***May 12, 2020 Business Meeting Minutes Approved by Commission Vote on June 9, 2020***

The Maine Charter School Commission held a regular Business Meeting via Zoom on **Tuesday, May 12, 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 1:00pm and a quorum was declared.  Commission members present were: Nichi Farnham, John Bird *(left at 1:59pm)*, Shelley Reed, Dr. Fern Desjardins, Jana Lapoint and Jim Rier.  Also present were Bob Kautz, Gina Post, Amy Allen and Jasmine Canwell. |
| **2** | **Reminders** |
|  | This meeting is being held as a Zoom webinar and protocol will be followed. (***Remote Meeting Law is attached).*** A brief presentation of how the meeting will be conducted will be shared. |
| **3** | **Additions or Adjustments to the Agenda** |
|  | None |
| **4** | **Requires Approval by the Commission** |
| 4a | Minutes from the March 10, 2020 Business Meeting  No discussion.  **Moved by John Bird; 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 – yea** to approve as printed the minutes of the March 10, 2020 Business Meeting. |
| 4b | FY20 Budget vs. Actual – April & May Reports  Copies of the April & May reports were distributed for review and discussion.  **Moved by Jim Rier; seconded by Nichi Farnham and voted unanimously by roll call as follows: John Bird – yea; Dr. Fern Desjardins – yea; Nichi Farnham – yea; Jana Lapoint – yea; Shelley Reed – yea; Jim Rier – yea** toaccept the FY20 Budget vs. Actual – April & May Reports. |
| 4c | To Consider and Approve Harpswell Coastal Academy’s Request to Amend Bylaws  A copy of Harpswell Coastal Academy’s Request to Amend Bylaws was distributed for review and discussion.  The request will permit change in the election of new Directors or re-election of current Directors to occur at any regular or special meeting of the Board. Directors will be elected by a majority vote of the current Directors. Additionally, Directors will serve a three (3) year term and will be eligible for re-election to a second and third term. Term limits will restrict any Director to three (3) consecutive terms or ten (10) consecutive years.  **Moved by Shelley Reed; seconded by Nichi Farnham 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 – yea** to approve Harpswell Coastal Academy’s Request to Amend Bylaws. |
| 4d | To Consider and Approve Maine Academy of Natural Sciences’ Professional Development Fund Request  A copy of the Professional Development Fund Request form was distributed for review and approval. The school is requesting $3000 for strategic planning designed to help increase enrollment.  **Moved by John Bird; 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 – yea** to approve Maine Academy of Natural Sciences’ Professional Development Fund Request up to $3,000. |
| 4e | To Consider and Approve Fiddlehead School of Arts & Sciences’ Request to Amend Bylaws  A copy of Fiddlehead School of Arts & Sciences’ Request to Amend Bylaws was distributed for review and discussion.  The request to amend by-laws incorporates the change in enrollment pre-K through 8th grade from the previous Charter of pre-K through 5th grade. It also changes the appointment and service of Directors to allow for a one-year extension of Board member terms, when necessary for the good of the school and /or Board.  **Moved by Dr. Fern Desjardins; seconded by John Bird 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 – yea** to approve Fiddlehead School of Arts & Sciences’ Request to Amend Bylaws. |
| 4f | To Consider and Approve Ecology Learning Center’s Request to Extend Lease Deadline  A copy of Ecology Learning Center’s Request to Extend Lease Deadline from May 1st to May 31st, 2020 was distributed for review and consideration.  **Moved by Shelley Reed; 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 – yea** to approve Ecology Learning Center’s Request to Extend Lease Deadline. |
| **5** | **Requires Notification to and Acceptance by the Commission** |
| 5a | Receipt of Maine Virtual Academy’s Independent Third-Party Evaluation    A copy of the Independent Third-Party Evaluation was distributed for review and discussion.  **Moved by Nichi Farnham; seconded by John Bird 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 – yea** to accept receipt of Maine Virtual Academy’s Independent Third-Party Evaluation. |
| 5b | School Leadership Changes at Baxter Academy – Resignation of Chad Strout and Hiring of Cicy Po as Interim Head of School  Chad Strout has resigned from his position effective June 30, 2020. Cicy Po will begin as Interim Head of School on July 1st.  **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 – yea** to accept notice of School Leadership Changes at Baxter Academy – Resignation of Chad Strout and Hiring of Cicy Po as Interim Head of School. |
