

# Maine Charter School Commission

## ***January 3, 2017 Business Meeting Minutes Accepted as Written by Commission Vote on February 7, 2017***

The Maine Charter School Commission held a regular Business Meeting at the **Burton M. Cross Office Building**, Room #103B, on **Tuesday, January 3, 2017**.

### **1. Call to Order and Declare a Quorum**

The meeting was called to order by Commission Vice Chair, Dr. Mike Wilhelm at 9:37 a.m. and a quorum was declared.

Commission Members present were: Dr. Mike Wilhelm, Vice Chair; John Bird; Nichi Farnham; Jana Lapoint; and Shelley Reed.

Commission Members absent were: Laurie Pendleton, Chair.

Also present were Jim Rier, Bob Kautz, Gina Post and Amy Allen.

Members of the public present included Dr. Melinda Browne, Maine Virtual Academy; Joseph Mattos, Snow Pond Arts Academy; Judith Jones, MACS; Roger Brainerd, MACS; Vicki Wallach, Maine School Management Association; Travis Works, Cornville Regional Charter School; Ann Christie; Lisa Packard, MACS; Tonya Arnold, Maine Academy of Natural Sciences; Kellie Pryor, Baxter Academy for Technology & Sciences (9:46 a.m.); Dan Amory; and Richard Barnes (10:45 a.m.).

### **2. Members of the Public Are Asked to Sign In**

Dr. Mike Wilhelm reminded those present to sign-in if they had not already done so.

### **3. To Consider Action Relative to Additions or Adjustments to the Agenda**

Gina Post shared that Laurie Pendleton was going to add a report on the WGAN "Inside Maine" radio broadcasts that took place on December 24, 2016. In Laurie's absence, Gina will report on the broadcasts on the Program Manager report section of the agenda.

### **4. To Take Action Relative to Accepting as Printed the Minutes of the December 6, 2016 Business Meeting**

No changes to the written minutes.

**Moved by John Bird; seconded by Shelley Reed and voted unanimously by those present** to accept the December 6, 2016 Business Meeting minutes as written.

## 5. OLD BUSINESS

### 5a. Update on Strategic Planning Sub-Committees:

The Policies and Procedures sub-committee met via conference call on December 29, 2016 to discuss a proposed policy for how long the Charter Commission will keep meeting materials on its website. Further details about the proposed policy will be shared later in the meeting.

### 5b. To Consider and Accept Notification of Koren Coughlin's Appointment as Interim Principal at Snow Pond Arts Academy

**Moved by Jana Lapoint; seconded by John Bird and voted unanimously by those present** to accept notification of Koren Coughlin's appointment as Interim Principal at Snow Pond Arts Academy.

### 5c. To Consider and Approve the Maine Academy of Natural Science's (MeANS) Organizational Chart

The Review Team met by phone on December 28, 2016 to discuss the MeANS Request to Amend Leadership Structure. Based on the request and the organizational chart that was submitted, the Review Team had a number of questions that needed clarification. Dr. Gordon Donaldson answered those questions by email and will submit a revised organizational chart incorporating those answers to the Charter Commission soon.

**Moved by John Bird; seconded by Jana Lapoint and voted unanimously by those present** to approve the MeANS Request to Amend Leadership Structure pending receipt of a revised Organizational Chart to include the information emailed from Dr. Gordon Donaldson to Gina Post on December 31, 2016.

### 5d. To Consider and Adopt a Policy for Length of Time the Commission Will Keep Meeting Materials on Website

As discussed earlier, the Policies and Procedures sub-committee met to draft a policy for the length of time the Commission will keep meeting materials on its website. A policy was drafted and submitted to Sarah Forster for her review and approval. The policy will read as follows – "Minutes of Commission meetings will be posted on the Commission website in perpetuity. Supporting/related materials will not be posted on the website. These records will be kept at the Commission's office in Augusta and made available on request."

There was a brief discussion amongst Commission members regarding the Governing Board Member Information Sheet that was handed out; particularly the section that asks how long a potential Governing Board Member has lived in Maine and the catchment area of the school. It was agreed that the Policies and Procedures sub-committee will meet to discuss and revise as necessary.

