***October 6, 2020 Business Meeting Minutes Approved by Commission Vote on November 10, 2020***

The Maine Charter School Commission held a regular Business Meeting via Zoom on **Tuesday, October 6, 2020**

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| **Item Number** | **Agenda Item** |
| **1** | **Call to Order and Declare a Quorum** |
|  | The meeting was called to order by Commission Chair, Nichi Farnham, at 1:08pm and a quorum was declared.  Commission members present were: Nichi Farnham, John Bird, Shelley Reed, Dr. Fern Desjardins and Jana Lapoint.  Commission members absent were Jim Rier.  Also present were Bob Kautz, Gina Post, Amy Allen and Jasmine Canwell. |
| **2** | **Reminders** |
| 2a | This meeting is being held as a Zoom webinar and protocol will be followed. A brief presentation of how the meeting will be conducted will be shared. |
| **3** | **Additions or Adjustments to the Agenda** |
|  | Add Agenda Item #7c – 2019-20 Maine State Governing Annual Report  **Moved by Nichi Farnham; seconded by Shelley Reed and voted by roll call as follows: John Bird – unable to vote due to technical difficulties;** **Dr. Fern Desjardins – yea; Nichi Farnham – yea; Jana Lapoint – yea; Shelley Reed – yea; Jim Rier – absent** to accept the addition of Item #7c – 2019-20 Maine State Governing Annual Report to the agenda. |
| **4** | **Requires Approval by the Commission** |
| 4a | Minutes from the September 8, 2020 Business Meeting  No discussion.  **Moved by Jana Lapoint; seconded by Dr. Fern Desjardins and voted by roll call as follows: John Bird – unable to vote due to technical difficulties; Dr. Fern Desjardins – yea; Nichi Farnham – yea; Jana Lapoint – yea; Shelley Reed – yea; Jim Rier – absent** to approve as printed the minutes of the September 8, 2020 Business Meeting. |
| 4b | Minutes from the September 28, 2020 Special Meeting  No discussion.  **Moved by Jana Lapoint; seconded by Dr. Fern Desjardins and voted unanimously by roll call as follows: John Bird – unable to vote due to technical difficulties; Dr. Fern Desjardins – yea; Nichi Farnham – yea; Jana Lapoint – yea; Shelley Reed – yea; Jim Rier – absent** to approve as printed the minutes of the September 28, 2020 Special Meeting. |
| 4c | FY21 Budget vs. Actual – September Report Update  Bob Kautz provided a brief update on the September Report. |
| 4d | FY21 Budget vs. Actual – October Report  A copy of the October report was distributed for review and discussion.  **Moved by Jana Lapoint; seconded by Shelley Reed and voted by roll call as follows: John Bird – yea; Dr. Fern Desjardins – yea; Nichi Farnham – yea; Jana Lapoint – yea; Shelley Reed – yea; Jim Rier – absent** to accept the FY21 Budget vs. Actual – October Report. |
| 4e | To Consider and Approve Maine Academy of Natural Sciences’ Request to Amend Bylaws  A copy of Maine Academy of Natural Sciences’ Request to Amend Bylaws was distributed for review and discussion.  On April 30, 2020, Maine Academy of Natural Sciences’ submitted a request to the Maine Charter School Commission to amend its bylaws. The amendments to the bylaws include:   1. Adjusted the wording at the end of the Purpose section 1.2 to match the proposed mission amendment 2. Removed a redundant section on removal of a director in section 2.2C 3. Grammatical changes and capitalized words such as “Corporation,” “Appointed,” “Elected,” “Director,” “Member,” etc. 4. Clarified section 3.4 on terms of office 5. Wording changes for clarification in section 3.6 under annual meeting of directors (does not change the meaning of the section) 6. Removed the word “president” as it is no longer a position and replaced it with the appropriate position in section 3.8 7. Added wording in both section 3.8 and 3.10 around who will preside at a meeting if the chair is absent 8. In section 5 “Officers,” “president” was replaced with “Head of School” and changed the title “Treasurer” to Treasurer/Director of Finance as that is the position as treasurer of the board 9. Wording to section 5.6 for the Treasurer/Director of Finance to reference the powers and authority under section 710 of the Maine nonprofit Corporations Act   Commission staff, consultants, MCSC legal representative, and the school’s Commission liaison held a virtual meeting to review and discuss the request.  The team recommended the approval of MEANS’ request to make the proposed amendments to its bylaws.  **Moved by John Bird; seconded by Jana Lapoint and voted by roll call as follows: John Bird – yea; Dr. Fern Desjardins – yea; Nichi Farnham – yea; Jana Lapoint – yea; Shelley Reed – yea; Jim Rier – absent** to approve Maine Academy of Natural Sciences’ Request to Amend Bylaws. The motion passed. |
