***October 8, 2019 Business Meeting Minutes Approved by Commission Vote on November 12, 2019***

The Maine Charter School Commission held a regular Business Meeting in Room #541 of the Cross Office Building - Augusta, on **Tuesday, October 8, 2019**

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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 1:04pm and a quorum was declared.  Commission members present were: Laurie Pendleton, Nichi Farnham, Dr. Fern Desjardins, Shelley Reed, Jim Rier and Jana Lapoint.  Also present were Bob Kautz, Gina Post, Amy Allen and Jasmine Canwell. |
| **2** | **Reminders** |
|  | This meeting is being recorded. |
|  | Please turn your cellphones to silent or vibrate. |
|  | Private conversations should be held in the hallway. |
|  | Members of the public are asked to sign in. |
| **3** | **Additions or Adjustments to the Agenda** |
|  | Add Item #4g – To Accept Proposed Pilot Performance Framework for Baxter Academy of Technology and Science  Shelley Reed requested adding “Personal Recognition” after the School Liaison Reporting Section of the Agenda. |
| **4** | **Requires Approval by the Commission** |
| 4a | Minutes from the September 10, 2019 Business Meeting  No discussion  **Moved by Shelley Reed; seconded by Dr. Fern Desjardins and voted unanimously by those present** to approve as printed the minutes of the September 10, 2019 Business Meeting. |
| 4b | FY20 Budget vs. Actual – October Report  No discussion  **Moved by Jim Rier; seconded by Shelley Reed and voted unanimously by those present** accept the FY20 Budget vs. Actual – October Report. |
| 4c | Cornville Regional Charter School’s Request to Change School Name  A copy of the request to change the school name from Cornville Regional Charter School to Community Regional Charter School was distributed for review and discussion.  **Moved by Shelley Reed; seconded by Laurie Pendleton and voted unanimously by those present** to approve Cornville Regional Charter School’s name change to Community Regional Charter School. |
| 4d | Harpswell Coastal Academy’s Request to Add 5th Grade  A copy of the request and supporting documentation to add 5th grade for the 2020-21 school year was distributed for review and discussion.  **Moved by Shelley Reed; seconded by Dr. Fern Desjardins and voted unanimously by those present** to approve Harpswell Coastal Academy’s Request to add 5th grade for the 2020-21 school year. |
| 4e | Maine Academy of Natural Sciences’ Request for Professional Development Funds  A copy of the Professional Development Fund Request form was distributed for review and approval. The school is requesting $1,500 to provide training and education to the MeANS Board of Directors, administration and staff on Special Education laws and regulations.  **Moved by John Bird; seconded by Shelley Reed and voted unanimously by those present** to approve Maine Academy of Natural Sciences’ request for professional development funds.   |  | | --- | |  | |
| 4f | NWEA Proposed Growth Targets for Schools  A grid showing proposed growth targets (projected growth) for each school was distributed for review and discussion.  **Moved by Laurie Pendleton; seconded by John Bird and voted unanimously by those present** to approve NWEA proposed growth targets for schools. |
| 4g | To Approved Proposed Pilot Performance Framework for Baxter Academy of  Technology and Science for School Year 2018-19 Reporting  **Moved by Shelley Reed; seconded by Jana Lapoint and voted unanimously by those present**  to approve proposed pilot performance framework for Baxter Academy of Technology and  Science for school year 2018-19 reporting. |
| **5** | **Requires Notification to and Acceptance by the Commission** |
| 5a | Baxter Academy’s New Administrators  A copy of a letter sent from Baxter Academy for Technology and Science announcing Chad Strout as Head of School and Lauren Arnold as Dean of Students was distributed for review and discussion.  **Moved by Jana Lapoint; seconded by Laurie Pendleton and voted unanimously by those present** to accept notification of Baxter Academy’s new administrators. |
| 5b | Maine Academy of Natural Sciences’ New Governing Board Members  Copies of Governing Board Member Information Sheets for Kim Patnode, Sally Beaulieu and Scott Byrd were distributed for review and discussion.  **Moved by John Bird; seconded by Jana Lapoint and voted unanimously by those present** to accept notification of Maine Academy of Natural Sciences’ new governing board members. |
| 5c | Maine Arts Academy’s New Governing Board Members  Copies of Governing Board Member Information Sheets for Andrew Landry, Timothy Rector, and Linda Warner were distributed for review and discussion.  **Moved by John Bird; seconded by Jana Lapoint and voted unanimously by those present** to accept notification of Maine Arts Academy’s new governing board members. |
| **6** | **Executive Director/Commission Staff Report** |
|  | ***School-Related Items:*** |
| 6a | Maine Virtual Academy Renewal Update  Bob shared that Maine Virtual Academy’s Renewal Application was received by the September 30, 2019 deadline and that it’s posted on the Commission’s website. The Renewal Visit and Public Hearing are scheduled for October 15, 2019. Both will be held at Maine Virtual Academy in Augusta. |
