school’s dissolution of their partnership with John F. Murphy Homes. Due to the specific needs of some of their students, there will be short-term impacts to the school’s overall budget but plans are in place to minimize those impacts as much as possible. They have been successful in hiring staff and feel that this is a testament to their relationships within the community and hope to have good things to report at the end of the next school year as a result of these decisions.
7b		<p>Organizational Updates</p> <ul style="list-style-type: none"> Staff are conducting end of year monitoring visits with schools that are on cycle for in-person visits. The main purpose of these meetings is to discuss progress on the performance framework. Information from these meetings along with required end of year documentation is used to write annual monitoring reports. Schools that are not on cycle for an in-person visit still submit the same end of year documentation. Regarding the annual monitoring reports, a decision was made to use school reported data in determining outcomes rather than wait for the data to be certified by the MDOE. Using the data that the schools provide to us will allow for the reports to be written and received by the Commission for review in the fall rather than in the winter. Staff are still in contact with the Portland Press Herald regarding their FOAA request. The latest update is that they were provided with an estimated cost to complete the request, asked for a waiver of the fees, and based on advice received from the Attorney General’s Office the fees will not be waived. Our search for an Administrative Assistant continues. Staff interviewed four candidates and offered the position to a candidate who accepted and then subsequently changed her mind and declined. Staff will launch a new round of interviews and will keep the Commission updated on the progress of the search.
7c		<p>Media Update</p> <ul style="list-style-type: none"> Maine DOE Provides Schools with Additional \$2 Million to Expand Summer Learning and Enrichment
8	<i>Lana</i>	Monthly School Portfolio/Data Report
		Spring 2023 Panorama Survey Results

		<p>Staff shared that schools are required to administer Panorama Surveys to Parents/Families, Teachers and Staff, and Students. In years past, schools were required to report participation rates only. The new framework requires schools to meet a certain participation percentage as well as reporting the results against a dataset from like schools nationally. Here are some takeaways:</p> <p>Parent/Family Surveys</p> <ul style="list-style-type: none"> • Overall, families are very happy with the charter school experience in the state of Maine with the majority of the portfolio exceeding expectations in school climate, school safety, and school fit. • If schools do not hit the 35% participation target, they will automatically “did not meet” on the performance framework. Unfortunately there are three schools who “exceeded expectation” based on the results, but will “did not meet” due to low participation. <p>Teachers/Staff</p> <ul style="list-style-type: none"> • Survey results suggest the majority of teachers and staff are happy with their experience with five out of nine schools “exceeding expectations” and one “approaching expectations” in school climate, school leadership, professional learning, and feedback and coaching. • If schools do not hit the 75% participation target, they will automatically “did not meet” on the performance framework. Unfortunately, there are two schools who have positive results, but will “did not meet” due to low participation. <p>Students</p> <ul style="list-style-type: none"> • All schools met the targeted participation rate of 75%. • Results from questions surrounding school climate are the most concerning nearly across the portfolio. Five out of the nine schools have student results that did not meet expectations. The target being 50% compared to a national data set of like schools with many of the results in the 10th to 20th percentile. • There are; however, three schools who scored in the 99th percentile for student favorability. <p>Schools are required to submit an Annual Panorama Survey Results Action Plan based on the results. These reports will be due in October.</p>
9	<i>Norm</i>	Unfinished Business
9a		<i>None</i>

10	<i>Norm</i>	New Business Requiring Approval and/or Acceptance
10a		<i>None</i>
11	<i>Norm</i>	New Business Requiring Notification to the Commission (<i>No formal action to be taken by Commission</i>)
11a		<p>New Governing Board Members:</p> <ul style="list-style-type: none"> • 11a.1 Baxter Academy for Technology and Science - Justin Richards • 11a.2 Community Regional Charter School - Stephanie Saltzman • 11a.3 Ecology Learning Center - Michael Shell <p>Resignations: <i>None</i> Term Outs: <i>None</i></p> <p><i>No formal action required by the Commission.</i></p>
12	<i>Norm</i>	Future Topics
12a		<p>September</p> <ul style="list-style-type: none"> • EOY 2022-23 Unenrollment Data • To Consider and Place on File the MeANS Intervention Plan <p>October</p> <ul style="list-style-type: none"> • To Consider the Approval of Maine Connections Academy's Renewal Application
13	<i>Norm</i>	Announcements
13a		<p>Important Dates</p> <ul style="list-style-type: none"> • 9/26/23 (4:30-6:00pm) Public Hearing for Renewal - Maine Connections Academy 8 Science Park Road, 3rd Floor, Scarborough and ZOOM.
13b		Next Regular Business Meeting – September 12, 2023 (<i>Room #103A/B, Cross Office Building, 111 Sewall Street, Augusta</i>)
14	<i>Norm</i>	Adjourn
		Chair Higgins declared adjournment at 2:45pm with no objections.

