



# Maine Charter School Commission

## Finance Committee Meeting

Published on March 5, 2024 at 3:30 PM EST

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### Date and Time

Thursday March 7, 2024 at 12:00 PM EST

### Location

Zoom

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### Agenda

	Purpose	Presenter
<b>I. Opening Items</b>		
<b>A.</b> Record Attendance		Amy Allen
<b>B.</b> Call the Meeting to Order		Leigh Albert
<b>II. Ad-Hoc Agenda Items</b>		
<b>A.</b> Preview and Discuss DRAFT FY25 Commission Budget	Discuss	Lana Ewing
<b>III. Standard Agenda Items</b>		
<b>A.</b> Financial Audits	Discuss	Joe Drago
<b>B.</b> Financial Health of the Portfolio	Discuss	Joe Drago
<b>C.</b> Budget vs. Actual Dashboard/Spending Report	Discuss	Amy Allen

	Purpose	Presenter
<b>D.</b> Amendment Requests/Fund Requests	Discuss	Lana Ewing

- *Fiddlehead School of Arts & Sciences' Request for Funds for Revisioning Project*

<b>E.</b> Requests to Incur Debt	Vote	Lana Ewing
<i>None</i>		

<b>F.</b> Updates	FYI	Lana Ewing
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- *Submission of Financial Order to the Budget Office (Use of Carryover Funds)*
- *Mid-Year Meetings*
- *ACADIA Academy's Short Term Loan*

**IV. Next Meeting Date/Time**

*April 4, 2024 at 12:00pm via Zoom*

**V. Closing Items**

<b>A.</b> Adjourn Meeting	FYI	Leigh Albert
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# Coversheet

## Budget vs. Actual Dashboard/Spending Report

**Section:** III. Standard Agenda Items  
**Item:** C. Budget vs. Actual Dashboard/Spending Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** FY24 MCSC Budget vs Actual Report - as of 3.4.24.pdf



# MCSC FY24 Budget vs. Actual *(As of 3-4-24)*

Summary	Total FY23 Budget	Total Actual Cost	Total Difference
	\$839,374	\$507,076	\$332,298

### Personnel

	Projected Cost	Actual Cost	Difference
Staff Salaries	\$285,000	\$202,774	↑ \$82,226
Manpower Service Fee	\$104,880	\$73,620	↑ \$31,260
Benefits	\$60,000	\$40,000	↑ \$20,000
<b>Total</b>	<b>\$449,880</b>	<b>\$316,395</b>	<b>\$133,485</b>

### Contracted Services

	Projected Cost	Actual Cost	Difference
Finance Consultant	\$49,275	\$24,545	↑ \$24,730
Public Relations/Engagement	\$35,000	\$10,951	↑ \$24,049
Project-Based Support	\$65,000	\$28,888	↑ \$36,113
<b>Total</b>	<b>\$149,275</b>	<b>\$64,384</b>	<b>\$84,891</b>

### Projected Annual Revenue

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

### Actual Annual Revenue

Allotment	\$766,635
Carryover Funds	\$0
Grants	\$2,163
<b>Total Annual Income YTD</b>	<b>\$768,798</b>

### Travel

	Projected Cost	Actual Cost	Difference
Commission Members	\$12,782	\$3,451	↑ \$9,331
Staff	\$7,641	\$5,538	↑ \$2,103
<b>Total</b>	<b>\$20,423</b>	<b>\$8,989</b>	<b>\$11,434</b>

### Personal Services (Per Diem/Commission Members)

	Projected Cost	Actual Cost	Difference
Per Diem	\$15,400	\$8,195	↑ \$7,205
<b>Total</b>	<b>\$15,400</b>	<b>\$8,195</b>	<b>\$7,205</b>

### General Operations

	Projected Cost	Actual Cost	Difference
Insurance/Risk Management	\$1,776	\$798	↑ \$978
Printing/Photocopying Services	\$500	\$516	→ (\$16)
Dues and Subscriptions	\$6,860	\$6,386	↑ \$474
Meeting Room Rental	\$1,000	\$0	↑ \$1,000
Postage	\$500	\$272	↑ \$228
Advertising	\$500	\$200	↑ \$300
Food	\$500	\$234	↑ \$266
General Government Service Center	\$7,529	\$14,093	↓ (\$6,564)
Legal and Professional Services	\$12,546	\$5,429	↑ \$7,117
Office and Other Supplies	\$1,000	\$413	↑ \$587
<b>Total</b>	<b>\$32,711</b>	<b>\$28,340</b>	<b>\$4,371</b>

