***January 12, 2021 Business Meeting Minutes Approved by Commission Vote on February 9, 2021***

The Maine Charter School Commission held a regular Business Meeting via Zoom on **Tuesday, January 12, 2021**

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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, Dr. Fern Desjardins, Jana Lapoint and Jim Rier.  Also present were Jeremy Jones, Gina Post, Amy Allen and Jasmine Canwell. |
| **2** | **Reminders** |
| 2a | The meeting was recorded via Zoom. |
| 2b | Participants, apart from Commission members and staff, were asked to remain muted until public comments were heard. |
| 2c | Pursuant to Section G-1. 1 MRSE §403-A, voting was conducted via roll call. |
| 2d | Members of the public were asked to participate during public comment by using the “raise your hand” feature on Zoom or by commenting in the chat box at the appropriate time. |
| **3** | **Additions or Adjustments to the Agenda** |
|  | None |
| **4** | **Requires Notification to and Acceptance by the Commission** |
| 4a | Presentation of the Silver Analytics Report Reviewing the 2017 NACSA Authorization Evaluation  A copy of the Silver Analytics Report “*A Review of the Maine Charter School Commission’s Recent Development Work*” was distributed for review and discussion. Dr. Richard E. Barnes and Dr. David L. Silvernail of Silvernail Analytics Consulting Associates were in attendance to present their findings.  **Moved by Nichi Farnham; 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 receipt of the Silver Analytics Report Reviewing the 2017 NACSA Authorization Evaluation. |
| 4b | To Accept Notification of Harpswell Coastal Academy’s New Governing Board Member, Kathy Wilson  A copy of the completed Governing Board Member Information Form from Kathy Wilson was distributed for review and discussion.  **Moved by Dr. Fern Desjardins; seconded by Shelley Reed 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** to accept Notification of Harpswell Coastal Academy’s New Governing Board Member, Kathy Wilson. |
| **5** | **Requires Approval by the Commission** |
| 5a | Minutes from the December 8, 2020 Business Meeting  No discussion.  **Moved by Nichi Farnham; 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 from the December 8, 2020 Business Meeting. |
| 5b | FY21 Budget vs. Actual – December Report  This agenda item was tabled at the December meeting. The report remains unavailable for review. No further action was taken by the Commission. |
| 5c | FY21 Budget vs. Actual – January Report  Tabled until the next Business Meeting.  **Moved by Jim Rier; 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 table Agenda Item #5c – FY21 Budget vs. Actual – January Report until the next Business Meeting. |
| 5d | To Consider and Approve Ecology Learning Center’s 90-Day Review Report  A copy of Ecology Learning Center’s 90-Day Review Report was distributed for review and approval.  **Moved by Nichi Farnham; seconded by Jim Rier 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 90-Day Review Report. |
| 5e | To Consider and Approve Fiddlehead School of Arts & Sciences’ 7th Grade 90-Day Review Report  A copy of Fiddlehead School of Arts & Sciences’ 7th Grade 90-Day Review Report was distributed for review and approval.  **Moved by Shelley Reed; 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’ 90-Day Review Report. |
| 5f | To Consider and Approve Harpswell Coastal Academy’s 5th Grade 90-Day Review Report  A copy of Harpswell Coastal Academy’s 5th Grade 90-Day Review Report was distributed for review and approval.  **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 Harpswell Coastal Academy’s 5th Grade 90-Day Review Report. |
| 5g | To Consider and Approve Baxter Academy for Technology and Science’s 2019-20 Annual Monitoring Report  A copy of Baxter Academy for Technology and Science’s 2019-20 Annual Monitoring Report was distributed for review and approval.  **Moved by Jana Lapoint; 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 Baxter Academy for Technology and Science’s 2019-20 Annual Monitoring Report with minor edits. |
| 5h | To Consider and Approve Community Regional Charter School’s 2019-20 Annual Monitoring Report  Tabled until the next Business meeting.  **Moved by Shelley Reed; 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 table Agenda Item #5h – To Consider and Approve Community Regional Charter School’s 2019-20 Annual Monitoring Report until the next Business Meeting. |
| 5i | To Consider and Approve Fiddlehead School of Arts & Sciences’ 2019-20 Annual Monitoring Report  A copy of Fiddlehead School of Arts & Sciences’ 2019-20 Annual Monitoring Report was distributed for review and approval.  **Moved by Dr. Fern Desjardins; 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 Fiddlehead School of Arts & Sciences’ 2019-20 Annual Monitoring Report with minor edits. |
| 5j | To Consider and Approve Maine Arts Academy’s 2019-20 Annual Monitoring Report  A copy of Maine Arts Academy’s 2019-20 Annual Monitoring Report was distributed for review and approval.  **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 Maine Arts Academy’s 2019-20 Annual Monitoring Report with minor edits. |
| 5k | To Consider and Approve Maine Connections Academy’s 2019-20 Annual Monitoring Report  A copy of Maine Connections Academy’s 2019-20 Annual Monitoring Report was distributed for review and approval.  **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 approve Maine Connections Academy’s 2019-20 Annual Monitoring Report with minor edits. |
| 5l | To Consider and Approve Maine Virtual Academy’s 2019-20 Annual Monitoring Report  A copy of Maine Virtual Academy’s 2019-20 Annual Monitoring Report was distributed for review and approval.  No official motion or second was made.  **Voted by roll call as follows: John Bird – yea; Dr. Fern Desjardins – yea; Nichi Farnham – yea; Jana Lapoint – yea; Shelley Reed – yea; Jim Rier – absent** to approve Maine Virtual Academy’s 2019-20 Annual Monitoring Report with minor edits. |
