

Maine Charter School Commission

March 7, 2017 Business Meeting Minutes Accepted as Written by Commission Vote on April 4, 2017

The Maine Charter School Commission held a regular Business Meeting at the **Burton M. Cross Office Building**, Room #103B, on **Tuesday, March 7, 2017**.

1. Call to Order and Declare a Quorum

The meeting was called to order by Commission Chair, Laurie Pendleton at 9:33am and a quorum was declared.

Jim Rier was welcomed as the newest member of the Commission.

Commission Members present were: Laurie Pendleton, Chair; Dr. Mike Wilhelm, Vice Chair; Nichi Farnham (*left at 10:30am*); Shelley Reed and Jim Rier

Commission Members absent were: John Bird and Jana Lapoint

Also present were Bob Kautz, Gina Post and Amy Allen

Members of the public present included Roger Brainerd, MACS; Judith Jones, MACS; Zoe Lewin, MACS; Carrie Branson, Harpswell Coastal Academy; Dan Amory; Kelli Pryor, Baxter (9:52am) and Tonya Arnold, MeANS (10:58am)

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

None.

4. To Take Action Relative to Accepting as Printed the Minutes of the February 7, 2017 Business Meeting

No changes to the written minutes.

Moved by Shelley Reed; seconded by Nichi Farnham and voted unanimously by those present to accept the February 7, 2017 Business Meeting minutes as written.

5. To Accept FY17 Budget vs. Actual – March 1 Report

No discussion.

Moved by Dr. Mike Wilhelm; seconded by Shelley Reed and voted unanimously by those present to accept the FY17 Budget vs. Actual – March 1 Report

6. OLD BUSINESS

6a. To Consider and Approve the Purchase of Fluid Review

Commission members saw a 20 minute Fluid Review demonstration and discussed the timeline for implementation. Staff is working on a timeline that will allow applicants responding to the spring RFP to use Fluid Review when submitting their application as well as the public charter schools that will be in renewal.

The cost for Fluid Review for the RFP and Application is \$7,000. The cost to add the Renewal Application is \$1,000.

Moved by Shelley Reed; seconded by Dr. Mike Wilhelm and voted unanimously by those present to approve the purchase of Fluid Review.

6b. Update on Strategic Planning Sub-Committees

There was a motion to make the policy sub-committee a standing committee. The committee will consist of Nichi Farnham, Dr. Mike Wilhelm and Shelley Reed.

Moved by Dr. Mike Wilhelm; seconded by Shelley Reed and voted unanimously by those present to establish a Policy Committee

6c. To Recommend that Commission Approve Using the Existing RFP/Application and Timeline for the 2018/2019 School Year and Restricting Applicants to Regular RFP/Application

The Regular RFP/Application will be revised to include blended learning and the Governing Board Member form will be replaced with the form that was approved at the February 2017 Business Meeting.

Motion #1 – Use Existing RFP/Timeline

Moved by Dr. Mike Wilhelm; seconded by Shelley Reed and voted unanimously by those present to use the existing RFP/Timeline when issuing for the 2018/2019 school year.

Motion #2 – Restrict Applicants to Regular RFP/Application

Moved by Dr. Mike Wilhelm; seconded by Shelley Reed.

1 – Yes; 4 – No (Shelley Reed)

6d. To Consider and Approve the Purchase of Panorama Education Key Insights Reports

The total cost of the Key Insights Reports is \$11,250 (the “District” report costs \$2,250 and the report for each school is \$1,000 per school).

Gina Post will discuss with Panorama the possibility that the “district” report is compared to national. Typically schools that make up a district are compared to one another.

Moved by Dr. Mike Wilhelm; seconded by Shelley Reed and voted unanimously by those present to purchase both District and Individual Key Insight Reports.

6e. To Consider and Approve the Purchase of a Virtual Workshop Conducted by Panorama Education

The cost of the Virtual Workshop is \$500.

The workshop itself is a 4 hour workshop. After a great deal of discussion, the decision was made that Laurie Pendleton and Gina Post will participate in the workshop and then take the information provided and do mini-sessions with each of the schools. Once the workshop data is set, it will be open to anyone that wants to view it but it won't be mandatory.

Moved by Dr. Mike Wilhelm; seconded by Shelley Reed and voted unanimously by those present to purchase the Virtual Workshop offered by Panorama Education.

6f. To Consider and Approve Baxter Academy for Technology and Science's Request for New or Additional School Facility

Kelli Pryor, Executive Director from Baxter and Dan Amory were both present to answer questions about the new facility which will be leased rather than purchased and improvements to the facility will be financed with two loans.

Moved by Dr. Mike Wilhelm; seconded by Shelley Reed and voted unanimously by those present to approve Baxter Academy for Technology and Science's request for a new building with the finance and lease options outlined in the request.

In January 2017, Baxter Academy for Technology and Science was granted approval to increase their student count to 400. This approval was contingent upon Baxter's ability to obtain space sufficient to house all 400 students. Now that space has been found and approved, a motion was made to approve Baxter's request to increase student count to 400 for the 2017/2018 school year.

