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***DRAFT***

The Maine Charter School Commission held a regular Business Meeting at the **Burton M. Cross Office Building**, Room #103A/B, on **Tuesday, May 7, 2019**

**1. Call to Order and Declare a Quorum**

The meeting was called to order by Commission Chair, Dr. Mike Wilhelm, at 9:31am and a quorum was declared.

Commission members present were: Dr. Mike Wilhelm, Chair; John Bird, Vice Chair; Dr. Fern Desjardins; Shelley Reed; Jim Rier; and Jana Lapoint.

Also present were Bob Kautz, Gina Post, Amy Allen and Cindy Fabbricatore.

**2. Members of the Public Are Asked to Sign In**

Dr. Mike Wilhelm reminded those present to sign-in if they had not already done so.

Members of the public present were: Chad Strout *(MCA)*; Judith Jones *(MACS)*; Roger Brainerd *(MACS)*; Joe Drago; Deborah Emery *(MeAA)*; Tonya Arnold *(MeANS)*; Travis Works – 9:38am *(CRCS)*; Leon Garnett – 9:51am *(Ecology Learning Center)*; and Carrie Branson – 10:09am *(HCA)*.

**3. Reminders:**

* **This meeting is being recorded.**
* **Please turn your cellphones to silent or vibrate.**
* **Private conversations should be held in the hallway and not during the meeting.**

**4. To Consider Action Relative to Additions or Adjustments to the Agenda**

None

**5. To Act Relative to Accepting as Printed the Minutes of the April 2, 2019 Business Meeting.**

No discussion.

**Moved by John Bird; seconded by Shelley Reed and voted unanimously by those present** to accept as printed the minutes of the April 2, 2019 Business Meeting.

**6. To Accept FY19 Budget vs. Actual – May Report**

A copy of the May report was distributed for review.

**Moved by Shelley Reed; seconded by Jana Lapoint and voted unanimously as follows to** accept the FY19 Budget vs. Actual – May Report.

**7. OLD BUSINESS**

**7a. To Consider Second Reading and Approval of Closure Plan**

A copy of the Closure Plan was distributed for review and discussion. The Closure Plan will be checked for grammar, punctuation and spelling before final publication.

**Moved by Shelley Reed; seconded by John Bird and voted unanimously by those present to** approve the Closure Plan subject to editing before distribution.

**8. NEW BUSINESS**

**8a. To Consider and Accept Notification of Cornville Regional Charter School’s Governing Board Chair Resignation – Jason Gayne**

A copy of the resignation was distributed for review and discussion.

**Moved by Laurie Pendleton; seconded by Jana Lapoint and voted unanimously by those present to** accept notification of Cornville Regional Charter School’s Governing Board Chair Resignation – Jason Gayne.

**8b. To Consider and Accept Notification of Maine Academy of Natural Sciences’ Head of School Resignation – Tonya Arnold**

A copy of the resignation was distributed for review and discussion.

**Moved by Jana Lapoint; seconded by Shelley Reed and voted unanimously by those present to** accept notification (“with regret”) of Maine Academy of Natural Sciences’ Head of School Resignation – Tonya Arnold.

**9. REPORTS**

**9a. Chair – Dr. Mike Wilhelm**

Dr. Mike Wilhelm shared that this has been a busy legislative session and that he’s been actively involved in testimony and work sessions on bills that pertain to Maine’s public charter schools.

**9b. Vice Chair – John Bird**

John Bird acknowledged that this is a very active time in the legislature and that members of the State Board of Education’s Legislative Sub-Committee are meeting weekly to discuss the proposed legislation. He commended Roger Brainerd and Judith Jones from MACS on their recent work getting word out about Maine’s public charter schools.

**9c. Executive Director – Bob Kautz**

Performance Framework Meeting

Gina shared that a meeting was held at ACADIA Academy on May 2, 2019 to discuss the proposed Performance Framework. Feedback from those in attendance is expected later in the week and a revised plan incorporating the feedback will be presented at the next Business Meeting.

Legislative Updates

LD 307 – During the work session concerns were raised that a closure decision process for schools had not yet been developed. The bill, if passed, will include language concerning closure. The Majority Report will indicate that the Legislature will be responsible for making decisions regarding closing a school and the Minority Report will indicate that the Commissioner of the Department of Education will make those decisions.

LD 513 – This bill will limit the number of students that virtual public charter schools in Maine can enroll collectively. The proposed number is to cap the enrollment at 1,000 students. This bill will also restrict any future grade expansions keeping the grades served at 7-12.

LD 1638 – This bill will change the way the 7-member Commission is made up. Currently, 3 members are members of the State Board of Education and the remaining 4 members are nominated by the State Board of Education. If passed, there will still be 3 members who also serve on the State Board of Education, but the remaining 4 members will be Governor-appointed. The current bill language would have the 4 non-State Board of Education members removed from the Commission once the bills is enacted into law.

Commission Member Terms

A copy of the current membership roster was distributed for review and discussion. Bob shared that he has spoken with Sarah regarding seat end time versus actual replacement. Currently there is no language in charter school statute regarding holdover. Sarah is checking with her colleagues to see if there’s anything in a general statute that the Commission may be able to use when filling seats going forward.