| 5m | To Consider and Approve Community Regional Charter School’s Request to Amend School Mission  A copy of Community Regional Charter School’s Request to Amend School Mission was distributed for review and discussion.  On February 26, 2020, Community Regional Charter School submitted a request to amend its mission statement as a result of a strategic planning process involving over 60 community members from the school’s catchment area, including parents, staff and students. The school revised its mission to reflect forward thinking goals and purpose.  Maine Charter School Commission staff, consultant, and school liaison reviewed the request and accompanying materials and recommended the approval of the request to amend Community Regional Charter School’s mission as follows:  “We are Community-Centered and Uncompromisingly Learner Focused. Community Regional Charter School creates a safe, respectful, and nurturing learning environment where everyone is accepted and celebrated. The CRCS provides a customized learning environment designed to allow every child to thrive socially, emotionally and academically through the integration of STEAM projects and community connections aimed at unlocking a passion for life-long learning.”  **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 Community Regional Charter School’s Request to Amend School Mission. |
| 5n | To Consider and Approve ACADIA Academy’s Request to Establish a Line of Credit  A copy of ACADIA Academy’s Request to Establish a Line of Credit was distributed for review and discussion.  ACADIA Academy has applied and been approved for a line of credit from David Gendron to allow for borrowings up to $100,000 for one year.  As needed, ACADIA may borrow on the line of credit to cover operating expenses while awaiting reimbursement of receivables, i.e. Coronavirus Relief Funds (CRF), the Developer Grants Program, and other receivables due from the State of Maine or Federal programs.  The line of credit will be secured by a second mortgage on the real estate.  Joe Drago, Consultant for the Maine Charter School Commission, was in attendance to present his findings.  **Moved by Nichi Farnham; seconded by Jim Rier 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 ACADIA Academy’s Request to Establish a $100,000 Line of Credit with David Gendron. |
| 5o | To Consider and Approve First Reading of Role of Commission Member as Liaison Document  A copy of the document “Role of Commission Member as Liaison” was distributed for review and discussion.  It was agreed upon by the Commission to approve the document as a first reading. Further deliberation of this item will be deferred to a future Business Meeting when proper consideration can be given.  **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 approve First Reading of Role of Commission Member as Liaison Document. |
| **6** | **Monthly School Portfolio/Data Report** |
| 6a | School Year 2020-21 Enrollment Statistics  A final copy of enrollment data including contracted enrollment, actual enrollment, grades served, special education numbers and economically disadvantaged counts was distributed for review. Updated 2020-21 state averages were also included. |
| 6b | Post-Secondary Readiness Activities  Current data on high school student participation in post-secondary activities for the first semester was presented for review and discussion. Staff will continue to monitor the data due to anticipated budgetary constraints. |
| **7** | **Executive Director/Commission Staff Report** |
|  | ***School-Related Items:*** |
|  | None |
|  | ***Commission-Related Items:*** |
| 7a | Virtual Office Hours  Gina shared that on the first Tuesday of each month from 10:00-11:00 am, MCSC staff will be holding virtual office hour. This scheduled time provides an opportunity for the Heads of School and Board Chairs to “pop in” at any time during the hour to have any questions answered that he or she may have.  The first virtual office hour was held on January 5, 2021. MCSC staff were joined by three Heads of School. Preliminary feedback from those who participated has been favorable. |
| 7b | Update on Mission-Specific Goals and Indicators  Gina has been able to meet with schools individually to discuss mission-specific goals as part of their performance framework. She reports that schools are excited to look at data in different ways that will help tell the stories of their schools. |
| 7c | Mid-Year Check-In Meetings  Gina shared that at the end of January and beginning of February, the Maine Charter School Commission will be meeting with schools individually for a mid-year check-in visit. These meetings will be held via Zoom and will last approximately 90 minutes.  The mid-year check-in meetings are informal in nature and provide an opportunity to discuss topics such as performance framework, the impacts of COVID-19, renewal timelines and any other school-specific topics that may be of interest. |
| 7d | NWEA Trainings  Gina shared that through contracted services with Joyce Hammer from NWEA, the first beginner NWEA Professional Development Training is scheduled for Thursday, January 14, 2021. Two additional trainings have also been scheduled; one in each February and March. |
| 7e | Legislative Update  Amy shared that she will be monitoring legislative activity and will report to the Commission as needed. |
| **8** | **Announcements** |
| 8a | Next Regular Business Meeting – February 9, 2021 *(Zoom)* |
| **9** | **Public Comment\*** |
|  | John Mullaney, Executive Director for the Education Action Forum of Maine, submitted a question (via Zoom chat feature), “can you clarify what is meant by charter schools serve a different population?” The answer to John’s question was addressed by Commission staff. |
| **11** | **Adjourn** |
|  | The meeting was adjourned at 3:49pm.  **Moved by Shelley Reed; 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 adjourn. |