***May 11, 2021 Business Meeting Minutes Approved by Commission Vote on***

***June 8, 2021***

The Maine Charter School Commission held a regular Business Meeting via Zoom on

**Tuesday, May 11, 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 1:03pm and a quorum was declared.  Commission members present were: Nichi Farnham, John Bird, Shelley Reed, Dr. Fern Desjardins, Wilson Hess, 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, aside 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 specified time. |
| **3** | **Additions or Adjustments to the Agenda** |
|  | None |
| **4** | **Old Business** |
| 4a | Stipend for Schools Not Using Infinite Campus (Will Take Action in July)  Jeremy shared that a subsidy vote for schools not using Infinite Campus will be deferred to the July Business Meeting when proper consideration can be given. |
| 4b | Second Reading of Per Diem Reimbursement Document (Contingent on Strategic Plan)  Jeremy reminded Commission members that the Second Reading of the “Per Diem Reimbursement” document had not been forgotten and will be revisited at a future Business Meeting contingent on the Strategic Plan. |
| **5** | **Requires Notification to and Acceptance by the Commission** |
|  | None |
| **6** | **Requires Approval by the Commission** |
| 6a | Minutes from the April 13, 2021 Business Meeting  No discussion.  **Moved by Nichi Farnham; seconded by Shelley Reed and voted by roll call as follows: Dr. Fern Desjardins – yea; Jim Rier – yea; John Bird – yea; Shelley Reed – yea; Wilson Hess – yea; Nichi Farnham – yea** to approve as printed the Minutes from the April 13, 2021 Business Meeting. |
| 6b | FY21 Budget vs. Actual – May Report  A copy of the May report was distributed for review and discussion.  **Moved by Jim Rier; seconded by Shelley Reed and voted by roll call as follows: John Bird – yea;** **Dr. Fern Desjardins – yea; Wilson Hess – yea; Shelley Reed – yea; Jim Rier – yea; Nichi Farnham – yea** to accept the FY21 Budget vs. Actual – May Report. |
| 6c | Amended 2019-20 Maine Connections Academy Annual Monitoring Report  An amended copy of Maine Connections Academy’s 2019-20 Annual Monitoring Report was distributed for review and approval.  During the January Business Meeting the Commission voted to approve Maine Connections Academy’s 2019-20 Annual Monitoring Report. As a result of additional data concerning the spring administration of the NWEA Map test, the following amendment to the report was proposed:  Referring to page 17:  Original language  *“Because the school did not provide data related to closing achievement gaps among subgroups, an intervention will be issued to the school along with this report.”*  Amended language  *“School leaders did not immediately provide data indicating subgroup academic performance within the required reporting window because of concerns with validity of testing during school closures related to COVID-19. The Charter School Commission issued an intervention soliciting this information. School leaders provided the information and developed a plan to ensure future timely reporting.”*  Motion by John Bird to approve the amended language.  After amendment, the following motion was adopted, “To Approve Maine Connections Academy’s 2019-20 Annual Monitoring Report as amended.”  **Moved by John Bird; seconded by Jim Rier and voted by roll call as follows: John Bird – yea; Dr. Fern Desjardins – yea; Wilson Hess – yea; Shelley Reed – yea; Jim Rier – yea; Nichi Farnham – yea** to approve the motion as amended written above. |
| 6d | Amended 2019-20 Maine Virtual Academy Annual Monitoring Report  A copy of Maine Virtual Academy’s Amended 2019-20 Annual Monitoring Report was distributed for review and approval.  During the January Business Meeting the Commission voted to approve Maine Virtual Academy’s 2019-20 Annual Monitoring Report. As a result of additional information concerning the spring administration of the NWEA Map test, the previously approved report has been amended to include this data.  **Moved by Shelley Reed; seconded by John Bird and voted by roll call as follows: John Bird – yea; Dr. Fern Desjardins – yea; Wilson Hess – yea; Shelley Reed – yea; Jim Rier – yea; Nichi Farnham – yea** to approve Maine Virtual Academy’s Amended 2019-20 Annual Monitoring Report. |
