***July 13, 2021 Business Meeting Minutes Approved by Commission Vote on September 14, 2021***

The Maine Charter School Commission held a Regular Meeting via Zoom on

**Tuesday, July 13, 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 1:02pm and a quorum was declared.  Commission members present were Shelley Reed, Nichi Farnham, Wilson Hess, and Dr. Fern Desjardins  Commission member(s) absent were Jim Rier  Also present were Jeremy Jones, Gina Post, and Amy Allen |
| **2** | **Reminders** |
| 2a | This meeting is being recorded via Zoom. |
| 2b | We ask members of the public to hold comments until public comments are being heard. |
| 2c | Pursuant to Section G-1. 1 MRSE §403-A, voting will be done via roll call. |
| **3** | **Additions or Adjustments to the Agenda** |
|  | Table Item #7b - To Consider and Accept FY21 Budget vs. Actual – End of Year Report |
| **4** | **Public Comment\*** |
|  | Jeremy Jones introduced the Commission’s new Chief of Staff, Mackenzie Wagner, whose official start day will be July 14, 2021.  The Commission recognized John Bird for his years of service. John’s term ended on June 30, 2021. |
| **5** | **Presentations** |
|  | [NACSA Policy Index](https://policyindex.qualitycharters.org/?_ga=2.232406431.1877443967.1620928349-54330831.1604005755) Presentation by Jason Zwara |
| **6** | **Old Business** |
| 6a | Subsidy for Schools Choosing Not to Participate in the Charter School Commission’s Unified Student Information System *(as part of Budget Discussion – Item #7e)* |
| 6b | Future Consideration of Role of Commission Member/Per Diem Reimbursement Document *(to be discussed in September)* |
| **7** | **Requires Notification to and Acceptance by the Commission** |
| 7a | New Governing Board Members:   * ELC – Robin Huntley * MCA – Jana Lapoint * MeAA – Maggie Allen * MeAA – Dick Durost   Resignations:   * ELC – David Balicki * ELC – Michelle Boyle * MCA – Bernice Stockley   **Moved by Shelley Reed; seconded by Dr. Fern Desjardins and voted by roll call as follows: Dr. Fern Desjardins – yea; Wilson Hess – yea; Shelley Reed – yea; Nichi Farnham – yea** to accept notification of new and resigning Governing Board members. |
| 7b | To Consider and Accept FY21 Budget vs. Actual – End of Year Report  Tabled until the next meeting.  **Moved by Wilson Hess; seconded by Shelley Reed and voted by roll call as follows: Dr. Fern Desjardins – yea; Wilson Hess – yea; Shelley Reed – yea; Nichi Farnham – yea** to table the FY21 Budget vs. Actual – End of Year Report discussion until the next meeting. |
| **8** | **Requires Approval by the Commission** |
| 8a | To Consider and Approve Minutes from the June 8, 2021 Business Meeting  No discussion.  **Moved by Shelley Reed; seconded by Dr. Fern Desjardins and voted by roll call as follows: Dr. Fern Desjardins – yea; Wilson Hess – yea; Shelley Reed – yea; Nichi Farnham – yea** to approve as printed the Minutes from the June 8, 2021 Business Meeting. |
| 8b | Election of Officers  Motion to elect Wilson Hess as Chair, and Nichi Farnham as Vice-Chair of the Maine Charter School Commission for a one-year term effective September 2021.  Chair – Wilson Hess  **Moved by Shelley Reed; seconded by Dr. Fern Desjardins and voted by roll call as follows: Dr. Fern Desjardins – yea; Wilson Hess – yea; Shelley Reed – yea; Nichi Farnham – yea**  to elect Wilson Hess as Chair of the Maine Charter School Commission for a one-year term effective September 2021.  Vice Chair – Nichi Farnham  **Moved by Shelley Reed; seconded by Dr. Fern Desjardins and voted by roll call as follows: Dr. Fern Desjardins – yea; Wilson Hess – yea; Shelley Reed – yea; Nichi Farnham – yea** to elect Nichi Farnham as Vice Chair of the Maine Charter School Commission for a one-year term effective September 2021. |
| 8c | To Consider and Approve Charter School Expansion Criteria  Copies of background materials, “Eligibility Determination for Increasing Enrollment and/or Adding Grade Levels Served” form and revised “Amendment Guide for Increasing Enrollment and/or Adding Grades Served” were distributed for review and discussion.  **Moved by Shelley Reed; seconded by Wilson Hess and voted by roll call as follows: Dr. Fern Desjardins – yea; Wilson Hess – yea; Shelley Reed – yea; Nichi Farnham – yea** to approve the charter school expansion criteria as presented. |
| 8d | To Consider and Approve First Reading Remote Meeting Policy  A copy of the draft Remote Meeting Policy was distributed for review and discussion. A second reading with edits will be presented at the next Business Meeting.  **Moved by Shelley Reed; seconded by Wilson Hess and voted by roll call as follows: Dr. Fern Desjardins – yea; Wilson Hess – yea; Shelley Reed – yea; Nichi Farnham – yea** to approve the first reading of the Maine Charter School Commission’s Remote Meeting Policy. |