| 4f | To Consider and Approve Maine Academy of Natural Sciences’ Request to Amend School Mission  A copy of Maine Academy of Natural Sciences’ Request to Amend School Mission was distributed for review and discussion.  On August 29, 2020, Maine Academy of Natural Sciences’ submitted a request to amend its mission and vision as part of its recent strategic planning process. The school revised its mission to ensure it clearly defined the school. MEANS reported feeling the mission statement was too wordy as previously written. The school believes the new mission statement emphasizes its focus on agriculture, forestry and the environment. The school hopes the mission change will attract students who have interests in the focus areas and who thrive in a project-based student-centered environment.  The revised Maine Academy of Natural Science Amendment to School Mission and Vision is as follows:  **Mission:**  “The Maine Academy of Natural Sciences (MeANS) is a public charter high school that inspires and engages students through project-based, student-centered instruction immersed in the natural sciences of Maine with a focus on agriculture, forestry, and the environment. MeANS challenges all students to connect with their education in order to grow as individuals, interact with their communities, and lead fulfilling lives.”  **Values:**  ***Respect***  With an emphasis on honoring differences, MeANS encourages students to be compassionate and empathetic. Faculty, staff, and students employ restorative practices for community building and conflict resolution.  ***Responsibility***  Our individualized instruction builds confidence and empowers students to take ownership of their education. Skills such as self-advocacy and goal setting are developed alongside a commitment to helping others.  ***Community***  MeANS connects with students and families through close relationships with advisors, teachers, and administrators. Students are expected to contribute positively to the school and are encouraged to take advantage of the larger learning context through volunteerism, internships, and college courses.  Maine Charter School Commission staff, consultant, and the school liaison reviewed the request and accompanying materials and recommends the approval of the request to amend MEANS’ mission and values (vision) as stated above.  **Moved by John Bird; seconded by Jana Lapoint and voted by roll call as follows: John Bird – yea; Dr. Fern Desjardins – yea; Nichi Farnham – yea; Jana Lapoint – yea; Shelley Reed – yea; Jim Rier – absent** to approve the revised Maine Academy of Natural Sciences Amendment to School Mission and Vision. The motion passed. |
| 4g | To Consider and Approve Maine Connections Academy’s Professional Development Funds Request  A copy of Maine Connections Academy’s Professional Development Funds Request was distributed for review and discussion.  Maine Connections submitted a request for funding for professional development/training for the NWEA *MAP Accelerator.* The $750 requested would cover the required training. The school will cover the cost of the licenses for the additional NWEA program not covered by the Commission.  Commission staff reviewed the request and accompanying details and recommend the approval of the school’s request to fund the training for the NWEA *MAP Accelerator.*  The school will be required to complete the Commission’s Professional Development Follow-Up Report after the training is completed.    **Moved by Nichi Farnham; seconded by Shelley Reed and voted by roll call as follows: John Bird – yea; Dr. Fern Desjardins – yea; Nichi Farnham – yea; Jana Lapoint – yea; Shelley Reed – yea; Jim Rier – absent** to approve Maine Connection Academy’s request for professional development funds. The motion passed. |
| 4h | To Consider and Approve ACADIA Academy’s Renewal Application  A copy of the Review Team Recommendation and Combined Renewal Application Rubric was distributed for review and discussion.  **Moved by Shelley Reed; seconded by John Bird and voted by roll call as follows: John Bird – yea; Dr. Fern Desjardins – yea; Jana Lapoint – nay; Shelley Reed – nay; Nichi Farnham – nay; Jim Rier – absent** to approve ACADIA Academy’s Renewal Application for a period of 10 years. The motion failed.  A second motion was made to approve ACADIA Academy’s Renewal Application for a period of 5 years.  **Moved by Shelley Reed; seconded by Jana Lapoint and voted by roll call as follows: John Bird – yea; Dr. Fern Desjardins – yea; Jana Lapoint – yea; Shelley Reed – yea; Nichi Farnham – yea; Jim Rier – absent** to approve ACADIA Academy’s Renewal Application for a period of 5 years. The motion passed. |
