



## MEETING MINUTES

Thursday, March 19, 2015 | 10:00 a.m. to 5:00 p.m.

Clark College

Gaiser Hall, Room 213

1933 Fort Vancouver Way

Vancouver, WA 98663

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### Attendance:

Kevin Jacka, Margit McGuire, Dave Quall, Steve Sundquist, Roberta Wilburn, and Larry Wright (telephonic).

Absent: Trish Millines Dziko, Raymond Navarro, and Cindi Williams

Staff: Joshua Halsey, Executive Director; Cathy Fromme, Deputy Director; Aileen Miller, Assistant Attorney General; Colin Pippin-Timco, Executive Assistant

### Call To Order

#### Roll Call

Chair Sundquist called the meeting to order at 10:04 a.m. Attendance was taken. The following Commissioners were present: Kevin Jacka, Margit McGuire, Dave Quall, Steve Sundquist, Roberta Wilburn, and Larry Wright (telephonic). It was determined a quorum was present to proceed with the meeting.

#### Approval of the February 12 Commission Meeting Minutes

Approval of the meeting minutes for the February 12 Commission meeting were tabled because a quorum of Commissioners who attended the meeting was not present.

### Public Comment

Mitch Price, Washington State Charter Schools Association (WACHarters), encouraged commission and staff to attend WACHarters' annual conference, scheduled for May 7-8, 2015.

### Chair Report: Steve Sundquist

Chair Sundquist announced that Commissioners Dziko, Navarro, and Williams had all been reappointed by their respective appointers.

Chair Sundquist noted that he would be on vacation March 21-28, 2015. Commissioner McGuire agreed to serve as acting-chair in his absence.

Chair Sundquist encouraged Commissioners to attend the WACHarters annual conference May 7-8, 2015. Commissioner Jacka moved to have the Commission pay the registration fee of attending Commissioners, and Commissioner Wilburn seconded: the motion passed unanimously.

Chair Sundquist reported that he had been approached by an advocacy group seeking his signature in support of a tax reform measure. Chair Sundquist noted that he had considered signing the pledge as a private individual, and not as a Commissioner. Chair Sundquist noted that he had raised the subject in the meeting so that Commissioners could voice concerns if any. None were voiced.

## **Executive Director Report: Joshua Halsey**

### **Update on Legislative Strategy**

Mr. Halsey noted that on Monday, February 23, 2015 he had submitted a letter on behalf of the Commission opposing House Bill (HB) 1971, an act amending the Charter Schools Act 28A.710. Mr. Halsey noted that HB 1971 had not made it out of Committee, and thus had died.

Mr. Halsey noted that, despite engaging lawmakers in the Senate, he was unable to win a hearing for the Commission's own legislation regarding gifts and grants. He noted that he would continue to press for the legislation next legislative session.

Mr. Halsey noted that he had met with both Rep. Eric Pettigrew and Sen. Steve Litzow in regards to the Commission-authorized school, First Place.

Mr. Halsey noted that Senate Bill (SB) 1588 would add social-emotional indicators to the Office of Superintendent of Public Instruction's (OSPI) rankings of student performance. Mr. Halsey encouraged the Commission to monitor the legislation; should SB 1588 become law, the Commission could utilize the metrics established by OSPI in its own Performance Framework.

### **Update on Authorized Schools**

Mr. Halsey noted that both Commission-authorized charter schools SOAR Academy and Excel would likely hold enrollment lotteries, and that Commission staff representatives would attend the lotteries as observers.

Mr. Halsey reminded the Commission that he had updated the Sample Charter Contract and was currently urging Commission-approved charter schools to adopt the updated contract. Mr. Halsey noted that he had experienced moderate push-back on elements concerning Charter Management Organizations (CMO). Mr. Halsey will ask Bree Dusseault, Executive Director of Green Dot Washington, to speak to these issues at an upcoming meeting.

Mr. Halsey asked for clarification that the Commission's intentions with Section 13.3: Multiple School Applicant and Operator Oversight was to pause the reopening processes of a school controlled by a CMO should another of the CMO's Commission-approved schools fail; once past the reopening stage, schools would be evaluated independently. The Commission confirmed this.

