***August 11, 2020 Business Meeting Minutes Approved by Commission Vote on September 8, 2020***

The Maine Charter School Commission held a regular Business Meeting via Zoom on **Tuesday, August 11, 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 1:09pm 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** |
|  | None |
| **4** | **Requires Approval by the Commission** |
| 4a | Minutes from the June 9, 2020 Business Meeting  No discussion.  **Moved by Shelley Reed; seconded by Jim Rier and voted by roll call as follows: John Bird – unable to vote due to technical difficulties; Dr. Fern Desjardins – yea; Nichi Farnham – yea; Jana Lapoint – yea; Shelley Reed – yea; Jim Rier – yea** to approve as printed the minutes of the June 9, 2020 Business Meeting. |
| 4b | FY20 Budget vs. Actual – Year End Report  A copy of the Year End 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 – unable to vote due to technical difficulties; Dr. Fern Desjardins – yea; Nichi Farnham – yea; Jana Lapoint – yea; Shelley Reed – yea; Jim Rier – yea** toaccept the FY20 Budget vs. Actual – Year End Report. |
| 4c | FY21 Budget vs. Actual – August Report  A copy of the August report was distributed for review and discussion.  **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 accept the FY21 Budget vs. Actual – August Report. |
| 4d | Election of Officers  Motion to elect Nichi Farnham as Chair, and Dr. Fern Desjardins as Vice-Chair of the Maine Charter School Commission for a one-year term effective September 2020.  **Moved by Shelley Reed; 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 elect Nichi Farnham as Chair, and Dr. Fern Desjardins as Vice-Chair of the Maine Charter School Commission for a one-year term effective September 2020. |
| 4e | To Consider and Approve Maine Virtual Academy’s Request to Amend Enrollment  A copy of Maine Virtual Academy’s Request to Amend Enrollment was distributed for review and consideration.  On July 13, 2020, Maine Virtual Academy submitted a request to the Maine Charter School Commission to increase its enrollment maximum from 390 students in grades 7-12 to 455 students with an allowance of an additional 10% (45 students) for a maximum of 500 students beginning in school year 2020-2021.  Commission staff, consultants and the school’s Commission liaison held a virtual meeting to discuss the application.  The review team discussed the details of the proposal including the staffing, the onboarding of new students, the many changes brought on by the renewal requirements that MEVA will continue to report on quarterly throughout the 2020-2021 school year, budgetary implications, student academic success, and more. MEVA’s recent improvement and plans give the Team confidence that the school will be able to serve the current and future enrollment.  The Review Team recommends MEVA be approved to enroll 390 students with an additional 10% allowance, for a maximum enrollment of 429.  **Moved by Nichi Farnham; 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 – nay** to allow Maine Virtual Academy to enroll 390 students with an additional 10% allowance, for a maximum enrollment of 429. |
| 4f | To Consider and Approve Ecology Learning Center’s Pre-Opening Report  A copy of Ecology Learning Center’s Pre-Opening Report was distributed for review and discussion.  On July 29, 2020, the Maine Charter School Commission (MCSC) Review Team met via Zoom with members of the Ecology Learning Center’s governing board and its Head of School to review the school’s Start-up Plan and Pre-opening requirements.  The school has substantially met its Start-Up Plan and Pre-Opening Requirements.  MCSC staff have provided the school with a detailed spreadsheet that includes each task with its completion or pending status, along with resources for support. Staff will continue to work with the school to ensure all elements are completed.  **Moved by Shelley Reed; 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 approve Ecology Learning Center’s Pre-Opening Report. |
| **5** | **Requires Notification to and Acceptance by the Commission** |
| 5a | To Consider and Accept the Resignation of Bob Kautz as Executive Director of the Maine Charter School Commission  On June 9th, Bob Kautz, Executive Director of the Maine Charter School Commission notified the Commission of his resignation effective October 31st, 2020.  **Moved by Nichi Farnham; 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 accept with deep regret notification of the resignation of Bob Kautz as Executive Director of the Maine Charter School Commission. |
| **6** | **Monthly School Portfolio/Data Report** |
|  | None |
| **7** | **Executive Director/Commission Staff Report** |
|  | ***School-Related Items:*** |
|  | None |
|  | ***Commission-Related Items:*** |
| 7a | Commission Support During COVID-19  A copy of the Commission’s Response to COVID-19 was distributed for review and discussion. |
| 7b | 2020 NACSA Leadership Conference  Bob shared that this year’s NACSA Leadership Conference will be held virtually October 12-30, 2020. Details regarding the conference were distributed for review. |
| 7c | Plan for In-Person/Zoom Option for MCSC Business Meetings  Gina shared that Commission staff recently purchased audio equipment to facilitate future in-person meetings. |
| 7d | “Education Action Forum of Maine”  Bob acknowledged “Education Action Forum of Maine” as the new name for the Maine Association for Charter Schools. Information regarding their new name and change of mission was distributed. |
| 7e | FY22-23 Budget Discussion  Bob and Amy had plans to review and discuss the FY22-23 budget. |
| **8** | **Comments from Commission Members** |
| 8a | Chair – Nichi Farnham  None |
| 8b | Vice Chair – John Bird  None |
| 8c | School Liaisons  Shelley Reed shared that she has recently had the opportunity to attend governing board meetings for Community Regional Charter School and Harpswell Coastal Academy. She commends Harpswell for their strong board leadership and was very impressed with their COVID Reopening Plan.  Dr. Fern Desjardins shared that she has been attending Fiddlehead’s governing board meetings and has also been very impressed. She said their board works very well together. Fiddlehead’s board met on August 8th to tentatively approve their Reopening Plan and will meet again on August 15th.  Jana Lapoint shared that Baxter’s governing board would be meeting that evening to discuss their Reopening Plan and she would be attending. |
| 8d | Search Committee Update with Possible Executive Session  Dr. Fern Desjardins provided a brief update from the Search Committee. Several interviews have been conducted and a lot of information has been gathered. |
| **9** | **Announcements** |
| 9a | Submission of Travel and Expense Vouchers  Nichi Farnham shared that submissions will need to be signed and returned to the office. |
| 9b | Special Commission Meeting  A Special Commission Meeting will be held on August 26, 2020 at 1:00pm. |
| 9c | Next Regular Business Meeting – September 8, 2020 *(Location to Be Determined)* |
| **10** | **Public Comment\*** |
|  | Roger Brainerd and John Mullaney, Executive Director for the Education Action Forum of Maine, submitted questions via Zoom chat feature which were addressed by the Commission. |
| **11** | **Executive Session** |
|  | Personnel Discussion  **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 go into Executive Session for personnel discussion |
| **12** | **Adjourn** |
|  | The meeting was adjourned at 4:23pm.  **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 adjourn. |