***January 14, 2020 Business Meeting Minutes Approved by Commission Vote on February 11, 2020***

The Maine Charter School Commission held a regular Business Meeting in Room #541 of the Cross Office Building - Augusta, on **Tuesday, January 14, 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 1:02pm and a quorum was declared.Commission members present were: Nichi Farnham, John Bird, Shelley Reed, Jim Rier and Jana Lapoint.Commission members absent were: Laurie Pendleton and Dr. Fern Desjardins Also present were Bob Kautz, Gina Post, Amy Allen 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** |
|  | Add Agenda Item #4f – Public Charter School Revocation and Non-Renewal Process Report which will be submitted to the Education Committee.**Moved by Jim Rier; seconded by Shelley Reed and voted unanimously by those present** to accept the addition of Item #4f to the agenda.Add Agenda Item #4g – Contract with Safe Havens International to provide Security Trainings for schools. **Moved by Jim Rier; seconded by John Bird and voted unanimously by those present** to accept the addition of Item #4g to the agenda.  |
| **4** | **Requires Approval by the Commission** |
| 4a | Minutes from the November 12, 2019 Business Meeting No discussion**Moved by Shelley Reed; seconded by Jana Lapoint and voted unanimously by those present** to approve as printed the minutes of the November 12, 2019 Business Meeting. |
| 4b | FY20 Budget vs. Actual – December Report A copy of the report was distributed for review and discussion.**Moved by Jana Lapoint; seconded by John Bird and voted unanimously by those present** accept the FY20 Budget vs. Actual – December Report. |
| 4c | FY20 Budget vs. Actual – January ReportA copy of the report was distributed for review and discussion.**Moved by Jana Lapoint; seconded by John Bird and voted unanimously by those present** accept the FY20 Budget vs. Actual – January Report.  |
| 4d | ACADIA Academy’s New Academic Proficiency and Growth Indicators A copy of ACADIA Academy’s New Academic Proficiency and Growth Indicators was distributed for review and discussion. The updated section of the Performance Framework now includes targets for PreK as well as for the State Assessment. **Moved by Shelley Reed; seconded by John Bird and voted unanimously by those present** to approve ACADIA Academy’s New Academic Proficiency and Growth Indicators. |
| 4e | Proposed Charter School Board Training A copy of the proposal from AirWin Educational Services was distributed for review and discussion. The trainings will include four live webinars administered once a month beginning in March. All governing board members will be expected to attend. The total cost of the trainings will be $3,400. **Moved by John Bird; seconded by Jana Lapoint and voted unanimously by those present** to approve Proposed Charter School Board Training.

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| 4f | Public Charter School Revocation and Non-Renewal Process ReportA copy of the draft report was distributed for review and discussion. This report will be submitted to the Education Committee in response to LD307.**Moved by Jim Rier; seconded by Shelley Reed and voted unanimously by those present** to approve the Public Charter School Revocation and Non-Renewal Process Report. |
| 4g | Contract with Safe Havens InternationalSafe Havens International specializes in school safety and emergency preparedness. Information about their services was distributed for review and discussion. Phase one of the training will cost $6000.**Moved by Jim Rier; seconded by John Bird and voted unanimously by those present** to approve contracting with Safe Havens International. |
| **5** | **Requires Notification to and Acceptance by the Commission** |
| 5a | Baxter Academy for Technology and Sciences’ New Special Education Director - Laura ParksA copy of Laura Parks’ resume was distributed for review and discussion.**Moved by Jana Lapoint; seconded by Nichi Farnham and voted unanimously by those present** to accept notification of Baxter Academy for Technology and Sciences’ New Special Education Director - Laura Parks. |
| 5b | Maine Virtual Academy’s New Governing Board Member - Kim WhitmanA copy of the Governing Board Information Form was distributed for review and discussion.**Moved by Shelley Reed; seconded by John Bird and voted unanimously by those present** to accept notification of Maine Virtual Academy’s New Governing Board Member - Kim Whitman. |
| **6** | **Executive Director/Commission Staff Report** |