Mr. Halsey noted lastly that Commission-authorized charter schools Rainier Prep and Excel were both close to securing facilities, and that both Summit schools (Olympus and Sierra) would be accepting all students who had applied.

#### **Update on First Place Corrective Action**

Mr. Halsey reported that First Place Scholars had submitted a Special Education (SPED) Compensatory Services Plan on February 23, 2015. Mr. Halsey had requested review of the plan by OSPI. Based upon OSPI's review, Mr. Halsey could not approve the plan due to, among a number of things, questions of budgetary capability. Mr. Halsey also expressed concerns about other documents provided during the Commission's inquiry of First Place.

Commissioner Wright excused himself at 11:00 a.m.

### **Continue Development of Performance Framework**

#### **Initiate Development of Social Emotional/Whole Child Indicators**

Mr. Halsey presented a memo developed by the National Association of Charter School Authorizers (NACSA). The memo detailed two developed Social Emotional/Whole Child Indicator approaches, CASEL and Roadmap Project, which the Commission may consider as it develops its own indicators for its Performance Framework. The Commission discussed at length the prospect of adding such indicators to its Performance Framework. Commissioners were supportive of Mr. Halsey inviting the Executive Director of the Youth Development Executives of King County, a component of the Roadmap Project, Jessica Warner, to speak to Commissioners at an upcoming meeting.

The Commission broke for lunch at 12:05 p.m.

The Commission returned from lunch at 12:45 p.m.

### **Commission Bylaws Update**

#### **Commission Chair Term Limit**

Mr. Halsey presented language amending Section 4.3: Officer Elections:

~~The chair, vice chair, and member-at-large shall be elected annually by the Commission at a regular or special meeting of the Commission. No more than two consecutive one-year terms in the same officer position may be served by a Commission member.~~

The chair, vice chair, and member-at-large shall be elected annually by the Commission at a regular or special meeting of the Commission. The election of the president and vice president shall occur as a slate, with the vice president agreeing to stand as a candidate for president when the president's term expires. A Commissioner may serve a maximum of four (4) consecutive one-year terms in the same officer position.

Commissioner Jacka moved to amend all instances of the word "shall" to "may," and Commissioner McGuire Seconded. The motion passed unanimously.

Commissioner Wilburn moved to adopt Section 4.3: Officer Elections as amended, and Commissioner McGuire seconded. The motion passed unanimously.

### **Upcoming Officer Elections**

Commissioners were reminded of upcoming officer elections at the April 16, 2015 Commission Meeting.

### **Review Standing Committees' Scope of Work**

Mr. Halsey presented amended language to Section 6.3: Finance Committee:

- b. The finance committee shall be responsible for:
  - Working with the Executive Director and appropriate staff to review and recommend to the entire Commission the biennium budget, annual budget and reviewing year-to-date actual expenses versus projected expenses.
  - Reviewing charter school quarterly and yearly financial statements and audit reports.
- c. Charter schools with financial data indicating that their financial viability is in jeopardy, as indicated through the Financial Performance Framework Measures and Metrics, are required to meet with the Finance Committee to discuss the school's plans regarding improving its financial viability.
- d. The finance committee shall provide recommendations to the full Commission regarding charter school and Commission financial oversight actions.
- e. The finance committee shall meet ~~at least monthly~~ as needed.

Commissioner McGuire moved to amend the language as follows:

- b. The finance committee shall be responsible for:
  - Working with the Executive Director and appropriate staff to review and recommend to the entire Commission the biennium budget, annual budget and reviewing year-to-date actual ~~expenses versus~~ and projected expenses.
  - Reviewing charter school quarterly and yearly financial statements and audit reports.

Commissioner Jacka seconded. The motion passed unanimously.

Commissioner McGuire moved to adopt Section 6.3: Finance Committee as amended, and Commissioner Jacka seconded. The motion passed unanimously.

