***June 9, 2020 Business Meeting Minutes Approved by Commission Vote on August 11, 2020***

The Maine Charter School Commission held a regular Business Meeting via Zoom on **Tuesday, June 9, 2020**

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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 1:02pm and a quorum was declared.  Commission members present were: Nichi Farnham, John Bird, Shelley Reed, Dr. Fern Desjardins, Jana Lapoint and Jim Rier.  Also present were Bob Kautz, Gina Post, Amy Allen and Jasmine Canwell. |
| **2** | **Reminders** |
|  | This meeting is being held as a Zoom webinar and protocol will be followed. A brief presentation of how the meeting will be conducted will be shared. |
| **3** | **Additions or Adjustments to the Agenda** |
|  | Bob Kautz requested adding “Ecology Learning Center Update” under the School Liaison Reporting Section of the Agenda. |
| **4** | **Requires Approval by the Commission** |
| 4a | Minutes from the May 12, 2020 Business Meeting  No discussion.  **Moved by John Bird; seconded by Shelley Reed and voted by roll call as follows: John Bird – yea; Dr. Fern Desjardins – yea; Nichi Farnham – yea; Jana Lapoint – yea; Shelley Reed – yea; Jim Rier – yea** to approve as printed the minutes of the May 12, 2020 Business Meeting. |
| 4b | FY20 Budget vs. Actual – June Report  A copy of the June report was distributed for review and discussion.  **Moved by Jim Rier; seconded by Shelley Reed and voted unanimously by roll call as follows: John Bird – yea; Dr. Fern Desjardins – yea; Nichi Farnham – yea; Jana Lapoint – yea; Shelley Reed – yea; Jim Rier – yea** toaccept the FY20 Budget vs. Actual – June Report. |
| 4c | To Consider and Approve Harpswell Coastal Academy’s Request to Amend School Schedule  A copy of Harpswell Coastal Academy’s Request to Amend School Schedule was distributed for review and discussion.  The request is to have remote learning for students in Division 3 and on an as-needed basis for students in lower grades. The proposal indicated that remote learning could include up to 60% of a student’s week.  **Moved by Shelley Reed; seconded by John Bird and voted by roll call as follows: John Bird – yea; Dr. Fern Desjardins – yea; Nichi Farnham – yea; Jana Lapoint – yea; Shelley Reed – yea; Jim Rier – yea** to approve Harpswell Coastal Academy’s Request to Amend School Schedule. |
| 4d | To Consider and Approve Maine Virtual Academy’s Completion of Charter Renewal Stipulations  On November 12, 2019, the Maine Charter School Commission voted to renew Maine Virtual Academy’s charter contract for a period of 5 years, with contract stipulations.  The Review Team believes MEVA has made sufficient progress toward completing the Contract Stipulations enough to allow the school to enter into a second charter contract with the Maine Charter School Commission. The Review Team will develop a plan for MEVA to submit interim reports on its goals and progress and will continue to review the school’s progress as part of its annual monitoring.  **Moved by Nichi Farnham; seconded by John Bird and voted by roll call as follows: John Bird – yea; Dr. Fern Desjardins – yea; Nichi Farnham – yea; Jana Lapoint – yea; Shelley Reed – yea; Jim Rier – yea** to approve Maine Virtual Academy’s Completion of Charter Renewal Stipulations. |
| 4e | To Consider and Approve the Maine Charter School Commission’s FY21 Budget  A copy of the Maine Charter School Commission’s proposed FY21 budget and budget notes was distributed for review and approval.  **Moved by Jim Rier; seconded by Shelley Reed and voted by roll call as follows: John Bird – yea; Dr. Fern Desjardins – yea; Nichi Farnham – yea; Jana Lapoint – yea; Shelley Reed – yea; Jim Rier – yea** to approve the Maine Charter School Commission’s FY21 Budget. |
| **5** | **Requires Notification to and Acceptance by the Commission** |
|  | None |
| **6** | **Monthly School Portfolio/Data Report** |
| 6a | Panorama Survey Participation Update  Gina shared that the two virtual schools, Maine Connections Academy and Maine Virtual Academy were the only schools to participate in the Panorama Survey. Due to the current COVID pandemic, brick and mortar schools were not asked to participate. Each school’s goals for next year will be due at the beginning of the school year. |
| 6b | Enrollment Update  A copy of the data was distributed for review. |
| **7** | **Executive Director/Commission Staff Report** |
|  | ***School-Related Items:*** |
| 7a | Graduation Updates  Amy shared that many of the schools were planning safe, creative ways to hold graduation ceremonies during the COVID pandemic. |
|  | ***Commission-Related Items:*** |
| 7b | Governing Board Trainings Update  Bob shared that real time attendance at governing board trainings could be better. Unfortunately, there is no way for Commission staff to track those who may be viewing the recordings at a later time. Preliminary feedback from governing board members has been mixed in terms of pace and content presented. |
| 7c | Election of Officers Discussion  Bob shared that in July the Commission will vote on the election of officers. |
| **8** | **Comments from Commission Members** |
|  | Chair – Nichi Farnham  None |
|  | Vice Chair – John Bird  John Bird commented that if eligible to continue serving as Vice-Chair of the Commission, he would be honored to serve with Nichi Farnham as Board Chair. |
|  | School Liaisons  Dr. Fern Desjardins shared that she has been attending Fiddlehead’s governing board meetings and has been very impressed. She said their board works very well together and commends Bill Doughty, the Board Chair for his strong leadership.  Jana Lapoint shared that Baxter Academy’s graduation is scheduled for June 14th at the Saco Drive-In. Ninety graduates and their families are anticipated to attend. She also commended the students of Baxter for their achievements in the construction of a working ventilator. Lastly, she was very optimistic with the recent leadership changes at Baxter.  Shelley Reed shared that on May 29th, she and Bob Kautz had the opportunity to tour the facility that the Ecology Learning Center was looking to purchase. She stated that she was very pleased with the facility and the communal support that the school was receiving. |
| ***Ecology Learning Center Update:* Leza Packard, Head of School for the Ecology Learning Center shared several updates on the progress made toward the opening of the new school on September 1, 2020.** | |
| **9** | **Announcements** |
| 9a | Submission of Travel and Expense Vouchers  Amy shared that submissions will need to be signed and can returned by mail or email. |
| ***Personal Recognition:* Founding member Shelley Reed was honored for her eight years of service on the Maine Charter School Commission. Shelley was sent a beautiful fairy garden. Fellow Commission members and staff commented on their admiration of her passion, dedication and enthusiasm for Maine’s public charter schools as well as her long-term career serving public schools as a member of the Maine DOE.** | |
| 9b | Next Business Meeting – July 14, 2020 *(Location to be Determined)* |
| **10** | **Public Comment\*** |
|  | None |
| **11** | **Executive Session** |
|  | Personnel Discussion  **Moved by Dr. Fern Desjardins; seconded by Jana Lapoint and voted by roll call as follows: John Bird – yea; Dr. Fern Desjardins – yea; Nichi Farnham – yea; Jana Lapoint – yea; Shelley Reed – yea; Jim Rier – yea** to go into Executive Session for personnel discussion. |
| **12** | **Adjourn** |
|  | The meeting was adjourned at 3:34pm.  **Moved by Jim Rier; seconded by John Bird and voted by roll call as follows: John Bird – yea; Dr. Fern Desjardins – yea; Nichi Farnham – yea; Jana Lapoint – yea; Shelley Reed – yea; Jim Rier – yea** to adjourn. |