



Community Regional Charter School

Business Meeting of the Board

Date and Time

Monday July 11, 2022 at 5:30 PM EDT

Location

Creative Children's Academy
48 South Factory St
Skowhegan, ME 04976

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:30 PM
A. Record Attendance			1 m
B. Call the Meeting to Order			
C. Approve Minutes	Approve Minutes	Ashlee Savage	3 m
Approve minutes for Business Meeting of the Board on June 13, 2022			
D. Approve Minutes from 5/23 Special Meeting of the Board (Strategic Planning)	Approve Minutes	Ashlee Savage	1 m
E. Approve Meeting Minutes from 6/22 Special Meeting of the Board	Approve Minutes	Danielle Denis	1 m

	Purpose	Presenter	Time
II. Public Comment			
III. Executive Director Reports			5:36 PM
A. New Hire Nominations	Vote	Travis Works	
B. Resignations	Vote	Travis Works	2 m
C. NWEA Testing Results Presentation	FYI	Elizabeth Firnkes	20 m
IV. Academic Excellence Committee			5:58 PM
A. Schedule meeting in August	Discuss	Travis Works	5 m
V. Finance & Facilities			6:03 PM
A. Review and approve Performance & Stability Report	Vote	Linda Belanger	5 m
VI. Governance Committee			6:08 PM
A. Accept Governance Committee meeting minutes from 7/6/22 into record	Approve Minutes	Nicki Reinholt	
B. First reading of policy KEB-R Feedback and Complaint Procedure	Discuss	Nicki Reinholt	5 m
C. Board Self-Assessment Each member to complete self-assessment by 7/22/22.	Discuss	Danielle Denis	5 m
VII. Other Business			6:18 PM
A. Discuss and Vote on Board Meeting time			7 m
B. Freedom of Access Training/Open Meeting Laws Must be completed w/l 120 days of becoming an elected official. Training can be found here: https://www.msmaweb.com/o/msba/page/foa-training	FYI	Danielle Denis	5 m
C. Charter Renewal Charter Contract can be found under "Documents" in Board On Track.	FYI	Danielle Denis	10 m

	Purpose	Presenter	Time
CRCS Performance Framework.			
Bylaws were approved at MCSC June Business Meeting as anticipated.			

VIII. Executive Session

Pursuant to 1 M.R.S.A. SS 405(6)(A) - Executive Director contract negotiations

IX. Closing Items

A. Adjourn Meeting Vote

Coversheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Business Meeting of the Board on June 13, 2022



Community Regional Charter School

Minutes

Business Meeting of the Board

Date and Time

Monday June 13, 2022 at 5:30 PM

Location

Overman Academy
Water Street

Directors Present

D. Denis, K. LaCasse (remote), L. Belanger (remote), N. Reinholt, S. Noonkester (remote)

Directors Absent

None

Ex Officio Members Present

A. Savage, T. Works

Non Voting Members Present

A. Savage, T. Works

Guests Present

Charlie-Marie Hansen, Crystal Priest (remote), Elizabeth Firnkes (remote), J. Alves (remote), Susan Muzzy (remote), Tonya Arnold, tworks@crsme.org

I. Opening Items

A.

Record Attendance

B. Call the Meeting to Order

D. Denis called a meeting of the board of directors of Community Regional Charter School to order on Monday Jun 13, 2022 at 5:39 PM.

C. Approval of Agenda

D. Denis made a motion to Approve agenda for the meeting tonight 6/13/22.

K. LaCasse seconded the motion.

The board **VOTED** unanimously to approve the motion.

D. Approve Minutes

K. LaCasse made a motion to approve the minutes from May 9, 2022.

L. Belanger seconded the motion.

The board **VOTED** unanimously to approve the motion.

II. Executive Director Reports

A. New Hires

D. Denis made a motion to Acknowledge new hires.

N. Reinholt seconded the motion.

Megan Miner, Dimensions Electives Facilitator (internal candidate)

The board **VOTED** unanimously to approve the motion.

B. Resignations

Accept Resignations/Non-Renewals for:

Isaac Libby, Overman Facilitator

Gracie Libby, Electives Facilitator

Jillian Baker, Overman Facilitator

Brandy Pinkham, Overman Ed-Tech III

D. Denis made a motion to Acknowledge 4 resignations presented to the board.

N. Reinholt seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. School Administration and Leadership Reports

D. Preliminary Spring NWEA Data

E. Strategic Planning session

III. Report Out - Finance Committee

A.

Financial Committee Report

Discussion to hold a special board meeting on Wednesday, June 22nd at 5:30pm to discuss the FY 23 budget

Linda shared out the minutes from the Financial Committee meeting that was held previous to the board meeting on 6/13/22 at 4:30pm

- Shared the CRCS Financial Performance & Stability Report, Profit & Loss sheet with Budget v. Actuals, Balance Sheet as of May 31, 2022

Still gathering quotes from local banks for the roofing project that needs to happen at Overman - once we have decided on a bank then a proposal will be sent to the Charter Commission for final approval before any contracts are signed

D. Denis made a motion to Hold a special board meeting on 6/22/22 at 5:30pm to discuss and vote on FY22-23 budget.

L. Belanger seconded the motion.

The board **VOTED** unanimously to approve the motion.

D. Denis made a motion to Approve the CRCS May Financial Performance and Stability Report prepared by Jill Alves.

L. Belanger seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

S. Noonkester Aye
N. Reinholt Aye
D. Denis Aye
K. LaCasse Aye
L. Belanger Aye

IV. Report Out - Governance Committee

A. Governance Committee

Recommended to approve [IKF](#)

Recommend to accept new board members (give each an opportunity to introduce themselves)

1. Tonya Arnold
2. Charlie-Marie Hansen
3. Theresa Overall

Recommend to approve slate of officers

1. Chair - Danielle Denis
2. Vice Chair - Kelly Lacasse
3. Treasurer - Linda Belanger

Recommend to approve committee nominations

1. Governance Committee: (monthly)

- Nicki Reinholt
- Tonya Arnold
- Ask for volunteer?
- 2. Finance & Facilities (monthly)
 - Linda Belanger
 - Charlie- Marie Hansen
 - Kelly Lacasse
- 3. Academic Excellence (biannually or quarterly)
 - Theresa Overall ▪ Nicki Reinholt
 - Seth Noonkester
- 4. Executive (2-3 times annually around ED Evaluation)
 - Kelly Lacasse
 - Tonya Arnold

V. Old Business

A. Second reading of policy IKF

D. Denis made a motion to Approve policy IKF - Graduation Requirements.

N. Reinholt seconded the motion.

The board **VOTED** unanimously to approve the motion.