| 8e | To Consider and Approve MCSC 3Year Financial Modeling Budget  A copy of the new 3Year Financial Modeling Budget was presented for review and discussion. The intent is to align spending with the Commission’s adopted Strategic Plan. Highlighted changes are as follows:   * Increase in staff salaries to be in line with market rates across the country. * Incorporated Carryover Fund balance into the template. * Increase in the Commission’s oversight/service fee from 2.25% to 2.35% for FY22 (with additional increases for FY23 and FY24)   Discussion about Item #6a regarding providing a subsidy to those schools choosing not to participate in the Commission’s contract with Infinite Campus. No funds have been set aside in the proposed budget to provide subsidies, and schools aren’t currently receiving any type of subsidy for their student information systems so won’t be losing something that’s currently being provided. Dr. Fern Desjardins requested to go on the record stating she does not support the decision to not provide subsidies to schools.  **Moved by Shelley Reed; seconded by Wilson Hess and voted by roll call as follows: Dr. Fern Desjardins – abstained; Wilson Hess – yea; Shelley Reed – yea; Nichi Farnham – yea** to approve the proposed planning 3Year Financial Modeling Budget as presented.  Motion to approve the spending in the FY22 portion of the budget as presented in order to move ahead with projects that will be undertaken in this fiscal year. Discussions about future spending will be done in future meetings.  **Moved by Wilson Hess; seconded by Shelley Reed and voted by roll call as follows: Dr. Fern Desjardins – yea; Wilson Hess – yea; Shelley Reed – yea; Nichi Farnham – yea** to approve the FY22 budget as presented. |
| **9** | **Monthly School Portfolio/Data Report** |
| 9a | Panorama Survey Results  Gina shared that all schools recently administered the Panorama Education School Climate Surveys to the following stakeholder groups – students, families, and teachers/staff. An analysis of the results was presented for review and discussion. |
| **10** | **Executive Director/Commission Staff Report** |
| 10a | Media Update   * [Harpswell Coastal Academy adds political theater program aimed at sparking social change](https://www.pressherald.com/2021/06/02/harpswell-coastal-academy-adds-political-theater-program-meant-to-spark-social-change/?rel=related)   Jeremy shared that there are two press releases being worked on that will be completed and published soon. One pertains to the changes in Commission membership which will highlight the recent onboarding and offboarding activity and the other celebrates the donation that was given to the Ecology Learning Center from the Bessey Thor-nox Farm Trust. |
| 10b | Maine Virtual Academy ESP Contract Changes  Gina shared that Maine Virtual Academy has substantially changed its relationship with the ESP (K-12/Stride). |
| 10c | Legislative Update   * Appointment of Commission Members   Nichi shared that she has been in communication with the Governor’s Office regarding current vacancies. |
| 10d | Executive Director 6-Month Review/Snapshot  Nichi shared that feedback was solicited from the other Commission members and shared recently with Jeremy. Schools will have an opportunity to provide feedback in December or January. |
| **11** | **Future Topics** |
| 11a | August *(There will be no Commission meeting during the month of August. The next scheduled meeting will be on September 14, 2021.)*  September   * 2021-22 Preliminary Enrollment Data * Renewal Applications * SY21 Graduation Rates * Role of the Commission Members/Per Diem Reimbursement Discussion * Commission Calendar Adoption |
| **12** | **Announcements** |
| 12a | This Month’s Celebrations  Jeremy recognized Dr. Fern Desjardins’ appointment as Chair to the State Board of Education.  Jeremy read an email received from a parent of students that attend Maine Arts Academy. |
| 12b | Next Regular Business Meeting – September 14, 2021 (Cross Office Building – Augusta/Room #103A and Zoom) |
| 12c | Important School Renewal Dates   * September 29, 2021 CRCS Public Hearing for Renewal, 4:30-6:00pm at Overman Academy, 78 Water Street, Suite 2 Skowhegan, ME 04976 * September 30, 2021 MeANS Public Hearing for Renewal, 4:30-6:00pm at Maine Academy of Natural Sciences - 16 Prescott Drive, Hinckley, ME 04944 |
| **13** | **Adjourn** |
|  | The meeting was adjourned at 3:56pm.  **Moved by Dr. Fern Desjardins; seconded by Wilson Hess and voted by roll call as follows: Dr. Fern Desjardins – yea; Wilson Hess – yea; Shelley Reed – yea; Nichi Farnham – yea** to adjourn. |

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**\*** *The Charter School Commission does not allow airing of complaints in public meetings regarding Commission and charter school employees or school employment matters, in order to protect employee privacy, to comply with Maine law and pursuant to our contractual relation with the schools. To the extent that the Commission receives complaints and concerns relating to school employees in writing, those concerns will be reviewed and addressed by the Commission and its staff outside of a public meeting. This meeting is not the appropriate forum for such comments. You are free to direct your concerns in writing to the Commission’s Executive Director if you have not done so already.*