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Coversheet

Finance Committee

Section: IV. Committee Reports
Item: B. Finance Committee
Purpose: FYI
Submitted by:
Related Material: 3b FY24 MCSC Budget vs Actual Report.pdf



MCSC FY24 Budget vs. Actual *(As of 9-5-23)*

Summary	Total FY23 Budget	Total Actual Cost	Total Difference
	\$839,374	\$158,194	\$681,180

Personnel

	Projected Cost	Actual Cost	Difference
Staff Salaries	\$285,000	\$58,876	↑ \$226,124
Manpower Service Fee	\$104,880	\$20,792	↑ \$84,088
Benefits	\$60,000	\$10,000	↑ \$50,000
Total	\$449,880	\$89,668	\$360,212

Contracted Services

	Projected Cost	Actual Cost	Difference
Finance Consultant	\$49,275	\$8,885	↑ \$40,390
Public Relations/Engagement	\$35,000	\$540	↑ \$34,460
Project-Based Support	\$65,000	\$5,700	↑ \$59,300
Total	\$149,275	\$15,125	\$134,150

Projected Annual Revenue

Allotment	\$694,809
Carryover Funds	\$144,565
Grants	
Total Annual Income	\$839,374

Actual Annual Revenue

Allotment	\$766,635
Carryover Funds	\$0
Grants	\$0
Total Annual Income YTD	\$766,635

Travel

	Projected Cost	Actual Cost	Difference
Commission Members	\$12,782	\$2,042	↑ \$10,740
Staff	\$7,641	\$1,341	↑ \$6,300
Total	\$20,423	\$3,383	\$17,040

Personal Services (Per Diem/Commission Members)

	Projected Cost	Actual Cost	Difference
Per Diem	\$15,400	\$3,025	↑ \$12,375
Total	\$15,400	\$3,025	\$12,375

General Operations

	Projected Cost	Actual Cost	Difference
Insurance/Risk Management	\$1,776	\$0	↑ \$1,776
Printing/Photocopying Services	\$500	\$481	→ \$19
Dues and Subscriptions	\$6,860	\$2,649	↑ \$4,211
Meeting Room Rental	\$1,000	\$0	↑ \$1,000
Postage	\$500	\$161	↑ \$339
Advertising	\$500	\$200	↑ \$300
Food	\$500	\$0	↑ \$500
General Government Service Center	\$7,529	\$8,462	↓ (\$933)
Legal and Professional Services	\$12,546	\$0	↑ \$12,546
Office and Other Supplies	\$1,000	\$367	↑ \$633
Total	\$32,711	\$12,321	\$20,390

Sta-Cap

	Projected Cost	Actual Cost	Difference
Sta-Cap	\$9,775	\$0	↑ \$9,775
Total	\$9,775	\$0	\$9,775

Technology-For Schools

	Projected Cost	Actual Cost	Difference
NWEA MAP Test	\$13,039	\$0	↑ \$13,039
Panorama Education	\$10,625	\$0	↑ \$10,625
Infinite Campus	\$20,751	\$19,615	↑ \$1,136
Lotterease	\$3,750	\$4,269	↓ (\$519)
Epicenter	\$37,900	\$9,500	↑ \$28,400
College-Readiness Diagnostics	\$4,000	\$240	↑ \$3,760
Total	\$90,065	\$33,624	\$56,441

Contingency

	Projected Cost	Actual Cost	Difference
Contingency	\$20,000	\$0	↑ \$20,000
Total	\$20,000	\$0	\$20,000

Technology-For MCSC

	Projected Cost	Actual Cost	Difference
Office of Information Technology	\$8,845	\$0	↑ \$8,845
Cell Phone Services	\$2,000	\$1,049	↑ \$951
Website	\$5,000	\$0	↑ \$5,000
Remote CART Captioning Service	\$5,000	\$0	↑ \$5,000
BoardOnTrack	\$6,000	\$0	↑ \$6,000
Total	\$26,845	\$1,049	\$25,796

Charter School Innovation/Collaboration

	Projected Cost	Actual Cost		Difference
Innovation Fund/Professional Development	\$20,000	\$0	↑	\$20,000
Board Chair Collaboration	\$5,000	\$0	↑	\$5,000
Total	\$25,000	\$0		\$25,000

