***September 28, 2020 Business Meeting Minutes Approved by Commission Vote on October 6, 2020***

The Maine Charter School Commission held a Special Meeting via Zoom on **Monday, September 28, 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 1:04pm and a quorum was declared.Commission members present were: Nichi Farnham, John Bird, Shelley Reed, Dr. Fern Desjardins and Jana Lapoint.Commission members absent were: 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. Please remember to speak slowly and clearly for closed captioning.   |
| **3** | **Additions or Adjustments to the Agenda** |
|  | None |
| **4** | **Requires Approval by the Commission** |
| 4a | To Consider and Approve Search Committee’s Proposed Executive Director Job DescriptionA copy of the Search Committee’s Proposed Executive Director Job Description was distributed for review and discussion. **Motion by John Bird; seconded by Dr. Fern Desjardins** to accept the Search Committee’s Proposed Executive Director Job Description.Second motion to amend the Search Committee’s Proposed Executive Director Job Description with minor edits. **Moved by Jana Lapoint; 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 – absent** to approve the Search Committee’s Proposed Executive Director Job Description amendment.A third motion was made. **Moved by Jana Lapoint; 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 – absent** to approve the Search Committee’s Proposed Executive Director Job Description as amended. |
| 4b | To Consider and Approve Search Committee’s Proposed Application ProcessThe Commission reviewed the Search Committee’s Proposed Application Process. No changes were proposed.**Moved by Dr. Fern Desjardins; 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 – absent** to approve Search Committee’s Proposed Application Process.  |
|  **5** | **Announcements** |
| 5a | Next Regular Business Meeting – October 6, 2020 *(Location to Be Determined)*   |
| **6** | **Public Comment\*** |
|  | None |
| **7** | **Adjourn** |
|  | The meeting was adjourned at 3:19pm.**Moved by Dr. Fern Desjardins; 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 – absent** to adjourn. |