| 4i | To Consider and Approve Maine Arts Academy’s Renewal Application  A copy of the Review Team Recommendation and Combined Renewal Application Rubric was distributed for review and discussion.  **Moved by John Bird; seconded by Shelley Reed and voted by roll call as follows: John Bird – yea; Dr. Fern Desjardins – yea; Jana Lapoint – yea; Shelley Reed – yea; Nichi Farnham – yea; Jim Rier – absent** to approve Maine Arts Academy’s Renewal Application for a period of 5 years, with stipulations to be substantially executed by May 1, 2021. The motion passed. |
| **5** | **Requires Notification to and Acceptance by the Commission** |
|  | None |
| **6** | **Monthly School Portfolio/Data Report** |
| 6a | Governing Boards Update  Gina shared that each of the schools has submitted an updated governing board roster for the 2020-21 school year. She, Bob and members of the Commission have remotely attended several governing board meetings. |
| **7** | **Executive Director/Commission Staff Report** |
|  | ***School-Related Items:*** |
| 7a | Annual Monitoring Reports Update  Gina shared that she and staff are busy working on completing 2019-20 Annual Monitoring Reports and hopes to have them ready for review and approval at the November Business Meeting. In recent years, the release of these reports has been held up awaiting the release of MEA data from the DOE. Due to COVID, there is no MEA data to report for the 2019-20 school year.  The DOE has confirmed that certified graduation data will not be available until the end of the calendar year. We will release the reports indicating that this information is pending and will issue an addendum to the reports once public data is released. |
| 7b | Heads of School/Board Chair Check-In Meetings Update  Gina shared that MCSC staff have continued to hold monthly check-in meetings with the Heads of School and Board Chair on the third Tuesday of each month. Attendance has good and preliminary feedback from the schools has been positive. |
| 7c | 2019-20 Maine State Governing Annual Report  Amy shared that she was recently asked to make changes to the Commission’s information in the Maine State Governing Annual Report. Significant changes included updating the wording of the law to reflect recent legislative changes; adding the Commission’s mission; describing the make-up of the Commission itself and noting legislative changes on how members are selected; and adding information about all public charter schools in the portfolio which had been missing in previous years. This is an annual report that is filed by Administrative and Financial Services, Bureau of the Budget. |
|  | ***Commission-Related Items:*** |
|  | None |
| **8** | **Comments from Commission Members** |
| 8a | Chair – Nichi Farnham  Nichi thanked Commission staff for their hard work in preparation of the Business Meeting. |
| 8b | Vice Chair – Dr. Fern Desjardins  None |
| 8c | School Liaisons  Dr. Fern Desjardins shared that she has been attending Fiddlehead’s governing board meetings and has been very impressed. She said their board works very well together and commends Bill Doughty, the Board Chair for his strong leadership.  Shelley Reed shared that she appreciates the updates and newsletters from Harpswell Coastal Academy and commended the school for their efforts in transitioning to remote learning.  Jana Lapoint shared that she is very proud of all the charter schools. |
| 8d | Search Committee Update  Dr. Fern Desjardins provided a brief update from the Search Committee. |
| **9** | **Announcements** |
| 9a | Submission of Travel and Expense Vouchers  Nichi Farnham shared that submissions will need to be signed and returned to the office. |
| 9b | NACSA 2020 Virtual Leadership Conference  Amy reminded the Commission that this year’s virtual NACSA Leadership Conference will be held on Tuesdays and Thursdays from October 13th – October 30th, 2020. The schedule is now available, and all Commission members and staff have been registered. |
| 9c | Next Regular Business Meeting – November 10, 2020 *(Location to Be Determined)* |
| **10** | **Public Comment\*** |
|  | Heather King, Head of School for Maine Arts Academy and Brittiny-Rae Perron, Head of School for ACADIA Academy thanked the Commission for renewing their school’s charter. |
| **11** | **Adjourn** |
|  | The meeting was adjourned at 3:26pm.  **Moved by Jana Lapoint; seconded by Dr. Fern Desjardins and voted by roll call as follows: John Bird – yea; Dr. Fern Desjardins – yea; Nichi Farnham – yea; Jana Lapoint – yea; Shelley Reed – yea; Jim Rier – absent** to adjourn. |