Mr. Halsey presented amended language to Section 6.4: Charter School Authorization Committee:

- c. The charter school authorization committee shall meet ~~at least monthly~~ as needed.

Commissioner McGuire moved to adopt Section 6.4: Charter School Authorization Committee as amended, and Commissioner Wilburn seconded. The motion passed unanimously.

Mr. Halsey presented amended language to Section 6.5: Charter School Performance Committee

- g. The charter school performance committee shall meet ~~at least monthly~~ as needed.

Commissioner Wilburn moved to adopt Section 6.5: Charter School Performance Committee as amended, and Commissioner McGuire seconded. The motion passed unanimously.

#### **Establish Timeline for Establishing Standing Committees**

This process was tabled until the April 16, 2015 Commission meeting.

## **COMMISSION FINANCIAL UPDATE**

### **Review Projected versus Year to Date Budget & Review of Future Expense Projections**

Mr. Halsey presented an updated budget to Commissioners. Mr. Halsey noted that he had increased Deputy Directory Cathy Fromme from 0.5 to 0.8 FTE beginning March 1, 2015 and projected additional expenditures in the following areas: professional contracts by \$25,000, attorney fees by \$10,000, and Commission travel by \$14,000.

Mr. Halsey informed Commissioners that the Commission had been overpaid by OSPI for the Commission's oversight fee for First Place Scholars; due to the school's declining enrollment, the Commission would need to return about \$25,000 of the received funds. Mr. Halsey went on to note that the Commission had submitted a supplemental budget request for an additional \$20,000 to offset attorney fees associated with the League of Women Voters lawsuit. Mr. Halsey noted that if both situations were to occur, the Commission would experience a net \$5,000 reduction in revenue. However, Mr. Halsey noted that he was expecting to have to pay back the \$25,000 to OSPI and not receiving the supplemental request. When all these expected actions are incorporated and projected forward, he expects the Commission to end the fiscal year about \$1,400 under budget.

### **Reviewing Staffing Structure Current Versus Next Biennium**

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Mr. Halsey noted the Commission's staff salaries were aligned with national best-practice, and that the Commission would likely see the addition of one staff member in FY 2016.

## CONTINUE DEVELOPMENT OF PUBLIC FORUMS

Mr. Halsey presented a draft guidance document pertaining to the applicant public forums associated with the 2015 RFP. After much discussion, Commissioner McGuire moved and Commissioner Wilburn seconded to accept the document with the following amendments:

### Internal Public Forum Processes (not captured in guidance document):

1. The Executive Director will interrupt the applicant should a Commissioner need clarification
2. There will be no more than two applicants per night

### Format

#### 2. Applicant Presentation (~~40~~ 15 minutes)

- a. Applicant will be allowed to present materials and utilize a PowerPoint or any other presentation modality (posters, flyers, Prezi, etc.). Electronic copy of presentation must be provided to Commission staff 48 hours in advance.

#### 3. Public Comment (~~30~~ 45 minutes)

- a. Public comment will be limited to ~~30~~ 45 minutes with a running clock being utilized.
- b. Individuals interested in giving verbal comment during the Forum, can enter a random drawing before the Forum begins for the chance to provide comments. ~~15 individuals will be randomly selected with 5 alternative also selected.~~ Individuals will be instructed to line up in the designated area according to the order in which their names were drawn. Individuals will have no more than 2 minutes to provide verbal comment; however, individuals requiring requesting translation support will be provided 4 minutes to provide their verbal comment.

The motion passed unanimously.

## Executive Session

Commissioner Wright rejoined the meeting telephonically at 2:32.

Open session was adjourned at 2:32 p.m. An executive session was held under the authority granted in RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to agency enforcement actions.

## Reconvening & Next Steps

The Commission reconvened open session at 4:10 p.m. and identified the following next steps:

1. Establish Timeline for Establishing Standing Committees
2. Engage Jessica Warner for further information regarding the Roadmap Project
3. Begin weighting of academic framework
4. Begin work on 2015 RFP applicant capacity interview performance task
5. Officer Elections

The Commission adjourned at 4:15 p.m.