

### PCSC Board Meeting Observation Summary

An observation of charter school board meetings is required by [Section VI of PCSC policies](#), and will take place once each performance certificate term. We recognize that not all aspects of good governance may be addressed in a single meeting and that this observation is only a snapshot.

Below you will find the summary of the PCSC's board meeting observation of your school. The purpose of this observation is to ensure compliance with [Idaho's Open Meeting Law](#) and to help inform annual evaluations regarding the board stewardship measures of the Performance Framework. Please see the PCSC's [Performance Framework](#) for details regarding the governance structure and governance oversight measures.

If you have any questions/comments/concerns regarding the summary below, please feel free to reach out to the PCSC staff. You may provide a response to this report within two weeks of receipt. Both the report and your response will be included in your school's renewal portfolio.

Observation Date: 4/15/2021

Observer: Melissa-Jo Rivera

School Board Director's Name	Office (if applicable)	Present/Remote/Absent
Ken Glodo	Chairman	Present
Anthony Kinikin	Vice-Chair	Absent
Shay Higlee	Secretary	Present
Dan Thurman	Treasurer	Present
David Meyer	Member	Present
Dan Schwieder	Member	Present
Kauilani Stanfield	Board Clerk	Present
School Leadership	Title	Present/Remote/Absent
Erica Kemery	Superintendent	Present
Michelle Covert	Business Manager	Present

Observation Category	Status	Date
Open Meeting Law	No Concern	4/16/21
Public Participation	No Concern	4/16/21
Operational Efficacy	No Concern	4/16/21
Academic Achievement	No Concern	4/16/21
Financial Health	No Concern	4/16/21

## Additional Notes (As Applicable)

- MMCS amended their agenda to include a zoom link for observation opportunities to the public. On-site participation was available for those interested in attending in person.
- Additional amendments were requested at the beginning of the meeting. There appeared to be some confusion regarding the process to amend the agenda. I would recommend reviewing [Idaho Open Meeting Law](#) for further guidance on amending an agenda.
- Meeting notice & agenda were made available to the public.
- It was unclear whether the vice-chair Anthony Kinikin was on-site/remote during the meeting. Please provide clarity if he was in attendance.
- School leader provided a report on the following topics: Operational updates, Star Benchmark results, and an Articles of Incorporation status update.
- An executive session was conducted in this meeting: I.C.74-206 (1)(b); I.C.74-206(1)(d) & I.C.74-206(1)(f). There appeared to be some confusion as to which code/purpose the executive session would be conducted under; as well as the motion/vote process.
- Evaluation process of the administrator was discussed to identify a best practice method to conduct school leader evaluations. Additional materials and follow-up would be conducted by the board and school administrator. \*Attached to this document are additional governance resources that support school leaders' evaluations for your convenience.
- MMCS board would benefit from additional board training on meeting organization and processes (please see some additional resources below).

## Board Governance Support Tools

### How do we pay for support?

Charter schools have access to up to \$6,000 each year for the purpose of leadership and board governance training. These funds are available through the Idaho State Department of Education on a reimbursement basis.

Additionally, charter schools may defer up to 10% of the annual authorizer fee to pay membership dues with an entity that provides training and advocacy for Idaho charter schools. The Idaho School Board Association is one of the qualifying entities.

### What options are out there?

#### Live Training

[Idaho School Board Association](#) – This is an excellent option for Idaho-specific information and general board governance training. The membership dues include access to policy samples as well as some leadership evaluation support, live coaching, and legal consultation. This group also advocates for legislation that supports charter schools.

#### Videos

[Idaho Board Training Videos](#) – This series of good governance videos was recently developed through funding from the U.S. Department of Education's Charter Start-Up Grant. Short and to the point. These work great for quick learning opportunities.

#### Blended Learning

[Board On-Track](#) - This is a high-quality national service. They provide a virtual platform, recorded and live training, and virtual coaching. They also have policy samples and leadership evaluation templates. These folks have been leaders in charter school governing board training for over 20 years. About 1/4 of Idaho's charter schools use this service.