Coversheet

To Consider the Approval of ACADIA Academy's Request to Amend Bylaws

Section: X. New Business Requiring Approval and/or Acceptance
Item: A. To Consider the Approval of ACADIA Academy's Request to Amend Bylaws
Purpose: Vote
Submitted by:
Related Material: 10a ACADIA - Bylaw Amendment Request - 8.14.23.docx

MCSC

MAINE CHARTER SCHOOL COMMISSION

Charter Amendment Guide for Amending the School's Bylaws

Please Note – The school's Amendment Request must be submitted at least 3 weeks prior to the next MCSC Business Meeting (held on the 2nd Tuesday of each month) in order to make it onto the agenda. In some cases, 3 weeks may not allow enough time for review and schools are encouraged to contact the office with questions.

Maine Charter School Commission
182 State House Station
Augusta, Maine
04333-0182
www.maine.gov/csc

**Maine Charter School Commission
Charter Amendment Cover Sheet**

Request to Amend Bylaws	
School Information	
Date of Request	August 14, 2023
School Name and Mailing Address	ACADIA Academy 12 Westminster Street Lewiston, ME 04240
Contact	Amy Dieterich, Board President
Contact telephone number	(207)577-7627
Contact email address	amy.dieterich@acadiaacademy.org
Provide a brief narrative description of the request.	
<p>Pursuant to Section 8.2(b) of the school’s renewal charter, the school is required to provide notice and seek approval of any changes to its bylaws.</p> <p>This amendment aligns all officer term limits to five (5) years and will allow the current Board President to serve an additional year in that capacity as the school transitions away from JFM as its ESP before transitioning the President role to a new, lesser experienced Board member.</p> <p>Current Bylaw</p> <p>Section 3. Terms. The President may serve no more than four consecutive one-year terms. Trustees elected to the other officer positions may serve no more than five (5) consecutive one-year terms. Former officers, after a break in service of two (2) years, may be elected to another term as an officer.</p> <p>Redlined Bylaw</p> <p>Section 3. Terms. The President may serve no more than four consecutive one year terms. Trustees elected to the other officer positions may serve no more than five (5) consecutive one-year terms. Former officers, after a break in service of two (2) years, may be elected to another term as an officer.</p> <p>Proposed Clean, Final Bylaw</p> <p>Section 3. Terms. Trustees elected to officer positions may serve no more than five (5) consecutive one-year terms. Former officers, after a break in service of two (2) years, may be elected to another term as an officer.</p>	

*The completed Amendment Request **must** be uploaded and submitted to the Maine Charter School Commission through Epicenter.*

Coversheet

To Receive and Place on File the Completed Maine Academy of Natural Sciences' Intervention Plan

Section: X. New Business Requiring Approval and/or Acceptance
Item: B. To Receive and Place on File the Completed Maine Academy of
Natural Sciences' Intervention Plan
Purpose: Vote
Submitted by:
Related Material: 10b MeANS Intervention Plan.pdf

MCSC

MAINE CHARTER SCHOOL COMMISSION

TO: Michael Muir, Governing Board Chair, Maine Academy of Natural Sciences
Matthew Newberg, Executive Director, Maine Academy of Natural Sciences

FROM: Lana Ewing, Chief Program Officer
Maine Charter School Commission

DATE: August 23, 2022 **(REVISED CRITERIA ON DECEMBER 15, 2022)**

RE: Intervention Level 2

During the Commission Meeting on July 21, 2022, the Commission voted to approve that the Maine Academy of Natural Sciences' (MEANS) charter contract conditions had been met allowing MEANS to continue operating in its 5-year charter contract term. These contract conditions were voted on by the Commission on October 14, 2021, to be substantially executed by May 1, 2022.

While the Commission found that MEANS had met the contracted conditions to its satisfaction, the Commission will continue to progress monitor the SY 2021-2022 conditions to gauge continued satisfactory performance during SY 2022-2023.

The Commission continues to be concerned with the high chronic absenteeism rate, low graduation rates and overall student performance at MEANS. The Commission assigns the school to Intervention Level 2 for the following reason:

- Failure to meet multiple performance targets.

Currently, MEANS performance in the identified areas of concern are as follows:

- Percentage of students who are chronically absent: 53%
- Percentage of 4th Year (senior) students graduating:
 - Campus: 78%
 - Threshold: 76%
- Percentage of students meeting the NWEA MAP RIT target benchmark:
 - Math: 47%
 - Reading: 42%
 - Language: 54%

Because the school continues to not meet performance targets, the Maine Charter School Commission is initiating its [Intervention Protocol - Level 2](#) (attached below). MEANS will provide a status update on progress toward meeting the following benchmarks at least once every three months during the 2022-2023 school year. Additionally, MEANS will provide progress updates on conditions previously identified during SY 2021-2022.

