

**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, March 7, 2016 beginning at 10:00 a.m. at the IHL Board Room at the Universities Center located at 3825 Ridgewood Road, Jackson, MS 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 28th day of February 2016.

BY:
Marian Schutte
Executive Director

DRAFT AGENDA
MISSISSIPPI CHARTER SCHOOL AUTHORIZER BOARD
March 7th, 2016

- I. Call to order
- II. Adoption of the Agenda
- III. Approval of Minutes of the January 27th Meeting
- IV. Chair Report
- V. Executive Director's Report
- VI. Committee Reports
 - a. Applications Committee
 - b. Performance and Accountability Committee
- VII. New Business
 - a. Job Description
 - b. FY 16 Budget Revision
 - c. Approval of Invoices
- VIII. Public Comment
- IX. Next Meeting
 - a. April 4th Meeting - Starkville
- X. Adjourn

MINUTES OF THE
MISSISSIPPI CHARTER SCHOOL AUTHORIZER BOARD
Regular Meeting
Wednesday, January 27, 2016

The regular meeting of the Mississippi Charter School Authorizer Board was held at 9:30 a.m. on Wednesday, January 27, 2016. The meeting was open to the public and was held at Mississippi Gulf Coast Community College (Jackson County Campus), located at located in Gautier, Mississippi. Present were:

Tommie Cardin, Chairman
Dr. Bonita Coleman-Potter
Dr. Karen Elam
Johnny Franklin
Chris Wilson
Dr. Carey Wright

Vice-Chair Krystal Cormack was unable to attend. Executive Director Marian Schutte was also in attendance. Chairman Tommie Cardin called the meeting to order at 9:30 a.m.

Chairman Cardin acknowledged Dr. Coleman-Potter and expressed his appreciation for her work in coordinating and hosting this month's meeting. He stated further that the Board held a retreat on Tuesday, January 26th at the Gulf Hills Hotel and Conference Center in Ocean Springs, MS.

ITEM I. ADOPTION OF THE AGENDA

A. Adoption of Agenda

The Agenda was previously circulated to all Board members for review. In light of discussions during the previous day's retreat, Chairman Cardin suggested adding the issue of "Office Space" under new business.

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

MOTION: Dr. Elam

SECOND: Dr. Wright

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

ITEM II. APPROVAL OF THE MINUTES

A. Approval of Minutes

The Minutes of the January 5, 2016 special meeting were previously circulated to the Board members for review.

Chairman Cardin requested a motion to adopt the Minutes of the January 5, 2016 meeting, as presented

MOTION: Mr. Franklin

SECOND: Dr. Elam

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

ITEM III. CHAIR REPORT

Chairman Cardin stated that a productive meeting was held during the retreat on Tuesday and he expressed his appreciation for everyone's participation in those discussions. Topics discussed include the issue of office space, which has been added to today's agenda for consideration, as well as the topic of a second professional position. Also discussed was the academic performance framework and, specifically, the monitoring process. He anticipates that a proposal will be brought before the Board in the near future to address that issue. There was also the suggestion of a follow up retreat toward the end of the school year.

ITEM IV. EXECUTIVE DIRECTOR'S REPORT

Ms. Schutte reported that both of the operating charter schools participated on Tuesday in a visit to the State Capital Building in Jackson where they were able to tour the facility and study the legislative process with some Mississippi First staff. Further, she reported that the schools will receive their annual site visits in the next six weeks, and the Performance and Accountability Committee will discuss and present the results of those visits to the Board. Lastly, Ms. Schutte reported that work is continuing on the website with the intention of meeting the strategic plan goal to ensure the website's operation and transparency for the public

ITEM V. COMMITTEE REPORTS

A. Applications Committee

Ms. Schutte stated that the committee had published the 2016 RFP for public comment but to date had received none. She further stated that the committee had made a few modifications to the timeline that will be presented for consideration under New Business.

B. Performance and Accountability Committee

Dr. Coleman-Potter stated that there was no report to offer at this time.

ITEM VI. NEW BUSINESS

A. 2016 Request for Proposals Release

Ms. Schutte explained the committee's modification to timeline to adjust the Letter of Intent and Eligibility Determination dates to accommodate the change in the Board's meeting date. She stated that the RFP will be released on Friday, January 29th and the application window has been extended from 9 weeks to 14 weeks to allow applicants to take advantage of the technical

support being offered in submitting their applications. She next walked through the remainder of the RFP cycle timeline.

