



VISION

MAINE CHARTER SCHOOL
COMMISSION

All of Maine's children will have access to a vibrant ecosystem of diverse schools so that all of them can become happy, healthy and thriving citizens

Maine Charter School Commission Business Meeting – July 11, 2023 @ 1:00pm Cross Office Building, Room #103, 111 Sewall Street, Augusta, ME

Join Zoom Meeting

<https://mainestate.zoom.us/j/86500283769>

Meeting ID: 865 0028 3769

Passcode: 39679481

Item Number	Person Responsible	Agenda Item
1	Norm	Call to Order and Declare a Quorum
		<i>A Commission Member will Read the Commission's Vision Statement</i>
2	Norm	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	Norm	Comments from Commission Chair, Committee Reports and Additions or Adjustments to the Agenda
3a		Comments from Commission Chair
3b		Committee Reports <ul style="list-style-type: none"> ● Ad-Hoc Nominating Committee ● School Performance Committee ● Finance Committee ● Executive Committee
3c		Additions or Adjustments to the Agenda
4	Norm	Meeting Minutes Approval
4a		To Consider the Approval of Minutes from the June 13, 2023 Commission Meeting
5	Norm	Public Comment*

6	<i>Lana</i>	Presentations
6a		None
7	<i>Lana</i>	Executive Director/Commission Staff Report
7a		School Updates
7b		Organizational Updates
7c		Media Update <ul style="list-style-type: none"> • Unity public charter school holds first graduation • centralmaine.com Class of 2023 Graduation Keepsake • Harpwell Coastal Academy campus buyer revealed, but property's future remains unknown
8	<i>Lana</i>	Monthly School Portfolio/Data Report
		None
9	<i>Norm</i>	Unfinished Business
9a		
10	<i>Norm</i>	New Business Requiring Approval and/or Acceptance
10a		To Consider the Appointment of Norm Higgins as Chair of the Maine Charter School Commission
10b		To Consider the Appointment of Leigh Weisenburger Albert as Vice Chair of the Maine Charter School Commission
10c		To Receive and Place on File the Completed Community Regional Charter School Intervention Plan
11	<i>Norm</i>	New Business Requiring Notification to the Commission (No formal action to be taken by Commission)
11a		New Governing Board Members: <ul style="list-style-type: none"> • 11a.1 Community Regional Charter School - Michael Buja • 11a.2 Fiddlehead School of Arts & Sciences - Laura Newman Resignations: <ul style="list-style-type: none"> • Fiddlehead School of Arts & Science - Joe Mattos Term Outs: <ul style="list-style-type: none"> • Community Regional Charter School - Danielle Denis • Community Regional Charter School - Kelly Lacasse • Maine Academy of Natural Sciences - Shannon Webber • Maine Academy of Natural Sciences - Jesse Wechsler
12	<i>Norm</i>	Future Topics
12a		August <ul style="list-style-type: none"> • End of Year Meetings • MCA Renewal Timeline Update September <ul style="list-style-type: none"> • EOY 2022-23 Unenrollment Data October <ul style="list-style-type: none"> • To Consider the Approval of Maine Connections Academy's Renewal Application
13	<i>Norm</i>	Announcements
13a		Committee Assignments

13b		Important Dates
13c		2023 Graduation Dates <ul style="list-style-type: none"> • Maine Academy of Natural Sciences - Threshold Program/Friday, July 21st • Maine Academy of Natural Sciences - Campus Program/Friday, July 28th
13d		Next Regular Business Meeting – August 8, 2023 (Room #103A/B, Cross Office Building, 111 Sewall Street, Augusta)
14	<i>Norm</i>	Adjourn

** 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.*



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June 2023 Business Meeting of the Maine Charter School Commission

DRAFT

The Maine Charter School Commission held a Regular Meeting on Tuesday, June 13, 2023