VI. New Business

A. Vote to Approve CRCS Logo

K. LaCasse made a motion to Approve the CRCS logo.

N. Reinholt seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Vote to Approve the 2022-2023 School Calendar

K. LaCasse made a motion to Approve the 2022-2023 School Calendar.

D. Denis seconded the motion.

Travis shared the new added 2 PD days that were discussed by Leadership Team and added to the calendar for approval since the last time the board saw the calendar draft

The board **VOTED** unanimously to approve the motion.

C. Accept New Board Member Nominations

D. Denis made a motion to Accept Charlie-Marie Hansen and Tonya Arnold as new board members effective June 14, 2022.

K. LaCasse seconded the motion.

The board **VOTED** unanimously to approve the motion.

D. Denis made a motion to Accept Theresa Overall as a new board member effective July 1, 2022.

K. LaCasse seconded the motion.

The board **VOTED** unanimously to approve the motion.

D. Accept Board Officer nominations

- Chair- Danielle Denis
- Vice Chair- Kelly Lacasse
- Treasurer- Linda Belanger

D. Denis made a motion to Accept slate of officers as presented.

N. Reinholt seconded the motion.

The board **VOTED** unanimously to approve the motion.

E. Accept returning board members for 1 year term

D. Denis made a motion to Accept Danielle Denis and Kelly Lacasse as board members for 1 year term.

L. Belanger seconded the motion.

The board **VOTED** unanimously to approve the motion.

F. Accept Board Member Term Limits

1 Year (Term out June 2023)

- Kelly
- Danielle

2 Year (Term out June 2024)

- Linda
- Seth
- Nicki

3 Year (Term out June 2025)

- Charlie-Marie
- Tonya
- Theresa

D. Denis made a motion to Accept the board term limits as presented.

N. Reinholt seconded the motion.

The board **VOTED** unanimously to approve the motion.

G. Accept Committee Recommendations

1. Governance Committee: (monthly)

- Nicki Reinholt
- Tonya Arnold

2. Finance & Facilities (monthly)

- Linda Belanger

- Charlie- Marie Hansen
- Kelly Lacasse

3. Academic Excellence (biannually or quarterly)

- Theresa Overall
- Nicki Reinholt
- Seth Noonkester

4. Executive (2-3 times annually around ED Evaluation)

- Kelly Lacasse
- Tonya Arnold

N. Reinholt made a motion to Accept Committee Recommendations as presented.

K. LaCasse seconded the motion.

The board **VOTED** unanimously to approve the motion.

H. Approve 2022-23 Board Meeting Schedule

D. Denis made a motion to Approve 2022-23 Board Meeting Schedule to be on the 2nd Monday of each month from 5:30pm-7:30pm.

K. LaCasse seconded the motion.

The board **VOTED** unanimously to approve the motion.

I. Approve 22-23 Budget

Tabling vote and holding a special board meeting on Wednesday, June 22nd at 5:30pm to discuss and approve the FY 22-23 budget

VII. Other Business

A. MCSC Site Visit

B. Board On Track

Danielle will ask BoardOnTrack to present our next Business Meeting of the Board. Has a meeting with representative 6/14/22 to discuss evaluation tools.

VIII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:37 PM.

Respectfully Submitted,
D. Denis

Documents used during the meeting

None

Coversheet

Approve Minutes from 5/23 Special Meeting of the Board (Strategic Planning)

Section: I. Opening Items
Item: D. Approve Minutes from 5/23 Special Meeting of the Board (Strategic Planning)
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes May 23, 2022 (Special Board Meeting).docx



Community Regional Charter School
 Creative Children's Academy - Dimensions Academy - Overman Academy
 "Community Centered, Uncompromising Learner Focused"

BOARD MEETING MINUTES

May 23, 2022

8:00AM

Call to Order at 8:02AM

"Members of the public are welcome to attend and observe these meetings but must be aware that although the meeting is held in public it is not a public meeting and therefore observers are not permitted to speak during the meeting itself, except during the public comment portions."

Board Members Attendance (P=Present / A=Absent)		Others in Attendance (listed):		
Danielle Denis	P	Employees	Employees	Community
Kelly Lacasse	P	See seating chart below		See seating chart below
Linda Belanger	A			
Nicki Reinholt	P			
Seth Noonkester	P			
Quorum:	4/5			

Recognition and Comments from Chair

Approval of Meeting Agenda

	Board Member	First/Second	Vote
Motion to approve agenda for 5/23/22 Board Meeting	Danielle Denis	First	Y
	Kelley Lacasse	Second	Y
	Linda Belanger		Absent
	Nicki Reinholt		Y
	Seth Noonkester		Y

Approval of previous minutes

N/A

Public Comment Reserved for Agenda items only Items

Guest Presentations

N/A

Executive Director Report Outs (As necessary)

Administration Report Outs (As necessary)

Committee Reports

N/A

Old and Unfinished Business

N/A

New Business

- Strategic Design Workshop
- Linda Laughlin will prepare a report by August 2022

Extended Public Comment

- Limited to 3 minutes per person on any items/matters not listed on agenda

Executive Session (when needed)

Adjournment

	Board Member	First/Second	Vote
Motion to adjourn at 3:56pm	Danielle Denis	First	
	Kelley Lacasse		
	Linda Belanger		
	Nicki Reinholt		
	Seth Noonkester	Second	

Attendance:

Table 1	Table 2	Table 3	Table 4	Table 5
1. Theresa Overall 2. Crystal Priest 3. Brandy Pinkham 4. Rachel Rossignol 5. Melony Hull 6.	1. Heather Hartley 2. Kit Canning 3. Kalgari Reed 4. Ashlee Savage 5. Christina Poupard 6. Elizabeth Firnkes	1. Steve Poupard 2. Doreen Derosa 3. Megan Munroe 4. Sherry Cotta	1. Megan Gibbs 2. Grace Libby 3. Roy Morris 4. Danielle Morse 5. Travis Works	1. Lyle Works 2. Jake Hoops 3. Stacey Scott 4. Kelly Candage 5. Tori McLaughlin 6. Riley Teixeira
Table 6	Table 7	Table 8	Table 9	Table 10
1. Katherine Harley 2. Bronwyn Smart 3. Megan Miner 4. Tasha Viles 5. Brian Andre 6.	1. Charlotte Hautala 2. Isaac Libby 3. Brie Butler 4. Rusha Cassiani 5. Susan Muzzy	1. Hailey Pelletier 2. Dan Ryder 3. Mikalha Brochu 4. Gabby Lindsay 5. Ryley Herzfeld 6. Manda Stewart	1. Lydia Dore 2. Jillian Baker 3. Donna Smart 4. April Trenholm 5. Aiden Wullaert 6.	1. Alex Leadbetter 2. Ron Hull 3. Lexi Brann 4. Taylor Oliver 5. Tammy Wyman 6.

Coversheet

Approve Meeting Minutes from 6/22 Special Meeting of the Board

Section: I. Opening Items
Item: E. Approve Meeting Minutes from 6/22 Special Meeting of the Board
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Special Meeting of the CRCS Board on June 22, 2022

DRAFT



Community Regional Charter School

Minutes

Special Meeting of the CRCS Board

Date and Time

Wednesday June 22, 2022 at 5:30 PM

Location

Creative Children's Academy
South Factory Street

Directors Present

C. Hansen (remote), D. Denis, K. LaCasse (remote), L. Belanger (remote), N. Reinholt (remote),
T. Arnold (remote)

Directors Absent

S. Noonkester, T. Overall

Guests Present

J. Alves, Travis Works

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

D. Denis called a meeting of the board of directors of Community Regional Charter School to order on Wednesday Jun 22, 2022 at 5:33 PM.

C.

Approve Minutes from the Special Meeting (Strategic Planning session) 5/23/22

D. Denis made a motion to table approve the minutes from Strategic Planning Session 5/23.

L. Belanger seconded the motion.

The board **VOTED** unanimously to approve the motion.

II. 22-23 Budget

A. Review 22/23 Budget

B. See what action the Board wishes to take on the 22/23 CRCS budget

T. Arnold made a motion to Approve 22-23 budget in its revised form.

L. Belanger seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. Set meeting time for Finance & Facilities Committee

July board meeting committees will choose committee meeting times. Makes sense to put some space and time between Finance Committee and Board meeting.

Potential solutions: push the Board to the third Monday of the month and keep finance meeting on second Monday so that financial documents are current.

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:06 PM.

Respectfully Submitted,

D. Denis

Coversheet

Accept Governance Committee meeting minutes from 7/6/22 into record

Section: VI. Governance Committee
Item: A. Accept Governance Committee meeting minutes from 7/6/22 into record
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Governance Committee Meeting on July 6, 2022



Community Regional Charter School

Minutes

Governance Committee Meeting

Date and Time

Wednesday July 6, 2022 at 1:00 PM

Location

Creative Children's Academy
48 South Factory Street
Skowhegan, ME 04976

Committee Members Present

D. Denis, N. Reinholt, T. Arnold (remote)

Committee Members Absent

None

Guests Present

T. Works

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

N. Reinholt called a meeting of the Governance Committee Committee of Community Regional Charter School to order on Wednesday Jul 6, 2022 at 1:04 PM.

II. Governance Committee

A. Board Self Assessment

Give Board a week to fill out self assessment. Invite Board On Track rep to guide us through analyzing our results and setting goals.

B. Policy Audit

Tonya will take each required policy that we have and compare them to the MSSA model and comment directly in document.

Nicki and Danielle will continue to read the remaining policies. Nicki will work on "I" policies. Danielle will work on J policies.

- Is it required
- Does it make sense
- Is it necessary (does reduce or create liability)
- Cross-refernces
- Checking date for those that have been more than 5 years since review

C. New Member Orientation

Travis and Danielle will meet before next meeting to draft a Board Onboarding Document

III. New Policies

A. Grievance & Complaint Policy

Recommendation for Board to entertain a first reading of policy KEB-R.

B. Committee Operating Procedures

Danielle will Draft BDE-R using existing resources from Board On Track and public schools.

IV. Existing Policies

A. Board Standing Committees Policy BDE

Danielle will review our existing BDEpolicy bring updated draft to next meeting.

V. Other Business

A. Board On Track

Danielle will invite a Governance Coach to walk us through what to do with Board Self Evaluation.

VI. Closing Items

A. Agenda Items for Next Month

B. Approve Minutes

D. Denis made a motion to Approve minutes from July 6 meeting.

T. Arnold seconded the motion.

The committee **VOTED** unanimously to approve the motion.

C. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 2:25 PM.

Respectfully Submitted,

D. Denis

Coversheet

First reading of policy KEB-R Feedback and Complaint Procedure

Section: VI. Governance Committee
Item: B. First reading of policy KEB-R Feedback and Complaint Procedure
Purpose: Discuss
Submitted by:
Related Material: KEB-R FEEDBACK AND COMPLAINT PROCEDURES- DRAFT.docx

FEEDBACK AND COMPLAINT PROCEDURES

Community Regional Charter School's School Board encourages staff members and the public, including parents, students, and other residents, to freely share their concerns, suggestions, and other feedback with school officials. We believe that constructive feedback, positive and negative, improves our schools and helps school personnel serve our students more effectively. This policy establishes the process by which such feedback can be addressed.