Chairman Cardin requested a motion to release the 2016 Request for Proposals.

MOTION: Dr. Elam

SECOND: Mr. Franklin

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

B. Approval of Invoices

Ms. Schutte reviewed invoices that had been previously provided to the board members for consideration.

Chairman Cardin requested a motion to approve invoices for payment.

MOTION: Mr. Wilson

SECOND: Dr. Wright

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

C. Office Space

Chair Cardin presented the idea of acquiring additional office space as discussed at yesterday's board retreat. He recommended that Mr. Wilson work with the Executive Director to pursue appropriate office space.

Chairman Cardin requested a motion to have Mr. Wilson work with Ms. Schutte to determine a proposal for adequate office space.

MOTION: Dr. Wright

SECOND: Dr. Elam

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

ITEM VII. PUBLIC COMMENT

None.

ITEM VIII. NEXT MEETING.

The next meeting of the Mississippi Charter School Authorizer Board will be held on Monday, March 7, 2016 at the Jackson office of the Mississippi Board of Trustees of State Institutions of Higher Learning.

ITEM IX. ADJOURN

Chairman Cardin requested a motion to adjourn.

MOTION: Dr. Coleman-Potter

Mississippi Charter School Authorizer Board
Regular Meeting
January 27, 2016
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SECOND: Dr. Wright

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

ADOPTED, this the ____ day of _____, 2016.

TOMMIE S. CARDIN, Chairman

Mississippi Charter School Authorizer Board
 FY16 Budget - \$245,510 with \$38,373 State Fee - \$283,883
 February 28, 2016

Mississippi Charter School Authorizer Board
 Revised FY16 Budget - \$245,510 with \$38,373 State Fee and \$17,868 Local Fee
 February 28, 2016

Category	Estimated Line Item Budget	Purchase Orders	FY16 Expenses	Remaining Budget
Personnel				
Salaries	\$ 155,000.00		\$ 64,166.62	\$ 90,833.38
Fringe	\$ 46,500.00		\$ 17,934.94	\$ 28,565.06
Workers Comp, etc.	\$ 1,500.00		\$ 293.50	\$ 1,206.50
Sub-Total	\$ 203,000.00		\$ 82,395.06	\$ 120,604.94
Travel				
In-State	\$ 12,000.00		\$ 3,944.41	\$ 8,055.59
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		\$ 4,796.54	\$ 12,203.46
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		\$ 154.50	\$ 3,445.50
DFA Fees			\$ -	\$ -
Audit Fees			\$ -	\$ -
Contract Worker and Fringe			\$ -	\$ -
Liability Insurance Pool			\$ -	\$ -
Membership Dues	\$ 1,250.00			\$ 1,250.00
Service Charges - ITS	\$ 900.00		\$ 705.52	\$ 194.48
Software	\$ 3,000.00			\$ 3,000.00
ITS Telephone Services	\$ 300.00			\$ 300.00
Wireless	\$ 3,000.00		\$ 612.30	\$ 2,387.70
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	\$ 854.00	\$ 5,146.00	\$ 6,500.00
Other Fees (Court Reporter, etc)	\$ 8,873.00		\$ 1,729.78	\$ 7,143.22
Sub-Total	\$ 59,873.00	\$ 854.00	\$ 8,583.60	\$ 50,435.40
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		\$ 102.72	\$ 1,397.28
Sub-Total	\$ 8,500.00		\$ 102.72	\$ 8,397.28
Equipment				
Computer Equipment				
Office Machines				
Sub-Total				
TOTAL	\$ 288,373.00	\$ 854.00	\$ 95,877.92	\$ 191,641.08

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Other Fees (Court Reporter, etc)	\$ 22,251.00		\$ 1,729.78	\$ 20,521.22
Sub-Total	\$ 73,251.00	\$ 854.00	\$ 8,583.60	\$ 63,813.40
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
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Mississippi Charter School Authorizer Board
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February 28, 2016

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**Charter School Authorizer Board
Items Presented for Payment
March 7, 2016**