|  | ***School-Related Items:*** |
| 6a | Adjusted ED279s Based on 10/1/19 Actual Student CountsJim Rier reported briefly on the recent ED279 adjustments. These adjustments have had an impact on five public charter schools. Schools affected by these adjustments have been asked to submit a report through Epicenter describing the potential impact of the adjustment.   |
|  | ***Commission-Related Items:*** |
| 6b | Update on 2018-19 Annual Report to the Commissioner and End of Year Monitoring ReportsGina shared that the completion of these reports is currently on hold awaiting the public release of MEA Results, Chronic Absenteeism, and Graduation data.  |
| 6c | Update on National Charter Schools Institute ActivityGina shared that she will be participating in “A-GAME” – Advance Great Authorizing and Modeling Excellence. The A-GAME network includes almost 50 public charter school authorizers, Momentum Strategy & Research and the National Charter Schools Institute. The first convening will be held February 11-12 in Ohio. |
| 6d | Update on Charter School Program StudyBob reported that Analytic Insight had been selected to conduct the study on the Maine Charter School Program.   |
| 6e | Legislative UpdateBob briefly spoke about LD 2046 “An Act Regarding Immunizations” which may or may not have an impact on charter schools. He will continue to review the bills as they are presented and report accordingly.  |
| 6f | MCSC Communication and Legislative Committees DiscussionBob proposed both a Communication Committee and a Legislative Committee. More discussion is needed. |
| **7** | **Monthly School Portfolio/Data Report** |
| 7a | 2018-2019 Graduation and Chronic Absenteeism Rates Gina shared that these are not yet available from the DOE. |
| 7b | Current Enrollment StatisticsA copy of the 2019-2020 School Enrollment Data was distributed. |
| 7c | Current Waitlist NumbersGina shared that these are presented with enrollment numbers.  |
| 7d | Governing Board Meetings UpdateGina shared that governing board minutes are read as submitted and that she and Bob will continue to attend board meetings at the schools throughout the school year.  |
| **8** | **Comments from Commission Members** |
|  | Chair – Nichi FarnhamNichi thanked all in attendance for their punctuality.  |
|  | Vice Chair – John BirdNone |
|  | School LiaisonsNichi highlighted the recent MCA news article, “Students who go to school together online meet face-to-face,” featured in Commission Connection. Jana shared that twenty recent graduates of Baxter Academy recently revisited the school to speak with undergraduates about college preparedness and early acceptance. John introduced Heather King as Maine Arts Academy’s Interim Head of School while Deborah Emery is out on leave.  |
| **9** | **Announcements** |
| 9a | Turn in Travel and Expense Vouchers |
| 9b | Next Business Meeting – February 11, 2020 *(Room #541, Cross Office Building – Augusta)* |
| 9c | Enrollment Lottery Dates (if needed):* ACADIA (March 18, 2020 at 5:30pm)
* Baxter (February 5, 2020)
* Cornville (March 18, 2020 at 6:00pm/55 Commercial Street – Skowhegan)
* Fiddlehead (March 4, 2020 at 12:00pm)
* Harpswell (March 27, 2020 at 2:00pm/8 Leavitt Drive, Brunswick)
* MCA (March 12, 2020 at 10:00am)
* MeAA (March 27, 2020 at 2:00pm)
* MeANS (March 18, 2020 at 5:00pm)
* MeVA (March 27, 2020 at 12:00pm)
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| 9d | Mid-Year Check-In Meeting Dates (Room #501/Cross Office Building, Augusta)* ACADIA (February 4, 2020/11:00-12:30)
* Baxter (February 4, 2020/2:00-3:30)
* Cornville (January 27, 2020/2:00-3:30)
* Ecology (January 28, 2020/11:00-12:30)
* Fiddlehead (January 27, 2020/11:00-12:30)
* Harpswell (February 4, 2020/9:00-10:30)
* MCA (February 3, 2020/2:00-3:30)
* MeAA (January 28, 2020/2:00-3:30)
* MeANS (January 28, 2020/9:00-10:30)
* MeVA (February 3, 2020/11:00-12:30)
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| 9e | Other Important Dates:* NWEA Training (January 21, 2020/Augusta Civic Center/8:30-4:00)
* Mission-Specific Goals Meeting (February 10, 2020/Cross Office Building/9:00-11:30)
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| **10** | **Public Comment\*** |
|  | Roger Brainerd from MACS shared that “Maine Charter School Day” at the Hall of Flags will be held on January 29th during School Choice Week.  |
| **11** | **Adjourn** |
|  | The meeting was adjourned at 3:15pm.**Moved by Shelley Reed; seconded by John Bird and voted unanimously by those present** to adjourn. |