Parents, students, and other members of the public who have concerns, suggestions, or other feedback about the school district, a particular school, or an employee should take the following steps:

- 1) Discuss the matter directly with the employee most directly affected by this concern.
- 2) If the nature or severity of the feedback make it clearly inappropriate to address with the employee, the person with the concern may request a conference with the employee's immediate supervisor at the next level (i.e., Supervisor, Athletic Director, Principal, Directors such as Buildings & Grounds, Nutrition, Special Education, Technology, or Transportation, or Assistant Executive Director) or with the school district's Business & Human Resources Manager to discuss the issue. The supervisor at this second level or his/her designee will investigate the issue and communicate with the person with the concern within 60 days of receiving notice of the concern. Privacy rights of all parties will be respected.
- 3) If the issue cannot be resolved after review at the lower levels, the person with the concern may request a review by the Executive Director. This request must be submitted in writing, setting forth the specific facts on which the concern is based and attaching any supporting documents. The Executive Director will provide a copy of the written request to the person against whom the complaint is made. The Executive Director will investigate the issue and communicate with the person with the concern within 60 days of receiving notice of the concern.
- 4) If the Executive Director is unable to resolve the issue, the person with the concern may request action by the Board. The Board Chairperson will decide whether the issue will be placed on a Board agenda. If it is placed on an agenda, the Executive Director will invite the complainant and the person against whom the complaint is made to attend an executive session at a Board meeting and will provide the Board members with a copy of the complaint and supporting documents. In the case of a complaint against the Executive Director, the complaint should be referred to the Board Chair, who will consult as necessary with legal counsel. The Board Chair will act on the issue within 60 days of receiving notice of it.

5) The Board will determine the procedural rules for any meeting to hear a complaint. Any such meeting will be held in executive session. Only if the Board elects to record the meeting will any recording of the meeting be permitted. If a group submits a complaint that is placed on the Board agenda, a delegation of no more than two individuals must be designated to represent the group and to present the complaint to the Board.

This policy may not be used by employees for employment matters. Such matters need to be processed through the appropriate grievance procedure, if any.

Read and Approved:

Coversheet

Discuss and Vote on Board Meeting time

Section: VII. Other Business
Item: A. Discuss and Vote on Board Meeting time
Purpose:
Submitted by:

BACKGROUND:

With Finance and Facilities meeting directly before Business meeting of the Board, it does not leave enough time to get documents to the Board in a timely manner. Moving the Finance Committee meeting back is not an option because it doesn't give Jill enough time to prepare documents

RECOMMENDATION:

At 6/22 Special Meeting the Board discussed potentially moving the monthly business meeting of the Board to the third Monday of the month and keeping the Finance Committee meeting on the second Monday of the month.

Coversheet

Chater Renewal

Section: VII. Other Business
Item: C. Chater Renewal
Purpose: FYI
Submitted by:
Related Material: Final Draft Performance Framework June 2022.docx (1).pdf

Final DRAFT MCSC Performance Framework June 2022

Acknowledgements:

The Maine Charter School Performance Framework was developed with the support and collaboration of our partners. In particular, we would like to acknowledge the team at the Massachusetts Department of Elementary and Secondary Education that developed the Massachusetts Charter School Performance Criteria, from which we adopted much of our Program Delivery, Capacity, School Leadership, Governing Board, and Mission and Key Design Elements language. For their thoughtful feedback and contributions, we would like to thank the National Association of Charter School Authorizers, the National Charter Schools Institute, WestEd, the Charter School Resource Center, Ryan Marks at the Colorado Charter Schools Institute, Dr. Kenneth Holder at Northern Michigan University, and Erin Kupferberg at Verite Educational Services. Finally, we would like to thank the Maine Charter Schools for their feedback, continued partnership, and for the work they do on behalf of the students and families in Maine.

SECTION 1: STUDENT ACHIEVEMENT

Student Performance: The school consistently makes progress in student academic achievement for all students.

FRAMING QUESTIONS:

Is the school an academic success?

Is the school adequately preparing students for their desired post-secondary outcomes?

Criterion	Indicator	Target	Rating
1.1	Student Academic Proficiency	When the state of Maine adopts a more permanent assessment and determines what data will be reported this measure will be created.	<i>NOT CURRENTLY RELEVANT</i>
1.2	Student Academic Growth: NWEA MAP Growth	School will meet the goal of 60%-70% of eligible ¹ students meeting their projected growth on NWEA MAP <u>reading</u> .	Exceeds Expectation Exceeds 70%
		Participation under 95% may result in an investigation from	Meets Expectation

¹ Eligible is defined as having both a fall and spring score.

	3rd-8th	MCSC to determine potential interventions.	Between 60%-70%
			Approaching Expectation Between 50%-59.9%
			Does Not Meet Expectation Below 50%
1.2a	Student Academic Growth: NWEA MAP Growth 3rd-8th	School will meet the goal of 60%-70% of eligible students meeting their projected growth on NWEA MAP <u>language</u> . Participation under 95% may result in an investigation from MCSC to determine potential interventions.	Exceeds Expectation Exceeds 70%
			Meets Expectation Between 60%-69.9%
			Approaching Expectation Between 50%-59.9%
			Does Not Meet Expectation Below 50%
1.2.b	Student Academic Growth: NWEA MAP Growth 3rd-8th	School will meet the goal of 60%- 70% of eligible students meeting their projected growth on NWEA MAP <u>math</u> . Participation under 95% may result in an investigation from MCSC to determine potential interventions.	Exceeds Expectation Exceeds 70%
			Meets Expectation Between 60%-69.9%
			Approaching Expectation Between 50%-59.9%
			Does Not Meet Expectation Below 50%
1.2.c	Achievement Gaps: Maine State Assessment	Achievement gaps in proficiency between major subgroups* and comparison groups ² on the Maine State Assessments in ELA reading, ELA language, and math.	Meets Expectation

² Comparison group is composed of all students not in a subgroup.

