

**NOTICE OF MEETING OF THE
MISSISSIPPI CHARTER SCHOOL AUTHORIZER BOARD**

NOTICE is hereby given of a meeting of the Mississippi Charter School Authorizer Board to be held on Monday, December 7th, 2015 beginning at 10:00 a.m. at the IHL Board Room at the Universities Center located at 3825 Ridgewood Road, Jackson, Mississippi 39211. Participation at this meeting may be by teleconference at locations different from the above location pursuant to Miss. Code Ann. §25-41-5(2013) with participation being available to the public at the location set forth above. The purpose of the meeting is to conduct the regular business of the board as set forth in the attached draft agenda.

This the 29th day of November 2015.

BY:
Marian Schutte
Executive Director

DRAFT AGENDA
MISSISSIPPI CHARTER SCHOOL AUTHORIZER BOARD
December 7th, 2015

- I. Call to order
- II. Adoption of the Agenda
- III. Approval of Minutes of the October 5th meeting
- IV. Chair Report
- V. Executive Director's Report
- VI. Committee Reports
 - a. Applications Committee
 - b. Performance and Accountability Committee
- VII. New Business
 - a. Performance Framework: School Selected Indicators
 - b. Joel E. Smilow Collegiate: Defer Opening to 2017-2018 School Year
 - c. Charter School Contracts
 - i. Joel E. Smilow Prep
 - d. 2016 Request for Proposals: Release for Public Comment
 - e. Approval of Invoices
- VIII. Executive Session
 - a. Executive Director Evaluation
- IX. Public Comment
- X. Next Meeting
 - a. January 12 board retreat
 - b. January 13 meeting
- XI. Adjourn

MINUTES OF THE
MISSISSIPPI CHARTER SCHOOL AUTHORIZER BOARD
Regular Meeting
Monday, October 5, 2015

The regular monthly meeting of the Mississippi Charter School Authorizer Board was held at 10:00 a.m. on Monday, October 5, 2015, at The University of Mississippi, Oxford, Mississippi. In attendance were:

Tommie Cardin, Chairman
Krystal Cormack, Vice-Chair
Dr. Karen Elam
Johnny Franklin
Chris Wilson
Dr. Carey Wright

Dr. Bonita Coleman-Potter was unable to attend. Executive Director Marian Schutte was also present at the meeting. Board Chairman Tommie Cardin called the meeting to order at 10:05 a.m.

ITEM I. ADOPTION OF THE AGENDA

A. Adoption of Agenda

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

Chairman Cardin requested a motion to adopt the agenda, as presented.

MOTION: Dr. Wright

SECOND: Mr. Wilson

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

The Minutes of the September 2, 2015 meeting were previously distributed to the Board members for review.

Chairman Cardin requested a motion for approval of the Minutes of the September 2, 2015 meeting, as presented.

MOTION: Mrs. Cormack

SECOND: Dr. Elam

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

ITEM III. CHAIR REPORT

Chairman Cardin stated that he had no report.

ITEM IV. EXECUTIVE DIRECTOR'S REPORT

Marian Schutte reported that ReImagine and RePublic together held a "coding hack-a-thon" the previous weekend at ReImagine Prep's location wherein the students competed in various coding challenges. There is a plan to hold a couple more of these competitions throughout the school year, and she commended the schools for bringing their students together to participate in this challenge creating a community atmosphere between them.

Ms. Schutte next gave an update of the state charter schools program grant for which MDE had applied on behalf of the Board and reported that, unfortunately, Mississippi did not receive one of the grants awarded by the US Department of Education. The USDOE made awards to 8 of the 27 state departments of education applicants, fewer awards than they anticipated making. All awardees had at least 30 charter schools in their portfolio so it was clear that the USDOE chose to award states that had a longer history and proven track record of performance, as well as a focus on performance and improving performance of existing charter schools. On a positive note, however, she reported that RePublic Schools had applied for a federal replication and expansion grant under the same program, and they were awarded a \$9.6 million dollar grant to fund their effort to open additional schools. She congratulated RePublic on that award.

She further reported that she will be attending and speaking at the NACSA conference from October 19-22 in Denver, CO, and following that she will attend the Foundation for Excellence in Education Conference also in Denver. Dr. Wright will be attending that conference as well.

Ms. Schutte next reported that NACSA had featured the Board's work with the application process on its new website rollout, as she had discussed in September. The article highlights the Board as a leader nationally for its authorizing process, particularly the stage two minimum threshold review, and what that could mean for other authorizers across the country.

