

MINUTES OF THE
MISSISSIPPI CHARTER SCHOOL AUTHORIZER BOARD
Regular Monthly Meeting
Monday, April 1, 2019

The regular monthly meeting of the Mississippi Charter School Authorizer Board was held at 10:00 am on Monday, April 1, 2019 at the Mississippi Charter School Authorizer Board Office located at 239 N. Lamar Street Suite 207, Jackson, MS 39201. In attendance were:

Quentin Ransburg, Board Chair
Dr. Karen Elam, Vice Chair
Tommie Cardin
Chris Wilson
Leland Speed
Carolyn Willis

The meeting was called to order at 10:02 am.

ITEM I. ADOPTION OF THE AGENDA

A. Adoption of the Agenda

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

Chair Ransburg requested a motion to amend the agenda to include a presentation to former Board Chair, Krystal Cormack.

Motion: Speed

Second: Vice Chair 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 the Minutes of the March 4, 2019 Board Meeting

The minutes of the March 4th, 2019 Board meeting were previously distributed to the Board members for review.

Cardin requested a motion to amend the minutes to reflect his recusal and leaving the board room prior to a vote on approval of the two Cornerstone invoices.

Motion: Cardin
Second: Vice Chair Elam

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

ITEM III. FINANCIAL REPORT

- A. Denise DeRossette of Cornerstone Consulting presented an amendment to the Professional Services contract between MCSAB and Sarah Stewart Brevard McMillian. The amendment allows for additional support services through 2019 for a total contract amount of \$6,750.00. Vice Chair Elam noted a discrepancy of \$500 in the amendment presented versus the actual contract amount and recommended that the minutes reflect the entire contract amount.

Chair Ransburg requested a motion to approve the Amendment to Professional Services Contract with Sarah Stewart Brevard McMillian.

Motion: Vice Chair Elam
Second: Wilson

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

- B. Denise DeRossette of Cornerstone Consulting presented an amendment to the current contract between the Mississippi Charter School Authorizer Board and Ambition Prep. The amendment reflects the new location and address of the Ambition Preparatory Charter School to be 5331 Clinton Blvd., Jackson, MS 39209.

Chair Ransburg requested a motion to approve Amendment to the Charter School Contract with Ambition Preparatory Charter School.

Motion: Speed
Second: Wilson

Board members discussed having Dr. Karmacharya visit the school's new location following a vote in favor by Speed, Wilson, Cardin, Ransburg, and opposed by Elam, the motion carried.

- C. Denise DeRossette of Cornerstone Consulting presented the contract for temporary staffing services between the Mississippi Charter School Authorizer Board and Staffers, Inc. from March 4, 2019 to June 30, 2019 in the amount of \$12.30 hr.

- D. Amendment of Contract with Cornerstone Consulting to provide additional services for a total contract price of \$25,000.00.

Denise DeRossette of Cornerstone Consulting and Cardin recused themselves and left the board room during the discussion, recommendation, and vote on the contract with Cornerstone Consulting.

Chair Ransburg requested a motion to approve the Amended Contract between Cornerstone Consulting and the Mississippi Charter School Authorizer Board.

Motion: Wilson

Second: Vice Chair Elam

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

- E. Denise DeRossette of Cornerstone Consulting presented board travel expenses for March and April 2019.

Chair Ransburg requested a motion to approve reimbursement of travel expenses for the Board and staff.

Motion: Vice Chair Elam

Second: Cardin

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

- F. Denise DeRossette of Cornerstone Consulting presented the amended 2019 budget for approval. Presentation included modifications to current contracts. Specific details with respect to line items related to commodities and equipment were presented for approval, which included an increase in commodities from \$3,000 to \$5,500 and equipment from \$5,000.00 to \$17,000. No amendments were proposed within salary and travel line items.

Chair Ransburg requested a motion to approve amended 2019 budget that was presented by Denise DeRossette of Cornerstone Consulting.

Motion: Cardin

Second: Speed

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

ITEM IV. EXECUTIVE DIRECTOR REPORT

Dr. Karmacharya welcomed members of the Board, visitors and thanked them for coming. She began her report with updates on onboarding, meetings, and noted several check-ins with Bellwether, Schoolworks, and Dr. White.