**Moved by John Bird; seconded by Shelley Reed and voted unanimously by those present** to approve the Maine Charter School Policy on Public Records as written.

## 6. NEW BUSINESS

### 6a. To Consider and Accept Notification of the Resignation of Mike Guarino as Executive Director of Snow Pond Arts Academy

**Moved by Shelley Reed; seconded by John Bird and voted unanimously by those present** to accept notification of the resignation of Mike Guarino as Executive Director of Snow Pond Arts Academy.

6b. To Consider and Accept Notification of the Resignation of Joe Mattos as a Snow Pond Arts Academy Board Member

**Moved by Shelley Reed; seconded by Jana Lapoint and voted unanimously by those present** to accept notification of the resignation of Joe Mattos as a Snow Pond Arts Academy Board Member.

6c. To Consider and Accept Notification of the Appointment of Joe Mattos as Interim Head of School at Snow Pond Arts Academy

**Moved by John Bird; seconded by Shelley Reed and voted unanimously by those present** to accept notification of the appointment of Joe Mattos as Interim Head of School at Snow Pond Arts Academy.

6d. To Consider and Accept Notice of the Appointment of Travys Fecteau to ACADIA Academy's Governing Board

**Moved by Nichi Farnham; seconded by Jana Lapoint and voted unanimously by those present** to accept notification of the appointment of Travys Fecteau to ACADIA Academy's Governing Board.

6e. To Consider and Accept Notice of the Resignation of Elisha Morris as Assistant Director and Special Education Coordinator of ACADIA Academy

**Moved by Nichi Farnham; seconded by Dr. Mike Wilhelm and voted unanimously by those present** to accept the notification of the resignation of Elisha Morris as Assistant Director and Special Education Coordinator of ACADIA Academy.

6f. To Consider and Approve ACADIA Academy's Request to Amend School Schedule

Veterans Day, Memorial Day and January 2 were left off ACADIA Academy's 2016/2017 school calendar. To add them to the school calendar, ACADIA Academy will eliminate PD days in March and April. This will make the student school day count 179 prior to summer term.

**Moved by Dr. Mike Wilhelm; seconded by Nichi Farnham and voted unanimously by those present** to approve ACADIA Academy's Request to Amend School Schedule.

6g. To Consider and Approve Baxter Academy for Technology & Science's Enrollment Increase Request

Baxter Academy for Technology & Science is currently capped at 352 students. Both Dan Amory and Kelli Pryor spoke regarding Baxter's request to increase enrollment for the 2017/2018 school year. The hope is to secure space that would be large enough to house all students in one building rather than the two buildings they occupy now.

**Moved by Shelley Reed; seconded by John Bird and voted unanimously by those present** to approve the Baxter Academy for Technology & Science's request to amend section 2.3.2 of its charter to increase the projected number of students for academic year 2017-2018 to 400. This approval is subject to the Commission's approval of a separate application by Baxter of a Material Amendment to its charter for any new location and incurring any related debt.

6h. To Consider and Approve the ACADIA Academy 90 Day Review Report

The Review Team (consisting of Dr. Mike Wilhelm, Nichi Farnham, Bob Kautz, Gina Post, and Roberta Lucas) conducted a 90 Day Review Visit at ACADIA Academy on December 8, 2016.

Dr. Mike Wilhelm presented the report to the Commission.

**Moved by John Bird; seconded by Nichi Farnham and voted unanimously by those present** to approve the ACADIA Academy 90 Day Review Report as written.

6i. To Consider and Accept the Snow Pond Arts Academy 90 Day Review Report

The Review Team (consisting of John Bird, Shelley Reed, Jana Lapoint, Bob Kautz, Gina Post, and Roberta Lucas) conducted a 90 Day Review Visit at Snow Pond Arts Academy on December 5, 2016.

Review Team Chair, John Bird, presented to the report to the Commission.