### Sta-Cap

	Projected Cost	Actual Cost	Difference
Sta-Cap	\$9,775	\$1,509	↑ \$8,266
<b>Total</b>	<b>\$9,775</b>	<b>\$1,509</b>	<b>\$8,266</b>

### 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	\$6,669	↓ (\$2,919)
Epicenter	\$37,900	\$38,710	↓ (\$810)
College-Readiness Diagnostics	\$4,000	\$3,300	↑ \$700
<b>Total</b>	<b>\$90,065</b>	<b>\$68,294</b>	<b>\$21,771</b>

### Contingency

	Projected Cost	Actual Cost	Difference
Contingency	\$20,000	\$0	↑ \$20,000
<b>Total</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$20,000</b>

### Technology-For MCSC

	Projected Cost	Actual Cost	Difference
Office of Information Technology	\$8,845	\$2,983	↑ \$5,862
Cell Phone Services	\$2,000	\$1,829	↑ \$171
Website	\$5,000	\$0	↑ \$5,000
Remote CART Captioning Service	\$5,000	\$2,350	↑ \$2,650
BoardOnTrack	\$6,000	\$5,495	↑ \$505
<b>Total</b>	<b>\$26,845</b>	<b>\$12,657</b>	<b>\$14,188</b>

### Charter School Innovation/Collaboration

	Projected Cost	Actual Cost		Difference
Innovation Fund/Professional Development	\$20,000	\$0	↑	\$20,000
Board Chair Collaboration	\$5,000	\$476	↑	\$4,524
<b>Total</b>	<b>\$25,000</b>	<b>\$476</b>		<b>\$24,524</b>

# Coversheet

## Amendment Requests/Fund Requests

**Section:** III. Standard Agenda Items  
**Item:** D. Amendment Requests/Fund Requests  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** FSAS - Fund Request Form - February 2024 (Part 1).pdf  
FSAS - Fund Request Form - February 2024 (Part 2).pdf  
FSAS - Fund Request Form - February 2024 (Part 3).pdf

## Maine Charter School Commission Workshop Proposal Form

The Maine Charter School Commission has set aside funds to provide resources for the charter schools it authorizes to conduct workshops that will assist them to better meet their contractual responsibilities and achieve their performance framework.

<b><i>Applicant Information</i></b>	
<b>Name</b>	Board Revisioning – Strategic Planning
<b>Organization</b>	Fiddlehead School of Arts & Sciences
<b>Phone</b>	207-688-3727
<b>Email</b>	jacinda@fiddleheadschoo.org
<b>Signature</b>	
<b>Date</b>	December 23, 2023
<b>How many charter schools could benefit from this workshop?</b>	One

<b><i>Workshop Purpose</i></b>	
<b>How will this workshop enhance the performance of charter schools?</b>	<p>Our last Board Retreat was in February 2021, with Carol Wishcamper, who is a trained facilitator for Board Development. Unfortunately, Carol has since retired, however, she has recommended some colleagues we can work with. After interviewing such candidates and reviewing the qualifications of such candidates with the Board of Directors, they have selected a candidate, Joanne D'Arcangelo, and we have included the proposal in our request.</p> <p>In the aftermath of the Pandemic, the Board feels that it is imperative to re-vision our organization. What remains important to us, what do students need now, who are we and what key elements continue to define us? We would love to continue this revisioning work to crystalize our 2024 – 2026 planning goals.</p>



	As always and in Fiddlehead fashion, we will be sharing and working with our talented staff, as well as the families within our community.
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<b>Workshop Provider</b>	
<b>Name/Organization</b>	Joanne D’Arcangelo
<b>Workshop fee</b>	\$12,000 – We are requesting 50% of this fee. \$6,000
<b>Materials fee</b>	\$250
<b>Venue fee</b>	\$0
<b>Total Cost</b>	\$6,250.00
<b>Web site</b>	www.fiddleheadschoo.org
<b>Phone</b>	2076883727
<b>Email</b>	<a href="mailto:jacinda@fiddleheadschoo.org">jacinda@fiddleheadschoo.org</a>

