***February 9, 2021 Business Meeting Minutes Approved by Commission Vote on March 9, 2021***

The Maine Charter School Commission held a regular Business Meeting via Zoom on **Tuesday, February 9, 2021**

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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 1:01pm 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 Jeremy Jones, Gina Post, Amy Allen and Jasmine Canwell. |
| **2** | **Reminders** |
| 2a | The meeting was recorded via Zoom. |
| 2b | Participants, apart from Commission members and staff, were asked to remain muted until public comments were heard. |
| 2c | Pursuant to Section G-1. 1 MRSE §403-A, voting was conducted via roll call. |
| 2d | Members of the public were asked to participate during public comment by using the “raise your hand” feature on Zoom or by commenting in the chat box at the specified time. |
| **3** | **Additions or Adjustments to the Agenda** |
|  | Agenda Item #5d – To Consider and Approve Community Regional Charter School’s 2019-20 Annual Monitoring Report  Motion to table until the next Business Meeting.  **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 table this agenda item until the next Business Meeting. |
| **4** | **Requires Notification to and Acceptance by the Commission** |
| 4a | Presentation of Maine Virtual Academy’s Independent Third-Party Evaluation  A copy of Maine Virtual Academy’s Independent Third-Party Evaluation was distributed for review and discussion. Lisa Plimpton of Plimpton Research was in attendance to present her findings.  **Moved by Jim Rier; seconded by John Bird 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 accept receipt of Maine Virtual Academy’s Independent Third-Party Evaluation. |
| 4b | To Accept Notification of New Leadership and Governing Board Members  On November 25, 2020, Harpswell Coastal Academy notified the Commission of two leadership changes at the school -- Mae Applegate has been hired as the Dean of Studies and Students and Susan Prince has been hired as the Special Education Director. A copy of both resumes was distributed for review and discussion.  Maine Connections Academy has two new members serving on its Governing Board – Ellen McBride and Jennifer Cummings. Copies of the completed Governing Board Member Information Sheets were distributed for review and discussion.  **Moved by Dr. Fern Desjardins; 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** to accept Notification of New Leadership and Governing Board Members. |
| **5** | **Requires Approval by the Commission** |
| 5a | Minutes from the January 12, 2021 Business Meeting  No discussion.  **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 as printed the Minutes from the January 12, 2021 Business Meeting. |
| 5b | FY21 Budget vs. Actual – December/January Report  A copy of the December/January report was distributed for review and discussion.  **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 accept the FY21 Budget vs. Actual – December/January Report. |
| 5c | FY21 Budget vs. Actual – February Report  A copy of the February 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 – February Report. |
| 5d | To Consider and Approve Community Regional Charter School’s 2019-20 Annual Monitoring Report  Tabled until the next Business Meeting. |
| 5e | To Consider and Approve Maine Virtual Academy’s Mid-Year Check-In Meeting Report  A copy of Maine Virtual Academy’s Mid-Year Check-In Meeting Report was distributed for review and approval.  **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 approve Maine Virtual Academy’s Mid-Year Check-In Meeting Report. |
| 5f | To Consider and Approve Maine Arts Academy’s Mid-Year Check-In Meeting Report  A copy of Maine Arts Academy’s Mid-Year Check-In Meeting Report was distributed for review and approval.  **Moved by Dr. Fern Desjardins; 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 Arts Academy’s Mid-Year Check-In Meeting Report. |
| 5g | To Consider and Approve 2019-20 Annual Report to the Commissioner  A copy of the report was distributed for review and approval.  **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 approve the 2019-20 Annual Report to the Commissioner. |
| 5h | To Consider and Approve the Purchase of a Common Unified Student Information System Platform  A student Information System (SIS) is a technology solution used by schools, districts and states, to input student information and data that supports state and federal reporting while maintaining the safety and security of the information. SIS platforms are a typical way to manage important information at school including, attendance, grades, transcripts, and other things that support the operations of the school. Staff is proposing the purchase of a common SIS for schools to use. Baxter Academy for Technology for Technology and Science will not participate as they recently moved to PowerSchool and it works for them. Discussion is still underway with Maine Connections Academy regarding the compatibility with the ESP.  After much discussion, the following motion was proposed:  *“To approve the ability to move forward in principle with a plan in place for a future purchase on a SIS contingent upon information delivered to the Commission that includes the supplemental provision aspect for Baxter Academy, information on a timeline, and future detailed information on finances.”*  **Moved by Shelley Reed; seconded by Jim Rier 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 motion as stated above. |
| **6** | **Monthly School Portfolio/Data Report** |
| 6a | Mid-Year Waitlist Numbers  A draft copy of the 2020-21 mid-year waitlist numbers was presented for review and discussion.  Gina shared that a school can have both a waitlist and open seats at the same time depending on the grade level for which there are openings. |
| 6b | Q2 Finance Report  Joe Drago shared financial highlights and summary findings from the Mid-Year Check-In Meetings with each of the schools. Joe also shared information related to each of the school’s audited financial statements and suggested possibilities for improvement going forward. |
| **7** | **Executive Director/Commission Staff Report** |
|  | ***Jeremy’s Items:*** |
| 7a | First 30 Days on the Job Recap  Jeremy briefly summarized the following tasks performed over the past 30 days as the new Executive Director of the Maine Charter School Commission:   * Investigation of a Common Unified Student Information System * Completion of the 2019-20 Annual Report to the Commissioner * Capitalizing on Partnerships, in both the field and across the country * MCSC Introduction to the Education and Cultural Affairs Committee * Participation in the Mid-Year Check-In Meetings with each of the schools |
| 7b | Capitalizing on Partnerships  Described in previous agenda item. |
|  | ***School-Related Items:*** |
|  | None |
|  | ***Commission-Related Items:*** |
| 7c | Legislative Update  Amy Allen briefly spoke about LD 380 “An Act To Change the Statutory Cap on Virtual Public Charter School Enrollment” sponsored by Senator Matthew Pouliot. Amy will continue to review the bills as they are presented and will report accordingly. |
| **8** | **Announcements** |
| 8a | This month’s Birthdays  Jeremy shared that Jasmine Canwell celebrated her birthday on January 20th. |
| 8b | Next Regular Business Meeting – March 9, 2021 *(Zoom)* |
| 8c | Enrollment Lottery Dates *(Locations TBD):*  \*ACADIA – March 18th at 5:30pm  \*Baxter – March 3rd at 6:00pm  \*CRCS – March 17th at 5:00pm  \*ELC – March 25th at 5:00pm  \*FSAS – March 10th at 12:00pm  \*HCA – March 26th at 10:00am  \*MCA – March 11th at 12:00pm  \*MeAA – March 31st at 3:00pm  \*MeANS – March 31st at 6:00pm  \*MeVA – March 26th at 12:00pm |
| **9** | **Public Comment\*** |
|  | None |
| **11** | **Adjourn** |
|  | The meeting was adjourned at 3:40pm.  **Moved by John Bird; seconded by Fern Desjardins 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. |