Item Number	Agenda Item
1	Call to Order and Declare a Quorum
	<p>The meeting - held in person and 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 member(s) present were Norm Higgins, Tori Kornfield, Brian Langley (via Zoom), Tom Keller, Jim Handy, and Leigh Weisenburger Albert.</p> <p>Also present were Lana Ewing, Amy Allen(via Zoom), and Dania Heard.</p> <p><i>Commission member, Norm Higgins, read the Commission's Vision Statement.</i></p>
2	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	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 announced that the State Board of Education will be appointing a member of its Board to the Charter School Commission at its June 14th meeting. This person will fill the seat that was vacated by Wilson Hess and will round out the Commission at 7 members. He shared a reminder about the friendly amendment to LD 1089. The amended bill will require that the Charter School Commission presents its Annual Report to the Education and Cultural Affairs Committee annually in person. The amended bill has passed through the

	<p>Committee, the House, and the Senate and is awaiting the Governor's signature.</p> <ul style="list-style-type: none"> • And gave a brief update on LD 1741 which is the bill about school choice (i.e., expanding the number of charter schools in Maine, expanding enrollment, and increasing the number of entities that can authorize public charter schools). The bill came out of the Education and Cultural Affairs Committee "Ought Not to Pass". It's possible that the bill may be debated on the floor because the supporters will want to be heard, but does not have the political support to be amended and passed on the floor.
3b	<p><u>Committee Reports</u></p> <ul style="list-style-type: none"> • Tori Kornfield - Chair, Ad-Hoc Nominating Committee - reported that the Committee will put forth the following slate of nominees for Commission Chair and Vice Chair – Norm Higgins as Chair and Leigh Weisenburger Albert as Vice Chair. The Commission will vote on these appointments during the July Commission Meeting. • 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	<p>Meeting Minutes Approval</p>
4a	<p>To Consider the Minutes from the May 9, 2023 Commission Meeting</p> <p>A copy of the draft minutes was distributed for review and consideration.</p> <p>Moved by Jim Handy; seconded by Tori Kornfield 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 May 9, 2023 Commission Meeting.</p>
5	<p>Public Comment*</p> <p>Jana Lapoint - member of both the Baxter Academy for Technology and Science and Maine Connections Academy Governing Boards - stated that she was able to attend five of the eight graduations that have taken place so far this month and shared the following highlights:</p> <ul style="list-style-type: none"> • All of the Ecology Learning Center graduates stood together and recited the school's mission statement. • Maine Arts Academy wove several student performances into its graduation ceremony. • A Baxter Academy for Technology and Science graduate performed his song "Upside Down" which he played on an electric guitar he had built as his Flex Friday project. • Harpswell Coastal Academy graduates 19 seniors - six of which had been with the school since the beginning.

	<p>Bill Doughty - member of the Fiddlehead School of Arts & Sciences' Board - shared that the school recently held its second eighth grade graduation calling it "a very Maine ceremony". There were eighteen students who graduated and four of the boys spoke about friendship and the importance of friendship to each of them while two of the girls wrote sentimental renditions about their experiences while at Fiddlehead.</p>
6	Presentations
6a	<p>Shelly Reed - President, Maine Alliance of Public Charter Schools - introduced the new organization and shared the following:</p> <ul style="list-style-type: none"> • Their mission is "to promote and support educational opportunity for all students in the state delivered through public charter schools by promoting greater awareness of charter school benefits, missions, operations, and opportunities." • The Alliance will develop shared resources and use its collective voice to tell the stories of the value of charter schools on the Maine educational landscape and to rise to the challenges of the Legislature and other external factors. • Current officers are - Ande Smith, Secretary and Clerk; Joe Mattos, Treasurer; Jana Lapoint, Vice President; and Shelley Reed, President. Membership is open to charter schools, standard members (i.e., individuals supportive of charter schools), and associate members (i.e., organizations supportive of charter schools). • The Alliance hopes that they can partner with the Charter School Commission to bring the best educational opportunities for Maine students through charter schools.
7	Executive Director/Commission Staff Report
7a	<p>School Updates</p> <p>Lana Ewing, Executive Director, shared the following:</p> <p><u>Ecology Learning Center</u></p> <ul style="list-style-type: none"> • The Ecology Learning Center graduated its first class on June 8th which is a huge accomplishment in the life of the school. Staff offer congratulations for hitting this milestone. • Centralmaine.com wrote an article highlighting community partnerships and postsecondary outcomes of their graduating seniors. A copy of the article will be shared in the next Board Packet. <p><u>Baxter Academy for Technology and Science</u></p> <ul style="list-style-type: none"> • Baxter Academy held its graduation on June 3rd with 85 seniors receiving their diplomas. • During Senior Award Night, there were 7 scholarships awarded to seniors, totaling \$31,000. • The school held a step up day on Tuesday, June 13th, welcoming their 100 incoming freshmen.