	(NWEA MAP) 3rd-8th	<p>The school will provide achievement data of major subgroups* (English learner, special education, sex, economically disadvantaged, 504, ethnic and racial minorities).</p> <p>*To be reported, subgroups must have at least 5 students or 5% of the student population.</p>	<p>Subgroups are performing within 8% of comparison group(s)</p> <p>Approaching Expectation Subgroups are performing between 8.1%-15% below comparison group(s)</p> <p>Does Not Meet Expectation Subgroups are performing more than 15% below comparison group(s)</p>
1.3	High School Completion	<p>4 year high school graduation rate (current cohort)</p> <p>Schools will meet annual goals*: 2023- 86% 2024- 87% 2025- 88% 2026- 89% 2027- 90%</p> <p>*The state of Maine goal is 90% graduation rate by the end of 2030.</p> <p>Maine Department of Education Graduation Rates by Year</p>	<p>Exceeds Expectation Exceeds 90%</p> <p>Meets Expectation Meets annual target</p> <p>Approaching Expectation Less than 5% below target</p> <p>Does not meet expectation 5% or more below target</p>
1.4	Post Secondary Readiness	<p><u>Beginning in SY 2023-2024</u>, school will meet goal of 75%-85% students meeting one of the following by the end of 12th grade:</p> <ul style="list-style-type: none"> • Accuplacer The College Readiness indicator with scores of 239 or above in reading and a 226 or above in math or; • SAT scores of ERBW 530 or higher and 520 or higher in math or; • ASVAB score of 31 or higher. 	<p>In SY 2022-2023, schools will report the data, but will not be rated.</p>

		Participation under 95% may result in an investigation from MCSC to determine potential interventions.	
1.4a	Post Secondary Readiness/ Achievement Gaps	<p>Achievement gaps in proficiency between major subgroups* on the Accuplacer, SAT or ASVAB.</p> <p>The school will provide achievement data of major subgroups (English learner, special education, sex, economically disadvantaged, 504, ethnic and racial minorities).</p> <p>*To be reported, subgroups must have at least 5 students or 5% of the student population.</p>	<p>Meets Expectation Subgroups are performing within 8% of comparison group(s)</p>
			<p>Approaching Expectation Subgroups are performing between 8%-15% below comparison group(s)</p>
			<p>Does Not Meet Expectation Subgroups are performing more than 15% below comparison group(s)</p>
1.4b	Post Secondary Readiness: Post-Secondary Activity	At the end of their graduating year, 70% -80% of each schools' students will have successfully ³ participated in at least one post-secondary activity such as (<u>and not limited to</u>) college course, Advanced Placement course, certificate program, career technical coursework or internship.	<p>Exceeds Expectation Exceeds 80%</p>
			<p>Meets Expectation 70% - 80%</p>
			<p>Approaching Expectation 60% - 69.9%</p>
			<p>Does Not Meet Expectation Fewer than 60%</p>
1.4c	Post-Secondary Readiness: FAFSA	Schools will report annual rates and school-supported opportunities for FAFSA support.	The Commission will monitor a charter school's ability to support students with FAFSA completion

³ Successfully is defined as passing, meeting appropriate standards, or other clearly defined measure of success.

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<p>RATINGS AND EVALUATION IN THIS SECTION IS DEPENDANT ON PERFORMANCE IN THE PREVIOUS SECTION</p> <p>Program Delivery: The school delivers a high quality academic program that meets the needs of all students.</p> <p>(Only used for an Charter District Leadership’s evaluation when two of CRITERIA 1.1, 1.2, 1.2a, 1.2b, 1.2c, 1.3, 1.4, 1.4a, 1.4b, or 1.4c are Approaching Expectations or Does Not Meet Expectations for two or more evaluation cycles in the same criteria.</p>			
Criterion	Indicator	Target	Rating
1.5	Curriculum	The school’s documented curriculum is aligned to state curriculum frameworks; is aligned vertically between grades and horizontally across classrooms at the same grade level; provides lessons and materials that represent a variety of cultures and perspectives; and supports opportunities for all students to master these skills and concepts. The curriculum is regularly reviewed and revised.	<p>Refer to the Commission’s Intervention Protocol.</p> <p>School will likely be required to submit a self-assessment and the Commission conducts classroom observations, interviews/focus groups/document review as applicable to analyze each Program Delivery Component.</p>
1.6	Instruction	The school staff has a common understanding of high-quality instruction. Instructional practices are aligned to this common understanding. Instructional practices are based on high expectations for all students and reflect cultural proficiency. Instruction fosters student engagement. Classroom environments are conducive to learning.	
1.7	Assessment	Teachers and administrators use disaggregated qualitative and quantitative data to modify instruction to improve academic and non-academic outcomes for all students and subgroups. School staff and administrators use disaggregated data to evaluate the quality and effectiveness of its program to serve all	

		students and modify the program in order to improve student outcomes.	
1.8	Support for All Learners	The school has a proactive system to effectively identify and address all students' strengths and needs for academic, behavioral, and social-emotional development through a tiered support model, as well as providing Special Education and English Learner services as required by law. Data and progress monitoring are used to ensure that all students across all subgroups have equal access and equitable support, interventions, and resources to achieve, grow, and advance. The school regularly uses data to evaluate and modify its support programming to ensure student success.	

SECTION 2: SCHOOL CLIMATE AND FAMILY ENGAGEMENT

The school creates safe, positive, healthy, culturally responsive, inclusive, and welcoming learning environments. These environments cultivate supportive, authentic relationships and a strong sense of belonging and connection, which value the diverse assets and voices of all students, staff, and families.

Framing Question:
Does the school provide the conditions for students to be successful?

Criterion	Indicator	Target	Rating
2.1	State Compliance	The school operates in compliance with the terms of its charter and applicable federal and state laws and regulations regarding public Charter District Leaderships, including exclusionary practices.	No rating is provided for <i>Criterion 2.1: State Compliance</i> . Site visit reports that include a section for this criterion identify specific concerns the school must address.