| 6e | Carryover Fund Proposal  A copy of the Carryover Fund Proposal was distributed for review and approval.  The Maine Charter School Commission has access to available “carryover funds” in the amount of $333,921.19. Carryover funds are an available balance of money that was not used in previous fiscal cycles. As a result, these funds have collected in an account and are available for use. This proposal, if approved by the Commission would allow MCSC staff to solicit and execute available carryover funds as an investment in supporting the students of Maine’s public charter schools.  After much discussion, it was agreed upon by the Commission to table the Carryover Fund Proposal. Further deliberation of this item will be deferred to the June Business Meeting when proper consideration can be given, and further information can be provided on the following:   1. The use of these carryover funds and how they can support the Strategic Plan 2. The consideration of future recurring costs on the proposed spending 3. ESSER II and ESSER III funding and the implications on the charter school program   Dr. Fern Desjardins also requested that additional time be spent gathering preliminary feedback from charter schoolteachers with reference to their interest in the Modern Classroom Project.  **Moved by John Bird; seconded by Dr. Fern Desjardins and voted by roll call as follows: John Bird – yea; Dr. Fern Desjardins – yea; Wilson Hess – yea; Shelley Reed – yea; Jim Rier – yea; Nichi Farnham – yea** to table Carryover Fund Proposal until the June Business Meeting. |
| **7** | **Monthly School Portfolio/Data Report** |
| 7a | Preliminary Standardization of Quarterly Financial Reporting  A copy of the Standardized Quarterly Financial Report template was distributed for review and discussion.  The purpose of standard reporting is to help build a state level picture of charter school operations and results and will serve as a stable platform to provide analysis for the Maine Charter School Commission.  Joe Drago, Financial Consultant, was in attendance to present his report. This report was prepared to provide the Commission with a transient “financial snapshot” of the charter school portfolio. |
| **8** | **Executive Director/Commission Staff Report** |
| 8a | U.S News & World Report – “Best Maine High Schools”  Jeremy congratulated Baxter Academy for Technology and Science who recently earned 5th best high school in Maine. |
| 8b | Media Update   * Tapping Trees and debating the CMP corridor on the curriculum at Maine’s newest charter school   Jeremy highlighted the recent Bangor Daily News article “Tapping Trees and debating the CMP corridor on the curriculum at Maine’s newest charter school.” This is a great, comprehensive article accentuating the success of the Ecology Learning Center.  Jeremy also reminded attendees that Rachael Ohm, Education Reporter for the Portland Press Herald, is compiling a story on charter school retrospective, which is anticipated anytime. |
| 8c | Update on Amended 2019-20 Annual Monitoring Reports  Described in previous agenda items 6c and 6d. |
| 8d | Update on SIS Purchase  During the March Business Meeting the Commission voted to approve the purchase of a common unified student information system. Amy Allen shared that she is currently working with Procurement Services to contract with Infinite Campus through 2024. |
| 8e | Strategic Plan Discussion  A draft copy of the Maine Charter School Commission’s Strategic Plan was distributed for review and discussion.  The purpose of this document is to set overall goals for the Maine Charter School Commission and to develop the steps necessary to achieve those goals.  After much discussion, the suggestion of an ad hoc committee was considered and constructed to review, analyze, and provide feedback on the drafted Strategic Plan.  The ad hoc committee formed consists of the following three Commission members: Wilson Hess, Shelley Reed, and John Bird. |
| **9** | **Future Decisions** |
| 9a | Jeremy shared that “Future Decisions” is a new section that has been added to the agenda. The purpose of this section is to inform Commission members of forthcoming approval items. Future items requiring approval are as follows:  June   * Budget Adoption * Strategic Plan Adoption   July   * School Stipend Approval * Per Diem Reimbursement Adoption * Commission Calendar Adoption |
| **10** | **Executive Session** |
|  | Motion to Enter into Executive Session to Discuss a “Personnel Issue”  Motion made at 2:50pm.  **Moved by John Bird; seconded by Shelley Reed and voted by roll call as follows: John Bird – yea; Dr. Fern Desjardins – yea; Wilson Hess – yea; Shelley Reed – yea; Jim Rier – yea; Nichi Farnham – yea** to enter into Executive Session to discuss a “Personnel Issue.” |
| ***Title 1: GENERAL PROVISIONS, Chapter 13: PUBLIC RECORDS AND PROCEEDINGS, Subchapter 1: FREEDOM OF ACCESS, §405. Executive Sessions.*** | |
|  | Return from Executive Session  The Commission returned from Executive Session at 4:00pm. |
| **11** | **Announcements** |
| 8a | This month’s Birthdays  Jeremy shared that Amy Allen celebrated her birthday on May 5th. He also wished Brittiny-Rae Perron, Head of School at ACADIA Academy, and anyone else with a May birthday, “Happy Birthday.” |
| 8b | Next Regular Business Meeting – June 8, 2021 *(Zoom)* |
| **12** | **Public Comment\*** |
|  | Travis Works, Executive Director of Community Regional Charter School was pleased to announce that CRCS has been COVID free since October 2020. |
| **13** | **Adjourn** |
|  | The meeting was adjourned at 4:03pm.  **Moved by John Bird; seconded by Shelley Reed and voted by roll call as follows: John Bird – yea; Dr. Fern Desjardins – yea; Wilson Hess – yea; Shelley Reed – yea; Jim Rier – yea; Nichi Farnham – yea** to adjourn. |