Dr. Karmacharya noted the FBI is conducting a fingerprint policy audit. That audit was postponed, and is now scheduled for April 3, 2019.

Dr. Karmacharya noted that with respect to the application cycle, 12 letters of intent had been received by the March 5th deadline — 11 successfully completed the LOI, and 1 organization proposed 3 campuses. The next major deadline for the application cycle is May 10, 2019 for the completion check.

Dr. Karmacharya also provided an update on the Performance and Accountability Committee detailing the scope of work for Bellwether, outlining timelines, deadlines, and ownership. She also discussed Schoolworks' contract and indicated a window for site visits in the Spring.

Dr. Karmacharya noted that work with Mississippi First regarding policy revisions and recommendations with an emphasis on the closure policy is ongoing. She indicated that moving forward, she'd be spending one day per week working on policies and would reach out to NACSA for support.

Dr. Karmacharya also provided the Board with information on office setup, ongoing training, and noted the additional website that had cost the agency had been cancelled.

The Board was provided with 2 proposals for technical assistance related to the 2019 Application Cycle. Dr. Karmacharya indicated that both proposals, Empire Charter Consultants and Beth Seling's, had been reviewed using a comparative analysis and references had been obtained. After discussing the elements in both proposals, a decision was made to move forward.

Vice Chair Elam requested a motion to approve the proposal from Beth Seling.

Motion: Wilson

Second: Speed

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

Vice Chair Elam requested a motion to reject the proposal from Empire Charter Consultants based on its failure to meet the terms and conditions of the RFP including the standards related to state procurement laws.

Motion: Wilson
Second: Cardin

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

Dr. Karmacharya gave an update on the procedure that would be used going forward with respect to invoices.

Attendance of Executive Director to the National Alliance for Public Charter Schools Conference

Chair Ransburg requested a motion to approve travel and expenses for the executive director to attend the National Alliance for Public Charter Schools conference in 2019.

Motion: Cardin
Second: Speed

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

ITEM V. COMMITTEE REPORT

A. Applications Committee

- Received notification of eligibility (or In-eligibility)
- Received access to training from MCSAB through email and a link to the training on MCSAB YouTube channel
- Received access to training from Epicenter
- Access to the submission process in Epicenter
- Received contact information for technical assistance to be provided by MSEDAccelerator and access to a new FAQ

B. Performance and Accountability Committee

- The scope of the work has been built out with timelines, deadlines, and ownership
- Bellwether is in the data collection phase
- Dr. Karmacharya is working on an Executive Summary to include in the report and will have a professional photo taken on April 16
- Dr. Karmacharya reviewed three annual reports and provided feedback and input to Beth and Jessica
- Bellwether has also contracted with a graphic design team to support the color/graphics/etc of the report – Noelle is our contact and has been providing input on that end

- A window of April 3 – May 17 has been established for visits, but will likely need to adjust because of spring testing at schools, Easter Holiday, and spring events
- Schools have provided Dr. Karmacharya with blackout dates, and these dates have been provided to SchoolWorks

ITEM VI. GRANT COORDINATOR UPDATE

Dr. White provided the Board with a general update on the progress with respect to the CSP Grant and Annual Report.

ITEM VII. NEW BUSINESS

There was no new business to discuss.

ITEM VIII. PUBLIC COMMENT

Marcus Byrd provided an update on the physical location and construction project of Ambition Preparatory Charter School's site. The expected completion date is June 14, 2019.

ITEM IX. EXECUTIVE SESSION

A. Motion to consider entering into Executive Session to discuss personnel matter.

Motion: Wilson

Second: Cardin

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

B. Motion to enter into Executive Session to discuss personnel matter.

Motion: Cardin

Second: Wilson

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

The Board conducted discussion in Executive Session.

Vice Chair Elam requested a motion to end Executive Session.

Motion: Wilson

Second: Cardin

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

Vice Chair Elam announced that no action was taken during Executive Session.

Vice Chair Elam noted that the next meeting will be Monday, June 3rd, 2019 at 10:00 am at Authorizer Board's office.

ITEM IX. ADJOURNMENT

Vice Chair Elam requested a motion to adjourn.

Motion: Cardin

Second: Speed

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

The meeting adjourned at 11:48 am.

ADOPTED, this June 3rd, 2019.


Quentin Ransburg, Chair

Mississippi Charter School Authorizer Board
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