		<p>MRSA 20-A Title 20-A, Chapter 112: Public Charter District Leaderships Individuals with Disabilities Education Act (IDEA)</p>	
2.2	<p>Family Engagement: Panorama School Climate Survey- Family Results</p>	<p>Results from 3/3 required scales* on the Family Panorama School Climate Survey will be within the average range (50% or higher) when compared to like schools (%FRL, grade band, urban/rural). Participation must be a minimum of 35% in order to qualify. Participation under 35% will automatically result in a “does not meet standard.”</p> <p>*Required Scales: School Climate, Safety, and School Fit</p>	<p>Exceeds Expectation All 3 of the 3 required scales in the above average range for like schools</p>
			<p>Meets Expectation All 3 of the 3 required scales in the average range for like schools</p>
			<p>Approaching Expectation 2 of the 3 required scales in the average range for like schools</p>
			<p>Does Not Meet Expectation 0 or 1 of the 3 required scales in the average range for like schools or participation rate is less than 35%</p>
2.3	<p>School Climate: Panorama School Climate Survey- Student Results</p>	<p>Results from 4/4 of the required scales* on the Student Panorama School Climate Survey will be within the average range (50% or higher) when compared to like schools (%FRL, grade band, urban/rural). Participation among eligible students must be a minimum of 75% in order to qualify. Participation under 75% will automatically result in a “does not meet standard.”</p> <p>*Required Scales: School Climate, Safety, Rigorous Expectations and Teacher-Student Relationships</p>	<p>Exceeds Expectation Allt 4 of the 4 required scales in the above average range for like schools</p>
			<p>Meets Expectation All 4 of the 4 required scales in the average range for like schools</p>
			<p>Approaching Expectation A least 3 of the 4 required scales in the average range for like schools</p>
			<p>Does Not Meet Expectation</p>

			Fewer than 3 of the 4 required scales in the average range for like schools or participation rate is less than 75%
2.4	School Climate: Panorama School Climate Survey-Teacher/Staff Results	Results from at least 4/4 of the required scales* on the Teacher Panorama School Climate Surveys will be within the average range (50% or higher) when compared to like schools (%FRL, grade band, urban/rural). Participation must be a minimum of 75% in order to qualify. Participation under 75% will automatically result in a “does not meet standard.” *Required Scales: School Climate, Leadership, Professional Learning and Feedback and Coaching	Exceeds Expectation All 4 of the 4 required scales in the above average range for like schools
			Meets Expectation All 4 of the 4 required scales in the average range for like schools
			Approaching Expectation A least 3 of the 4 required scales in the average range for like schools
			Does Not Meet Expectation Fewer than 3 of the 4 required scales in the average range for like schools or participation rate is less than 75%
2.5	School Climate: Panorama Survey	Annually, the school will review its Panorama Education School Climate survey results and develop an action plan to address areas for continued improvement. Plan and outcome will be submitted to the Commission.	Meets Expectation School develops and implements plan
			Approaching Expectation School develops and partially implements plan
			Does Not Meet Expectation School does not develop or does not implement plan

RATINGS AND EVALUATION IN THIS SECTION IS DEPENDANT ON PERFORMANCE IN THE PREVIOUS SECTION

Capacity: The school sustains a well-functioning organizational structure and creates a professional, inclusive, respectful, and welcoming working climate for all staff.

Only used for an Charter District Leadership’s evaluation when **two of** CRITERIA 2.1, 2.2, 2.3, 2.4, or 2.5 falls into Partially Meets Expectations or Does Not Meet Expectations for **two or more evaluation cycles in the same criteria.**

Criterion	Indicator	Target	Rating
2.6	School Systems and Leadership	<p>The school’s leadership team implements school academic programming and operations in a manner to meet a clearly defined mission and set of goals. The school defines and delineates clear roles and responsibilities among leaders, staff, management, and board of trustee members. The school has clear and well-understood systems for decision-making and communication processes among all members of the school community.</p> <p>School leadership fosters a culture of accountability, trust, and collaboration with school stakeholders to promote joint responsibility for student learning. Based on data, school leadership takes concrete and ambitious steps to close identified achievement, access, and opportunity gaps. School leadership sets goals and establishes systems and structures for the recruitment, development, and retention of educators reflective of the racial and ethnic composition of the students and families it serves. School leadership ensures an inclusive, respectful environment for all staff.</p>	<p>Refer to the Commission’s Intervention Protocol.</p> <p>School will likely be required to submit a self-assessment and the Commission conducts interviews/focus groups/document review as applicable to analyze each Capacity Component.</p>

2.7	Professional Climate	<p>The school staff frequently collaborate and engage in professional development to improve implementation of the curriculum and instructional practice. The school implements a comprehensive professional learning culture that supports the development of effective educators. The school develops staff capacity to examine and dismantle implicit biases and systemic inequalities in order to create environments in which all students can deeply learn, grow, and thrive.</p> <p>All school staff are provided the tools and resources to perform their responsibilities and meet expectations for performance. An objective and transparent system is in place for monitoring individual staff performance against established expectations, which includes a formal process of evaluation for all employees, including teachers.</p>	
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LSECTION 3: ORGANIZATIONAL SUSTAINABILITY

Effective Governing Boards: Members of the Governing Board uphold their responsibilities under Maine law and regulations to act as public agents authorized by the state and provide competent and appropriate governance to ensure the success and sustainability of the school.

Facilities: The school maintains a facility that allows the school’s mission to excel.

**Framing Question:
Is the school an effectively run and sustainable organization?**

Criterion	Indicator	Target	Rating
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<p>3.1</p>	<p>Governing Board effectiveness</p>	<p>Legal and Fiduciary Responsibilities:</p> <ul style="list-style-type: none"> Board of trustee members are active and engaged, fulfill their legal responsibilities and obligations, comply with the board’s bylaws, and always act in the best interests of the school community. <p>Talent strategy and accountability</p> <ul style="list-style-type: none"> The Governing Board demonstrates appropriate oversight of the Charter District Leadership administration, financial health, progress towards meeting academic and other school goals, and alignment with the mission and other terms of the charter, without managing the day-to-day operations of the school. The board conducts appropriate oversight of the officers and leaders of the organization, including an annual evaluation of the leader and considers succession planning. <p>Culture of Collaboration</p> <ul style="list-style-type: none"> The Governing Board has clear and well-understood systems for decision-making and communication processes; board of trustee’s meetings are designed to foster open, deliberate, and thorough discussions to facilitate and ensure public accountability. <p>Focus on Improvement</p> <ul style="list-style-type: none"> The Governing Board engages in continuous and strategic improvement planning by setting, and regularly monitoring progress relative to, priorities and goals that are aligned with the school’s mission, vision, and educational philosophy and the accountability cycles of the authorizer. 	<p>Low Risk: Board has fulfilled contract obligations as charter contract holder in the State of Maine</p> <p>Moderate Risk: Board has demonstrated a lack of capacity to be a strong contracting partner and may have failed to fulfill some contract obligations as charter contract holder in the State of Maine. MCSC may develop a monitoring plan to ensure the solvency of the school</p> <p>High Risk: Board has not fulfilled contract obligations as a charter contract holder in the State of Maine. MCSC may intervene with mitigation measures or other intervention protocols</p>
<p>3.2</p>	<p>Public Accountability: Transparent, responsive,</p>	<p>The Governing Board will hold a minimum of 6 meetings per school year⁴ in accordance with approved bylaws and Open Meetings Act of the State of Maine.</p>	<p>Meets Expectation 6+ meetings</p>

