*February 5, 2019 Business Meeting Minutes Approved by Commission Vote on March 5, 2019*

The Maine Charter School Commission held a regular Business Meeting at the **Burton M. Cross Office Building**, Room #103A/B, on **Tuesday, February 5, 2019**

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

The meeting was called to order by Commission Chair, Dr. Mike Wilhelm, at 9:32am and a quorum was declared.

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

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

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

Dr. Mike Wilhelm reminded those present to sign-in if they had not already done so.

Members of the public present were: Melinda Browne *(Maine Virtual Academy)*; Mehry Mohammadi *(Maine Virtual Academy)*; Judith Jones *(MACS)*; Roger Brainerd *(MACS)*; Tonya Arnold *(Maine Academy of Natural Sciences)*; Carrie Branson *(Harpswell Coastal Academy)*; Chad Strout *(Maine Connections Academy)*; Lauren Thompson *(Maine Connections Academy)*; Deborah Emery *(Maine Arts Academy)*; Leon Garnett *(Ecology Learning Center)*; Lisa Packard *(Ecology Learning Center)*; Joe Drago; Peter Mills *(Maine Virtual Academy);* Kelli Pryor – 9:47am *(Baxter Academy for Technology and Science);* Travis Works – 9:59am *(Cornville Regional Charter School);* Bill Ferdinand – 10:39am *(Eaton Peabody)*

**3. Reminders:**

* This meeting is being recorded.
* Please turn your cellphones to silent or vibrate.
* Private conversations should be held in the hallway and not during the meeting.

**4. To Consider Action Relative to Additions or Adjustments to the Agenda**

None

**5. To Act Relative to Accepting as Printed the Minutes of the December 4, 2018 Business Meeting.**

No discussion.

**Moved by Shelley Reed; seconded by John Bird and voted unanimously by those present** to accept as printed the minutes of the December 4, 2018 Business Meeting.

**6. To Accept FY19 Budget vs. Actual – January and February Reports**

A copy of both reports were distributed for review and discussion.

**Moved by John Bird; seconded by Shelley Reed and voted unanimously as follows to** accept the FY19 Budget vs. Actual – January and February Reports.

**7. OLD BUSINESS**

**7a. Notification of Contracted Services and Office Position**

Bob Kautz shared that Joe Mattos has expressed interest in taking the lead in relation to site visits. A copy of Joe’s resume was distributed for review. The initial contract will be for $12,000 (20 days x’s 8 hours per day x’s $75 hourly).

Bob introduced Cindy Fabbricatore as the new Office Assistant and highlighted her qualifications and previous work experience. A copy of Cindy’s resume was distributed for review.

**7b. Finance Committee Update**

Jim Rier shared details of the meeting that was held on January 22nd. A workshop for heads of school and other school personnel has been scheduled for February 28th. At this workshop the ED279s will be discussed as well as special education funding and the importance of coding correctly.

**7c. To Consider and Accept Second Reading of New Performance Framework**

Gina Post shared that feedback is coming in from the schools and that she is working to compile their responses. It was pointed out that the 50% family participation in the Panorama Survey seems a bit low. Gina shared that the goal is to have enough meaningful data for schools to use and that the Performance Framework is still very much a work in progress and that she will continue to bring updates to future meetings.

It was discussed that because the framework is still a work in progress that this shouldn’t be a second reading, but just noted in the minutes that the framework was discussed. No further action taken.

**8. NEW BUSINESS**

**8a. To Accept Notification of New Harpswell Governing Board Member, Barbara Merson**

A copy of the Governing Board Information Form was distributed for review.

**Moved by Shelley Reed; seconded by Jim Rier and voted unanimously by those present to** accept notification of new Harpswell Governing Board Member, Barbara Merson.

**8b. To Consider and Accept Notification of New Maine Arts Academy Governing Board Member, Jeff Desrosiers**

A copy of the Governing Board Information Form was distributed for review.

**Moved by Jana Lapoint; seconded by Dr. Fern Desjardins and voted unanimously by those present to** accept notification of new Maine Arts Academy Governing Board Member, Jeff Desrosiers.

**8c. To Consider and Approve Anytime/Anywhere Learning Template**

A copy of the proposed draft Anytime/Anywhere Learning Template was distributed for review and discussion. Suggested edits will be made, and a revised draft brought back to the next Business Meeting for approval.

