

DRAFT - Strategic Planning Notes

The Maine Charter School Commission held a meeting on **Tuesday June 7, 2016**, at the Burton M. Cross State Office Building, 111 Sewall Street, Augusta.

The meeting was called to order by Shelley Reed, Chair at 9:30 a.m.

For opening information see attached Agenda and Ground Rules.

A. Present a brief summary.

Chair Reed spoke of the Ground rules; stay focused, stay on topic, use ELMO; “enough let’s move on”; be present listen actively; Rule of 2, after speaking, wait for 2 more people to speak; take a stand; build up, say what you like about something or what you would change.

1. Self-evaluation for MCSC

John Bird; report was helpful in terms of what we are doing. Shelley Reed; are we moving forward or on a plateau? Mike Wilhelm; we have made some considerable progress on objectives from last year. Nichi Farnham; with Gina Post and Heather Fuller onboard this has allowed for work incoming to be in summary form. Resources are helpful. Needs are being identified. Gina Post; MCSC Self Evaluation Questions and Results attached.

Moved by John Bird; seconded by Mike Wilhelm and voted unanimously by those present to move into Executive Session for the Executive Director evaluation.

9:55 a.m. Executive Session ended.

2. Executive Director Evaluation – Commission appreciates the work of Executive Director, Bob Kautz

For information, please contact Shelley Reed, Chair.

3. List of Priorities from each Commission member and guests present –

John Bird –

- Future of Charter Schools in Maine and MACS collaboration.
- Comprehensive report card of the current state of Charter schools,
- Enhance the roles that Charter schools can play in strengthen education
- Address less expansive current issues; renewal process, student participation in extracurricular activities.

Mike Wilhelm –

- Is the commission prepared for the future? Are we going to have more than 10 schools?
- Continue to look at capacity issues, resources that we have.
- Do we have an early warning system?
- Role of commission relative to helping the boards of the Charter schools? Roles and responsibilities of a board? Any kind of orientation once school has been approved.

Bob Kautz –

- Capacity of Commission, take a look at time commitments of members and how to balance being hands on.
- Making decisions that staff can do.
- Staffing plan and budget; making sure a good balance between revenues and expenditures.
- What the commission will do in regards to increasing the number of schools.

Shelley Reed –

- Technical assist to Charter schools;
- Public relations, whole report development branding or logo how do we get the word out of what we are doing? Schools report in.
- Legislation support Charter schools, where do we stand in terms of future, transportation, funding, branding.

Jana Lapoint –

- Legislation; what we can or cannot do, find a way that we can work with others. Figure out our role to be able to speak with legislation.
- Help schools meet their needs and be a part of their meetings.
- Budget, not spending money for the sake of spending money. Number 17, 18, and 13 clarification.
- Intervention and closure

Laurie Pendleton –

- Probation process along with process for removing them from probation.
- Explain role between us and the schools, authority. What can we suggest, demand, ask for.
- Performance measures, clarification of what we need.
- What role in raising the cap.

Nichi Farnham –

- Refining the process of monitoring
- School capacity for MSCS demands.

MACS – Judith Jones

- Roles and relationship groups do go before a committee about a challenge

Vicki Wallack –

- Ways to improve public schools, was supposed to create unique learning experiences. What you have learned that could help all schools

Dottie Foote –

- Charter schools are filling in the gaps

Overall the Commission members have agreed that the key area is; Renewal

Draft Strategic Plan

The 2016-17 Strategic Plan for the MCSC is to enhance and refine its core business processes to better regulate Maine public charter schools and to help assure their educational and operational excellence. Under this plan, the MCSC will address the following lines of effort:

- 1. Implement Renewal Process;**
- 2. Clarify Commission's Role;**
- 3. Plan for Future;**
- 4. Review and Develop Policies and Procedures; and**
- 5. Create a Finance Committee**

Group Outline - What is working – What needs to improve?

Sub-committees

Implement Renewal Process

Sub-committee: Jana, Lapoint, Shelley Reed, Gina Post

Action – what needs to be done?

- Review Chapter 3
- Review existing application and Guidance
- Establish Policies and procedures

- Establish Minimum Standards
- Evaluation of the process
- Make adjustments as necessary

Time Frame

- Before June 30, 2016 ongoing to November 8, 2016 Commission vote

Resources

- Existing materials to all Commission subcommittee members
- Recommended policies and procedures to Commission
- Final reports to full Commission

Potential Challenges

- Time
- Current performance measures not as clear as they could be

Clarify Commission's Role

Sub-committee: Mike Wilhelm, Laurie Pendleton, Bob Kautz

Action – what needs to be done?

- Need Assessment tool; develop, send out, Analyze
- Schools
 - Technical assistance, Authority vs support, Advocacy to improve the law for schools

Time frame

- By the end of October – Assessment Tool
- Action plan – November –December

Resources

- Sample needs Assessment tool
- Review other states
- Confer with Attorney General office
- NACSA

Plan for Future

Sub-committee: John Bird, Jim Rier

Action – What needs to be done?

- Number of charter schools/growth
- Determine Interest – running and attending schools
- Replication? Enrollment increase?
- Best practices
- Financial implications

Time frame

- June 30, 2017

Resources

- National Data
- State Data
- Indicators of interest/demand
- MACS
- Outside evaluator

Review and Develop Policies and Procedures

Sub-committee: Laurie Pendleton, Nichi Farnham, Shelley Reed

Action – What needs to be done?

- Analyze current policies
- Create a needs list
- Look for samples
- Write new as needed
- Attorney General's approval
- Disseminate
- Evaluation
- Compliance
- Establish a policy and procedure committee

Time frame

- June 2016-ongoing

Resources

- Existing sample and resources
- NACSA
- Charter Commission Law
- Identify what we need in an external evaluator
- Develop external evaluator description

Potential Challenges

- Unintended consequences of what is drafted....

Create a long term Financial Plan

Sub-committee; Mike Wilhelm, Jim Rier

Action – What needs to be done?

- Establish a standing Finance Committee
- Review recommendations from last year
- Establish a financial plan
- Hire financial analyst staff/contractual

Time frame

- June 2016 – February 1, 2017- Legislature

Resources

- Past budget
- DOE financial data and resources

Potential Challenges

- Changing revenue

July 5, 2016 Meeting – Plan of Action.

- **First thing to do:** 6-7-16 DRAFT Strategic Planning Notes – Review, refine-reword and Approval by Commission prior to 7/5/16 Meeting.

Frame work.

- Business Meetings are kept to three hours; use several hours to do Committee Work.
- July – Frame up our work.
Teams come with a report-out on their plan of action / milestones.
Plan of Action is a What, How and When.
- July 5 Meeting each Committee (Implement Renewal Process, Clarify Commission's Role, Plan the Future, Review and Develop Policies and Procedures, Create a long term Financial Plan) brings their plan of action, milestones, and resources needed to accomplish the task.

PLEASE NOTE: October 11-14, 2016 is the beginning of the In-Person Interviews-Public Hearings; Members returning from Georgia on October 27.