

**STATE OF WASHINGTON  
CHARTER SCHOOL COMMISSION**

**Thursday, December 5, 2013 – 11:30 a.m. to 6:00 p.m.**  
Hoquiam High School (Little Theater)  
201 W. Emerson  
Hoquiam WA 98550

**MINUTES**

**ATTENDANCE**

Dr. Doreen Cato, Trish Millines Dziko, Chris Martin, Dr. Margit McGuire, Dave Quall, Steve Sundquist, and Larry Wright

Absent: Cindi Williams and Kevin Jacka

Staff: Joshua Halsey, Executive Director, Washington Charter School Commission

Aileen Miller, Attorney General's Office

**OPENING AND WELCOME**

Chair Steve Sundquist called the meeting to order at 11:37am. Attendance was taken, all Commissioners except for Cindi Williams and Kevin Jacka were present, and it was determined that a quorum was present to proceed with the meeting. Commissioners Martin and Quall participated via telephone. Each Commissioner and staff member made a self-introduction.

Minutes from the November 7 Commission meeting were reviewed and approved – Commissioner Wright moved and Commissioner Cato seconded the approval.

Minutes from the November 18 Commission meeting were reviewed and approved – Commissioner Dziko moved and Commissioner McGuire seconded the approval. Commissioner Wright abstained.

**PUBLIC COMMENT**

Mitch Price – Acknowledged the Commission for its hard work over the past year

Cate Lay – Introduced herself as a potential charter school operator

**CHAIR REPORT**

Chair Sundquist spoke about two Solution Summit public speaking engagements that he and Commissioner Williams participated in last month. Commissioner Williams participated in the Pasco Summit while Chair Sundquist participated in the Bellevue Summit. Chair Sundquist gave an update on the application deadline media coverage the Commission received.

Chair Sundquist updated the Commission on the Executive Director introductions he continues to make to education reform advocacy groups throughout Seattle.

**DIRECTOR REPORT**

Executive Director Joshua Halsey provided the Commission a report outlining progress on items discussed at the November 7 Commission meeting.

Executive Director Halsey announced that Colin Pippin-Timco has been hired as the full-time Administrative Assistant for the Commission. Colin's first day is Monday, December 9, 2013.

Executive Director Halsey and Chair Sundquist provided an overview of the Senate Early Education K-12 Committee testimony they provided on November 22, 2013. Both expressed feelings of satisfaction with how the testimony went and the questions that the Senators asked.

Executive Director Halsey updated the Commission on the status of the office space that Commission staff will occupy starting December 9, 2013. The space, commonly known as the State Farm Building, is located just one block from the Capital Campus. The new address for the Commission is: 1068 Washington Street SE, Olympia, WA 98504.

Executive Director Halsey updated the Commission on the November 12, 2013 meeting between the Executive Director, Commissioner Wright, and Superintendent of Public Instruction, Randy Dorn.

Executive Director Halsey updated the Commission on the Rule-Making process concerning Public Disclosure and Corrective Action Procedures; Renewal, Non-Renewal and Revocation Procedures; Termination Protocol, Dissolution and Contract Transfer. The Executive Director requested that a team of Commissioners be assembled to draft rule language and prepare these drafts for the January Commission meeting. Chair Sundquist volunteered to lead the group with Commissioners Cato, McGuire and Martin participating.

Executive Director Halsey provided the Commission a draft budget template. He also informed the Commission that the supplemental budget request that will be presented to the state legislature during January to support costs associated with the ongoing charter school litigation, has been adjusted from \$83,000 to \$125,000. The Commission provided feedback on the draft and directed the Executive Director to revise the template and present it again at a later Commission meeting.

Executive Director Halsey provided the Commission with an update on the number of proposals received that have been vetted for completeness and moved forward to a full evaluation. All 19 proposals that were received by November 22, 2013, have been deemed complete and are in the process of being reviewed. To support the review process, the National Association of Charter School Authorizers (NACSA) has retained 10 Washington based evaluators to serve on the proposal review teams in addition to 10 evaluators from outside the state.

## **APPLICATION PROCESS**

The Applicant Interview/Public Hearing Team presented a draft outline for the Public Hearings for full Commission consideration. William Haft from the National Association of Charter School Authorizers (NACSA) joined the meeting via telephone conference to provide insight and perspective on the Public Hearing process. The Commission discussed what the purpose of the Hearing and how to organize, schedule and facilitate the hearings. The Commission discussed holding the Hearings before receiving evaluation team recommendations in January.