ITEM V. COMMITTEE REPORTS

A. Applications Committee

Mrs. Cormack reported that the last application cycle was closed out at the last meeting, and since that time she and the other committee members have been evaluating how that process went and have been looking for ways to improve. She stated that a draft schedule for the next roll out has been prepared, and they would continue to look closely at the process and reviewing for and removing any areas of redundancy while maintaining a high standard proposal. The tentative release date for the next RFP is January with a final decision scheduled for September. She stated further that the Committee will welcome the input of any Board members who would

like to weigh in on the changes that are being made. They will be able to digitally track the changes on a google doc that the Committee has created and can be provided.

B. Performance and Accountability Committee

Mr. Wilson reported that the committee has met multiple times via conference call and are continuing to work on the two schools' performance frameworks and he asked to defer his report on that matter until the next meeting.

ITEM VI. NEW BUSINESS

A. Hiring Protocol

A draft of the proposed protocol discussed at the previous meeting has been circulated to all Board members for review. Chairman Cardin outlined that protocol and then stated that he is seeking today possible approval of the protocol, as presented, and would also like to discuss the Executive Director's duties and what additional duties she anticipates adding as a result of the opening of new schools.

Chairman Cardin requested a motion to approve the hiring protocol, as presented.

MOTION: Mrs. Cormack

SECOND: Mr. Wilson

Mrs. Cormack asked for clarification on the first point, which states that "the Board will determine the staff position as a part of the Budget approval process." Does that mean that the Board related-action to that step is the approval or disapproval of the Budget? Chairman Cardin stated that that is correct. Secondly, she asked, with regard to the third point and the Executive Director being accountable for that additional staff position's performance, will there be a revision to the Executive Director's evaluation that will include managing staff? Chairman Cardin stated that yes there would have to be. If and when additional staff is added, that revision will then be made to the Executive Director's evaluation.

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

With the approval of that protocol, Chairman Cardin asked for discussion of the summary of the Executive Director's job duties that she has provided, as well as duties she anticipates adding with the schools now being operational. A discussion then followed of those duties and what type position the Board should consider, whether clerical assistance or another professional position.

Following that discussion, Chairman Cardin requested a motion to direct the Executive Director to draft a proposed job description for an additional staff person to be presented for consideration at the next Board meeting.

MOTION: Dr. Elam

SECOND: Dr. Wright

There being no further discussion and following a 4-2 vote in favor, the motion carried.

B. 2016 Board Meeting Calendar

Ms. Schutte presented a draft 2016 meeting calendar based on the first Monday of the month schedule from the 2015. Following some discussion, revision was made to the January meeting date.

Chairman Cardin requested a motion to approve the 2016 Board Meeting Calendar, as amended.

MOTION: Mr. Franklin

SECOND: Mrs. Cormack

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

C. Performance Framework: School Selected Indicators

This item was continued until the following meeting.

D. Approval of Invoices

Ms. Schutte presented three items for payment.

Chairman Cardin requested a motion to approve payment of the invoices, as presented.

MOTION: Mr. Franklin

SECOND: Dr. Elam

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

ITEM VIII. PUBLIC COMMENT

No one came forward to make public comment.

ITEM IX. NEXT MEETING

The next meeting will be held on December 7, 2015, in Jackson, Mississippi.

ITEM X. ADJOURNMENT

Chairman Cardin requested a motion to adjourn.

MOTION: Mrs. Cormack

SECOND: Mr. Franklin

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

The meeting adjourned at _____ a.m.

Mississippi Charter School Authorizer Board
Special Meeting
October 5, 2015
Page 5 of 5

ADOPTED, this the ____ day of _____, 2015.

TOMMIE S. CARDIN, Chairman



Mississippi Charter School Performance Framework: Proposed School Selected Indicators

Proposed School Selected Indicators

Midtown Public Charter School: 100% of students who score basic or below basic at the beginning of the school year will demonstrate 1.5 years of growth in reading and math as measured by the STAR assessment

Reimagine Prep: 100% of students who start the school year reading below grade level as measured by the Scholastic Reading Inventory will grow at least 1.5 grade levels over the course of the year, as measured by the Scholastic Reading Inventory