- MEANS will meet the chronic absenteeism benchmark in the Performance Framework: less than 18% of students are chronically absent.

- MEANS will meet the graduation rate benchmark in the Performance Framework: 86% of senior students will graduate MEANS.
- MEANS will meet student assessment NWEA MAP RIT target benchmark in the Performance Framework: 60-70% of students will meet RIT at grade 10.
- MEANS will meet the post-secondary assessment benchmark in the Performance Framework: 75-85% of students will be college ready as measured by SAT, Accuplacer, or ASVAB. **(To be measured in SY23-24, as required by the Performance Framework.)**

INTERVENTION PROTOCOL Maine Charter School Commission

The fundamental responsibility of the Maine Charter School Commission (MCSC) is to ensure quality charter school oversight that maintains high standards of school performance, upholds school autonomy, and safeguards student and public interests. One of the primary mechanisms for fulfilling this purpose is a comprehensive accountability system that sets clear standards of performance, protects school accountability, and includes oversight to evaluate performance and monitor compliance.

Through its ongoing monitoring of schools' performance, the MCSC may uncover academic, financial, or operational performance that does not meet its established standards. The MCSC has established an Intervention Protocol for how it will respond to areas of deficiency.

If at any time the MCSC determines, as the result of receiving a complaint or on its own review of the information obtained through the monitoring process, that it has significant concerns regarding a school's failure to comply with the terms of the charter contract or governing law, or concerns regarding the school's ability to meet its performance targets, the Commission will deliver a Letter of Concern to the governing board of the School. Such notice shall identify the specific concerns, stating that the concerns represent potential violations of law or the Charter that could lead to sanctions by the Commission up to and including revocation of the Charter. The Commission shall require a written response within ten calendar days of receipt of the notice by the School.

If the school's response to the Commission's Letter of Concern results in confirmation that the school's performance and/or compliance is unsatisfactory the Intervention Protocol will be followed.

Some conditions that could trigger intervention are (and are not limited to):

- Failure to meet academic performance expectations, as identified in the Performance Framework;
- Failure to meet indicators of financial liability or sustainability;
- Non-compliance;
- Violations of federal or state statutes and applicable board policy and/or breaches of contract;
- Issues pertaining to student safety, equity, or access;
- Adverse findings in routine oversight; or
- Substantiated complaints.

The Intervention Protocol is intended to be used to assist in the decision making process which will be guided by the professional judgment of MCSC staff and commissioners.

The MCSC reserves the right to skip levels of intervention, as necessary, and to move toward immediate closure of a school upon a finding that the health, welfare or safety of pupils enrolled is at imminent risk.

Status	Conditions that may trigger status (may meet one, some or all)	Consequences (may require one, some or all)
Level 1	<ul style="list-style-type: none"> • Indications of weak or declining performance identified through routine monitoring, site visits, or other means; • Repeated failure to submit requirements by due date 	<ul style="list-style-type: none"> • Letter of Concern sent to school board from MCSC detailing the concern • As applicable, MCSC's requirements for resolution, timeline, and consequences if not satisfactorily remedied
Level 2	<ul style="list-style-type: none"> • Failure to satisfactorily remedy or make substantial progress toward remedying previously-identified concern; • Failure to meet multiple performance targets; • Failure to comply with applicable law or breach of contract 	<ul style="list-style-type: none"> • Letter of Concern sent to school board from MCSC detailing the concern • As applicable, MCSC's requirements for resolution, timeline, and consequences if not satisfactorily remedied • Specialized site visit, as necessary; • Meeting with school board as necessary; • Corrective action plan developed by the school and approved by the MCSC, as necessary; • Probation with interview and public hearing, as necessary
Level 3	<ul style="list-style-type: none"> • Multiple "does not meet expectation" ratings on Performance Framework; • Continued failure to comply with applicable law or with the charter contract; • Failure to meet or make sufficient progress toward meeting terms of corrective action plan, as relevant 	<ul style="list-style-type: none"> • Corrective action plan developed by the school and approved by the MCSC, as necessary; • Meeting with the school board; • Probation with interview and public hearing, as necessary; • As relevant, the MCSC may appoint an agent to monitor the implementation of a corrective action plan
Level 4	<ul style="list-style-type: none"> • Extended pattern of failure to comply or to meet performance targets; • Failure to satisfactorily address or make sufficient progress toward meeting terms of probation 	<ul style="list-style-type: none"> • Specialized site visit, as necessary; • Proposal of Termination - written notice from MCSC stating reason for proposed termination at least 60 days prior to proposed effective date of termination

MEANS SY 2022-2023 Conditions Tracker Intervention Level 2



MeANS will provide a status update on the below areas of concerns at least once every three months during the 2022-2023 school year.