<b>Workshop Information</b>	
<b>Workshop Goal</b>	Revisioning, Planning & Development
<b>Workshop Audience</b>	Board of Directors & Executive Director
<b>Workshop Description</b>	Revisioning Workshop/Retreat
<b>Length</b>	4 months
<b>Proposed Date</b>	End of January/early February to begin – completion in June, 2024

**Please attach a proposal from the proposed provider. (See attached)**

*JD'A Consulting Proposal to Fiddlehead School – December 12, 2023*

**Proposal to the Fiddlehead School for the Arts and Sciences  
Strategic Planning Process  
December 12, 2023  
JD'A Consulting & Coaching**

**Purpose**

- To convene stakeholders of the Fiddlehead School of Arts and Sciences to ensure its continued impact and relevance to the communities it serves;
- To ensure an inclusive and reflective process to design a strategic framework to guide the school in its mission work for the next 2-3 years;
- To create space and opportunity for stakeholders, including the Board of Directors, faculty and staff, parents of students, and other community members to contribute to the planning process in a meaningful and collaborative manner;
- To create a strategic framework that will guide the school's work in alignment with student, community, and other stakeholder expectations and aspirations, while allowing the school to pivot and course-correct as opportunities or exigencies emerge in the coming years.

**Results**

The school and its stakeholders will agree the process:

- ✓ Invited and utilized the participation and contributions of those invested in Fiddlehead's relevance and success as a public charter school;
- ✓ Provided opportunity for stakeholders to engage in meaningful ways that strengthened relationship and collaboration;
- ✓ Created a strategic framework that lends clear and informed direction for the school, while allowing its leadership to respond effectively in the evolving environment and changing community, economy, and educational system.

The following broadly outlines a four-step process over the course of 12-14 weeks to develop a strategic framework that will guide the school for the next 2-3 years.

This outline emerged from our conversation on November 29, and is subject to revision. As we discussed, this will be an iterative process, whereby each step will inform the next – and may result in changes to the process as described, as well as the outcomes we're aiming for, at the conclusion of each step.

As written, the proposal assumes the consultant will be working with a small planning team chosen by the E.D. and Board Chair, who can lend time and judgment to help design a process that meets the leadership's expectations.

**Step I**

The Board and E.D. invite representatives of the staff/faculty to join in a conversation that will serve two purposes: 1) Provide opportunity for staff and faculty to be engaged and share with the Board insights based on their day-to-day experiences, guided by questions offered in advance of

*JD'A Consulting Proposal to Fiddlehead School – December 12, 2023*

the session; and 2) To ensure the Board is more fully informed about the lived experience of those directly serving students who have greater clarity of how mission translates to operations. The outcome of this session is greater alignment between Board and staff/faculty on what is happening on the ground – “Where we are now” -- and therefore increases the likelihood both can also reach agreement on “Where we need to go”. *Preparation:* Generating the precise questions to elicit both reporting of what’s happening on the ground, as well as generative conversation to begin “visioning” for the future. [Week 1. 2-hour session]

**Step II**

The Board convenes to assess the content and feedback (ideas, concerns, proposals, aspirations, etc.) offered by staff/faculty in Step I; and sets parameters for the next step of the process, which will include parents and other community stakeholders. In Step II, the Board and E.D. will 1) Decide what content offered by faculty/staff will be carried forward to next steps; and 2) Develop criteria for assessing the impact and sustainability of the content offered.

The outcome of this session will be agreement among the Board and E.D. on the criteria to be used to rank higher- and lower-priority objectives.

*Preparation:* Presenting in advance budget and other data re: organizational resources for the period of the strategic framework; Development of workshop agenda and advance support by consultant of key Board members and E.D. regarding workshop tools and process.

[Week 3: 3-4 hour session]

**Step III**

The purpose of this step is two-fold: 1) Report back in writing to staff/faculty that the Board has reviewed their content from Step I and has further defined criteria for evaluating the *sustainability* and *impact* of those proposals/actions going forward in the planning process. And, 2) using an online survey, invite their feedback on the Board’s draft criteria, and invite a preliminary “ranking” of their proposals/ideas (that will ultimately translate to goals and objectives), using that criteria.

The outcome of Step III is a refined list of proposals/actions that has the input of all internal stakeholders and is ready to bring to Step IV, when parents and other community members will be invited into the process.

*Preparation:* Drafting the online survey; review and revise if needed materials summarizing information from Steps I-III. Other logistics related to administering online survey.