Travel

Board Travel - March Meeting

TBD

Contractual

Cornerstone Consulting - January Invoice

\$ 352.75

NACSA - 2015 RFP Process

\$ 19,700.00

Commodities

Equipment

TOTAL

\$ 20,052.75

INVOICE

Date: February 23, 2016
 Invoice # 0017



National Association of
 Charter School Authorizers
 105 West Adams Street
 Suite 1900
 Chicago, IL 60603
 Phone (312) 376-2300
 Fax (312) 376-2400

TO Mississippi Charter School Authorizer Board
 3825 Ridgewood Road
 Jackson, MS 39211

PROJECT	PAYMENT TERMS	DUE DATE
Mississippi Charter School Authorizer Board - 2015 Application Process Management	Due on receipt	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	Scope of Work - Application Process Co-Management <ul style="list-style-type: none"> • Recruitment, selection, training, & management of evaluation teams • Capacity interview preparation; and • Delivery of recommendation for approval or denial of each application 		

Please Make All Checks Payable To:
 The National Association of Charter School Authorizers

SUBTOTAL	19,700.00
TAX	
TOTAL	19,700.00

APPLICATION PROCESS BUDGET

The budget is variable based on the number of applications. Typically, the cost of application evaluation is \$7,500 to \$8,000 per application depending on the structure of the evaluation teams, the number of experienced operators requiring due diligence, and other variables. For budgeting purposes we have assumed the following:

Application submissions: **2**
 Applications proceeding to Stage 2: **2**
 Applications proceeding to Stage 3: **1**
 Experience operators: **1**

The assumptions are based on expecting a similar number of submissions to the second round.

Budget Note: The number of applications approved or denied at Stage 3, has no bearing on the cost of the process.

Expense	Assumptions/Detail	Cost – Low	Cost - High
Stage 1 Reviews (completeness)	MCSAB managed	N/A	N/A
Stage 2 Reviews (threshold review)	2 complete applications		\$2,000
Stage 3 Reviews (independent review teams)	1 application; 1 team of 4 reviewers (2 local, 2 national)		\$7,000
Travel	Evaluation team travel for capacity interviews		\$2,990
NACSA Process Advisory	3.5 days (@ \$165/hr)		\$1,960
Fluid Review	Online submission/review platform		\$5,000
Materials and other	Template development; conference lines.		\$750
TOTAL			\$19,700

APPLICATION TIMELINE

The following timeline is presented as a draft based on incorporating the three-stage review process into the timeline published by the Board. NACSA will work with the Board to finalize the dates.

STAGE	TASK OR MILESTONE	DATE	RESPONSIBLE
RFP LAUNCH/LOI	Launch of Fall 2014 RFP Cycle	April 7	MCSAB
RFP LAUNCH/LOI	Prospective Applicant Informational WebEx	Week of July 28	NACSA/MCSAB
RFP LAUNCH/LOI	Deadline for Mandatory Letter of Intent and Eligibility Demonstration	May 5	APPLICANTS
RFP LAUNCH/LOI	Eligibility Determinations	May 8	MCSAB
PROPOSAL DEVELOPMENT	Applicant Orientation Webinar	Early May (TBD)	MCSAB
PROPOSAL DEVELOPMENT	Deadline for Complete Proposals	May 26	APPLICANTS
STAGE 1	Initial Completeness Findings Distributed	May 27	MCSAB
STAGE 1	Completeness Remedy/Resubmission Deadline	May 29	APPLICANTS
STAGE 1	Final Completeness Findings Distributed	June 2	MCSAB
STAGE 2	Stage 2 Threshold Quality Assessment	June 3 to June 26	NACSA
STAGE 2	Stage 2 Findings Distributed	July 6	NACSA
STAGE 3	Stage 3 Evaluation Team Proposal Review	July 7 to August 2	NACSA
STAGE 3	Capacity Interviews	August 6-7	MCSAB
STAGE 3	Public Hearing	August 6	MCSAB
STAGE 3	Third Party Evaluations to Applicants	August 14	NACSA
STAGE 3	Operator Response to Third Party Evaluation Due	August 21	APPLICANTS
DECISIONS	MCSAB Proposal Decisions	September 2	MCSAB