***June 23, 2022 Business Meeting Minutes Approved by Commission Vote on July 21, 2022***

**The Maine Charter School Commission held a Regular Meeting on**

**Thursday, June 23, 2022**

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| Item Number | Agenda Item |
| **1** | **Call to Order and Declare a Quorum** |
|  | The meeting, held in person and via Zoom in accordance with the Commission’s remote meeting policy, was called to order by Commission Chair, Wilson Hess, at 1:05pm and a quorum was declared.  Commission members present were Wilson Hess, Nichi Farnham, Dr. Fern Desjardins, Victoria Kornfield, Shelley Reed, and Jim Rier *(via Zoom).*  Also present were Jeremy Jones *(joined by phone at 1:38pm and in person at 2:49pm)*, Gina Post, and Amy Allen *(via Zoom)*  *Commission member, Shelley Reed, read the Commission’s Vision Statement.* |
| **2** | **Reminders** |
| 2a | This meeting is being recorded via Zoom. |
| 2b | We ask members of the public to hold comments until public comments are being heard. |
| 2c | When speaking, state your name and speak slowly and clearly and loudly enough for the captioner to pick up your comments. Gina will interrupt if the captioner is having a difficult time hearing what is being said. |
| **3** | **Comments from Commission Chair, Committee Reports and Additions or Adjustments to the Agenda** |
| 3a | Comments from Commission Chair  *None* |
| 3b | Committee Reports   * Shelley Reed - Chair, Ad Hoc Nomination - brought forth the following slate of nominees for Commission Chair and Vice Chair:   + Wilson Hess, Commission Chair   + Nichi Farnham, Vice Chair   The election of officers will take place at the July Commission meeting and appointees will serve one year terms.   * Shelley Reed - Chair, School Performance Committee - reported on the work being done by the Committee. * Nichi Farnham - Chair, Finance Committee - reported on the work being done by the Committee. * Wilson Hess - Chair, Executive Committee - reported on the work being done by the Committee. |
| 3c | Additions or Adjustments to the Agenda  Motion to move Item #8b to later in the meeting.  **Moved by Shelley Reed; seconded by Nichi Farnham and voted unanimously by those present** to move Item #8b “To Consider the Approval of the MCSC FY23 Budget and FY24 Budget Projection” to later in the meeting. |
| **4** | **Meeting Minutes Approval** |
| 4a | To Consider the Minutes from the May 10, 2022 Business Meeting  A copy of the draft minutes was distributed for review and consideration.  **Moved by Dr. Fern Desjardins; seconded by Shelley Reed and voted unanimously by those present** to approve the minutes from the May 10, 2022 Business Meeting. |
| **5** | **Public Comment\*** |
|  | Jana Lapoint, former Maine Charter School Commission member and current member of both the Baxter Academy for Technology and Science and Maine Connections Academy governing boards, shared that she attended graduation ceremonies for Baxter Academy for Technology and Science and Maine Connections Academy. She also attended the ceremony for the first 8th grade class to be leaving the Fiddlehead School of Arts & Sciences sharing that 10 of the 12 students will be attending Baxter Academy in the fall. She encouraged everyone to attend these ceremonies whenever possible describing them as “magical”. |
| **6** | **Presentations** |
| 6a | School Spotlight - Maine Connections Academy  Walter Wallace, School Leader, shared the following:   * The 2022 graduation ceremony was held at the Merrill Auditorium. This was the first time that the ceremony was held at that venue and all accounts are that it was a success and the school will look to use the venue again in the future.. Lucas St. Clair, son of Burt’ Bees founder Roxanne Quimby, was the guest speaker. * The school noticed early in the start of the 2021-22 school year that students were greatly affected by COVID-19. As a result the school hired an additional advisor, a social worker for the general education students and sent care packages to all students. It was noted that 64 of MCAs 450 students are in a formal social work program. * A budget of $15 per student (approximately $6500) was set aside from grant monies to build these care packages. Some of the items included were journals, stickers, coloring books/markers, stress ball, water bottle, seeds, mindfulness activities, and important contact information. The school will have to find money in the budget, but would like to continue this effort in the future. * 10 field trips, spread throughout the state, were held during the school year. |
| **7** | **Unfinished Business** |
|  | *None* |
| **8** | **New Business Requiring Approval** |
| 8a | To Consider the Approval of the Remote Committee Meeting Policy  A copy of the proposed Remote Committee Meeting Policy was distributed for review and consideration.  “*Members of the Maine Charter School Commission may participate in committee meetings by being physically present via remote methods. All meetings will include a physical location for public attendance.*”  This policy pertains to Committee Meetings only. The Commission’s current Remote Participation Policy for Commission Meetings is still in effect until any draft changes are approved by the full Commission.  **Moved by Shelley Reed; seconded by Victoria Kornfield and voted unanimously by those present** to approve the Commission’s Remote Committee Meeting Policy. |
| ~~8b~~ | ~~To Consider the Approval of the MCSC FY23 Budget and FY24 Budget Projection~~  *Discussion and action moved until later in the meeting.* |