Maine Academy of Natural Sciences

- Maine Academy of Natural Sciences is holding a Strategic Planning event on June 15th, 5:00 - 7:00 pm. Stakeholders, parents, staff, and community members are invited to attend.
- A ribbon-cutting ceremony for their new agricultural barn will be held on July 15th.
- Chronic absenteeism has improved 5% since their mid-year meeting.

Maine Virtual Academy

- MeVA will be offering free summer programming from June 20th to August 4th for enrichment skills, credit recovery and advancement. This will be the eighth year in a row that the school has offered summer programming and has sixteen teachers participating.

Maine Arts Academy

- Has officially moved into their new building. Students, teachers, family, staff members, and volunteers all pitched in while their transportation provider, Poland Bus Company, donated two moving trucks, drivers, and several days of labor to assist with the move.

Maine Connections Academy

- MCA is preparing for renewal. Staff are collecting documentation and data that will assist the Commission with the renewal decision in October.
- Staff met with the Head of School, Assistant Principal, CFO, Special Education Director, Board Chair, and an additional Board member to make sure everyone was on the page in terms of the renewal timeline.
- During this meeting, MCA shared anticipated Performance Framework outcomes for SY2022-23. Performance data from the past four years will be combined into a statutorily-required Year 4 Performance Report that will be given to the school no later than June 30th.
- Two MCA staff members - Steve Gallo and Megan Grisham - have recently completed their Master degrees. An accomplishment while managing both school and full-time teaching responsibilities.
- Students have been participating in many in person events recently including a visit to the Maine Wildlife Park in Gray, education day with the Portland Sea Dogs, an exploration at Fort Knox, and a visit to the Penobscot Observatory.

Harpswell Coastal Academy

- Will officially close on June 16th and Commission staff thanked them for their years of service and understands that it has been emotional as they gear up for their last day.
- David Hartman, NACSA Consultant, has been engaged with the HCA Team since November walking them through the closure process and expectations.
- There is a buyer in place for the property itself. The property is the school's biggest asset and the sale of the property will get them closer to finishing out the year "in the black".

7b

Organizational Updates

Lana shared the following:

Revised Performance Framework

- Has been sent out to all Board Chairs for signature. To date, 8 out of the 10 charter schools have signed the document. As a reminder, this is the framework that will shape the 2022-23 Annual Monitoring Reports.

FOAA Request from the Portland Press Herald

- Staff worked with OIT to pull emails pertaining to the request and have given an estimate to the reporter on the hours needed and costs associated with fulfilling the request. The reporter was going to check with her editor to determine how they would proceed with the request. As of this meeting, no decisions have been made but staff will update the Commission as needed.

Team Structure

- Staff is beginning the process of hiring for a full-time Administrative Assistant. The Executive Committee reviewed, and provided feedback on, the job description which will be posted and candidates will be interviewed with the hope of having someone in place by August 1st.

FY24 Contracting

- Staff is putting Delivery Orders and Service Contracts with a July 1st start date in place with state procurement and are continuing to work with both NACSA and NCSI to define what the scope of work will look like for each of these contracts during SY2023-24.

