

# Maine Charter School Commission

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

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

Commission Members present were: Laurie Pendleton, Chair; Dr. Mike Wilhelm, Vice Chair; Shelley Reed; Jim Rier; John Bird; and Jana Lapoint.

Commission Members absent were: Nichi Farnham

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

Members of the public present included Ray Lambert (Connections Academy); Chad Strout (Maine Connections Academy); Amy Linscott (Maine Connections Academy); Tonya Arnold (MeANS); Deborah Emery (Snow Pond Arts Academy); Carol Weston (Maine Connections Academy); Roger Brainerd (MACS); Judith Jones (MACS); Carrie Branson (*Harpwell Coastal Academy – Arrived at 10:01am*); and Zoe Lewin (*MACS – Arrived at 10:25am*).

### **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**

Motion to add Item #7E – To Consider and Accept Notification of Snow Pond Arts Academy's New Governing Board Member, Richard Bryant.

**Moved by John Bird; seconded by Jana Lapoint and voted unanimously by those present** to Add Item #7E (To Consider and Accept Notification of Snow Pond Arts Academy's New Governing Board, Richard Bryant) to the agenda.

### **4. To Take Action Relative to Accepting as Printed the Minutes of the September 5, 2017 Business Meeting**

No changes to the written minutes.

**Moved by Shelley Reed; seconded by John Bird Reed and voted unanimously by those present** to accept the September 5, 2017 Business Meeting minutes as written.

## 5. To Accept FY18 Budget vs. Actual – October 1 Report

No discussion.

**Moved by Shelley Reed; seconded by John Bird Reed and voted unanimously by those present** to accept the FY18 Budget vs. Actual – October 1 Report.

## 6. OLD BUSINESS

6a. To Consider and Approve the Hiring of Kimberly Kimball as the Part Time Office Assistant for the Maine Charter School Commission.

A copy of Kimberly's resume was distributed for review and approval.

**Moved by Shelley Reed; seconded by John Bird and voted unanimously by those present** to approve the hiring of Kimberly Kimball as the part time office assistant for the Maine Charter School Commission.

## 7. NEW BUSINESS

7a. To Consider and Approve the 2016-17 ACADIA Academy Annual Monitoring Report

A draft copy of the ACADIA Academy 2016-17 Annual Monitoring Report was distributed for review and approval.

**Moved by John Bird; seconded by Jana Lapoint and voted unanimously by those present** to approve the ACADIA Academy 2016-17 Annual Monitoring Report.

7b. To Consider and Approve the Maine Connections Academy Work From Home Proposal

A copy of the proposal was distributed for review and approval.

**Moved by Dr. Mike Wilhelm; seconded by Shelley Reed and voted unanimously by those present** to approve the Maine Connections Academy work from home proposal.

7c. To Consider and Approve the Baxter Academy for Technology and Science Pre-Opening Report for Lancaster Street Location.

Review Team visited the new location on September 14, 2017. The draft Pre-Opening Report was distributed for review and approval.

**Moved by John Bird; seconded by Jana Lapoint and voted unanimously by those present** to approve the Baxter Academy for Technology and Science Pre-Opening Report for the Lancaster Street location.

7d. To Consider and Approve Maine Connection Academy's New School Leader, Chad Strout

A copy of Mr. Strout's resume was distributed for review and approval.

**Moved by Dr. Mike Wilhelm; seconded by John Bird and voted unanimously by those present** to approve Maine Connection Academy's new school leader, Chad Strout.

7e. To Consider and Accept Notification of Snow Pond Arts Academy's New Governing Board Member, Richard Bryant.

Mr. Bryant's completed Governing Board Member Information Sheet was distributed for review and acceptance.

**Moved by John Bird; seconded by Jana Lapoint and voted unanimously by those present** to accept notification of Snow Pond Arts Academy's New Governing Board Member, Richard Bryant.

## 8. REPORTS

8a. Chair – Laurie Pendleton

Laurie would like the Site Visit Sub-Committee that was formed as a result of the Strategic Planning Meeting to get together to review the way that the Commission is currently conducting Site Visits. She will be forwarding information from different states on how they conduct their site visits for review.

8b. Vice Chair – Dr. Mike Wilhelm

No report given.

8c. Executive Director – Bob Kautz

### Record Retention Project Update

Bob shared a report and draft Department Series schedule that was provided by Pam Partridge. Pam has been working two days per week on putting the schedule together and is getting close to being able to submit it to Record Retention/Archives for approval. Amy Allen explained that the draft Department Series schedule was only those items that pertain directly to the Charter School Commission and that materials such as approved Business Meeting minutes will be captured through the General Schedule which will be incorporated as one complete schedule as the project progresses.