⁴ A school year is July 1 – June 30

	and legally compliant Board operations		Does Not Meet Expectation 5 or fewer meetings
3.3	Public Accountability: Transparent, responsive, and legally compliant Board operations	Timely ⁵ publication of Board meeting agenda and minutes upon approval and submission to the Charter Commission, that thoroughly captures the discussion and decisions of the board.	Meets Expectation All minutes and agendas posted timely
			Approaching Expectation 1-2 items not posted timely
			Does Not Meet Expectation 3 or more not posted timely
3.4	Reporting Accuracy and Timeliness	80%-90% of reports are submitted on time and are accurate and complete.	Exceeds expectation More than 90% of reports are submitted on time and are accurate and complete
			Meets Expectation 80%-90% of reports are submitted on time and are accurate and complete
			Approaching Expectation 70%-79.9% of reports are submitted on time and are accurate and complete
			Does Not Meet Expectation Fewer than 70% of reports are submitted on time and are accurate and complete

⁵ Timely is defined as posting agenda a minimum of 5 business days before the meeting and for minutes, posting within 5 business days of approval.

3.5	Board Training	Board members will engage in a baseline of annual training and development using the following guidelines. (LINK)	<p>Exceeds expectations: Board provides evidence of development opportunities, including but is not limited to: an annual board retreat, third-party consultation for board training on identified growth areas, an annual self-governance evaluation process, etc</p>
			<p>Meets expectations: 100% of required courses have been taken and evidence is provided</p>
			<p>Approaching expectations: 80%-99.9% of required courses are taken and evidence is provided</p>
			<p>Does not meet expectations: Less than 80% of required courses have been completed</p>
3.6	Facility meets Local and State requirements	<p>The school certifies that its facility (or facilities) meet all local and state requirements for public school facilities, including current Certificate of Occupancy and a Plan for maintenance and capital improvements of school facilities consistent with <i>20-A M.R.S. §§ 1001(2), 4001, 4502(5)(C); Maine DOE Rule Chapter 125.5.03 and 20-A M.R.S. §§ 6302, 6501; Maine DOE Rule Chapter 125.5.10</i></p> <p>Public School Approval Requirements and Citation Chart</p>	<p>Exceeds expectation Charter District Leadership has obtained an environmentally friendly certification such as LEED</p>
			<p>Meets Expectation Certified as required and approved by the board</p>
			<p>Does Not Meet Expectation</p>

			Not certified as required
3.7	Facility supports Programming	The facility provides a safe, clean, and aesthetically pleasing campus environment that optimizes learning, teaching, and working for all students, faculty, and staff.	<p>Meets Expectation Facility supports a campus environment that optimizes learning, teaching and working that supports mission and key design element implementation.</p> <p>Approaching Expectation Facility partly, but not fully, supports a campus environment that optimizes learning, teaching and working that supports mission and key design element implementation.</p> <p>Does Not Meet Expectation Facility does not support a campus environment that optimizes learning, teaching and working that supports mission and key design element implementation.</p>

SECTION 4: FINANCIAL MANAGEMENT AND VIABILITY

The school maintains a sound and stable financial condition and operates in a financially sound and publicly accountable manner.

Framing Question:
Is the school financially viable?

Criterion	Indicator	Target	Rating
4.1	Current Ratio (Near-Term Measures)	Current ratio is greater than or equal to 1.1. Current assets divided by current liabilities	Lower Risk Greater than 1.5
			Moderate Risk 1.0 - 1.5
			High Risk Less than 1
4.1a	Unrestricted Days Cash on Hand (Near-Term Measures)	Unrestricted days cash will be at least 30 days. Unrestricted cash divided by ([total expenses minus depreciation expense]/365)	Lower Risk 60+ days
			Moderate Risk 30-60 days
			High Risk Fewer than 30 days
4.1b	Enrollment Variance (Near-Term Measures)	Actual enrollment is within 10% of the enrollment projected in the approved budget. Actual Enrollment divided by Enrollment Projection in Charter District Leadership Board Approved Budget	Lower Risk Actual within 2% of the projected enrollment
			Moderate Risk Variance is between 2 and 5%

			<p>High Risk Variance is greater than 5% of the projected enrollment</p>
4.1c	Financial Obligations Default (Near-Term Measures)	<p>The school meets all debt and real estate lease obligations.</p> <p>Failure to make required lease, principal and interest payments on-time or to meet covenant terms.</p>	<p>Lower Risk Not in default and not delinquent</p>
			<p>Moderate Risk In default and/or delinquent and has obtained waivers from lenders and/or lessors</p>
			<p>High Risk In default and/or delinquent</p>
4.2	Total Margin (Sustainability Measures)	<p>The School's Aggregated Three-Year Total Margin is positive and the most recent year Total Margin is positive.</p> <p>Net Surplus divided by Total Revenue</p>	<p>Lower Risk Aggregated Three-Year Total Margin is at least 1.5% and the most recent year Total Margin is positive</p>
			<p>Moderate Risk Aggregated Two-Year Total Margin is at least 1.5%</p>
			<p>High Risk Aggregated Three-Year Total Margin is negative and/or the most recent year Total Margin is negative. Or, the margin for the latest year is -10% or lower.</p>
4.2a	Debt to asset ratio (Sustainability Measure)	<p>The debt to asset ratio will be less than 0.9.</p> <p>Total Liabilities divided by Total Assets</p>	<p>Lower Risk Less than 90%</p>