Board Development

- On May 25th, NCSI facilitated a 2-hour session with school leaders, Board members, and school finance team members that walked through the financial metrics on the Performance Framework. Approximately 50 people attended this session with a second session being held on June 14th that will focus on the development of a three-year financial plan.

Charter School Collaboration

- Staff facilitated a meeting with charter school special education administrators and some members of the MDOE special services team. The purpose of the meeting was to discuss highlights, challenges, and collective lessons learned throughout the school year. Participants in the meeting asked for a meeting with a broader audience to discuss RTI and the challenges that schools face. This discussion was held on May 31st.

Progress with MDOE Data Team

- A member of the MDOE Data Team (Alex Cookson) attended the last Monthly Leaders' Meeting and listened to data concerns that the Commission, Commission staff, and schools have with the state-reported data. She was able to offer some immediate solutions and is willing to meet with schools individually to figure out why there are discrepancies with the data. She followed up with several resources which were shared with the schools.

7c	Media Update` <i>None</i>
8	Monthly School Portfolio/Data Report
	<i>None</i>
9	Unfinished Business
	To Consider the Approval of the 2021-22 Annual Monitoring Reports Addendum A copy of the addendum was distributed for review and consideration. Moved by Tori Kornfield; seconded by Jim Handy 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 receive and place on file the 2021-22 Annual Monitoring Reports Addendum.
10	New Business Requiring Approval and/or Acceptance
10a	To Consider the Approval of the Commission's Per Diem and Travel Policy A copy of the draft policy was distributed for review and consideration. Moved by Jim Handy; seconded by Tom Keller 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 Commission's Per Diem and Travel Policy.
10b	To Consider the Approval of Community Regional Charter School's Request for Partial Funding for Continuation of BoardOnTrack A copy of the funding request was distributed for review and consideration. Moved by Leigh Weisenburger Albert; seconded by Jim Handy and voted as follows 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 Community Regional Charter School's Request for Partial Funding for Continuation of BoardOnTrack in the amount of \$2,000 with the understanding that this is the last year that the Commission will assist with this funding.
11	New Business Requiring Notification to the Commission (No formal action to be taken by the Commission)
11a	New Governing Board Members: <ul style="list-style-type: none"> • 11a1. ACADIA Academy - Meredith Morrison Resignations: <ul style="list-style-type: none"> • Baxter Academy for Technology and Science - Tristan Oldmixon Term Outs: <i>None</i> No formal action required by the Commission.
11b	FY23 Commission Budget vs. Actual/Spending Report Dashboard No formal action required by the Commission.

12	Future Topics
12a	<p>July</p> <ul style="list-style-type: none"> • Election of Officers • Panorama Survey Results • MCA Renewal Timeline Update • Committee Assignments <p>August</p> <ul style="list-style-type: none"> • End of Year Meetings • MCA Renewal Timeline Update <p>September</p> <ul style="list-style-type: none"> • EOY 2022-23 Unenrollment Data
13	Announcements
13a	Important Dates (<i>None</i>)
13b	<p>2023 Graduation Dates</p> <ul style="list-style-type: none"> • Community Regional Charter School/Friday, June 16 • Maine Academy of Natural Sciences - Threshold Program/Friday, July 21st • Maine Academy of Natural Sciences - Campus Program/Friday, July 28th
13c	Next Regular Business Meeting – July 11, 2023 (Room #103A/B, Cross Office Building, 111 Sewall Street, Augusta)
14	Adjourn
	Chair Higgins declared adjournment at 2:49pm with no objections.

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MCSC
**MAINE CHARTER
SCHOOL COMMISSION**

TO: Danielle Denis Governing Board Chair, Community Regional Charter School
Travis Works, Executive Director, Community Regional Charter School

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

DATE: August 23, 2022

RE: Intervention Level 2

During the Commission Meeting on June 23, 2022, the Commission voted to approve that the Community Regional Charter School (CRCS) charter contract conditions had been met allowing CRCS to continue operating in its 5-year charter contract term. These contract conditions were voted on by the Commission on December 14, 2021 to be substantially executed by the charter contract renewal deadline.