92% of MEANS 11th and 12th grade students will participate in the Accuplacer Pilot in school year 2021-2022 (one administration per student per grade level)	
REVISED AUGUST 2022 <ul style="list-style-type: none"> ● Intervention Level 2 Condition: SY 2022-2023: Increase participation rate to 95% to be inline with Performance Framework. 	
SY 2021-2022 Mid year meeting: Mar 7, 2022 FAILED TO ACHIEVE GOAL	83% (78% for Threshold/89% for campus) 79/95 (needed 88 students to achieve 92%) <ul style="list-style-type: none"> ● Implementing a new test was a struggle for some teachers; remote administration for Threshold was a barrier (11 students did not test) ● On campus, there are students who have not shown up to campus (5 students did not test) ● Have not conducted an analysis of the results at the time of the meeting
SY 2021-2022 April 14, 2022 SCHOOL PLANS TO CONTINUE TESTING	<ul style="list-style-type: none"> ● Reported that campus students felt like the test was reasonable and positive experience ● School is sharing results with the Commission, so that the Commission can include it in its pilot study ● School misunderstood the testing window. Commission supported the effort of school leaders to continue testing students to meet this expectation
2022 Summer Progress Check	Commission voted that enough progress was made on this stipulation to approve the overall contract stipulations
SY 2022-2023 BoY Meeting	
SY 2022-2023 Mid year meeting MAKING PROGRESS	The Accuplacer participation rate was 100% for Campus. The overall school rates were 89% for math and 81% for reading. These figures are in the table provided later in the doc.

SY 2022-2023 EoY Meeting	100% participation rate for seniors, including both Campus and Threshold.
MET	

By June 2022, develop a plan for implementing a clarified process for measuring student achievement and wellbeing to be implemented within the next 3 years (i.e. [graduate profiles](#))

REVISED AUGUST 2022:

- Provide update on operationalizing the process for measuring student achievement and wellbeing

SY 2021-2022 Mid year meeting: Mar 7, 2022 INDICATORS OF PROGRESS	Operator has developed a plan <ul style="list-style-type: none"> • Implementing habits of mind rubric which is being rolled out in teacher training on March 7 • Post Secondary pathways are being explored • Assessing <i>The Core Project</i> for social emotional well-being • Grading and rubrics are being developed for standards completion
SY 2021-2022 April 14, 2022 ON TRACK WITH SIGNIFICANT PROGRESS	<ul style="list-style-type: none"> • Launched habits of mind rubric • Capstone projects are being built into curriculum • Provided resources on the student clearinghouse for data • Analyzing the effectiveness of advisory curriculum as it is currently being implemented inconsistently • Increasing graduation rates moderately year over year and have plans to continue to monitor this progress and implement strategies • Implementing attendance protocols with clear action steps • Operator has custom performance framework domains in draft
2022 Summer Progress Check	Commission voted that this stipulation was met
SY 2022-2023 BoY Meeting	
SY 2022-2023 Mid year meeting ON TRACK	Habits of Mind are incorporated into the class grading. They are being reported in the quarterly progress reports. In addition to Habits of Mind, a student's achievement is tracked by individual classes in Infinite Campus' Progress Monitor Tool as well as the school's weekly MTSS process.
SY 2022-2023 EoY Meeting	See above. Habits of Mind has been successful - the grading has been incorporated into all classes. Teachers use Infinite Campus with fidelity and produce use-friendly quarterly progress reports.
MET	