| 8c | To Consider the Approval of Maine Arts Academy’s Request to Amend School Leadership Structure  A copy of the amendment request was distributed for review and consideration.  **Moved by Shelley Reed; seconded by Dr. Fern Desjardins and voted unanimously by those present** to approve Maine Arts Academy’’s Request to Amend School Leadership Structure. |
| 8d | To Consider the Approval of Community Regional Charter School’s Request to Amend Bylaws  A copy of the amendment request was distributed for review and consideration.  Dr. Desjardins commented that she’d like to see more than 6 meetings per year, but acknowledged that the wording is in line with the Performance Framework. She likes the increase in board membership and the wording regarding unexcused absences.  **Moved by Nichi Farnham; seconded by Shelley Reed and voted unanimously by those present** to approve Community Regional Charter School’s Request to Amend Bylaws. |
| 8e | To Consider the Approval of the MCSC’s New Performance Framework  A copy of the proposed Performance Framework was distributed for review and consideration.  **Dr. Fern Desjardins moved to approve the Performance Framework as presented. Victoria Kornfield seconded the motion. After discussion regarding 4-year graduation rates, the motion was withdrawn.**  Discussion on 4-year graduation rates continued with two targets proposed - one recommended by Commission staff (schools meeting targeted graduation rates by 2027) and the other recommended by the majority of the School Performance Committee (schools meeting targeted graduation rates by 2030) and there was a motion to approve the majority recommendation by the School Performance Committee.  **Moved by Dr. Fern Desjardins; seconded by Shelly Reed and voted as follows** to approve Maine Charter School Commission’s Performance Framework with majority School Performance Committee recommendation on 4-year graduation rate – Wilson Hess (yes); Nichi Farnham (no); Victoria Kornfield (no); Dr. Fern Desjardins (yes); Shelley Reed (yes); and Jim Rier(yes). |
| 8f | To Consider the Approval to Initiate Charter Amendments to include the new performance framework beginning in SY2022-23  **Nichi Farnham moved to approve amending the charter contracts to include the new Performance Framework beginning in SY2022-23.** No formal vote was taken as further discussion centered around the timing of the implementation.  **Dr. Fern Desjardins amended the motion to include a “hold harmless” year for 2022-23 and to implement the new Framework for the 2023-24 school year. This motion was seconded by Shelley Reed and voted as follows** to include a “hold harmless” year and implement the new Framework for the 2023-24 school year – Wilson Hess (no); Nichi Farnham (no); Victoria Kornfield (no); Dr. Fern Desjardins (yes); Shelley Reed (no); and Jim Rier (yes).  As the motion did not pass, another motion was made to approve amending the charter contracts to include the new Performance Framework beginning in SY2022-23.  **Moved by Nichi Farnham; seconded by Shelley Reed and voted as follows** to approve amending the charter contracts to include the new Performance Framework beginning in SY2022-23 – Wilson Hess (yes); Nichi Farnham (yes); Victoria Kornfield (yes); Dr. Fern Desjardins (no); Shelley Reed (yes); and Jim Rier (yes). |
| 8g | To Consider the Approval of the Completion of the Community Regional Charter School’s Contract Renewal Conditions and to Enter into Contract Negotiations  A copy of the progress timeline was reviewed.  **Moved by Shelley Reed; seconded by Dr. Fern Desjardins and voted unanimously by those present** to approve the completion of the Community Regional Charter School’s contract renewal conditions and to enter into contract negotiations. |
| 8h | To Consider the Approval of the Community Regional Charter School’s New Charter Contract (July 1, 2022 through June 30, 2027)  A copy of the charter contract was distributed for review and consideration. Executive Director, Jeremy Jones, commended the Community Regional Charter School governing board and school leadership for the hard work throughout the renewal process.  **Moved by Shelley Reed; seconded by Dr. Fern Desjardins and voted unanimously by those present** to approve Community Regional Charter School’s New Charter Contract (July 1, 2022 through June 30, 2027). |
| 8i | To Consider the Approval of the Completion of the Maine Academy of Natural Sciences’ Contract Renewal Conditions and to Enter into Contract Negotiations  A copy of the progress timeline was reviewed. Tori shared concerns about the impacts of a potential closure of the Long Creek Youth Development Center and possible move to the Good-Will Hinckley campus.  **Moved by Shelley Reed; seconded by Dr. Fern Desjardins and voted unanimously by those present** to approve the completion of the Maine Academy of Natural Sciences’ contract renewal conditions and to enter into contract negotiations. |