The Hearings will be held between January 6, 2014 and January 24, 2014. Each Hearing will last 50-60 minutes: 5 minutes for an introduction by the Executive Director, 10 minutes for applicant presentation, 30 minutes for public comment (2 minutes per speaker), and 10 minutes for transition. Nine public hearings will be held: two in Seattle, two in South King County, two in Tacoma, one in Aberdeen, one in Yakima and one in Spokane. Hearings will start at either 5pm or 6pm and end at either 8pm or 9pm.

The Commission approved empowering the Executive Director to hire a court reporter to capture verbatim notes at each Public Hearing with a budget of \$10,000; if this budget proves insufficient, the Executive Director is to call a special Commission meeting for the Commissioners to identify next steps. Commissioner Wright moved and Commissioner Dziko seconded the motion.

### **TEAM REPORT OUTS**

Commissioner Martin provided an update on the Communication Team's work to date. He explained the Team's reasoning for not creating a press release for the December 2, 2013 completeness review findings. Commissioners asked that the Communication Team begin preparing for the January activities, specifically identifying a media point person for the Commission. Finally, the Communication Team was asked to begin developing a Communication Plan for the Commission by March, 2014.

Commissioner Wright presented a draft Conflict of Interest Policy. Commissioners provided feedback and approved a verbally modified policy, along with a conflict of interest form. Final written policy forthcoming. Commissioner Cato moved and Commissioner Wright seconded the motion. Commissioners approved the requested conflict of interest recusals for the upcoming round of applications: Commissioner Dziko for the two Summit applications; Commissioner Cato for the First Place application; and Commissioner Martin for the Pioneer application.

The Contract Team comprised of Commissioners Cato, Wright and Sundquist provided an update on their work and indicated that the Commission needs to prepare for school-specific items to be considered once contract negotiations begin in February, 2014.

Commissioner Cato presented the Executive Director's job description to the Commission for approval. Commissioners approved it, with Commissioner Dziko moving and Commissioner McGuire seconding the motion.

### **RENOMINATION PROCESS FOR COMMISSIONERS WITH EXPIRING TERMS**

The Commission discussed Commissioners with expiring terms (Commissioners McGuire, Martin and Jacka) and the desire of the Commission to retain these Commissioners. A motion was presented that would have the Commission recommend to each appointer (Governor, Lieutenant Governor and Speaker of the House) that the three Commissioners be re-appointed. A notice to this effect will be placed on the Commission's website to inform the public of this intention. Any public comment will be reviewed in early January prior to communication with the appointers. Commissioner Cato moved and Commissioner Wright seconded the motion, and the Commission voted approval.

### **LOOKING AHEAD**

The Commission discussed the potential need for lobbying support for the 2015 legislative session with the hire of a lobbyist potentially occurring in the Spring of 2014. Commissioners requested that the Executive Director research other state agency processes concerning lobbying the legislature and report back in March, 2014.

The Executive Director requested that the Commission begin preparing to develop a strategic plan, as well as additional details concerning the performance framework and oversight of Charter Schools within its portfolio. Executive Director Halsey also suggested that the Commission re-examine these issues during the March, 2014 Commission meeting.

## **NEXT STEPS**

The Commission identified the following next steps:

1. A Rule-Making team was identified and will meet in December, 2013 to draft language concerning Public Disclosure and Corrective Action Procedures; Renewal, Non-Renewal and Revocation Procedures; Termination Protocol, Dissolution and Contract Transfer rules.
2. The Executive Director will do research on how other state agencies engage in lobbying legislators and will report back to the Commission with his findings in March, 2014.
3. The Communication Team will work to draft a communication strategy for the Commission's January, 2014 activities, as well as prepare to create a more comprehensive and longer-range communication plan for review in March.
4. For those commissioners with identified conflicts of interest in the upcoming application process, a Conflict of Interest form must be signed to complete this process.
5. The Commission will begin outreach to the public via our website and the Commission appointers (Governor, Lieutenant Governor and Speaker of the House) in order to present the Commission's desire to retain the three members with expiring terms (Commissioners McGuire, Martin and Jacka).

## **EXECUTIVE SESSION**

The Commission did not go into executive session.

The Commission adjourned at 5:35 p.m.