

# Maine Charter School Commission

## ***December 6, 2016 Business Meeting Minutes Accepted as Written by Commission Vote on January 3, 2017***

The Maine Charter School Commission held a regular Business Meeting at the **Burton M. Cross Office Building**, Room #103B, on **Tuesday, December 6, 2016**.

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

The meeting was called to order by Commission Chair, Laurie Pendleton at 9:37 a.m. and a quorum was declared.

Commission Members present were: Laurie Pendleton, Chair; Dr. Mike Wilhelm, Vice Chair; John Bird; Nichi Farnham; Jana Lapoint (9:38a.m.); and Shelley Reed.

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

Members of the public present included Tonya Arnold, Maine Academy of Natural Sciences (MeANS); Jean Walker, Cornville Regional Charter School; Roger Brainerd, MACS; Judith Jones, MACS; Emanuel Pariser, MeANS; Carrie Branson, Harpswell Coastal Academy; Vicki Wallach, Maine School Management Association; Travis Works, Cornville Regional Charter School; Jess Brown, Cornville Regional Charter School; Susan Muzzy, Cornville Regional Charter School; Andrew Smaha, Harpswell Coastal Academy; Ken Coville, MeANS; Gordon Donaldson, MeANS; Sarah Corson, Cornville Regional Charter School (Parent); and Wes Richardson, MACS (10:00 a.m.)

Several students from Cornville Regional Charter School were in attendance.

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

Laurie Pendleton 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 added a discussion about ZixCorp to the Reports/Program Manager section of the agenda.

Laurie Pendleton added an update on the October 4, 2016 meeting to the Reports/Chair section of the agenda.

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

Roger Brainerd from MACS pointed out that on Page 16 of the minutes, the Maine Charter School Coalition should read Council instead of Coalition. That change will be made before minutes are posted.

**Moved by Shelley Reed; seconded by John Bird and voted unanimously by those present** to accept the November 8, 2016 Business Meeting Minutes with the change to the wording on Page 16 (Coalition to Council).

## 5. OLD BUSINESS

5a. Update on Strategic Planning Sub-Committees:

No updates to report.

5b. Update on Harpswell Coastal Academy's New Location for Division 2 & 3

Carrie Branson shared that the school has received its temporary occupancy permit for a little more than half of the new space and students and staff have been busy moving in. There is still work to be completed on the workshop and bathrooms are being finished.

5c. To Consider and Approve Koren Coughlin as Interim Principal at Snow Pond Arts Academy

Motion to table this agenda item pending receipt of the amended Organizational Chart from Snow Pond Arts Academy.

**Moved by Jana Lapoint; seconded by John Bird and voted unanimously by those present.**

## 6. NEW BUSINESS

6a. To Consider and Accept the Maine Academy of Natural Science's Organizational Chart

Motion to table this agenda item until January 2017 pending receipt of the Amendment for Change in Leadership Structure.

**Moved by Shelley Reed; seconded by John Bird and voted unanimously by those present.**

6b. To Consider and Approve Cornville Regional Charter School's Proposed Pre-K Program

Review Team Recommendation was presented by the Review Team Chair, Shelley Reed. This included a recommendation to amend the renewed charter for Cornville Regional Charter School on November 8, 2016 to include the proposed preschool program.

**Moved by Shelley Reed; seconded by Jana Lapoint and voted unanimously by those present** to amend the renewed charter for Cornville Regional Charter School on November 8, 2016 to include the proposed preschool program.

6c. To Consider and Approve Cornville Regional Charter School's Proposed High School Program.

Review Team Recommendation was presented by the Review Team Chair, Shelley Reed. This included a recommendation to amend the renewed charter for Cornville Regional Charter School on November 8, 2016 to include the proposed high school program.

**Moved by Shelley Reed; seconded by Jana Lapoint and voted unanimously by those present** to amend the renewed charter for Cornville Regional Charter School on November 8, 2016 to include the proposed high school program.

**6d. To Consider and Approve Maine Academy of Natural Sciences' Proposed Threshold Program**

Review Team Recommendation was presented by the Review Team Chair, John Bird. This included a recommendation to amend the renewed charter for Maine Academy of Natural Sciences on November 8, 2016 to include the proposed Threshold program.

**Moved by John Bird; seconded by Jana Lapoint and voted unanimously by those present** to amend the renewed charter for Maine Academy of Natural Sciences on November 8, 2016 to include the proposed Threshold program.

6e. To Consider and Adopt a Policy for Length of Time the Commission Will Keep Meeting Materials on the Website

The Policy and Procedure Sub-Committee consisting of Laurie Pendleton, Nichi Farnham and Shelley Reed will meet to draft a policy that will be presented to the full Commission at its Business Meeting on January 3, 2017. Until a policy is drafted and approved, all information that is currently on the website will remain.

6f. To Accept FY17 Budget vs. Actual – December 1 Report

Report was shared with the Commission.

No further action required.

## **7. REPORTS**

7a. Chair Report – Laurie Pendleton

Laurie Pendleton provided an update on the October 4, 2016 Board Chair Workshop. She indicated that Performance Measures for each school will be worked on during renewal. Two trainings are being discussed – a Head of School Workshop in March 2017 and Governing Board training. Either MACS or the charter schools themselves will be responsible for securing presenters and the Charter Commission can provide funding for these workshops/trainings.

7b. Vice Chair Report – Dr. Mike Wilhelm

Dr. Mike Wilhelm provided an update on the November 28, 2016 Blue Ribbon Commission Meeting. Specific details regarding the meeting can be found on the Maine Charter School Commission website at [www.maine.gov/csc](http://www.maine.gov/csc).

7c. Executive Director – Bob Kautz

Bob Kautz provided an update on the ESSA Advisory Council Meeting. Members of the Commission shared that they would like to see a copy of the application the Department of Education is currently working on prior to its submission.

7d. Program Manager – Gina Post

Gina Post provided an update on the search for a software package that can be used for applications, documentation, compliance, board information, etc. There have been conference calls with two possible programs, Epicenter and Fluid Review. Fluid Review focuses solely on the application process while Epicenter does everything else. A call with another similar program, Wizehive, is scheduled for later in the afternoon and a recommendation will be presented to the Commission at its January 3, 2017 Business Meeting.

A handout was distributed with instructions on how to set up a ZixCorp account. Email messages that are being sent from maine.gov email accounts to non maine.gov email accounts are being scanned for potentially confidential

information, particularly financial information. These emails are being flagged and can only be opened by the end user by entering a user name and password.

## **8. REPORTS**

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

Laurie Pendleton 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 - January 3, February 7, and March 7**

### **8c. Upcoming Review Team Meetings**

Recent and upcoming Review Team activity was discussed. The Review Team met at Snow Pond Arts Academy on December 5, 2016 for the 90 Day Visit; the Review Team will meet at ACADIA Academy on December 8, 2016 for the 90 Day Visit; and at Maine Virtual Academy on December 16, 2016 to follow-up on concerns expressed by the Commission regarding MeVA's End of Year Report.

## **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.

Ken Coville requested that end users of any software package that may be selected have an opportunity to review the software if possible.

## **10. ADJOURN**

Meeting was adjourned.

**Moved by Shelley Reed; seconded by Nichi Farnham and voted unanimously by those present to adjourn.**