	<p>The course “Intensives” are designed to meet state standards not met consistently in core content classes, such as: Health + Wellness, Career Prep, Guiding Principles (Clear and Effective Communication, etc.), Visual + Performing Art</p>
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<p>The Governing Board will establish regular routines for analyzing student performance data, including graduation rates and absenteeism</p> <p>REVISED AUGUST 2022:</p> <ul style="list-style-type: none"> MEANS will provide an update on the regular reports to board for analyzing student performance data, including graduation rates and absenteeism 	
<p>SY 2021-2022 Mid year meeting: Mar 7, 2022</p>	<ul style="list-style-type: none"> Board member has agreed to put together a document that would track progress; this is being conducted on an ad hoc basis ED drafts a report for the board on a regular basis, but needs
<p>SY 2021-2022 April 14, 2022 ON TRACK</p>	<ul style="list-style-type: none"> Operator is tracking data in specific domains every quarter; has created a template and is on the board calendar for Nov, March, May, and June. Commission encouraged the operator to find additional data sources for domains that were off-cycle during certain quarters
<p>2022 Summer Progress Check</p>	<p>Commission voted that this stipulation was met</p>
<p>SY 2022-2023 BoY Meeting</p>	
<p>SY 2022-2023 Mid year meeting ON TRACK</p>	<p>The board reviews the academic dashboard at each meeting. The first dashboard was provided to the board during the last meeting. This practice will continue. The informational dashboard was to be provided to the Board four times: November, March, May and June. November has been completed.</p>
<p>SY 2022-2023 EoY Meeting MET</p>	<p>The Head of School reports monthly to the Board on included categories.</p> <p>Included in the Head of School Quarterly Dashboard to the Board. Report includes graduation rate, attendance, chronic absenteeism, % of students on-track to graduation, unit compilation rates and NWEA results.</p>

MEANS will ensure that its financial statement format breaks out enough detail to provide the clarity and information necessary to assess the school's financial position and performance, and to support informed resource allocation decisions.

REVISED AUGUST 2022:

<ul style="list-style-type: none"> MEANS will review financial statements to ensure enough detail continues to be provided. 	
SY 2021-2022 Mid year meeting: Mar 7, 2022 STALLED	<ul style="list-style-type: none"> Finance committee has analyzed this and is looking into a dashboard Shared how break out into broad categories would allow for stronger strategic planning
SY 2021-2022 April 14, 2022 ON TRACK	<ul style="list-style-type: none"> Board chair verified in email to Commission staff that expectations were being met; Staff verified these changes Will provide March data for breaking out the personnel data Adjusting balance sheet based on recommendations
2022 Summer Progress Check	Commission voted that enough progress was made on this stipulation to approve the overall contract stipulations
SY 2022-2023 BoY Meeting	
SY 2022-2023 Mid year meeting ON TRACK	The Finance Committee created a finance dashboard to present to the Commission and Board, which is produced on a quarterly basis. Next step: how can we make this reporting more straightforward for those not used to financial dashboards?
SY 2022-2023 EoY Meeting MET	The Board analyzes the quarterly reports on finances. The school's business manager and the Head of School complete the reports together. The Board asks questions in the board meeting based on the sheets provided.

New Intervention Level 2 Conditions

Intervention Level 2 Condition: MEANS will meet the chronic absenteeism benchmark in the Performance Framework: less than 18% of students are chronically absent. Please provide in aggregate and by program (on campus and threshold).	
SY 2022-2023 BoY Meeting	
SY 2022-2023 Mid year meeting MAKING PROGRESS	<i>"The school has put significant emphasis on this area of concern. We developed a new Attendance Policy which was shared with families in person during our New Family Orientations in September as well as sent to all returning families. We have included bulletins in several newsletters and sent targeted letters in October. Additionally, every Friday, Advisors have included attendance data in their weekly parent contacts. During fall SLCs, administration attended targeted meetings to highlight concerns directly to students and families. And finally, we recognized positive attendance for our campus students at the end of the first quarter with cash prizes and certificates. We had 14 students (13.8%) who didn't miss a single day, and another 14 who missed less than 2 days (27.7%). Overall, we feel good about the</i>

improvements but remain concerned about the effects of COVID, RSV, and other winter illnesses that drive up absenteeism.

Historical Data

Year	MeANS	Lawrence HS	Waterville HS	Bangor HS	State Av.
17-18	36.5	25.7	40.7	29.1	16.5
18-19	27.0	28.6	38.8	31.2	16.8
19-20	64.6	35.8	38.4	30	18.0
20-21	75.8	49.1	34.9	28.7	20.9
21-22	53.0	NA	NA	NA	NA
22-23	35.6*	NA	NA	NA	NA

Data observations:

- MeANS has returned to pre-pandemic levels.
- From 17-18 to 20-21 MeANS experienced a 107% increase while Lawrence experienced a 91% increase, Statewide average increased 27%.
- All four schools have been well above the State Average and nowhere near the Commission’s goal of 18%”

SY 2022-2023 EoY Meeting

NOT MET

36% total (both campuses) - reduced from 53% in SY 21-22.

Note: The state ended the MEANS school year on June 30th (based on 162 days of school). Because the school ends on July 31, the state is reporting inaccurate data. ESSA Dashboard is incorrect.

