

**Minutes of the
Illinois State Charter School Commission
November 15, 2011**

State of Illinois Building, 14th Floor Videoconference Room

1. Commission Chair Greg Richmond Called the Meeting to Order at 10:07 a.m.
 - a. Commission Chair Richmond welcomed all in attendance to the first meeting of the Illinois State Charter School Commission and introduced himself.
 - b. Commission Chair Richmond stated that no requests were received for participation by other means from any Commissioners.
 - c. Roll Call of Commissioners was taken.
 - i. Present: Glen Barton, Sean Denney, Jaime Guzman, Mike Jacoby, Angela Rudolph, Paul Swanstrom, Rudy Valdez
 - ii. Absent: Patricia Van Pelt-Watkins**
 - d. All in attendance recited the Pledge of Allegiance.
2. Inaugural Procedural Items
 - a. Commission Chair Richmond announced that notice of this meeting and a proposed agenda was posted on the State Board of Education's "Calendar and Meetings" web page on Thursday, November 10, and on tack boards in the Illinois State Board of Education in Chicago and Springfield.
 - i. Commission Chair Richmond briefly outlined what would take place at the meeting.
 - b. Commissioner Chair Richmond stated that a Motion would be entertained to Adopt the Proposed Agenda.

MOTION: Commissioner Swanstrom moved that the Agenda, as distributed today, be approved as the Commission's order of business. The Motion was seconded by Commissioner Barton. Chairman Richmond called for a voice vote and the Motion passed unanimously.

- c. Chairman Richmond stated that the next item of business is a Motion to be Governed by Robert's Rules of Order.

MOTION: Commissioner Swanstrom moved that the Commission adopt *Robert's Rules of Order Newly Revised* to govern its meeting procedures today and for all subsequent meetings, until the Commission determines otherwise. The Motion was seconded by Commissioner Jacoby. Chairman Richmond called for a voice vote and the Motion passed unanimously.

** Commissioner Van Pelt Watkins arrived at 10:11 a.m.

3. Chairman's Reports

- a. Chairman Richmond asked each of the Commissioners to introduce themselves.
 - i. Each Commissioner introduced him/her self
 - ii. Chairman Richmond introduced staff in attendance:
 - a. Jeanne Nowaczewski, who has been and will be assisting in start-up of the Commission
 - b. Mia Barricini, taking minutes of the meeting.
 - c. Jennifer Saba, Attorney for ISBE
 - d. Marcy Dutton, General Counsel for ISBE, who was participating via visual teleconference from another location
 - iii. Chairman Richmond welcomed others in attendance, including members of the public, and asked them to introduce themselves:

Andrew Broy, Illinois Network of Charter Schools (INCS)
William Haft, National Association of Charter School Authorizers (NACSA)
Pam Clarke, Illinois Network of Charter Schools
David Weinberg, Illinois Network of Charter Schools
Serena Butler, Communications and Marketing Consultant
Dr. Elaine Lee, Charter School Developer
 - iv. Chairman Richmond noted that that there would be public participation at the end of the meeting.
- b. Acknowledgement of Public Act 97-152
 - i. Chairman Richmond noted that the Public Act creating the Commission is at Tab 3 of the Agenda Book.
 - ii. Chairman Richmond explained that Senate Bill 79 was passed by both houses of the Illinois Legislature on May 17, 2011, signed into law by Governor Quinn on July 20 and became effective immediately as Public Act 97-152. Chairman Richmond also provided an overview of events leading to the passage of Senate Bill 79.
 - a. Charters became law in Illinois in 1996.
- c. Acknowledge Letters of Support
 - i. Chairman Richmond noted that the Commission had received letters of support, copies of which were provided to the Commissioners. Chairman Richmond noted that the level of support of the State of Illinois for the existence of charter schools is very gratifying.
 - ii. Portions of each of these letters (from Governor Pat Quinn, State Senator Heather Steans, ISBE Chair Gery Chico) were read into the Record by Chairman Richmond.
- d. Andrew Broy, President of the INCS made a presentation on Illinois' current charter school landscape. (A copy of the PowerPoint Presentation is attached hereto.)