While the Commission found that CRCS 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, overall student performance and the impact of the ongoing facilities development on the school program. Because the school continues to not meet performance targets, the Maine Charter School Commission is initiating its [Intervention Protocol - Level 2](#) (attached below). The Commission assigns the school to Intervention Level 2 for the following reasons:

- Failure to meet multiple performance targets;
- Failure to satisfactorily remedy or make substantial progress toward remedying previously-identified concern. (Insubstantial follow-up from Intervention Plan in February 2020, due to lack of state assessment because of COVID).

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

- Percentage of students who are chronically absent: 37%
- Percentage of students meeting the NWEA MAP RIT target benchmark:
 - Math: 41%
 - Reading: 49%
 - Language: 46%
- School has self-identified that the current facilities and ongoing construction delays have limited its ability to meet all program and enrollment needs.

CRCS 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, CRCS will provide progress updates on conditions previously identified during SY 2021-2022.

- CRCS will meet the chronic absenteeism benchmark in the Performance Framework: less than 18% of students are chronically absent.
- CRCS will meet student assessment NWEA MAP RIT target benchmark in the Performance Framework: 60-70% of students will meet RIT in grades 3-8 and grade 10.
- CRCS 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.
- CRCS will generate a construction completion timeline for facility work required to meet enrollment and program needs by September 30th. The plan should include the related impact on finances, debt, and enrollment (facility assessment, project plans and any data/programming prepared so far, and a calendar of facility meetings and other key dates).

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

CRCS SY 2022-2023 Conditions Tracker

Intervention Level 2



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

CRCS' governing board will address the following:

Set 1: Adopted December 2021

FINANCIAL AUDIT (revised August 2022)	
CRCS will provide evidence of a clean audit for FY 22 by December 30, 2022.	
December 29, 2021 COMPLETED	<ul style="list-style-type: none"> CRCS Board leadership submitted the financial audit through Epicenter by the deadline
2022 Summer Progress Check	<ul style="list-style-type: none"> Commission voted that this condition was met: CRCS will promptly provide the financial audit completed by an independent third party company to the MCSC by December 31, 2021
SY 2022-2023 BoY Meeting	
SY 2022-2023 Mid year meeting COMPLETE	<ul style="list-style-type: none"> Clean audit. No findings in the management letter. Submitted in Epicenter before EOY deadline.
SY 2022-2023 EoY Meeting COMPLETE	<ul style="list-style-type: none"> See above. Complete.

BOARD REVIEW OF ORGANIZATIONAL BYLAWS (revised August 2022)	
MCSC and CRCS will periodically review bylaws during board meetings in SY 22-23.	
May 25, 2022 ON TRACK TO MEET	<ul style="list-style-type: none"> Submitted and will review by Executive Committee

2022 Summer Progress Check	<ul style="list-style-type: none"> The Commission voted that this condition was met: MCSC and CRCS will identify and retain an external partner to review and provide recommendations on how CRCS' bylaws can be revised and strengthened. This is to be completed within 120 days of December 15, 2021, which is April 14, 2022. The report produced should provide specific recommendations on how to strengthen organizational bylaws. MCSC will review the findings of the report and determine the appropriate course of action including timelines for implementing changes to be completed by the Board of CRCS.
SY 2022-2023 BoY Meeting	
SY 2022-2023 Mid year meeting ON TRACK	<ul style="list-style-type: none"> The board plans to review the bylaws annually. Danielle is documenting the ongoing policy review via committees and the full board.
SY 2022-2023 EoY Meeting COMPLETE	<ul style="list-style-type: none"> By-laws: A year ago the board completed a thorough review, and then again in January. The board plans to review the by-laws on an annual basis.