			<p>Moderate Risk 90 to 100%</p> <p>High Risk Greater than 100%</p>
4.2b	Cash Flow (Sustainability Measure)	<p>Charter District Leadership maintains a positive cumulative 2-year cash flow.</p> <p>Cash Flow = Net Annual Change in Unrestricted Cash. Cumulative Cash Flow is the sum of current and prior year Cash Flow.</p>	<p>Lower Risk A positive cumulative 2-year cash flow and positive cash flow in the most recent year.</p> <p>Moderate Risk A positive cumulative 2-year cash flow</p> <p>High Risk Does not have a positive cumulative 2-year cash flow and had negative cash flow in the most recent year.</p>
4.2c	Financial Obligations Coverage Ratio (Sustainability Measure)	<p>Charter District Leadership is able to pay current debt principal and interest and lease payments from the current year surplus. (Net Surplus + Depreciation + Interest + Lease Expense)/ (Annual Principal + Interest + Lease Payments)</p>	<p>Lower Risk Exceeds 1.1</p> <p>Moderate Risk Is 1.0 to 1.1</p> <p>High Risk Is less than 1.0</p>
4.3	Financial Planning and Budgeting	<p>Charter District Leadership publishes a 3-year annual financial plan that includes a 2-year annual budget and a 1-year projection for year 3 that is board approved.</p> <p>SY22-23: Leadership/Board will develop the 3-year financial plan</p>	<p>Meets Expectations Charter District Leadership annually publishes a 3-year financial plan that includes a budget for the next 2-years</p>

		<p>June 30, 2023: Leadership/Board has a finalized 3-year annual financial plan.</p>	<p>and a 1-year projection for year 3.</p> <p>Does Not Meet Expectations Charter District Leadership has not published a current 3-year financial plan that includes a budget for the next 2-years and a 1-year projection for year 3.</p>
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SECTION 5: FAITHFULNESS TO THE CHARTER AND THE LAW

Mission and Key Design Elements: The school is faithful to its mission, implements the key design elements outlined in its charter.

Access: The school ensures access for all students eligible to attend the school. Student enrollment and persistence is a leading indicator of school health.

Criterion	Indicator	Target	Rating
5.1	Mission and Key Design Implementation	<ol style="list-style-type: none"> The school demonstrates its approved mission. The school implements the key design elements* in the approved charter and any subsequently approved amendments in a manner that serves all of its students. The Board and Administration share a common and consistent understanding of the school's 	<p>Meets Expectation School is implementing the mission and design elements as outlined in the charter and amendments</p> <hr/> <p>Approaching Expectation School is partially implementing the mission and design elements as outlined in the charter and amendments</p>

		<p>mission and key design elements outlined in the charter.</p> <hr/> <p>* Key Design Elements are aspects of the school, originally articulated in the charter application or in subsequent amendments, which make the school unique and distinct from other district or Charter Schools.</p>	<p>Does Not Meet Expectation School is not implementing the majority of the mission and design elements as outlined in the charter and amendments</p>
<p><i>If Oct 1st number is 10% or more below the contracted enrollment, the school must submit a Recruitment Plan and Supporting Materials to the Commission by January 1st.</i></p> <p>5.1a is only used for an Charter District Leadership's evaluation when, on CRITERIA 5.1, the school is 10% or more below the contracted enrollment on October 1st.</p>			
5.1a	Student Recruitment and Enrollment	The Charter District Leadership has a recruitment strategy that yields consistent enrollment within the charter's contracted enrollment range.	Commission reviews Oct 1st enrollment figure.
5.2	Student Attendance	<p>Chronic absenteeism rate</p> <p>Schools will have 10%-18% or fewer students classified as chronically absent on the last day of school.⁶</p> <p>Chronic absenteeism rates will be reported at both the campus and district levels.</p> <p>PreK rates are not part of MDOE's chronic absenteeism calculations. Schools will report preK chronic absenteeism rates, though this target outcome will not be rated.</p>	<p>Exceeds Expectation Fewer than 10%</p>
			<p>Meets Expectation 10%-18%</p>
			<p>Approaching Expectation 17.9% - 25%</p>
			<p>Does Not Meet Expectation Greater than 25%</p>

⁶ Chronically absent is defined as missing 10% or more of school days.

<p>If the school has more than 18% students chronically absent OR the school maintains approaching for 2 successive accountability cycles, MCSC will measure:</p> <p>5.2b is only used for an Charter District Leadership's evaluation when, on CRITERIA 5.2, the school is above 18% students chronically absent OR the school maintains approaching for 2 successive accountability cycles.</p>			
5.2b	Student Attendance	Chronic absenteeism rate	<p>Chronic absenteeism as it relates to the state average</p> <p>Absentee trend over time (growth)/ability to change trends</p>
5.3	Student Persistence - School Year	<p>Persistence throughout the school year</p> <p>85% or more of eligible⁷ students enrolled on the last day of school will be the same students who were enrolled on State Student Count Day.⁸</p>	<p>Exceeds Expectation</p> <p>Exceeds 90%</p>
			<p>Meets Expectation</p> <p>85% - 89.9%</p>
			<p>Approaching Expectation</p> <p>75% - 84.9%</p>
			<p>Does not meet Expectation</p> <p>Fewer than 75%</p>
5.4	Student Persistence - Year-to-year	<p>Recurrent enrollment from one year to the next</p> <p>85% - 89.9% or more of eligible students enrolled on the last day of school will have completed an Intent to reenroll form for the following SY by March 31 of current SY.</p>	<p>Exceeds Expectation</p> <p>Exceeds 90%</p>
			<p>Meets Expectation</p> <p>85% - 89.9%</p>
			<p>Approaching Expectation</p> <p>75% - 84.9%</p>
			<p>Does not meet Expectation</p>

⁷ Student residing in the state of Maine

⁸ Student Count day is October 1.

			Fewer than 75%
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SECTION 6: SCHOOL CUSTOMIZATION

- Schools will work with the Commission to design and execute customized criteria that enhances the context and connection to the school's mission.**

Criterion	Indicator	Target	Rating
	Schools with grades K-2 should consider an academic measure for the early elementary grades.		