- e. William Haft, Vice-President of Authorizer Development at NACSA made a presentation on the essential practices and responsibilities of authorizers. Chairman Richmond noted that NACSA is the organization where he serves and is employed as President and CEO. (A copy of the PowerPoint presentations is attached hereto.)
- f. Jennifer Saba of ISBE Board of Education described the Commission's jurisdiction and responsibilities under Illinois law to handle appeals of denials of charters by district authorizers and to be a model to other authorizers in the state.
- g. Jennifer Saba and Marcy Dutton, Deputy General Counsel of ISBE of provided an overview of the Commission's and Commissioners' ethics, open meetings and freedom of information responsibilities under Illinois law.
 - i. Chairman Richmond noted that Tab 5 in the Commissioners' Agenda Books includes a list of the Commissioners and the staggered terms assigned to Commissioners by the State Board of Education
 - ii. Chairman Richmond noted that Tab 6 in the Commissioners' Agenda Books includes a copy of the 2011 Ethics Training for Appointees to State of Illinois Boards, and emphasized importance of ethical conduct. He encouraged all Commissioners to carefully and frequently review the ethical guidelines.
 - a. Chairman Richmond noted that Commissioners must sign an Acknowledgement Form regarding Ethics Training and that the forms must be brought to next meeting, or mailed to Commissioner Richmond or Jeanne Nowaczewski.
 - iii. Jennifer Saba made a presentation to the Commission regarding the applicability of and compliance with the Open Meetings Act.
 - iv. Jennifer Saba made a presentation to the Commission regarding the applicability of and compliance with Freedom of Information Act.
 - v. Marcy Dutton explained the procedures for requesting reimbursements to the Commissioners. Commissioners should mail reimbursement requests to the Chair's office until further notice.
 - vi. Marcy Dutton noted that ISBE will support the Commission in setting up official emails for Commission business.

At 12:16 p.m., the Chair entertained a Motion from Commissioner Denney to take a ten minute recess. Commissioner Valdez seconded the Motion. Chairman Richmond called for a voice vote and the Motion passed unanimously.

The meeting was called back to Order at 12:30 p.m.

4. Action Items

- a. The next item of business on the agenda was a Motion regarding By-laws and Administrative rules and regulations.

i. Chairman Richmond withdrew this item, explaining that it would be best if the Commissioners had more time to review the text of the proposed rules and by-laws and adopt them at a subsequent meeting on December 12. The Chairman noted that until the Commission passes its own rules, the Public Act provides that Administrative Rules of ISBE govern.

b. The next item of business was a Motion to Accept the First Appeal.

MOTION: Commissioner Guzman moved that the Commission accept jurisdiction regarding the proposed Mastery Academy Charter School's appeal of the decision of the Maywood-Melrose Park-Broadview School District 89, County of Cook, denying the Proposed Charter's application for a charter school; and that The Commission's jurisdiction over the appeal began November 1, 2011, the effective date of the Commission pursuant to Illinois Public Act 97-152.

Commissioner Denney seconded the Motion.

Chairman Richmond called for a voice vote and the Motion passed unanimously.

Chairman Richmond noted that it would be the Commission's practice to accept jurisdiction officially of every appeal at our Commission meetings to give public notice of these matters

c. The next item of business was a Motion to establish procedures and timelines for appeal.

MOTION: Commissioner Guzman moved to establish standards, procedures and timelines for the Commission's review of the Mastery Charter School's Appeal of Maywood-Melrose Park-Broadview School District 89's denial of a charter. The Illinois State Charter School Commission has accepted jurisdiction over the Appeal filed by the Proposed Mastery Academy Charter School ("Proposed School"), against the Maywood-Melrose Park-Broadview School District 89's, ("District"), denial of a charter to the Proposed School. The Commission hereby moves that the following standards, procedures and timelines be established in this matter.

1. The Commission authorizes the Chair to prepare for its review and adoption a set of standards and procedures concerning the Commission's process for the administration of appeals, and to present such standards and procedures at the next scheduled meeting of the Commission on December 12, 2011.
2. The Commission authorizes the Chair to retain a small group of qualified charter school evaluators, (3 to 5), and delegate to such evaluators the duty to examine the record on appeal, and, specifically, to interview the Appellant and the District concerning this matter, and to make a recommendation to the Commission for affirmance, denial, or such other action as the evaluators may deem appropriate, pursuant to the following timeline.
3. The Commission acknowledges Public Act 97-0152's mandates concerning the timing of the Commission's reviews of charter school appeals, and sets the following timeline to

govern the Commission and its delegates' review and decision concerning the Appeal at issue.