Moved by Dr. Mike Wilhelm; seconded by Shelley Reed and voted unanimously by those present to approve Baxter Academy for Technology and Science's request to increase student count to 400 for the 2017/2018 school year.

7. NEW BUSINESS

7a. To Consider and Approve Recommendation #1 on the Observations on Public Charter School Monitoring Process Submitted by Dr. Richard Barnes & Dr. David Silvernail

Motion to table this agenda item until it can be discussed further with Purchases. Commission staff will follow up internally and report back to the Commission.

Moved by Dr. Mike Wilhelm; seconded by Shelley Reed and voted unanimously by those present to table this agenda item.

7b. To Consider and Approve Baxter Academy for Technology and Science's Request to Amend Performance Indicators

Clarification to the language regarding classes in Engineering, Design & Fabrication in the request was made as follows:

- For the class of 2017, 85% of graduates will have taken courses in two areas.
- Beginning with the class of 2018, 90% of graduates will take courses in at least two of the three areas and 80% will have taken courses in all three areas.

Moved by Dr. Mike Wilhelm; seconded by Shelley Reed and voted unanimously by those present to approve Baxter Academy for Technology and Science’s Request to Amend Performance Indicators

8. REPORTS

8a. Chair Report

Laurie Pendleton gave an update on Cornville Performance Indicator Workshop. The workshop has been rescheduled for March 23rd at 9:00am.

8b. Vice Chair Report

Dr. Mike Wilhelm shared a copy of the Blue Ribbon Commission Phase I Report.

8c. Executive Director – Bob Kautz

Work From Home Policy for Virtual Schools

Policy Committee will discuss to see if this is something that the Charter Commission wants to allow.

MCA Governing Board Review of Bill Nave’s Recommendations

The Governing Board has not officially met to discuss the recommendations. They have a meeting scheduled and an update will be available at the Business Meeting in April.

ESSA Update

The initial draft for public comment was distributed to Commission members.

Legislative Update

LD 674 – An Act To Provide Public Charter Schools with Access to State Funds for Capital Expenses

Jim Rier and Roger Brainerd will meet to discuss.

Finance Analyst Update and Alternate Plans Discussion

Bob Kautz will have a proposal for the Commission to consider at the April Business Meeting.

Grant Update

Roger Brainerd shared that the grant was submitted on February 23rd and there has been no word in regards to the status.

Review Team Member Update

A list of the Review Team members for each school was distributed. The teams will go into effect immediately.

Professional Development

Potential workshops for schools will be discussed at the Charter School Council meeting.

8d. Program Manager – Gina Post

Update on Test Score Meetings

Gina shared a PowerPoint presentation and indicated that meetings have been done with all schools except one which is scheduled for later in the week.

Epicenter Update

School leaders met with Gina on February 14th to see an Epicenter demonstration and to discuss how it will work for the schools. All present were on board with the program and office staff is now working internally to purchase.

Charter Renewal Contract and Exhibits

Charter Contract Table of Contents – same as ACADIA Academy and Snow Pond Arts Academy

Charter Contract February 2016 Makeover – same as ACADIA Academy and Snow Pond Arts Academy.

Exhibit B (Terms of Operation) – same as ACADIA and SPAA with changes made to school specific information

Exhibit C (Performance Indicators) – are being edited by the schools and will be shared at a later date

Exhibit D (Monitoring Plan for Second Charter Term) – Revised plan was shared with the Commission. Some changes were made to the one used recently with ACADIA Academy and Snow Pond Arts Academy to streamline the plan and to account for optional visits in the second charter term. Gina has a few changes to make based on feedback from Sarah Forster. This is the first reading of the Monitoring Plan and will be discussed again at a later date.

End of Year Monitoring Visits

A complete schedule was handed out to the Commission members. There was discussion regarding the extent of the visits at the two schools that were just renewed. The renewal committee will meet by phone to discuss.

Lottery Information

The schedule for each school was presented. There will not be a lottery at Maine Connections Academy and the lottery at Baxter Academy for Technology and Science has already been held. Volunteers to attend lotteries are as follows:

- ✓ ACADIA Academy – Laurie Pendleton
- ✓ Cornville Regional Charter School – Gina Post
- ✓ Fiddlehead School of Arts & Science – Shelley Reed
- ✓ Harpswell Coastal Academy – Shelley Reed
- ✓ Maine Academy of Natural Sciences – Gina Post
- ✓ Maine Virtual Academy – Dr. Mike Wilhelm
- ✓ Snow Pond Arts Academy – Amy Allen

8e. Administrative Assistant

The Travel and Expense Reimbursement policy was presented to the Commission. It was written many years ago and the Policy Committee will meet to discuss revising the policy to make it more clear and comprehensive.

9. ANNOUNCEMENTS

9a. Turn in Expense Account Vouchers at the End of the Meeting

9b. Next Business Meeting Date – April 4, 2017

10. PUBLIC COMMENT

Roger Brainerd introduced a new MACS staff member – Zoe Lewin.

11. ADJOURN - Meeting was adjourned at 12:10pm

Moved by Dr. Mike Wilhelm; seconded by Shelley Reed and voted unanimously by those present to adjourn.