BOARD DEVELOPMENT (revised August 2022)

CRCS will meet the Board Training criterion outlined in the Performance Framework: Board members will engage in a baseline of annual training and development using the following guidelines. ([LINK](#))

May 25, 2022 ON TRACK TO MEET	<ul style="list-style-type: none"> Updated progress on training module participation from board members Exploring ways to enhance the self assessment tool On the agenda for the board's governance committee; chair recommends that we find a new tool
2022 Summer Progress Check	<ul style="list-style-type: none"> The Commission voted that this condition was met: CRCS will join and participate in the board training pilot in the Spring of 2022. MCSC will be available to support members of the CRCS governing board in achieving this condition. This condition is contingent on the launching of the board training pilot.
SY 2022-2023 BoY Meeting	
SY 2022-2023 Mid year meeting ON TRACK	<ul style="list-style-type: none"> 5 board members have completed the first 4 modules. The board is concurrently engaged in training utilizing the Board on Track resources (shorter 20 min videos). Danielle will remind board members to complete the Epicenter training.
SY 2022-2023 EoY Meeting	<ul style="list-style-type: none"> - Two board members have 1 modules left to complete (DD - Module 8, NR - Module 7) - Two board members have two modules left to complete.

PARTIALLY COMPLETE	
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BOARD REORGANIZATION (revised August 2022)

CRCS will regularly review board member attendance and engagement and continue the work of board-member evaluation to ensure the organization is well-positioned to govern effectively and hold the officers (school leaders) of the organization accountable.

May 25, 2022 ON TRACK TO MEET	<ul style="list-style-type: none"> • June board meeting will consider new members and officer positions • Discussed with the chair the process for selecting new board leadership positions
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2022 Summer Progress Check	<ul style="list-style-type: none"> • The Commission voted that this condition was met: CRCS will ensure the organization is well-positioned to govern effectively and hold the officers (school leaders) of the organization accountable. CRCS will provide a Board restructuring plan due by February 4, 2022 and demonstrate progress on the plan by May 6, 2022.
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SY 2022-2023 BoY Meeting	
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SY 2022-2023 Mid year meeting ON TRACK	<ul style="list-style-type: none"> • Board onTrack is a way to specifically monitor engagement through the engagement score. These scores are reviewed quarterly by the full board.
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SY 2022-2023 EoY Meeting COMPLETE	<ul style="list-style-type: none"> • This criteria is complete. Evidence includes: <ul style="list-style-type: none"> ◦ The board went through a process to closely review all 279 board policies to ensure meaningfulness. The board retired some, reviewed others. • The Board has a functioning Governance Committee, Academic Committee and Finance Committee who meet monthly. Board on Track has supported delegation of responsibilities and collaboration within Committees. • The board has engagement goals in place and track their progress-to-goal monthly. • The board has reached quorum at each of the meetings in the last two years. • The board will continue to focus on improving the following areas: <ul style="list-style-type: none"> ◦ Full budget fluency with the budget. ◦ Increase engagement score further. ◦ Increase board membership by two members. Ideal skill set includes CPA and education background. ◦ Publishing Committee agenda minutes. • Current report: Danielle Denis is terming out as board chair. Tania Arnold may step in as chair. The board will elect a new Academic Committee chair.
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Set 2: Adopted March 2022