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| a. | Appeal filed with Commission | Nov. 1, 2011 |
| b. | Commission's First Meeting | Nov. 15, 2011 |
| c. | Notice of Schedule re Appeal sent to Parties | approx. Nov. 16, 2011 |
| d. | Interview of Parties by Evaluation Team | approx. Dec. 1, 2011 |
| e. | Public Hearing | Dec. 12, 2011 |
| f. | Date for final additional materials | approx. Dec. 19, 2011 |
| g. | Commission Meeting & Decision re Appeal | Jan. 9, 2012 |
| h. | Formal Notice of Decision to Parties | Jan. 10, 2012 |
4. The Commission authorizes the Chair to make necessary expenditures in the execution of the procedures for the consideration of the Appeal, as outlined in this Motion.

The Motion was seconded by Commissioner Denney.

Chairman Richmond asked Jeanne Nowaczewski to explain the motion. The Commissioners then discussed various aspects of the motion, including the order of information collection, diversity of reviewers, and the timeline for the process. After this discussion, the consensus was to amend the pending motion.

MOTION TO AMEND THE MOTION: Commissioner Jacoby moved to amend the pending motion as follows: The language in Paragraph 2 after the words "concerning this matter" is deleted and replaced with "and to provide a summary of their findings to the commission." The Motion to Amend the Motion was seconded by Commissioner Swanstrom. A Roll call vote was conducted, and the Motion passed unanimously.

MOTION TO ADOPT THE AMENDMENT: Commissioner Guzman moved to adopt the amendment to the original Motion. Commissioner Denney seconded the MOTION. A Roll Call vote was conducted and the Motion passed unanimously.

- d. The next item of business is a Motion to establish working groups.
- i. **MOTION: Commissioner Rudolph moved that the Commission direct the Chair to establish various working groups, name Commissioners to those working works and inform the full Commission of the names and composition of those working groups at the Commission's December meeting. The Motion was seconded by Commissioner Valdez.**
 - ii. The Chair explained the purpose of the working groups. Commissioners discussed the list of potential working groups, the timing of their work, and whether some might be combined for efficiency. Commissioners were asked to express preferences to the Chair as to which working groups they were interested in serving on, and explained that staff (Jeanne Nowaczewski) would be working on each.

- iii. **A Roll Call Vote on the Motion was taken and the Motion was passed unanimously.**
- e. The next item of business is a Motion to Recognize a grant by the Walton Family Foundation.
 - i. **MOTION: Commissioner Valdez moved that the Commission recognize the grant provided by the Walton Family Foundation to the Illinois Network of Charter Schools for the purpose of supporting the work of the Commission and direct the Chair to work with the Illinois Network of Charters Schools to expend those funds, as provided in Item IV.E. of today's agenda. Commissioner Barton seconded the motion.**
 - ii. **The Motion passed by unanimous voice vote.**

5. New Business: Commission Chair Richmond inquired if any Commissioner had new business to propose. No Commissioner responded in the positive.

6. Announcements: Commission Chair Richmond inquired if any Commissioner had any announcements to make. No Commissioner responded in the positive.

7. Information Items:

- a. Commissioner Richmond asked all Commissioners to volunteer for Work Groups by Friday, November 18, and he will distribute assignments by November 22. Also, Commissioners should consider the bylaws and be prepared to vote on December 12. Commissioners may wish to volunteer to serve as officers, and nominations can occur Dec. 12; election of officers can occur January 9. Commissioners were asked to provide brief biographies to Jeanne Nowaczewski.
- b. Commissioner Richmond noted that future meetings would be held at times and locations noted in the Agenda book, the next meeting will be held in Maywood, and a location to be determined.

8. Public Participation.

- a. Commission Chair Richmond Invited members of the public to speak.
- b. Dr. Elaine Lee from the Mastery Charter School asked several questions of the Commissioners regarding the timing of the process leading up to the decision about the appeal of denial of her school's charter. Commissioner Richmond clarified the timeline and stated that more information would be provided to her as it becomes available.

9. Adjourn. Commission Chair Richmond inquired if there was any further business in need of discussion by the Commission. No Commissioner responded in the positive.

MOTION: Commissioner Guzman moved to adjourn the meeting. Commissioner Swanstrom seconded the Motion. The Motion passed by unanimous voice vote.

Commissioner Richmond adjourned the meeting at 1:58 p.m.

Draft Dated November 23, 2011.