Bob shared that Dr. Mike Wilhelm and Dr. Fern Desjardins are both up for reappointment (terms end on 6/30/19).

Proposed Intervention Plan Discussion

Gina shared a copy of the intervention flowchart and intervention plan that Oregon currently uses. Recent feedback from the Education and Cultural Affairs Committee indicates that they would like for the Charter School Commission to have a documented process of intervention and decision-making process for the closing of a school. Gina will adapt the flowchart to meet our needs and bring to the next Business Meeting for approval. (Motion to continue intervention protocol for the June meeting).

**Moved by Shelley Reed; seconded by Jana Lapoint** and voted as follows – 6 (yes); 1 (absent) – to continue intervention protocol for June meeting.

**9d. Director of Program Management – Gina Post**

MCA Contract

Gina shared that staff is currently working with MCA on its new charter contract and hopes to have the contract ready for Commission review at the June Business Meeting.

Exit Interviews

The Authorizer Evaluation conducted by NACSA recommended that the Commission conduct an exit survey for students who unenrolled from the charter schools. Gina has developed an exit interview that will be done via phone by office staff. Families with unenrolled students (in school year 2018-19) will receive a letter explaining the exit interview process. The goal is to have a random 20% of families of unenrolled students from each school (or a minimum of 10) participate in the exit interview. Once the interviews are completed, results will be used for monitoring purposes and will be shared with the Commission and each individual school. These interviews will be conducted in July.

Graduation Study

Lisa Plimpton has continued work on the Graduation Study. This study is being done to give the Commission and the schools information on the schools’ previous graduates and their success after graduation. Lisa is setting up a Maine Charter School Commission account with the National Student Clearinghouse and has met with all schools that currently graduates students to discuss the study and has begun work on the non-college tracking plan.

Site Visit Manual

Gina shared that staff have been working to revise the site visit process for some time now and were fortunate to get some free technical assistance from NACSA. All revised site visit information has been compiled into a Site Visit Manual (which all schools have received) that will serve to inform schools and the Commission’s visiting team of the purpose, process, and outcomes of the visit itself. Site visits have shifted to a MCSC staff/consultant visit team rather than a team composed of MCSC staff and Commission members. The site visit will result in a written report approximately 6 weeks after the visit rather than incorporating the visit details into the annual monitoring report. This site visit report will become an attachment to the annual monitoring report.

End of Year Monitoring Visit Schedule

This year we are using the Visit Table developed by the Commission last year. This table differentiates monitoring from year to year and allows the Commission to conduct additional or fewer visits as deemed necessary. For the 2018-19 school year, 3 schools have a 2-day visit; 5 schools have a 1-day visit; and one school will not have a visit (document review only). All schools will have the annual desk audit of required reports.

Gina shared that staff is currently working with schools to finalize the dates for the end of year visits and once confirmed will get the dates out to all members of the Commission. Commission members can attend if they wish but it is not mandatory to do.

Panorama School Climate Survey

Panorama School Climate Surveys launched on April 22, 2019 and the survey window will close on Friday, May 10th. MeANS will have a later survey window due to its unique school year. Students, families, teachers, and staff are asked to provide feedback which will be available on the Panorama dashboard for each school administrator (school only) and for MCSC staff (all 9 schools).

Website Update

The anticipated date of release for the test site is May 17th and the hope is to have the new website available to the public by the end of May. We will do a demonstration of the new site at the June Business Meeting.

NACSA Recommendations

Gina shared a list of the recommendations that NACSA had given during the Authorizer Evaluation process. This listed shows the status of each recommendation – Completed, In Progress, or Incomplete. Of the 20 recommendations listed, 10 have been completed and 7 are currently in progress.

**10. ANNOUNCEMENTS**

**10a. Turn in Expense Vouchers at the End of the Meeting**

**10b. Next Business Meeting Date – June 4, 2019** *(Maine Arts Academy, 8 Goldenrod Lane, Sidney)*

**10c. Graduation Dates:**

* Baxter Academy of Technology and Science (June 1st, 11:00am/Merrill Auditorium)
* Harpswell Coastal Academy (June 7th, 1:00pm/HCA Middle School, 9 Ash Point Road, Harpswell)
* Maine Academy of Natural Sciences (July 19th/Threshold Banquet and August 2nd Graduation)
* Maine Arts Academy (June 8th, 6:00pm/Augusta Civic Center)
* Maine Connections Academy (June 6th, 3:00pm/Augusta Civic Center
* Maine Virtual Academy (June 7th/Augusta Civic Center)

**11. OTHER COMMENTS FROM COMMISSION MEMBERS**

None

**12. PUBLIC COMMENT**

Roger Brainerd shared that next week is National Charter School Week.

Judith Jones shared that it will be important for schools to testify at the public hearing for LD 1638. Schools need to let the Education and Cultural Affairs Committee know how the Charter School Commission functions and what the Commission brings to the schools.

Reminder that applications for a new public charter school are due no later than 5:00 pm on June 21, 2019.

**13. ADJOURN** – Meeting was adjourned at 12:01pm.

**Moved by Dr. Fern Desjardins; seconded by Shelley Reed and voted unanimously by those present to** adjourn.