| ***Moved to later in the meeting (Originally Item #8b)*** | To Consider the Approval of the MCSC FY23 Budget and FY24 Budget Projection  A copy of the proposed Maine Charter School Commission proposed FY23 Budget and FY234 Budget Projections was distributed for review and consideration.  Executive Director, Jeremy Jones, presented the document and shared that the final product was a collaborative process between staff and the Finance Committee and thanked everyone involved in its development. Questions that were asked throughout the development process were:   * How do we continue to make progress toward the Strategic Plan? * How can we do that with a small relief to schools so they can react to inflationary pressures? * Can we draw down the carryover funds balance in a more aggressive way?   He also shared that for future budget cycles it’s important that considerations and final approvals take place in May.  **Moved by Nichi Farnham; seconded by Shelley Reed and voted as follows** to approve the FY23 Budget as presented - Wilson Hess (yes); Nichi Farnham (yes); Victoria Kornfield (yes); Dr. Fern Desjardins (abstain); Shelley Reed (yes); and Jim Rier (yes). |
| **9** | **New Business Requiring Notification and Acceptance** |
| 9a | The following new governing board member appointments were announced:   * Donald Dearborn to the ACADIA Academy Governing Board * Julie McCabe to the ACADIA Academy Governing Board   The following resignations were announced:   * Joey Beaudette from the ACADIA Academy Governing Board   **Moved by Shelley Reed; seconded by Nichi Farnham and voted unanimously by those present** to accept notifications as presented. |
| 9b | To Consider and Accept FY22 Budget vs. Actual YTD - June Report Dated 5-31-22  A copy of the report was distributed for review and consideration.  Nichi shared that the Finance Committee is looking into the possibility of changing the format of the monthly report to more closely match the newly adopted Commission budget formatting. Staff from the MDOE finance team have been invited to join the next Finance Committee Meeting to discuss.  **Moved by Nichi Farnham; seconded by Dr. Fern Desjardins and voted unanimously by those present** to accept the FY22 Budget vs. Actual YTD - June Report Dated 5-31-22. |
| **10** | **Executive Director/Commission Staff Report** |
| 10a | Progress on HCA Charter Renewal  A copy of the tracker was shared for discussion. Check-ins are scheduled on June 10th, June 16th, June 24th, June 28th, July 14th, July 22nd, July 28th and August 5th leading up to the Pre-Opening Site Visit scheduled for August 9th.  Staff will continue to provide updates to the Commission at each monthly Commission Meeting. |
| 10b | Strategic Plan Update  Jeremy shared that staff is working on a comprehensive review of the 1 year anniversary of the Strategic Plan and is anxious to share with the Commission at the next meeting. |
| 10c | Media Update   * [Maine Arts Academy in Sidney held Spring recital walk through](https://www.wabi.tv/2022/05/13/maine-arts-academy-sidney-held-spring-recital-walk-through/) * [Student filmmaker represents Harpswell Coastal Academy ethos](https://www.pressherald.com/2022/06/01/student-filmmaker-represents-harpswell-coastal-academy-ethos/) * [Photo Album: Acadia Academy students tour the world at Culture Fair](https://www.sunjournal.com/2022/06/07/photo-album-culture-fair-at-acadia-academy/) * [Maine Connections Academy names valedictorian, salutatorian](https://www.centralmaine.com/2022/06/15/maine-connections-academy-names-valedictorian-salutatorian/) |
| 10d | Legislative Update  Jeremy reported that both he and Nichi Farnham met briefly with the Education & Cultural Affairs Committee on June 16th. The meeting was followed up with supplemental materials that were requested during the meeting. |
| **11** | **Monthly School Portfolio/Data Report** |
| 11a | Charter School Unenrollment  Jeremy shared the most recent data and Gina reported that she analyzes the data as it's presented each month and probes schools where needed. As we approach the end of the 2021-22 school year staff will pull together graphs to share at a future Commission Meeting. |
| **12** | **Executive Session** |
|  | Motion to enter into Executive Session at 4:36pm.  **Moved by Dr. Fern Desjardins; seconded by Shelley Reed and voted unanimously by those present** to enter into Executive Session at 4:36pm for the purpose of Title 1: General Provisions, Chapter 13: Public Records and Proceedings, Subchapter 1: Freedom of Access *§405. Executive sessions (A) (1).*  Back from Executive Session at 5:25 with no action. |
| **13** | **Future Topics** |
| 13a | July:   * Election of Officers * MeANS Charter Contract Approval (September 1, 2022 to August 31, 2027) * 1 Year Anniversary - Comprehensive Review of Strategic Plan/Progress Tracker * ELC Fund Request to Facilitate Board Training * CRCS Fund Request to Assist with Annual Cost of BoardOnTrack |
| **14** | **Announcements** |
| 14a | This Month’s Celebrations |
| 14b | Portfolio Calendar Items   * ACADIA Academy’s Culture Fair * Happy Graduation, Congratulations to the Class of 2022! |
| 14c | Next Regular Business Meeting – July 21, 2022 *(Room #103A – Cross Office Building and Zoom)* |
| **15** | **Adjourn** |
|  | Chair Hess declared adjournment at 5:28pm with no objections. |

\* *The Charter School Commission does not allow airing of complaints in public meetings regarding Commission and charter school employees or school employment matters, in order to protect employee privacy, to comply with Maine law and pursuant to our contractual relation with the schools. To the extent that the Commission receives complaints and concerns relating to school employees in writing, those concerns will be reviewed and addressed by the Commission and its staff outside of a public meeting. This meeting is not the appropriate forum for such comments. You are free to direct your concerns in writing to the Commission’s Executive Director, if you have not done so already.*