| 6b | NWEA Training Report  Gina shared that the first of three NWEA training days for the 2019-20 school year was held on September 24, 2019 at the Augusta Civic Center. All schools had attendees. The remaining trainings will be held on January 21, 2020 and May 5, 2020. |
| 6c | School Leader and Board Chairs Workshop Update  Bob shared that the workshop was held on September 16, 2019 at the Augusta Civic Center. All schools were represented by both school staff and governing board members. A copy of the agenda was distributed for review. Topics discussed were PEPG, $40,000 teacher salary implementation, food service, certification, vaccinations and staff/student data. |
| 6d | Site Visit Reports  Gina shared that Site Visit Reports are being written describing findings from end of year visits. Meetings will be held with each school to discuss their report. The reports will become part of the annual end of year monitoring reports. |
|  | ***Commission-Related Items:*** |
| 6e | Bates College Session  On October 10, 2019, at Bates College there will be a presentation, “Navigating the Facts About Maine’s Charter Schools”. Bob will be presenting to Bates College education staff and students and it is open to the public. Shelley and Jana said they will join this presentation. |
| 6f | MSMA Fall Conference  Bob shared that the MSMA accepted the Commission’s clinic proposal for the annual fall conference. The Commission will present on October 24, 2019 from 3:40pm – 4:45pm. Fern and Laurie will represent the Commission and Roger will represent MACS. |
| 6g | NACSA Leadership Conference  Bob shared that this year’s NACSA Leadership Conference will be held October 21-24, 2019 in St. Louis, MO. Bob, Gina, Shelley and Jana will be representing the Commission. |
| 6h | National Alliance for Public Charter Schools Lunch Report  Jed Wallace representing the National Alliance for Public Charter Schools was in Portland on September 26, 2019 to discuss Maine’s current legislative climate. Gina and Jana attended the presentation. |
| 6i | SharePoint Access Update  Amy shared that links to the Record Retention section of the Commission’s SharePoint site were recently emailed to all Commission members. |
| 6j | State Board of Education Commission Member Update  Bob shared that there is no update at this time. Jana Lapoint, whose State Board of Education seat expired on September 29th, will continue to serve on both the State Board and the Charter Commission until a replacement is appointed. |
| **7** | **Monthly School Portfolio/Data Report** |
| 7a | Governing Boards Update  Gina shared a list of each school’s Governing Board members along with information when each board meets. She also shared screenshots from Epicenter showing submission compliance statistics for each school. |
| **8** | **Comments from Commission Members** |
| 8a | Chair – Nichi Farnham  Nichi asked for feedback on the new Business Meeting agenda format and shared that at future meetings she may have someone read the Law and Adopted Mission included on the agenda at the beginning of each meeting. She also congratulated John Bird on the publication of his new book. |
| 8b | Vice Chair – John Bird  John shared his experience writing his new book, “Rockland, ME: RISE AND RENEWAL”. He said that it took 3 years to complete and indicated that there is a 4 ½ minute video on the Rockland Historical Society’s website introducing the book. |
| 8c | School Liaisons  Fern shared that she has spoken with Jacinda recently and that Fiddlehead is currently in its 4th week with the addition of 6th grade. It’s going well and they are looking at space for next year.  Jana shared that she has been attending Baxter’s governing board meetings and is learning a lot from in the process. |
| ***Personal Recognition:* Jana Lapoint was honored for her eight years of service on the Maine Charter School Commission. She was given a framed certificate and a bouquet of flowers. Shelley Reed spoke of the Commission’s admiration of Jana’s passion, dedication, and enthusiasm for public education.** | |
| **9** | **Announcements** |
|  | Turn in Travel and Expense Vouchers |
|  | Next Business Meeting – November 12, 2019 *(Augusta Civic Center – Piscataquis/Sagadahoc Room)* |
| **10** | **Public Comment\*** |
|  | Roger Brainerd from MACS shared that he and Judith will be in Denver next week. Judith and Emanual Pariser, from MeANS, will be presenting on MeANS’ Threshold Program.  Clarification was given on whether public charter school staff and board members were eligible to attend the annual MSMA Fall Conference. Staff and board members are unable to attend because charter school governing boards are not publicly elected.  Bob introduced Walter Wallace as Maine Connection Academy’s new Head of School. |
| **11** | **Adjourn** |
|  | The meeting was adjourned at 3:08pm.  **Moved by Dr. Fern Desjardins; seconded by Laurie Pendleton and voted unanimously by those present** to adjourn. |

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