| 5c | Hiring of Amy Trunnell as Finance Manager at Maine Arts Academy  Amy Trunnell is currently providing contracted services and is handling all finance director duties. She started the week of April 13th.  **Moved by John Bird; 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 – yea** to accept notice of the Hiring of Amy Trunnell as Finance Manager at Maine Arts Academy. |
| **6** | **Monthly School Portfolio/Data Report** |
| 6a | Governing Board Update  Bob shared that the attendance at governing board meetings has been good. He and many of the Commission members have been attending the meetings via Zoom (and other platforms) and plan to continue throughout the school year. |
| 6b | Current Enrollment Information  No data to report at this time. |
| **7** | **Executive Director/Commission Staff Report** |
|  | ***School-Related Items:*** |
| 7a | Enrollment Lottery Updates  Not all schools needed a lottery, but those who did were attended by Commission staff who confirmed that the lotteries were conducted lawfully. |
|  | ***Commission-Related Items:*** |
| 7b | Review of Proposed MCSC 2020/21 Budget  Jim presented a copy of the proposed MCSC FY21 budget for review and discussion. Detailed budget notes were prepared to give further explanation to each line item. Commission members will have until the next Business Meeting to review as an approved budget must be in place prior to July 1st. |
| 7c | COVID-Related Updates (Performance Framework, Remote Learning Plan, Etc.)  Gina shared the following COVID-Related Updates:  Remote Learning Plan  In April Commission Staff asked schools to complete a remote learning plan. All schools completed the reports and data submitted was used to help drive discussions about where additional support was needed.  Remote Learning Participation Report  The anytime/anywhere (snow day) learning report was modified to focus on remote learning during COVID. Reports are due on June 30th.  Performance Framework  The 2019-20 summary report templates have been uploaded into Epicenter. Many fields are now pre-filled with “not applicable due to COVID-19 closure.” These reports will be due in July except for the renewal schools which will be due in June. |
| 7d | Previously Scheduled Trainings Update  Gina briefly shared the following regarding previously scheduled trainings:  Governing Board Trainings   * 2 out of 4 webinar trainings have been completed; the third is scheduled for May 18th.   NWEA Training   * The in-person training scheduled for May 5th was canceled and replaced with 1-hour virtual consultations. Six schools took advantage of the consultation.   IEP Workshop   * The IEP Workshop is still being held on May 18th but has been changed to a virtual format.   Mission Specific Goals Workshop   * In-person meeting was canceled, and meeting materials were distributed to the schools.   Security Training   * The training has been postponed until further notice. |
| 7e | Finance Meetings Update (ED279s, Minimum Teacher Salary, COVID-related considerations)  Bob shared that all finance meetings with board and administration were complete. Attendees included Bob Kautz, Gina Post, Amy Allen, Jim Rier and Joe Drago. Preliminary feedback from the schools has been very positive. |
| 7f | Weekly Check-In Meetings with Heads of School and Board Chairs Update  Gina shared for the last several weeks MCSC staff have been holding weekly check-in meetings with the Heads of School and Board Chair. |
| **8** | **Comments from Commission Members** |
|  | Chair – Nichi Farnham  None |
|  | Vice Chair – John Bird  None |
|  | School Liaisons  Jana Lapoint shared that she enjoys participating in the weekly Head of School Meetings and congratulated the students of Baxter Academy for their outstanding work in the construction of a working ventilator.    Shelley Reed shared that she appreciates the updates and newsletters from Harpswell Coastal Academy and commended Community Regional Charter School for their efforts in transitioning to remote learning.  Dr. Fern Desjardins commented that Fiddlehead School of Arts & Sciences will have completed all 171 days of learning on May 29th. |
| **9** | **Announcements** |
| 9a | Turn in Travel and Expense Vouchers |
| 9b | Next Business Meeting – June 9, 2020 *(Location to be Determined)* |
| 9c | Governing Board Meeting Dates and Participation  Since the COVID pandemic many governing board meetings have been happening via Zoom (and other platforms). Information as we receive it about joining the meetings will be sent to Commission members and school liaisons once we receive it. |
| **10** | **Public Comment\*** |
|  | John Mullaney, MACS’ Executive Director, submitted several questions via Zoom chat feature. Bob Kautz will reach out to John for further discussion. |
| **11** | **Adjourn** |
|  | The meeting was adjourned at 3:14pm.  **Moved by Dr. Fern Desjardins; seconded by Nichi Farnham and voted by roll call as follows: John Bird – absent; Dr. Fern Desjardins – yea; Nichi Farnham – yea; Jana Lapoint – yea; Shelley Reed – yea; Jim Rier – yea** to adjourn. |