***February 14, 2023 Commission Meeting Minutes Approved by Commission Vote on***

***March 14, 2023***

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

**Tuesday, February 14, 2023**

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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 1:06pm and a quorum was declared.Commission member(s) present were Wilson Hess, Norm Higgins, Tom Keller (*via Zoom*), Tori Kornfield, Jim Handy, and Nichi Farnham.Commission member(s) absent were: Leigh Weisenburger Albert.Also present were Lana Ewing, Amy Allen (*via Zoom*), and Dania Heard.*Commission member, Jim Handy, 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. Lana 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**Chair Hess opened the meeting with a brief overview of the history of Saint Valentine’s Day. |
| 3b | **Committee Reports*** Tori Kornfield - 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.
* Norm Higgins - Chair, Ad-Hoc Search Committee - reported on the work being done by the Committee.
* Wilson Hess - Chair, Executive Committee - reported on the work being done by the Committee.
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| 3c | **Additions or Adjustments to the Agenda***None* |
| 4 | **Meeting Minutes Approval** |
| 4a | To Consider the Minutes from the January 10, 2023 Commission MeetingA copy of the draft minutes was distributed for review and consideration. **Moved by Nichi Farnham; seconded by Tori Kornfield, and voted by roll call vote as follows** - Nichi Farnham (yes), Jim Handy (yes), Wilson Hess (yes), Norm Higgins (yes), Tom Keller (yes), and Tori Kornfield (yes) --to approve the minutes from the January 10, 2023 Commission Meeting. |
| **5** | **Public Comment\*** |
|  | *None* |
| **6** | **Presentations** |
| 6a | *None* |
| **7** | **Executive Director/Commission Staff Report** |
| 7a | School Updates* Michelle Michaud - a Behavioral Health Professional at ACADIA Academy - was given the Red Cross Lifesaving Award for helping save the life of a young student who was choking.
* PackGen donated robots to Baxter Academy for Technology and Science. These robots were initially purchased for their packaging plan in Auburn, but did not meet the needs of the facility. The school is excited to develop a partnership with PackGen as they need a collaborative and innovative workforce. The robots will be used in a CAD (high level computer design class).
* Community Regional Charter School was selected to receive Pre-K Expansion Grant from the MDOE.
* Two teachers from Maine Arts Academy – Nate Archibald and Jeri Pitcher - were nominated for County Teacher of the Year.
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| 7b | Organizational Updates* 2021-22 Annual Report to the Commissioner
	+ An overview of the report was given reminding Commission members that the report is required by statute. Statute states that the report must be filed within 150 days of the end of each school year summarizing the strategic vision for chartering and progress toward achieving that vision, the performance of all operating charter schools, the status of the portfolio, oversight and services provided, and the total amount of funds collected. Key pieces included in the report are chronic absenteeism rates and 4-year graduation rates which aren’t certified by the MDOE in time to meet the statutory requirement so an extension request must be submitted each year in order to submit a complete report.
* Preview of coming attractions with data
	+ Staff is working closely with our national partners to put context to our data as data is essential to making high stakes decisions (i.e., renewal). A real challenge in telling the story is the small “N” size and the suppression of data reported to the public.
* Contract with NACSA
	+ Staff reported that David Hartman’s work on two major projects – the hiring of an Executive Director and the HCA closure - continues to be impressive. The contract with NACSA will continue through the end of the fiscal year.
* HCA Closure
	+ HCA continues to be a great partner throughout the closure process and is abiding by all the legalities surrounding the dissolution. Currently, HCA staff is working on a comprehensive inventory which will help inform the financial outlook on June 30th. Commission staff plans to visit the school this spring.
* Maine Connections Academy Enrollment Increase Request
	+ As the Commission considers the school’s request, staff shared that the current waitlist has 301 students interested in enrolling.
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| 7c | Legislative Update* The Commission was invited to give a brief orientation of the work being done to the Education and Cultural Affairs Committee. On February 1st, Lana and Tori were both present in Augusta to present and answer questions from the Committee.
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| 7d | Media Update* A Former Maine Veterans’ Homes site in Augusta will become home to Maine Arts Academy.
* Maine Arts Academy eyes to move to a bigger campus in Augusta after outgrowing its Sidney location.
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| **8** | **Monthly School Portfolio/Data Report** |
| 8a | 2021-22 Certified Graduation Rates and Chronic Absenteeism Staff hoped that these rates would be published by the MDOE in time to report during the meeting. Unfortunately they haven’t been so will look to the next meeting to share this information. |
| **9** | **Unfinished Business** |
| 9a | *None* |
| **10** | **New Business Requiring Approval and/or Acceptance** |
| 10a | To Consider the Acceptance of the 2021-22 Annual Report to the Commissioner A copy of the draft report was distributed for review and consideration. The report will be sent to Commissioner Makin and the Education and Cultural Affairs Committee no later than Friday, February 17th. The Commission expressed interest in discussing the report with the Commissioner. An invitation will be extended for her to join an upcoming Commission Meeting. **Moved by Nichi Farnham; seconded by Jim Handy, and voted by roll call vote as follows** - Nichi Farnham (yes), Jim Handy (yes), Wilson Hess (yes), Norm Higgins (yes), Tom Keller (yes), and Tori Kornfield (yes) --to accept the 2021-22 Annual Report to the Commissioner. |
| 10b | To Consider the Approval of Maine Connections Academy’s Request to Increase Enrollment A copy of the request was distributed for review and consideration. **Moved by Nichi Farnham; seconded by Tori Kornfield, and voted by roll call vote as follows** - Nichi Farnham (yes), Jim Handy (yes), Wilson Hess (yes), Norm Higgins (yes), Tom Keller (yes), and Tori Kornfield (yes) --to approve Maine Connections Academy’s request to increase enrollment to 500 students. |
| **11** | **New Business Requiring Notification and Acceptance** |
| 11a | New Governing Board Members: *None*Resignations: *None*Term Outs: *None*No formal action required by the Commission. |
| 11b | FY23 Budget vs. Actual ReportA copy of the dashboard report was presented for review.No formal action required by the Commission. |
| **12** | **Future Topics** |
| 12a | March* Strategic Plan Update

April* Mid-Year Check-In Meetings Update
* Review Renewal Timeline for Maine Connections Academy
* Preview Proposed FY24 Commission Budget
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| **13** | **Announcements** |
| 13a | Important Dates* March 31 NCSI PD Session
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| 13b | Next Regular Business Meeting – March 14, 2023(Baxter Academy for Technology and Science, 185 Lancaster Street, Portland) |
| **14** | **Adjourn**  |
|  | Chair Hess declared adjournment at 2:50pm 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.*