

Montana Community Choice Schools Commission

March 4, 2025
8:00 a.m. to 10:30 a.m.
Zoom Meeting

Agenda Packet Contents:

1. Consent Agenda:
 - a) Draft Minutes from 12.17.24
 - b) Draft Minutes from 1.4.25
2. Proposed Agenda for 3.4.25
3. Treasurer's Report Materials
4. Director of Planning Job Description
5. Fillable Meeting Evaluation Form

Montana Community Choice Schools Commission
Meeting Agenda
December 17, 2024
Montana State Capitol, Helena MT Room 472

Call to Order – 09:00:49

Chair Schreiber called the meeting to order at 9:01 AM. The Chair led the Commission in the Pledge of Allegiance, Ms. Kris Stockton took Roll Call, and the Chair read the Statement of Public Participation and welcomed guests.

Commission members present: Trish Schreiber, Chair; Katy Wright, Vice Chair; Jon Rutt, Treasurer; Cathy Kincheloe; Katy Franklin. Board of Public Education (Board) staff present: McCall Flynn, Executive Director; Kris Stockton, Administrative Specialist.

Presenters: Dr. Jim Goenner, National Charter School Institute.

Guests: Ms. Jane Hamman, Board of Public Education, Heather Irving

Guests online: Mr. Chip Lindenlaub; Dr. Tom Parell; Ms. Cheryl Tusken, Frontier Institute; Mr. Mark Casazza.

Public Comment – 09:03:10

Mr. Chip Lindenlaub gave public comment and thanked the Commission for their work. Ms. Cheryl Tusken gave public comment and thanked the Commission for their work.

Item 1 Approve Consent Agenda – 09:05:25

Member Rutt moved to approve the September 25, 2025 Minutes. Motion seconded by Member Kincheloe.

No discussion. Motion passed unanimously.

Approve Agenda – 9:06:23

Member Kincheloe moved to adopt the agenda. Motion seconded by Member Rutt.

No discussion. Motion passed unanimously.

Item 2 Chairperson Welcome Statement - 09:07:02

Before giving her statement, Chair Schreiber noted that Board of Public Education Charter Committee Chair Jane Hamman was present and welcomed her to the meeting. Chair Schreiber opened the meeting and thanked Dr. Jim Goenner and the National Charter School Institute for the help they have extended over the last year assisting the Commission. The Chair also thanked the Commission Steering Committee members for their work, and Board of Public Education staff for their support of the Commission.

Item 3 Reports – 09:09:47

Member Kincheloe reported on the receipt of a \$300K grant from the Bradely Foundation and noted that additional grant opportunities are under consideration as new grant application cycles open. Member Rutt asked for specifics as to what the Bradley Foundation grant would be used for. The Chair noted that the only parameters of the Bradley Foundation grant are that the funds must be used within twelve months and cannot be used for lobbying.

Chair Schreiber gave the Policymaking Committee Report and noted the work that has been completed including meeting with the Steering Committee on December 5, 2024. The Chair noted that the Commission may choose to outsource the review of Choice School applications to an outside entity for approval or denial, an action which is considered industry best practices. The Chair answered Commission members' questions.

Member Rutt presented the Treasurer report and noted the balance to date which includes the most recent legal services bill. Member Rutt answered questions from Commission members. Chair Schreiber noted that with the receipt of the Bradley Foundation grant it may be helpful to begin making budget projections, and that the grant money will be tracked separately from other expenditures.

Chair Schreiber reviewed work completed by the Commission over the past year including training, a work session held in April, the development of Choice School and Authorizer Applications, Choice School and Authorizer Contracts, projected calendar of major activities, and the identification of seven phases to implement the law. The Chair reviewed subcommittees created, work the committees have completed, and items that still must be completed.

Item 4 Officer Elections – 09:28:30

The Chair noted that law requires yearly election of officers with the exception of the Chair position which is appointed by the Governor for two years. The Chair opened the floor for nominations for Treasurer.

Member Kincheloe nominated Member Rutt to continue as Treasurer. Motion seconded by Vice Chair Wright.

Member Rutt accepted the nomination.

No discussion. Motion passed unanimously.

The Chair opened the floor for nominations for Vice Chair.

Chair Schreiber nominated Member Wright to continue as Vice Chair. Motion seconded by Member Kincheloe.

Member Wright accepted the nomination.

No discussion. Motion passed unanimously.

Item 5 Discussion and Business – 09:23:07

Commission members reviewed the Application Rating Rubric for Choice Schools and discussed pieces of the document including the disclaimer, sections of the Academic Program and Performance rating, and how the rating scale items are aligned with the law. Members discussed the General Disclaimer specifically related to Special Education and what will be required of Choice Schools related to Special Education to comply with Federal law, and how Choice Schools can serve students with those needs. Member Rutt noted that once applications are received the Commission will know what aspects of the application may need to be revised. Members discussed classifications of types of schools and whether schools can convert from one class to another. Chair Schreiber checked the district classifications and noted that classifications are calculated by the population size of the area the school is located in. Ms. Flynn specified the statute defines classifications as the population of the district. The Commission discussed background checks and the requirements for that process which is contained in the application for a Community Choice School.