Intervention Level 2 Condition: MEANS will meet the graduation rate benchmark in the Performance Framework: 86% of senior students will graduate MEANS. Please provide in aggregate and by program (on campus and threshold).

SY 2022-2023 BoY Meeting

SY 2022-2023 Mid year meeting
ON TRACK

“Given our relatively small size, enrollment changes throughout the year effect these figures dramatically. These rates are current estimates based upon most recent enrollment data and standards completion.

- Campus: 88% (21/24)
- Threshold: 84% (16/19)
- Overall: 86% (37/43)”

SY 2022-2023 EoY Meeting

MET

High School Completion/4 Year HS Graduation Rate (current cohort)

For SY 2022-23, schools will meet annual goal of 86%

	Total Number of Students Eligible for Graduation	Number of Students Graduating in 4 Years	Percentage of Students Graduating in 4 Years
Campus	21	20	95
Threshold	26	21	81
School Total	47	41	87

Optional:

	Number of Students
Percentage of Students Graduating in 5 Years Campus	1
Percentage of Students Graduating in 5 Years Threshold	3

	Percentage of Students Graduating in 6 Years Campus	0
	Percentage of Students Graduating in 6 Years Threshold	2

Intervention Level 2 Condition: MEANS will meet student assessment NWEA MAP RIT target benchmark in the Performance Framework: 60-70% of students will meet RIT growth. Please provide in aggregate and by program (on campus and threshold).

SY 2022-2023 BoY Meeting	
SY 2022-2023 Mid year meeting	<i>Will assess the Maine Through Year results when they are available. MEANS is no longer required to administer the MAP assessment.</i>
SY 2022-2023 EoY Meeting	

Intervention Level 2 Condition: MEANS will meet the post-secondary assessment benchmark in the Performance Framework: 75-85% of students will be college ready as measured by SAT, Accuplacer, or ASVAB. Please provide in aggregate and by program (on campus and threshold).

SY 2022-2023 BoY Meeting																															
SY 2022-2023 Mid year meeting	" F22 Accuplacer Data																														
**This will be measured starting in SY 23-24. Current participation rates are strong. The school is currently not meeting the performance targets that will be evaluated in SY23-24 (expectation: Campus math scores).	<table border="1"> <thead> <tr> <th></th> <th>Total Students</th> <th># Tested</th> <th>% Tested</th> <th># Met Target*</th> <th>% Met Target</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Threshold</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Math</td> <td>21</td> <td>16</td> <td>76</td> <td>12</td> <td>57</td> </tr> <tr> <td>Reading</td> <td>21</td> <td>17</td> <td>81</td> <td>10</td> <td>48</td> </tr> </tbody> </table>		Total Students	# Tested	% Tested	# Met Target*	% Met Target							Threshold						Math	21	16	76	12	57	Reading	21	17	81	10	48
		Total Students	# Tested	% Tested	# Met Target*	% Met Target																									
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	Campus					
	Math	26	26	100	20	77
	Reading	26	26	100	15	58
	Total					
	Math	47	42	89	32	68
	Reading	47	43	81	25	53
	“					
SY 2022-2023 EoY Meeting MET	Reading: 76%/Math: 84% 100% senior participation					

Coversheet

To Consider the Approval of Fiddlehead School of Arts & Sciences' Request to Fund SMARTS Curriculum

Section: X. New Business Requiring Approval and/or Acceptance
Item: C. To Consider the Approval of Fiddlehead School of Arts & Sciences'
Request to Fund SMARTS Curriculum
Purpose: Vote
Submitted by:
Related Material: 10c FSAS Fund Request - SMARTS Curriculum.pdf

Maine Charter School Commission

Fund Request Form

1. Completed form must be submitted via Epicenter.
2. Form must be submitted **three weeks** prior to the next Business Meeting date to be included on the agenda. Note: Business Meetings are typically held on the 2nd Tuesday of each month.

Name of Requestor	Jacinda Cotton-Castro
Organization/School	Fiddlehead School of Arts & Sciences
Phone	(207) 688-3727
Email	jacinda@fiddleheadschoo.org
Signature	
Date	6/13/2023
Total Amount Requested	\$4,800

Please explain the proposed use of funds in detail:

These funds would be used to license an executive functioning curriculum called SMARTS for one year. This evidence-based curriculum has been successfully tested in public, private, and charter schools to teach students important executive functioning skills including goal setting, organizing, prioritizing, thinking flexibly, remembering, and self-monitoring.

At Fiddlehead, lessons would be delivered to every student in 1st through 8th grade on a monthly basis during a 45-minute special block. Learning would be extended by classroom teachers through regular practice and integration with their general education curriculum.

