***November 12, 2019 Business Meeting Minutes Approved by Commission Vote on January 14, 2020***

The Maine Charter School Commission held a regular Business Meeting in the Piscataquis/Sagadahoc Room of the Augusta Civic Center, on **Tuesday, November 12, 2019**

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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: Laurie Pendleton, Nichi Farnham, John Bird, Dr. Fern Desjardins, Shelley Reed, Jim Rier and Jana Lapoint.  Also present were Bob Kautz, Gina Post and Jasmine Canwell. |
| **2** | **Reminders** |
|  | This meeting is being recorded. |
|  | Please turn your cellphones to silent or vibrate. |
|  | Private conversations should be held in the hallway. |
|  | Members of the public are asked to sign in. |
| **3** | **Additions or Adjustments to the Agenda** |
|  | None |
| **4** | **Requires Approval by the Commission** |
| 4a | Minutes from the October 8, 2019 Business Meeting  No discussion  **Moved by Shelley Reed; seconded by John Bird and voted unanimously by those present** to approve as printed the minutes of the October 8, 2019 Business Meeting. |
| 4b | FY20 Budget vs. Actual – November Report  Jim Rier provided an explanation on all sections of the report.  **Moved by Jim Rier; seconded by Shelley Reed and voted unanimously by those present** accept the FY20 Budget vs. Actual – November Report. |
| 4c | Update and Reaffirmation of Intervention Protocol Approved in August 2019  A copy of the Intervention Protocol was distributed for review and discussion.  **Moved by Shelley Reed; seconded by Laurie Pendleton and voted unanimously by those present** to accept Update and Reaffirmation of Intervention Protocol Approved in August 2019. |
| 4d | ACADIA Academy’s Request to Increase Grade Span and Enrollment  A copy of the request and supporting documentation to add 6th grade for the 2020-21 school year was distributed for review and consideration.  **Moved by Jim Rier; seconded by Shelley Reed and voted unanimously by those present** to approve ACADIA Academy’s Request to add 6th grade for the 2020-21 school year. |
| 4e | Maine Virtual Academy’s Renewal Application  A copy of the Review Team Recommendation and Combined Renewal Application Rubric was distributed for review and discussion.  **Moved by Laurie Pendleton; seconded by Shelley Reed and voted** to approve Maine Virtual Academy’s Renewal Application with Conditions.  ***Vote – YES/6 (John Bird, Dr. Fern Desjardins, Jana Lapoint, Laurie Pendleton, Shelley Reed, and Jim Rier); NO/1 (Nichi Farnham)***   |  | | --- | |  | |
| 4f | Plimpton Research High School Graduate Study Presentation and Year Two Study Discussion  A copy of the Maine Charter School Commission Graduate Study First Year Report and Estimated Project Plan for Year Two Study was distributed for review and discussion.  **Moved by Laurie Pendleton; seconded by Jana Lapoint and voted unanimously by those present** to approve Plimpton Research High School Graduate Study Presentation and Year Two Study. |
| **5** | **Requires Notification to and Acceptance by the Commission** |
|  | No agenda items |
| **6** | **Executive Director/Commission Staff Report** |
|  | ***School-Related Items:*** |
| 6a | Update on Site Visit Report Meetings with Schools  Gina reported that all Site Visit Report Meetings with Schools had been completed and a copy of the Site Visit Protocol was distributed for review. The distributed copy included the following information – School Information, Purpose, Process, and Findings. The reports will become part of the annual end of year monitoring reports. |
|  | ***Commission-Related Items:*** |
| 6b | Bates College Presentation Update  Bob spoke about the Bates College Presentation that he and Shelley Reed attended and presented at on October 10, 2019. A handout “Navigating the Facts About Maine’s Charter Schools” was distributed to staff, students and parents for review. There were approximately 25 attendees. |
| 6c | MSMA Conference Update  Dr. Fern Desjardins spoke about the MSMA Conference that she and Laurie Pendleton presented at on October 24, 2019 at the Augusta Civic Center. She and Laurie spoke about Maine’s public charter schools and the work of the Commission. Also, in attendance were Amy Allen, Jasmine Canwell, and Roger Brainerd from MACS. Folders containing information about Maine’s public charter schools were distributed and 9 people attended. |
| 6d | NACSA Leadership Conference Update  Bob shared that this year’s NACSA Leadership Conference held October 21-24, 2019 in St. Louis, MO was very successful. He, Gina, Shelley and Jana all attended to represent the Commission. |
| 6e | NACSA Authorizer Evaluation Report Follow-Up  Bob explained that under the current contract with David Silvernail, a follow-up review will be conducted, and a report will be provided that would show the actions the Commission has taken and the progress it has made on the recommendations provided in the 2017 report from NACSA, with recommendations of possible next steps for Commission considerations. |
| 6f | MCSC Communication and Legislative Committees Discussion  This item will be considered at the next Business Meeting. |
| **7** | **Monthly School Portfolio/Data Report** |
|  | 2018-2019 Graduation and Chronic Absenteeism Rates  Gina shared that these are not yet available from the DOE. |
|  | Current Enrollment Statistics  Gina shared that these are not yet available from the DOE. |
|  | Current Waitlist Numbers  Gina shared that these will be presented with enrollment numbers. |
|  | Panorama Survey Results Action Plans  Gina explained the process for completing these and shared each school’s goals. A copy of each school’s plan was distributed to the Commission. |
| **8** | **Comments from Commission Members** |
|  | Chair – Nichi Farnham  None |
|  | Vice Chair – John Bird  None |
|  | School Liaisons  None |
| **9** | **Announcements** |
|  | Turn in Travel and Expense Vouchers |
|  | Next Business Meeting – December 10, 2019 *(Room #541, Cross Office Building – Augusta)* |
| **10** | **Public Comment\*** |
|  | None |
| **11** | **Adjourn** |
|  | The meeting was adjourned at 2:42pm.  **Moved by John Bird; seconded by Shelley Reed and voted unanimously by those present** to adjourn. |
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