

# Maine Charter School Commission

## **June 5, 2018 Business Meeting Minutes Accepted as Written by Commission Vote on August 8, 2018**

The Maine Charter School Commission held a regular Business Meeting at the **Burton M. Cross Office Building**, Room #103A/B, on **Tuesday, June 5, 2018**

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

The meeting was called to order by Commission Chair, Laurie Pendleton, at 9:36am and a quorum was declared.

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

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

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

Laurie Pendleton reminded those present to sign-in if they had not already done so.

Members of the public present were: Roger Brainerd and Judith Jones (*MACS*); Tom Tracy; Micah Depper (*Harpwell Coastal Academy*); Joe Drago; Jacinda Cotton-Castro (*Fiddlehead School of Arts & Sciences*); Michele LaForge, Dan Amory, Kelli Pryor and Wendy Betts (*Baxter Academy for Technology and Science*); Don Dunfee (*Cottage Ministries*); Tonya Arnold (*Maine Academy of Natural Sciences*); Andy Cashman (*PretiFlaherty*) and Leon Garnett.

### **3. Reminders:**

- ✓ **This meeting is being recorded. MACS is video recording and the Charter Commission is audio recording.**
- ✓ **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**

Shelley Reed requested an opportunity to share her thoughts about the recent monitoring visits. This will be added as Item #9G.

Motions need to be added to the Performance Framework in order to approve the signing of renewal charter contracts.

Discussion of the need for a July Business Meeting will be added as Item #8i.

**Moved by John Bird; seconded by Jana Lapoint and voted unanimously by those present to** add these items to the agenda.

### **5. To Act Relative to Accepting as Printed the Minutes of the May 1, 2018 Business Meeting (Attached)**

No discussion.

**Moved by John Bird; seconded by Shelley Reed and voted unanimously by those present to** accept as printed the minutes of the May 1, 2018 Business Meeting.

**6. To Accept FY18 Budget vs. Actual – June 1 Report**

A copy of the report was distributed for review and discussion. Bob Kautz shared that the percentage currently being withheld from schools for oversight will be looked at again after the October 1 enrollment counts.

**Moved by Dr. Mike Wilhelm; seconded by Jim Rier and voted unanimously by those present to** accept the FY18 Budget vs. Actual – June 1 Report.

**7. OLD BUSINESS**

**7a. To Consider and Approve Fiddlehead School of Arts & Sciences' Request to Amend Bylaws (Attached)**

**Moved by Shelley Reed; seconded by Jana Lapoint and voted unanimously by those present to** approve Fiddlehead School of Arts & Sciences' Request to Amend Bylaws.

**7b. To Consider and Approve Performance Framework for Baxter Academy for Technology and Science's Renewal Charter Contract**

Motion to authorize the adoption of the renewed charter contract for Baxter Academy on the condition that Baxter Academy submit by June 25, 2018 a revised Performance Framework consistent with the guidance provided by Maine Charter School Commission staff.

**Moved by John Bird; seconded by Dr. Mike Wilhelm and voted unanimously by those present to** authorize the adoption of the renewed charter contract for Baxter Academy on the condition that Baxter Academy submit by June 25, 2018 a revised Performance Framework consistent with the guidance provided by Maine Charter School Commission staff.

Motion to authorize Chair Pendleton to review and approve the Performance Framework and sign the renewed charter contract.

**Moved by Dr. Mike Wilhelm; seconded by John Bird and voted unanimously by those present to** authorize Chair Pendleton to review and approve the Performance Framework and sign the renewed charter contract.

**7c. To Consider and Approve Performance Framework for Fiddlehead School of Arts & Sciences Renewal Charter Contract (Attached)**

**Moved by Shelley Reed; seconded by Dr. Mike Wilhelm and voted unanimously by those present to** approve Performance Framework for Fiddlehead School of Arts & Sciences' Renewal Contract.