FACILITIES & SAFETY (revised August 2022)	
CRCS will generate a construction completion timeline for facility work required to meet enrollment and program needs by September 30th, The plan should include the related impact on finances, debt, and enrollment (facility assessment, project plans and any data/programming prepared so far, and a calendar of facility meetings and other key dates).	
May 25, 2022 PROGRESS IS BEING MADE	<ul style="list-style-type: none"> Chair submitted information to the school performance committee on 5/24 Stated that it has been difficult to find quality contracting work
2022 Summer Progress Check	<ul style="list-style-type: none"> Commission voted that enough progress was made on this stipulation to approve the overall contract stipulations: CRCS will ensure that its Overman Academy building in downtown Skowhegan is safe for students and staff by providing a facilities assessment completed by a neutral third-party to be completed by May 10, 2022
SY 2022-2023 BoY Meeting	
SY 2022-2023 Mid year meeting PROGRESS BEING MADE - ORIGINAL TIMELINE NOT MET - ADJUSTED.	<ul style="list-style-type: none"> The construction timeline is in process. There is ongoing conversation occurring about the best way to move forward - facility consolidation or expansion to a new facility. Overman: original idea was to finish the basement, but cost is prohibitive for 3-4K sq feet. Likely will finish the basement to be in compliance. Still lacking space for 50 students in both facilities. Dimensions: needs to add on to the facility (not divide current space) to expand. Leadership reports that they need to finish the facilities work plan by June 30, 2023 to sustain the next 3-5 years with enrollment and space.
SY 2022-2023 EoY Meeting COMPLETE	<ul style="list-style-type: none"> CRCS submitted a facility plan. The finances associated with the plan will be included in the 3-year financial plan.

INDEPENDENCE IN AUDITING SERVICES (revised August 2022)	
CRCS will provide an update naming its new independent auditor.	
May 25, 2022 MET CONDITION	<ul style="list-style-type: none"> Issued RFP and distributed directly to known firms
2022 Summer Progress Check	<ul style="list-style-type: none"> The Commission voted that this condition was met: CRCS will ensure that its audits are free from influence and strictly independent. This requires the operator to ensure adequate rotation of auditing services. The operator should solicit a new independent auditor. CRCS will issue an RFP for a new auditor during the next audit cycle.

SY 2022-2023 BoY Meeting	
SY 2022-2023 Mid year meeting SCHOOL ATTEMPTED, AND WAS UNABLE TO SECURE A NEW AUDITOR.	<ul style="list-style-type: none"> • Invitations were sent to five services. The school's current auditor was the only one able to provide the services. The school signed a three year contract.
SY 2022-2023 EoY Meeting PARTIALLY COMPLETE	<ul style="list-style-type: none"> • The school has submitted evidence that they have reached out to at least 9 auditors - only one of whom is taking clients and that proposal is under review by the board chair.

FINANCIAL MANAGEMENT AND CONTROLS (revised August 2022)	
If SY 22-23 audit contains a management letter commenting on material weaknesses, the Board will address all weaknesses and review with the Commission staff.	
May 25, 2022 WILL LIKELY MEET THIS CONDITION	<ul style="list-style-type: none"> • Chair submitted information to the school performance committee on 5/24
2022 Summer Progress Check	<ul style="list-style-type: none"> • Commission voted that this condition was met: Ensure that all management letter comments and material weaknesses over procurement are addressed. Document process changes and initiate oversight and score carding. CRCS will launch a review of financial policies. CRCS will have this process completed by June 14, 2022.
SY 2022-2023 BoY Meeting	
SY 2022-2023 Mid year meeting COMPLETE	<ul style="list-style-type: none"> • No management letter commenting on material weaknesses
SY 2022-2023 EoY Meeting COMPLETE	<ul style="list-style-type: none"> • No management letter commenting on material weaknesses

(New) Intervention Level 2 Conditions:

Intervention Level 2 Condition: CRCS will meet the chronic absenteeism benchmark in the Performance Framework: less than 18% of students are chronically absent.

SY 2022-2023 BoY Meeting	
SY 2022-2023 Mid year meeting NOT CURRENTLY ON TRACK TO MEET CRITERIA.	<ul style="list-style-type: none"> At this point, close to 40% (may change throughout the year). New students are more chronically absent than those who have been at the school longer. 40% includes the Pre-K. Holding meetings with families - remote learning plans for students who have COVID/flu.
SY 2022-2023 EoY Meeting DID NOT COMPLETE	<ul style="list-style-type: none"> 40% chronic absenteeism district-wide

Intervention Level 2 Condition: CRCS will meet student assessment NWEA MAP RIT target benchmark in the Performance Framework: 45-55% of students will meet RIT growth.