### Discuss Charter Commission Terms

Bob distributed copies of a spreadsheet that breaks down historical data of each seat on the Maine Charter School Commission along with Secretary of State's reports of active Commission members and active State Board of Education members for review.

### Special Education Meetings with Schools Update

Bob shared that he along with Gina Post and Roberta Lucas have been meeting with schools to discuss current special education needs and to provide support and guidance to make sure students are receiving the services that they need. A common denominator that has been discovered is that schools are struggling to find evaluators.

### Research Project Update

Bob indicated that Dick Barnes and David Silvernail have set up meetings with the schools and that the meetings will begin shortly. Dick and David met with Commission members and staff in September to discuss the project.

### MSMA Conference

Bob shared that the Charter School Commission will be presenting on October 27<sup>th</sup>. The topic will be District Authorized Schools and Commission members will be joined by MACS as well as staff from the DOE for this presentation.

Bob reported that Snow Pond Arts Academy has received inquiries regarding the possible enrollment of out-of-state tuition students. These students are from the Virgin Islands who attended the Snow Pond Center for the Arts Summer Program. The discussion is in the early stages at this point but would involve approximately 10 students. Bob has had a conversation with Sarah Forster and shared that there should be no expectation that the students could continue beyond one school year. Tuition charges will need to include the maximum allowable state tuition plus any applicable facilities cost.

8d. Director of Program Management – Gina Post

State Assessment Results

Gina shared that the state assessment results were released on Monday, September 25th. Gina shared some preliminary information broken down by subject area, school and grade level and will be looking more closely at the scores over the next several weeks.

End of Year Report Update

Gina reported that state assessment data has been incorporated into the end of year reports and that most of the reports have been sent to schools for review. She reminded the group that there will be five (5) reports for consideration on next month's Business Meeting agenda.

Charter School Special Education Director Meeting Report

A meeting for special education directors of the charter schools was held on Wednesday, September 27<sup>th</sup>. Gina presented information along with Roberta Lucas and Dan Hemdal from DOE special services. Eight of the schools had a director or teacher in attendance and the discussion and questions were good. Participants were grateful for the opportunity to learn and meet the other special education directors and asked if regular meetings could be scheduled. The next meeting will be held in mid-November.

NACSA Authorizer Evaluation Update

Gina shared a copy of an email she received from NACSA regarding the Authorizer Evaluation. We had expected to receive a draft copy of the report by the end of September but it has been delayed until the week of October 9<sup>th</sup>. NACSA still expects to have someone present at the November 7<sup>th</sup> Business Meeting to present the evaluation findings.

Renewal Application Update

Renewal applications from Baxter Academy for Technology and Science, Fiddlehead School of Arts & Sciences, and Harpswell Coastal Academy were received before the Friday, September 29<sup>th</sup> 3:00pm deadline. Completeness checks will be completed and schools will be notified of any missing items. Review Teams will receive an email with the application and the reviewer rubric.

8e. Senior Support Coordinator – Amy Allen

Epicenter and DC&R Reporting Calendar Update

Amy shared that the DC&R Reporting Calendar project has been completed. OIT is currently working through some technical issues with the calendar itself and will communicate with schools as those issues are resolved. The Epicenter project is progressing and is expected to be ready in November. Training for school staff has been scheduled for November 14<sup>th</sup>.

NACSA Leadership Conference Travel Information Discussion

Amy distributed travel binders to Commission members who are traveling to the 2017 NACSA Leadership Conference. Binders include flight information, hotel confirmation, registration information, conference schedule, shuttle transfer, per diem information and a section for notes and business cards.

## 9. ANNOUNCEMENTS

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

9b. Next Business Meeting Date – November 7, 2017 (Laurie Pendleton reminded the group that this is expected to be a longer meeting than usual.

## 10. PUBLIC COMMENT

### Roger Brainerd - MACS

Roger shared that the proposal received from Board on Track for their governance software program was too expensive to consider.

Roger provided information about the 2017 Independent Charter School symposium scheduled for October 11-13 in New York City.

### Zoe Lewin – MACS

Zoe shared that Charter School Council meetings have resumed after a brief hiatus. Meetings will be held at alternating locations rather than after the monthly Business Meetings. The last meeting was held at Maine Virtual Academy and the next one will be at Maine Academy of Natural Sciences. Zoe indicated that the schools have shared a significant need for data analysis and asked if the Commission would consider supporting the funding associated with it. With the research project being conducted by Dick Barnes and David Silvernail as well as the upcoming launch of Epicenter, she was asked to bring this back for discussion in the spring.

Zoe provided an update on the Efficiency Grant. She is looking at two different tracks. One is for long-terms needs and the other is for the most immediate needs that the schools have. Schools are having a difficult time finding special education providers for evaluations. Zoe is currently working with Rich Abramson on identifying some possible resources.

**11. ADJOURN** - Meeting was adjourned at 11:06am.

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