Motion to approve and sign the amended renewal charter contract for Fiddlehead School of Arts & Sciences

**Moved by John Bird; seconded by Shelley Reed and voted unanimously by those present to** approve and sign the amended renewal charter contract for Fiddlehead School of Arts & Sciences.

**7d. To Consider and Approve Performance Framework for Harpswell Coastal Academy's Renewal Charter Contract (Attached)**

*Note – On Page 6, Measures read 1,3,4 and should read 1,2,3.*

**Moved by Dr. Mike Wilhelm; seconded by John Bird and voted unanimously by those present to approve Performance Framework for Harpswell Coastal Academy's Renewal Contract.**

Motion to approve and sign the amended renewal charter contract for Harpswell Coastal Academy

**Moved by John Bird; seconded by Dr. Mike Wilhelm and voted unanimously by those present to approve and sign the amended renewal charter contract for Harpswell Coastal Academy.**

**8. NEW BUSINESS**

**8a. To Accept Notification of Two New Governing Board Members at Harpswell Coastal Academy – Sue Priest and Alan Yuodsnukis (*Attached*)**

**Moved by John Bird; seconded by Shelley Reed and voted unanimously by those present to accept notification of two new Governing Board members at Harpswell Coastal Academy.**

**8b. To Accept Notification of New Governing Board Member at Fiddlehead School of Arts & Sciences – Vincent Micale (*Attached*)**

**Moved by Shelley Reed; seconded by John Bird and voted unanimously by those present to accept notification of new Governing Board member at Fiddlehead School of Arts & Sciences.**

**8c. To Accept Notification of the Resignation of Michele LaForge as Head of School at Baxter Academy (*Attached*)**

**Moved by Jana Lapoint; seconded by Dr. Fern Desjardins and voted unanimously by those present to accept notification of the resignation of Michele LaForge as Head of School at Baxter Academy.**

**8d. To Accept Notification from MeANS that Tonya Arnold's Title Has Changed from Principal to Head of School (*Attached*)**

**Moved by John Bird; seconded by Shelley Reed and voted unanimously by those present to accept notification from MeANS that Tonya Arnold's title has changed from Principal to Head of School.**

**8e. To Accept Notification of Changes at Baxter Academy – Peter Montano return to the Governing Board as Board Treasurer; Kim Gustafson resignation from the Governing Board; and Kathy Finnell as contract CFO (*Attached*)**

**Moved by Jana Lapoint; seconded by John Bird and voted as follows to accept notification of changes at Baxter Academy:**

(6) – YES; (1) – Shelley Reed had stepped out of the meeting and therefore did not vote.

**8f. To Consider and Approve Maine Virtual Academy's Revised Performance Framework**

**Moved by Dr. Mike Wilhelm; seconded by Dr. Fern Desjardins and voted unanimously by those present to approve Maine Virtual Academy's Revised Performance Framework.**

There was discussion regarding some changes that need to be made to the Performance Framework. Changes are as follows - language "meet or exceed" in Proficiency Targets will be removed and replaced with "will score proficient" and in

the survey, "state sponsored" will be revised to read "Commission sponsored" and "school created" survey will be changed to read "Panorama".

**Moved by Shelley Reed; seconded by Dr. Mike Wilhelm and voted unanimously by those present to** approve Maine Virtual Academy's Revised Performance Framework as amended.

**8g. To Consider and Approve Benefits for Staff Positions as Recommended by NACSA Study**

Proposal requesting 34 days (272 hours) of paid time off per fiscal year was distributed for review and approval.

**Moved by Dr. Mike Wilhelm; seconded by Jim Rier and voted unanimously by those present to** approve benefits for staff positions as recommended by NACSA study.

**8h. To Consider and Approve FY19-FY21 Budget Program**

A copy of the FY19-FY21 Budget Program was distributed for review.

**Moved by Dr. Mike Wilhelm; seconded by Shelley Reed and voted unanimously by those present to** approve the FY19-FY21 Budget Program.