Joseph Mattos, Interim Head of School at Snow Pond Arts Academy, spoke regarding the challenges that the school has experienced since opening at the beginning of the 2016/2017 school year and shared the importance of getting back to what was proposed in the original application. They have a good team in place and are addressing the challenges as needed.

**Moved by John Bird; seconded by Shelley Reed and voted unanimously by those present** to approve the Snow Pond Arts Academy 90 Day Review Report as written.

6j. To Consider and Accept the Maine Virtual Academy Follow-Up Visit Report

The Review Team (consisting of Dr. Mike Wilhelm, Laurie Pendleton, Bob Kautz, Gina Post, and Roberta Lucas) conducted a follow-up visit at Maine Virtual Academy based on concerns that the Commission had with the year-end report for school year 2015/2016. This follow-up visit took place on December 16, 2016.

Review Team Chair, Dr. Mike Wilhelm, presented the report to the Commission.

**Moved by Shelley Reed; seconded by John Bird and voted unanimously by those present** to approve the Maine Virtual Academy Follow-Up Visit Report as written.

6k. To Accept FY17 Budget vs. Actual – January 1 Report

Report was shared with the Commission.

**Moved by John Bird; seconded by Shelley Reed and voted unanimously by those present** to accept the FY17 Budget vs. Actual – January 1 Report.

## **7. REPORTS**

7a. Chair Report – Laurie Pendleton

No report given.

7b. Vice Chair Report – Dr. Mike Wilhelm

Dr. Mike Wilhelm shared that the members of the Blue Ribbon Commission were tasked with creating a list of recommendations for improving education funding and education in Maine. These recommendations were to be submitted to Blue Ribbon Commission Chair, Bob Hasson, prior to January 1<sup>st</sup>.

He shared both meetings that had been scheduled in December had been cancelled and that there are no meeting date(s) scheduled at this time.

#### 7c. Executive Director – Bob Kautz

Bob Kautz shared that Gina Post, Jana Lapoint and himself all attended the Educate Maine Conference which was held in Portland on December 9<sup>th</sup>. Both Baxter Academy for Technology & Science and Harpswell Coastal Academy were represented at the conference.

Bob also shared that he received the preliminary third party individual evaluation for Maine Connections Academy from Bill Nave and that there are some changes being made to it. He stated that the report will be available at the February 7, 2017 Business Meeting.

#### 7d. Program Manager – Gina Post

Gina Post shared information regarding the Inside Maine radio interviews that were done with Ande Smith and Julie McDonald on December 24<sup>th</sup>. Links to the podcasts will be posted on the Maine Charter School Commission website.

Gina also spoke about the spring 2017 Panorama Survey. The family, student, teacher and staff surveys will be available for completion from April 26, 2017 through May 12, 2017 for ACADIA, Baxter, Cornville, Fiddlehead, Harpswell, Maine Connections, Maine Virtual and Snow Pond and for a two and a half week period in June for MeANS families, teachers, staff and students. She also shared that Panorama is offering a social/emotional piece this year which schools are welcome to try out. Schools can reach out to Panorama directly.

A handout was presented regarding Maine's ranking on the NACSA State Policy Analysis. Maine ranked 16<sup>th</sup> (which is the same as last year), but results are expected to improve due to two of Maine's public charter schools having gone through the renewal process.

## 8. ANNOUNCEMENTS

### 8a. Turn in Expense Account Vouchers at the End of the Meeting

Dr. Mike Wilhelm reminded Commission members to turn in the Expense Account Vouchers that are in their packets at the end of the meeting.

### 8b. Upcoming Commission Meetings – February 7, March 7, and April 4

### 8c. Lottery Information:

- Baxter School for Technology & Sciences – February 8, 2017

## **9. PUBLIC COMMENT**

Roger Brainerd from MACS reminded those in attendance about the Maine Charter School Council meeting taking place immediately following the adjournment of the Business Meeting.

## **10. ADJOURN**

Meeting was adjourned at 12:02 p.m.

**Moved by Shelley Reed; seconded by Jana Lapoint and voted unanimously by those present to adjourn.**