Appendix A: Detailed Performance Indicator Descriptions

I. Academic Performance Framework – Academic Performance Rating: Grades K – 8				
Measure	Rating			
	Exceeds Expectations	Meets Expectations	Approaches Expectations	Fails to Meet Expectations
1. State Accountability Letter Grade – Proficiency and Growth	A	B - C	D	F
2. School-Specific Academic Goals*	School exceeds school-specific annual goals.	School meets school-specific annual goals.	School did not meet school-specific academic goals.	School fell far below school-specific academic goals.
3. Subgroup Performance – Growth [^]	76 to 100% of subgroup students achieved growth target.	51 to 75% of subgroup students achieved growth target.	26 to 50% of subgroup students achieved growth target.	0 to 25% of subgroup students achieved growth target.
4. Subgroup Performance – Proficiency [^]	76 to 100% of subgroup students achieved a score of proficient or higher.	51 to 75% of subgroup students achieved a score of proficient or higher.	26 to 50% of subgroup students achieved a score of proficient or higher.	0 to 25% of subgroup students achieved a score of proficient or higher.

*Specific metrics and targets for school-specific academic goals will be developed and agreed upon by each charter school and the Mississippi Charter School Authorizer Board.

**Charter School Authorizer Board
Items Presented for Payment
December 7, 2015**

Travel

Board Travel - December Meeting

TBD

Contractual

Cornerstone Consulting - September Invoice

\$ 622.50

Cornerstone Consulting - October Invoice

\$ 664.00

Commodities

Equipment

TOTAL

\$ 1,286.50

Mississippi Charter School Authorizer Board
FY16 Budget - \$250,000 with \$38,373 State Admin Fee - \$288,373
November 17, 2015

Category	Estimated Line Item Budget	Purchase Orders	FY16 Expenses	Remaining Budget
Personnel				
Salaries	\$ 155,000.00		\$ 39,583.30	\$ 115,416.70
Fringe	\$ 46,500.00		\$ 11,087.45	\$ 35,412.55
Workers Comp, etc.	\$ 1,500.00		\$ 171.50	\$ 1,328.50
Sub-Total	\$ 203,000.00		\$ 50,842.25	\$ 152,157.75
Travel				
In-State	\$ 12,000.00		\$ 2,810.82	\$ 9,189.18
FICA Match on Taxable Travel				\$ -
Non-Taxable Moving Expenses				\$ -
Out-of-State	\$ 5,000.00		\$ 852.13	\$ 4,147.87
Sub-Total	\$ 17,000.00		\$ 3,662.95	\$ 13,337.05
Contractual				
Employee Training	\$ 2,500.00			\$ 2,500.00
Postage	\$ 750.00			\$ 750.00
Advertising/Promotional Expense	\$ 1,000.00		\$ 235.50	\$ 764.50
IHL Reimbursement for Space	\$ 3,600.00		\$ 77.25	\$ 3,522.75
DFA Fees				\$ -
Audit Fees				\$ -
Contract Worker and Fringe				\$ -
Liability Insurance Pool				\$ -
Membership Dues	\$ 1,250.00			\$ 1,250.00
Service Charges - ITS	\$ 900.00		\$ 483.50	\$ 416.50
Software	\$ 3,000.00			\$ 3,000.00
ITS Telephone Services	\$ 300.00			\$ 300.00
Wireless	\$ 3,000.00		\$ 408.44	\$ 2,591.56
Network Charges				\$ -
Professional Services - IT	\$ 2,500.00			\$ 2,500.00
Professional Services - NACSA	\$ 19,700.00			\$ 19,700.00
Prof. Services-Cornerstone	\$ 12,500.00	\$ 2,991.25	\$ 3,008.75	\$ 6,500.00
Other Fees (Court Reporter, etc)	\$ 8,873.00		\$ 674.26	\$ 8,198.74
Sub-Total	\$ 59,873.00	\$ 2,991.25	\$ 4,887.70	\$ 51,994.05
Commodities				
Paper Supplies	\$ 1,000.00			\$ 1,000.00
Printing	\$ 1,500.00			\$ 1,500.00
Duplication Supplies	\$ 1,000.00			\$ 1,000.00
Office Supplies	\$ 1,500.00			\$ 1,500.00
Food for Business	\$ 1,000.00			\$ 1,000.00
Office Furnishings	\$ 1,000.00			\$ 1,000.00
Other Supplies	\$ 1,500.00			\$ 1,500.00
Sub-Total	\$ 8,500.00		\$ -	\$ 8,500.00
Equipment				
Computer Equipment				\$ -
Office Machines			\$ -	\$ -
Sub-Total	\$ -			\$ -
TOTAL	\$ 288,373.00	\$ 2,991.25	\$ 59,392.90	\$ 225,988.85