SY 2022-2023 BoY Meeting	
SY 2022-2023 Mid year meeting NO DATA YET	<ul style="list-style-type: none"> The Academic Excellence Committee is meeting tomorrow to review data. Will share with the Commission.
SY 2022-2023 EoY Meeting COMPLETE	<ul style="list-style-type: none"> 52% - math (meets) 61% - reading (exceeding) 51% - language (meets)

Intervention Level 2 Condition: CRCS 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.

SY 2022-2023 BoY Meeting	
SY 2022-2023 Mid year meeting NO DATA YET	<ul style="list-style-type: none"> Haven't taken it yet. Plan for all students to take the Accuplacer.
SY 2022-2023 EoY Meeting COMPLETE	<ul style="list-style-type: none"> reading and math: 82%

Public Charter School Governing Board Member Information Sheet

Name of Public Charter School CRCS
Name of Board Member Michael Buja
Email Address mikebujaloan@gmail.com
Occupation Software Solutions Architect

Please respond to the following questions:

1. Why do you wish to serve on the governing board?

Both my children have attended the school from kindergarten. I would love to help improve the school to allow my children and all the students at CRCS to maximize the learning experience.

2. What is your understanding of the educational needs of students in the catchment area?

The children from this area have diverse educational needs and what I love about the mission of CRCS is to provide diverse, individualized educational plans to their students.

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 taught high school physics at Jay High school for 2 years.

4. What special qualifications do you have that will help you to be a board member?

I am a motivated parent and creative problem solver.

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

Help improve CRCS and allow it to adapt to future challenges.

Sign



Date

6/13/23

This form MUST be submitted to the Maine Charter School Commission via Epicenter.

Updated 8.13.19

Public Charter School Governing Board Member Information Sheet

Name of Public Charter School Fiddlehead School of Arts and Sciences

Name of Board Member Laura Newman

Email Address learningbynatureforme@gmail.com

Occupation Educational Consultant
specializing in nature-based early childhood outdoor spaces and advocacy

Please respond to the following questions:

1. Why do you wish to serve on the governing board?

I am interested in better understanding how a school with this kind of mission and operating model works. My own work is focused on nature-based education, which is an important part of FSAS. How does this benefit children's development and education? I'd like to be involved in a school that does this work.

2. What is your understanding of the educational needs of students in the catchment area?

Students in this area do not typically have an option for alternative programming that follows non-traditional approaches to education; As I understand it, FSAS offers this option and supports the development and success of students who learn better in these environments. In particular, FSAS follows integration of nature-based curricula which has been shown to improve student educational/developmental success.

3. Please list any previous or present educational involvement; such as board member, budget committee, citizens committees, etc. List school(s) or district(s)

- M.A. Teaching English (1992, Tufts U/Shady Hill School)
- Classroom teacher 1992-2000 (MS/HS English, MS Art - Waynflete, Freeport MS, Falmouth MS)
- School Ground Greening Coalition (2003-2018) - based at Portland Trails
- Green School Ground/Outdoor Play Environment Consultant (2005-present)
- Hall Elementary (Portland) PTO Co-Chair (2014-2016)
- Hall Elementary (Portland) Greening Committee Chair (5-6 years)
- Foundation for Portland Public Schools - Co-Founder and Board Member (2009-2015), Advisory Board Member (2019-present)

4. What special qualifications do you have that will help you to be a board member?

My background in teaching, as well as my career-long involvement with schools as an educational consultant, not to mention volunteer involvement with my children's schools, will hopefully make me helpful to this board.

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

I expect my role is to support the school administration and staff in adhering to the structure/by-laws they have laid out, in meeting their professional goals, and in their effort to enrich and support the development and education of their students.

Sign  Date 7.5.23

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.