**8i. To Consider and Approve Cancellation of the July 3, 2018 Business Meeting**

Motion to not have July 3, 2018 Business Meeting and move any business to the August 7, 2018 Business Meeting.

**Moved by Shelley Reed; seconded by John Bird and voted unanimously by those present to** cancel the July 3, 2018 Business Meeting and move any business to the August 7, 2018 Business Meeting.

**9. REPORTS**

**9a. Chair – Laurie Pendleton**

A copy of the Policy for the Election of Officers was distributed for review and discussion. A nominating committee consisting of Shelley Reed and Dr. Fern Desjardins was formed. They will contact candidates to discuss the Chair and Vice Chair openings and will recommend appointments to those positions at the August Business Meeting.

**9b. Vice Chair – Dr. Mike Wilhelm**

No report given.

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

Bob shared that ACADIA has started on the expansion project as planned in the initial application. Their goal is to have construction completed before the start of school in the fall.

Bob also shared that he attended the graduation ceremonies for Baxter Academy and Snow Pond Arts Academy.

**9d. Program Manager – Gina Post**

Gina shared that MeVA has hired White Barn Center for Research to conduct its Independent Third Party Evaluation. This report should be ready in January 2019.

**9e. Update from Finance Subcommittee**

Dr. Mike Wilhelm reiterated Bob's comments from earlier in the meeting that any adjustment to the percentage withheld for oversight purposes (**currently 2.25%**) will wait until after the October 1 enrollment counts. Any return of funds to schools will also be considered at that time.

**9f. Update from RFP Subcommittee**

Bob Kautz shared that the RFP Subcommittee met to review applications from two different states – Washington and Tennessee and that the application from Washington was preferred as it's a more recently developed application and created it in conjunction with NACSA.

Bob also shared that states that have tried a 2-step application process have found that it doesn't save time for the schools nor for the authorizing committees so have ultimately returned to a 1 step process.

More work needs to be done but it's important to note that Fluid Review will need to be updated which will be extremely time consuming. Discussion will have to take place regarding whether this work is contracted out or handled by Commission staff.

**9g. Discussion Regarding Monitoring Visits**

In response to some of the changes being discussed regarding how Monitoring Visits are conducted, Shelley Reed shared observations from the visits that she has attended so far, this year. She indicated that as decisions about how these visits will be conducted it will be important to take into consideration the different ways that Commission members process information and to determine what information each of them needs in order to make authorizing decisions.

The Site Visit Protocol Subcommittee will meet to discuss further.

**10. ANNOUNCEMENTS**

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

**10b. Next Business Meeting Date – August 7, 2018**

**10c. Graduation/5<sup>th</sup> Grade Celebration Dates and Information:**

- **June 7 – Maine Connections Academy (3:00pm/Augusta Civic Center)  
No Invitation Required  
(Approximately 56 Graduates)**
- **June 8 – Fiddlehead School of Arts & Sciences (1:30pm)**
- **June 8 – Harpswell Coastal Academy (1:00pm/Middle School)  
No Invitation Required  
(Approximately 25 Graduates)**
- **June 8 – Maine Virtual Academy (2:00pm/Augusta Civic Center)  
Invitation Required  
(54 Graduates)**
- **August 3 – MeANS (6:00pm/Moody Chapel, KVCC)  
Invitation *May* Be Required  
(Anticipated 36 Graduates)**

**11. PUBLIC COMMENT**

Roger Brainerd from MACS indicated that the Charter Council may be using the remainder of the grant money to help schools even though Zoe has left for another position. He also shared that they will look at a state entities grant but probably not until next year.

Roger also reminded the attendees about the conference in Texas. MACS has three free registrations if interested in attending. Currently there are representatives from Cornville, MeANS, MCA and MACS that are registered.

**12. ADJOURN – Meeting was adjourned at 12:33pm.**

**Moved by Jana Lapoint; seconded by Dr. Mike Wilhelm and voted unanimously by those present to adjourn.**