The cost reflects a customized rate for Fiddlehead to cover 8 elementary or middle school licenses. Each license provides 30 comprehensive lesson plans with a PowerPoint presentation, student handout packet, instructional videos, and strategy reflection sheets; access to support from the SMARTS professional team including help for new users to get started; over 100 extension activities; and parent education materials.

How will this proposal enhance the performance of charter schools?

Fiddlehead recognizes the need for every student to learn how to learn. This Tier 1 program would help students develop the self-understanding to know which strategies work best for them as well as why, where, when, and how to use those strategies. Expected outcomes include increased self-understanding and ability to complete work, plan long-term projects, and study for tests. By fostering a culture of strategy use in their classrooms, this program can increase students' academic self-confidence, effort, and motivation to succeed in school and beyond.

*The Commission **may** require that the school submit a report after the activity. Staff will let you know at the time of approval when and if a report will be needed. Thanks!*

Please explain how this relates to your professional development and operation of the school:

All Fiddlehead staff would gain a more thorough understanding of this critical set of skills, and staff with an interest in diving deeper would have an opportunity to deliver lessons to students. In addition, parent education can increase carryover and collaboration with our community. Once we have built our knowledge base in the first year, our expectation is to continue delivering and refining the program.

Fill in as Appropriate:

Proposed Date of Activity	September 2023 through June 2024
Duration	10 weeks, 45 minutes each week
Location	Fiddlehead School of Arts & Sciences
Number of Participants	Approximately 145 (1 st – 8 th graders)

*Please provide a breakdown of the Total Amount Requested. If you have received a proposal from a provider you **must** attach a copy to this request.*

Registration Fee	
Materials Fee	
Venue Fee	
Other (Please Explain) 8 licenses	\$4,792
Other (Please Explain)	
Other (Please Explain)	
Total Cost	\$4,792

*The Commission **may** require that the school submit a report after the activity. Staff will let you know at the time of approval when and if a report will be needed. Thanks!*

Coversheet

New Governing Board Members

Section: XI. New Business Requiring Notification to the Commission
Item: A. New Governing Board Members
Purpose: FYI
Submitted by:
Related Material: 11a1 FSAS New Governing Board Member (Marie Reimensnyder).docx

Public Charter School Governing Board Member Information Sheet

Name of Public Charter School: Fiddlehead School of Arts and Sciences

Name of Board Member: Marie Camillo Reimensnyder

Email Address: marier@fiddleheadschoo.org

Occupation: self-employed

Please respond to the following questions:

1. Why do you wish to serve on the governing board?
To help Fiddlehead continue to develop and grow as an educational community that provides a safe space for children to learn and reach their full potential. Last year, the education committee worked on defining lenses that would guide our journey as a school and I hope to help support that from a board perspective.
2. What is your understanding of the educational needs of students in the catchment area? *Assuming the student population at Fiddleheads reflects the catchment area-children need hands-on learning, meaningful contextual learning experiences, and many students need individual education plans.*
3. Please list any previous or present educational involvement; such as board member, budget committee, citizens committees, etc. List school(s) or district(s). *I have not had experience as a board member in public education. I have been on committees as a teacher. I currently serve on the board for a non-profit environmental education center on Cobscook Bay.*
4. What special qualifications do you have that will help you to be a board member?
After 20 years of working with children at Fiddlehead Center for the Arts and Fiddlehead School of Arts and Sciences, I believe I have a deep understanding of the school-its roots, history, values, mission, philosophy, pedagogies, and its trials and tribulations that will help bring perspective and consistency to the board. My experience with, and commitment to outdoor education and place-based learning will be helpful as we support more outdoor programming at Fiddleheads. I helped write the educational outline for the original Charter which

Updated 1.9.17

was inspired by the Reggio Emilia approach and is still core to our early childhood program. I can help board members interpret and understand this approach as core to our school. As a member of the Gray, New Gloucester community for over 35 years, I have made many connections to individuals and organizations that have been partners with, or can be resources for-our school.

- 5. What is your understanding of the role you will play as a public charter school board member?

To provide leadership and oversight for the workings of the school-working on a team to make informed decisions on the budget, grounds and physical plant, policies, courses of study, and evaluate educational programming and its effectiveness achieving the educational purposes of the school.

DocuSigned by:
Marie Reimensnyder
E737FD1357D84C4...
Sign _____ Date 8/31/2023

For your convenience this sheet is located on our website under Resources for Authorized Schools (<http://www.maine.gov/csc/>).

Please see the Maine Charter School Commission’s Policy on Public Records.