#### Book

[Charter School Board University](#) – This is an easy to use book by Brian Carpenter, another 20 year veteran of charter school board governance training. Each chapter is short, easy to read, and tackles a key issue of good governance. Really useful to review a chapter every month or so. Good info on evaluations here too.

#### State Templates for Leadership Evaluation

[Idaho State Department of Education](#) – Provides evaluation tools for principal evaluations. (scroll down and expand the “effective principals” section). You'll also find a good description of the statutory requirements for school leader evaluation on this page.

#### Interested in customizing your leadership evaluation?

I would recommend looking at both the [Marzano](#) model and [Diane Sweeny's](#) work. Both are leaders in the field, and both offer a “coaching cycle” method of evaluation rather than a single summative evaluation.

## Key Design Elements (Observation)

AUTHORITY: IPCSC Policy: Section VII Public Charter School Oversight

If a public charter school is accredited by a State Board of Education approved accrediting agency, the IPCSC shall accept accreditation reports in lieu of conducting a site visit for the purpose of establishing whether the school is effectively implementing its Key Design Elements as stated in its Performance Certificate. If a public charter school is not accredited by a State Board of Education approved accrediting agency, the IPCSC will conduct a site visit once during the public charter school's Performance Certificate term for the purpose of evaluating whether the school is effectively implementing its Key Design Elements as stated in its Performance Certificate. The public charter school will receive written notice of a site visit for this purpose at least thirty (30) days prior to the visit, and whenever possible, the site visit will be scheduled at a time convenient for the public charter school.

Observation Date: 9/14/22

Observer: Melissa-Jo Rivera

School Board Director's Name	Office (if applicable)
David Meyer	Board Chair
Suzanne Hamilton	Treasurer
Dan Schweider	Board Member
Shay Higley	Vice-Chair
Dalila Early	Board Member
School Leadership	Title
Jeanne Johnson	Administrator
Carrie Smith	Business Manager

Observation Category	Status
Key Design Elements Implementation	No Concern

### School's Key Design Elements:

- Maintain commitment to the core Montessori curriculum and instruction by utilizing authentic Montessori materials.
- Idaho State Standards are used as a basis for what every child needs to know. From there, the Montessori approach is utilized to help students master required knowledge and skills.
- Employ experienced Montessori teachers or teachers who will become Montessori certified.
- Employ a building principal/educational leader who has knowledge of Montessori principles and curriculum through Montessori coursework, Montessori Administrator Credential and/or annual conference exposure.
- Students will utilize work plans to guide them in their learning toward mastery.

### Observation:

- All classrooms appear to include Montessori materials and environment.

- Four staff members are currently participating in Montessori certification training; SPED teacher will also be included in (4)
- The school is making efforts to refocus instruction back to Montessori method
- Elementary grades are currently engaged in Montessori model instruction while grades 5/6-7/8 are more project- based learning with Montessori influences. The school's Board may want to consider an amendment to the performance certificate to include project-based learning and/or redefine the schools KDEs of Montessori instruction.
- IPCSC staff observed upper grade level students engaged in Science class.
  - The school currently is refocusing on ELA/Math; Science and SS are secondary
- Administrator= has not received additional training or work in Montessori
  - Participates in virtual group in Greater Montessori Community
  - Administrator will need to consider participating in additional Montessori focused coursework, conferences and obtaining a Montessori Administrator credential to align with the KDE.
- The school has adapted a Master Schedule of instruction which includes a scheduled "WIN" (What I need) opportunity for SPED/Gifted/Talented. Scheduled time offers students every 30 minutes to transition to a specialized instruction as applicable for each student.
- The school leader and school SPED director revamped IEP for all students with and rewrote 504s for all students.
- Students are provided newly adopted curriculum and refocused attention to Montessori model.