**8d. To Consider and Accept Maine Virtual Academy’s Independent Third-Party Evaluation**

A copy of the evaluation was distributed for review.

Sarah Butler Jessen who conducted the third-party evaluation joined by phone to discuss her report. Peter Mills, MeVA Governing Board Member, shared a variety of reasons why a student might enroll in a virtual environment and acknowledged that the data shows success is at both ends of the spectrum. Melinda Browne, as Head of School, shared her thoughts about the report and is extremely confident that what is happening at MeVA is adding value to the education landscape of Maine.

Bob Kautz shared that the report will be dissected further with the school and results brought back to future meetings.

**Moved by Shelley Reed; seconded by John Bird and voted unanimously by those present to** accept Maine Virtual Academy’s Independent Third-Party Evaluation.

**8e. To Consider and Approve Changes to MCSC Website Hosting**

A copy of the proposal from InforME was distributed for review and discussion. The cost is just under $6,000 and will give the Commission its own identity on the web.

**Moved by John Bird; seconded by Laurie Pendleton and voted unanimously by those present to** approve changes to MCSC website hosting.

**9. REPORTS**

**9a. Chair – Dr. Mike Wilhelm**

None given.

**9b. Vice Chair – John Bird**

None given.

**9c. Executive Director – Bob Kautz**

Educate Maine Symposium

Bob shared that the workshop held in December was good and well attended. He indicated that the symposium is held every December and encouraged Commission members to attend.

Legislative Update

Bob discussed several bills that have been introduced during this legislative session that may impact charter schools. Some are related to school choice and magnet schools. Bob suggested that the Commission form a Legislative Sub-Committee that would include the Chair and Vice Chair as well as one other member.

Hall of Flags Update

Bob indicated that eight schools were represented at the recent event. Some brought students with them. The Governor and the DOE Commissioner received invitations to speak but conflicts with their schedules didn’t allow them to attend. Shelley Reed commented that she was impressed with the students who chose to speak at the event.

Cornville’s Downtown Facility

Bob shared that he and Gina recently visited the facility and that upstairs is now open. The design has kept the historic appearance while classrooms are filling up. The next section to be complete will be the Student Lounge which is scheduled to be done in early April. The school is hoping for all to be complete in late August.

**9d. Director of Program Management – Gina Post**

Harpswell Coastal Academy’s Special Education Director

Gina shared that Carrie Campbell has resigned from the position and that Deryl Holt who had retired last year from the position has returned to finish out the remainder of the school year.

Maine Virtual Academy’s Renewal Process

Gina indicated that she recently met with Melinda Browne, MeVA’s Head of School, to discuss the renewal process and timeline.

School’s Hosting Upcoming Commission Meetings

Gina reminded the group that a decision had been made to hold some Business Meetings at the schools. Staff has reached out to schools to see if there is interest in hosting. Several schools have indicated their willingness to host a meeting. A schedule will be shared with the Commission as soon as its firmed up.

Charter School Workshop – January 31st

Gina shared that the recent workshop was well attended and that the new Performance Framework was discussed. Schools were given a copy of how they would have scored using the new Performance Framework and the feedback was generally positive.

RFP Release

Gina indicated that the RFP for New School Opening in the 2020-2021 School Year was released on January 28th and that the RFP Informational Meeting will be held immediately following the Business Meeting. Intents to Apply are due February 12th and must be submitted to the Commission via Epicenter.

**10. ANNOUNCEMENTS**

**10a. Turn in Expense Vouchers at the End of the Meeting**

**10b. Next Business Meeting Date – March 5, 2019**

**11. OTHER COMMENTS FROM COMMISSION MEMBERS**

Harpswell Coastal Academy recently announced the death of a student. Jana Lapoint commented that the released announcement was well written and tasteful.

**12. PUBLIC COMMENT**

Roger Brainerd from MACS shared that he and Judith Jones will be meeting with Karen Kusiak (Maine DOE Legislative Liaison) to discuss upcoming bills that may affect charter schools.

Carrie Branson from Harpswell Coastal Academy shared that this years’ charter school dinner is scheduled on Thursday, March 7th at The Daniel in Brunswick. Pender Makin, Maine DOE Commissioner, will be speaking to the group.

**13. ADJOURN** – Meeting was adjourned at 12:13pm.

**Moved by Dr. Fern Desjardins; seconded by Jim Rier and voted unanimously by those present to** adjourn.