*Caveat:* Considerable thought should be given to how the staff and faculty input and feedback should be obtained, and whether this is a process into which *all* staff/faculty or a representative sample are invited to participate. It’s understood that this step of the process could be more labor intensive than expected.

[Week 8: 1-2 hr. session of planning team]

**Step IV**

This is the “public” and all-inclusive step in the process, when Board members, faculty and staff, parents and others from the community will convene and engage in a process to further develop and refine goals articulated in earlier sessions and refine and rank objectives for each goal. This session will be an in-person session<sup>i</sup>, with opportunity for remote observation. As stated earlier, this would be the final step in an iterative process informed by earlier outcomes; however, it is

*JD'A Consulting Proposal to Fiddlehead School – December 12, 2023*

envisioned as a process that could invite participants to take a “gallery walk” in pairs to assess draft goals and objectives that are posted on the wall; ask them to offer revisions or refinements; and in a final step, convene in small groups to rank or prioritize objectives, using the criteria identified earlier by the Board in Step II.

*Preparation:* Extensive planning to design a large in person/hybrid interactive session; logistics including but not limited to securing and setting up meeting space, development and distribution of materials, tech support for remote observation or participation, etc.

[Week 12: 2.5-3 hour session]

The consultant and planning team will decide what form the “strategic framework” takes, and how many versions are required: e.g., is an internal, more detailed document/dashboard expected to guide the work of internal stakeholders, in addition to an executive summary for external stakeholders?

These and many other questions can and should be asked and answered, and I look forward to the opportunity to do so with you in a future conversation, should I be selected to work with you.

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For the services described and the estimated time I have projected with this outline, JD'A Consulting, Inc. proposes a contract fee of \$10,700 - \$12,000. The services provided will include guiding planning sessions; design of the agendas for and facilitation of the stakeholder sessions; and written summaries of the sessions. Required travel will be invoiced at the current government rate of \$.655/mi.

Thank you for this exciting opportunity to work with Fiddlehead School for the Arts and Sciences, as it embarks on this exciting second decade of serving Maine students!

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<sup>i</sup> This could be a hybrid session with remote participants if FSAS has tech capacity to administer a participatory hybrid meeting

**Joanne D’Arcangelo**  
**Portland, Maine**

Joanne is a non-profit consultant, facilitator, and leadership coach with over thirty-five years’ experience in Maine’s political and non-profit sectors. Through her current enterprise, [JD'A Consulting & Coaching](#), she provides coaching and mentoring to social justice entrepreneurs and non-profit leaders, as well as customized Board Governance Training to nonprofit 501(C)(3) and (C)(4) organizations.

Since 2006, D’Arcangelo has advised dozens of clients in public policy development and advocacy, as well as donor advising and philanthropic planning, leveraging over two decades in the State House as a staff leader and non-profit advocate. Recent clients have included Maine Historic Preservation Commission, Southern Maine Agency on Aging, Equality Maine, Waterman’s Community Center, Legal Services for the Elderly, Wyoming Civic Engagement Network, York County Shelter Program, Inc., Viles Arboretum, and the John T. Gorman Foundation.

Prior to her consulting business, she served as Chief of Staff for Maine’s House Majority Leaders and the Speaker of the House; V.P. for Public Affairs at Planned Parenthood of Northern New England; Director of Advocacy for Maine Family Planning; Executive Director of the Maine Justice Foundation; and as lobbyist for the Maine Women's Lobby.

D’Arcangelo is the recipient of a number of awards for her work in political action and on behalf of social justice, including induction to the Maine Women’s Hall of Fame in 2020; the Maine Women’s Lobby 40<sup>th</sup> Anniversary Honoree; Maine Family Planning’s Huber Award, the Maine Women’s Policy Center Leadership Award, Portland YWCA’s Woman of Achievement Award; the Maine Civil Liberties Union’s Roger Baldwin Award; and the Maine Women’s Fund Annual Recognition Award.

Joanne lives in Portland and has an M.A. in English from the University of Maine and B.A. from Fitchburg State University. Joanne is a certified Meyers-Briggs trainer, providing MBTI assessment to individuals, teams, and partnerships; has a certificate in Mediation and training in Executive Coaching from USM’s Professional Development Program; and is certified in Result-Based Facilitation.

She currently serves on the Board of Trustees of Planned Parenthood of Northern New England and on the Advisory Council of the Community Organizing Alliance.