General Discussion – 10:09:12

1. The Commission reviewed the subcommittee's that have been established and discussed if the current structure is sufficient or if new committees need to be established.

Member Rutt moved to continue the Fundraising Committee for the year of 2025. Motion seconded by Chair Schreiber.

Discussion:

- ***The Chair noted that is important to retain this committee as additional fundraising will be necessary for 2026, and that the relationships the subcommittee has created are important to cultivate and take time to develop.***

No further discussion. Motion passed unanimously.

Member Rutt moved to continue the Policymaking Subcommittee for the year of 2025. Motion seconded by Member Kincheloe.

- ***Discussion: Vice Chair Wright stated that the Steering Committee created by the Policymaking Committee and the public relations that ensued from that subcommittee is important.***
- ***Chair Schreiber noted the heavy lift the Steering Committee was, and it was valuable but questioned if it's necessary to continue. Chair Schreiber noted the Commission may have a team employee who could organize the steering committee, making it easier to manage.***
- ***Member Franklin echoed those comments and that she would like reports from the Steering Committee to share with the Commission would be appreciated.***
- ***Vice Chair Wright noted her concerns are more with community relations and educating the public about Choice Schools and that an executive director can help with that in the future.***
- ***Chair Schreiber noted that the vote is only on the motion to develop a Policymaking Subcommittee, and that the Steering Committee needs to be its own motion.***

No further discussion. Motion passed unanimously

Member Franklin moved to create a Special Education Consideration subcommittee.

Motion seconded by Chair Schreiber.

- **Discussion: Chair Schreiber noted the commission has been assigning three members for each subcommittee and that could be difficult to sustain with three subcommittees.**
- **Member Kincheloe noted that the future staff person could help facilitate the work of the subcommittees and that could reduce the number of commission members required.**
- **Member Rutt noted that if a subcommittee has been created, but the work is not necessary, then the subcommittee does not need to meet.**

No further discussion. Motion passed unanimously.

2. Members discussed potential meeting dates for the 2025 calendar year and Chair Schreiber noted that the law requires a minimum of quarterly meetings. Member Kincheloe stated that continuing education for members is necessary. Chair Schreiber agreed but stated that the commission can add more meetings other than the quarterly meetings. Members discussed 2025 meeting dates of: March 4, 2025 via Zoom (8:00 a.m.), June 17, 2025 in Helena (9:00 a.m.), September 9, 2025 via Zoom (8:00 a.m.), December 9, 2025 (TBD).
3. Members discussed potential training opportunities and conferences members may like to attend or take part in.

Item 6 Presentation by Jim Goenner, National Charter School Institute – 10:44:13

Dr. Jim Goenner gave a presentation to the Commission and discussed a variety of topics which included: rethinking the concept, creating conditions where excellence thrives, expectations of authorizers from schools who are applying for a charter; the creation of a Performance Framework established for authorizers, how to educate the public on choice schools and what they do, how the Commission can help with public education beyond chartering schools, how assessments work and can be valuable, and next steps moving forward.

Chair Schreiber thanked the Commission members for their work and the Board staff for their support and wished everyone Happy Holidays.

Public Comment – 12:46:56

No public comment.

Adjourn

Meeting adjourned at 12:47 PM.

Montana Community Choice Schools Commission

Meeting Agenda

January 14, 2025

Special Committee: Zoom
9:00 a.m.

Call to Order

Chair Schreiber called the meeting to order at 9:00 AM. The Chair led the Commission in the Pledge of Allegiance, Ms. Kris Stockton took Roll Call, and the Chair read the Statement of Public Participation and welcomed guests.

Commission members present: Trish Schreiber, Chair; Katy Wright, Vice Chair; Jon Rutt, Treasurer; Cathy Kincheloe; Dee Brown; Mark Hufstetler.

Board of Public Education staff present: McCall Flynn, Executive Director; Kris Stockton, Administrative Specialist.

Guests online: Mr. David Hofer; Ms. Katie Bloodgood; Ms. Moffie Funk, Montanans Organized for Education; Mr. Todd Hanson, 4 Poles Consulting; Ms. Jenine Syness .

Item 1 Adopt Agenda

Member Brown moved to adopt the agenda as presented. Motion seconded by member Hufstetler.

No discussion. Motion passed unanimously.

Item 2 Action on Director of Planning Job Description

Member Brown asked if the Job Description can be changed in future meetings as the job changes. The Chair noted the position is a temporary position for twelve months so it's likely it will not be changed.

