

MINUTES OF THE  
MISSISSIPPI CHARTER SCHOOL AUTHORIZER BOARD  
Regular Monthly Meeting  
Tuesday, January 23, 2018

The regular monthly meeting of the Mississippi Charter School Authorizer Board was held at 9:00 a.m. on Tuesday, January 23, 2018 at the University of Mississippi's Insight Park located at 850 Insight Park Avenue, Oxford, MS 38655. In attendance were:

Krystal Cormack, Chair  
Dr. Karen Elam, Vice-Chair  
Tommie Cardin  
Leland Speed  
Chris Wilson

Drs. Carey Wright and Jean Young were unable to participate. Executive Director Marian Schutte participated in the meeting. Deputy Director Stewart McMillan was also in attendance.

The meeting was called to order at 9:06 a.m.

ITEM I. ADOPTION OF THE AGENDA

A. Adoption of Agenda

The Agenda was previously circulated to all Board members for review.

**Chair Cormack requested a motion to approve the agenda as presented.**

**MOTION: Mr. Cardin**

**SECOND: Dr. Elam**

**There being no discussion and following a vote in favor by all members present and participating, the motion carried.**

ITEM II. APPROVAL OF THE MINUTES

A. Approval of Minutes of the December 4<sup>th</sup> Board Meeting

The minutes of the December 4<sup>th</sup>, 2017 board meeting were previously distributed to the Board members for review.

**Chair Cormack requested a motion to approve the minutes of the December 4<sup>th</sup>, 2017 board meeting as amended.**

**MOTION: Mr. Cardin**

**SECOND: Mr. Speed**

**There being no discussion and following a vote in favor by all members present and participating, the motion carried.**

### ITEM III. CHAIR REPORT

Chair Cormack shared that she met with Kaitlin Klaustermeier from Harvard's Kennedy School of Government. She is working on a research proposal about rural charter schools and Mississippi. Kaitlin is also meeting with a number of individuals including additional board members, education policy organizations, charter school leaders, and other community members in order to complete her research project

Secondly, Chair Cormack shared that she had spoken with Bracey Harris from The Clarion Ledger regarding a piece she is writing about Reimagine Prep and the adjustments they are putting in place for the school and their students.

Finally, she thanked Ms. Schutte, Ms. McMillan, and Dr. Elam for planning and organizing the retreat and dinner.

### ITEM IV. EXECUTIVE DIRECTOR'S REPORT

Ms. Schutte welcomed board members and the public to today's meeting. First, she updated the board on the annual PEER report process. The Board received the final report in December and provided a response which was included in the report. The PEER report was released on PEER's website last week. She noted that the report featured similar recommendations as the year prior. She noted that most of the recommendations are for the legislature.

Secondly, she gave an update on the Charter Schools Program grant. She noted that the Board is working with the U.S. Department of Education to finalize the Request for Subgrant Applicants. She expects that MCSAB will issue the subgrant RFA in the spring so that grantees can receive funds in the spring and summer as they are preparing to open.

Thirdly, she updated the board on the Grants Coordinator position. She expects to make an offer to a qualified candidate soon.

### ITEM V. COMMITTEE REPORTS

#### A. Applications Committee

There was no report from the Applications Committee.

#### B. Performance and Accountability Committee

Mr. Wilson deferred his report to Ms. Schutte. She shared that she is still working with Bellwether and the Mississippi Department of Education to finalize the data MOU and will share the updated timeline for the report. She expects this delay to be a single occurrence as they set up structures for future years.

ITEM VI. NEW BUSINESS

A. 2018 Request for Proposals: Release

Ms. Schutte presented the 2018 Request for Proposals for release. She noted that the Board did not receive any public comment on the 2018 draft that was released in December for comment. She gave a brief overview of the timeline for this cycle and an overview of the Prospective Applicant Webinar that will take place on January 31<sup>st</sup>. She noted that they also hosted a mock training with the staff of Mississippi First to obtain additional feedback on the training.

**Chair Cormack requested a motion to approve the 2018 Request for Proposal release.**

**MOTION: Dr. Elam**

**SECOND: Mr. Wilson**

**There being no discussion and following a vote in favor by all members present and participating, the motion carried.**

B. 2018 Request for Proposals: Independent Evaluation – Request for Proposals

Ms. Schutte shared that the board is seeking some additional clarity regarding the new contracting rules and recommended that the board not take action at this time.

**The board took no action on the item.**

C. 2017 Charter Schools Program Grant Award: Request for Proposals

Ms. Schutte shared that the board is seeking some additional clarity regarding the new contracting rules and recommended that the board not take action at this time.

**The board took no action on the item.**

D. FY18 Budget Revision

Ms. Schutte presented a revised budget which includes an increase in revenue to account for the three percent of local funds that MCSAB will receive from the charter schools.

**Chair Cormack requested a motion to approve the revised FY18 budget as presented.**

**MOTION: Mr. Speed**

**SECOND: Mr. Wilson**

**There being no discussion and following a vote in favor by all members present and participating, the motion carried.**

E. Approval of Invoices

Ms. Schutte presented invoices for approval: 1) Board Member travel to today's meeting; 2) Executive Director and Deputy Director travel for January and February; and 3) the Epicenter quarterly invoice.

Mr. Cardin recused himself from the meeting and left the room.

**Chair Cormack requested a motion to approve the invoices as presented.**

**MOTION: Mr. Wilson**

**SECOND: Dr. Elam**

**There being no discussion and following a vote in favor by all members present and participating, the motion carried.**

ITEM VII. PUBLIC COMMENT

Mr. Cardin returned to the room.

There was no public comment.

ITEM VIII. EXECUTIVE SESSION

**Chair Cormack requested a motion for a closed determination to consider going into Executive Session for the purpose of discussing a personnel matter.**

**MOTION: Mr. Cardin**

**SECOND: Dr. Elam**

**There being no further discussion and following a vote in favor by all members present and participating, the motion carried.**

**Chair Cormack requested a motion to go into Executive Session for the purpose of discussing a the evaluation of the Executive Director.**

**MOTION: Mr. Cardin**

**SECOND: Mr. Wilson**

**There being no further discussion and following a vote in favor by all members present and participating, the motion carried.**

During executive session, the Board discussed the annual performance evaluation of the Executive Director.

**There was a motion made by Mr. Wilson and seconded by Mr. Speed that based on the overall satisfactory job performance of the Executive Director, her annual salary for 2018 should be increased by \$10,000 effective February 1, 2018, resulting in a total salary of \$115,000.00.**

**MOTION: Mr. Wilson**

**SECOND: Mr. Speed**

**There being no further discussion and following a vote in favor by all members present and participating, the motion carried.**

**Chair Cormack requested a motion to come out of Executive Session.**

**MOTION: Mr. Cardin**

**SECOND: Dr. Elam**

**There being no further discussion and following a vote in favor by all members present and participating, the motion carried.**

#### ITEM IX. NEXT MEETING

Ms. Schutte noted that the next meeting will be held in Jackson at the board's office on March 5, 2018.

#### ITEM X. ADJOURNMENT

**Chair Cormack requested a motion to adjourn.**

**MOTION: Mr. Wilson**

**SECOND: Dr. Elam**

**There being no discussion and following a vote in favor by all members present and participating, the motion carried.**

**The meeting adjourned at 10:41 a.m.**

ADOPTED, this the 5<sup>th</sup> day of March 2018.

  
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Krystal Cormack, Chair