Member Rutt moved to approve the Job Description as presented in the agenda packet. Motion seconded by Member Brown.

Mr. Todd Hanson questioned if there is a salary and benefits package. The Chair noted the salary will be set in consultation with State Human Resources. Executive Director Flynn explained the market analysis used by State Human Resources to determine salary, and that the benefits package is a set amount.

Mr. Todd Hanson asked if there is a timeframe for the job posting. Chair Schreiber responded the position will be posted for two weeks and should be posted in the next day.

Chair Schreiber noted that funding for the position is from a grant the Commission received that is for twelve months, so the position is temporary.

Member Franklin asked if the benefits will also come from that funding and the Chair responded that they will.

The Chair noted a hand count will be taken.

Votes in favor: Vice Chair Wright, Member Rutt, Member Hufstetler, Chair Schreiber, Member Franklin, Member Brown

Abstaining: Member Kincheloe

Opposed: None.

Motion passed with six members voting in favor, and one member abstaining.

Item 3 Action on Delegation to the Executive Committee

Chair Schreiber noted the membership and duties of the Executive Committee as noted in the Commission Bylaws and asked if anyone has a motion to delegate the hiring of the Director of Planning to the Executive Committee.

Member Brown moved to delegate the Executive Committee to move forward with the decision making and the hiring of the Director of Planning. Motion seconded by Member Hufstetler.

Member Franklin noted that such a decision could benefit from the opinions of all Commission members.

Chair Schreiber noted that all applicants will be interviewed and that the Bylaws give the authority to the Executive Committee to perform hiring.

Member Brown asked if the full Commission will be allowed to vote on the final selection. The Chair replied "not necessarily," and that the delegation to the Executive Committee would be for the whole process, including the decision making.

Vice Chair Wright asked what would happen if a member of the Executive Committee was not available for the selection process, and the Chair noted that a rubric has been created to ensure efficiency for the Executive Committee members.

Member Rutt noted that after listening to the comments that it may be better for the Executive Committee to review the applicants and for the full Commission to approve the selected applicant.

The Chair noted a hand count will be taken.

Votes in Favor : Member Brown, Vice Chair Wright, Member Rutt, Member Hufsteteler, Chair Schreiber

Opposed: Member Franklin

Abstaining: Member Kincheloe

Motion passed with five members voting in favor, one member in opposition, and one member abstaining.

Public Comment

Mr. Todd Hanson noted the current process underway related to the Public Charter Schools, and that there are people watching the Commission's work and are interested and looking favorably to the Commission in the possibility of a offering a second option for the creation of Charter Schools.

Adjourn

Meeting adjourned at 9:19 AM

Montana Community Choice Schools Commission

Meeting Agenda

March 4, 2025

Zoom

8:00 a.m. to 11:00 a.m.

	Estimated Time	Details
Call to Order	8:00 a.m.	<ol style="list-style-type: none"> 1. Pledge of Allegiance 2. Roll Call 3. Statement of Public Participation 4. Welcome Visitors
Note to the Public		<ol style="list-style-type: none"> 1. Action may be taken on any item listed on the Choice Commission agenda. Per §2-3-103 MCA, <i>the Choice Commission encourages public comment on any item prior to final action.</i> 2. All times are approximate and may change as reasonably necessary.
Agenda		
Item 1	8:05 a.m.	<ul style="list-style-type: none"> ◇ Action: Consent Agenda Adoption <ul style="list-style-type: none"> ○ Minutes from 12/17/24 ○ Minutes from 1/14/25 ◇ Action: Agenda Adoption for 3/4/25
Item 2	8:10 a.m.	Chairperson Welcome Statement
Item 3	8:15 a.m.	Reports: Treasurer Report: Jon Rutt Chair Report: Trish Schreiber
Item 4	8:30 a.m.	CLOSED SESSION: <ol style="list-style-type: none"> 1. Discussion on Executive Committee’s recommendation for the Director of Planning Position
	9:00 a.m.	OPEN SESSION: <ul style="list-style-type: none"> ◇ Action: Hiring of the Director of Planning Position
Public Comment	9:15 a.m.	This time will be provided for public comment on items not listed on the agenda. This meeting is open to the public electronically. For those wishing to give virtual public comment, please contact bpe@mt.gov to request the Zoom link for the meeting. Written public comment may be submitted to the Executive Director of the BPE at bpe@mt.gov and will be shared with the Commission members and included as part of the official public record.
Adjourn	10:00 a.m.	
Note to the Public		**Agenda items are handled in the order listed on the approved agenda. Items may be rearranged unless listed “time certain.” Public comment is welcome on all items listed as “Action” and as noted at the end of each meeting. **The Choice Commission will make reasonable accommodations for known disabilities that may interfere with an individual’s ability to participate in the meeting. Individuals who require such accommodations should make requests to the Board of Public Education as soon as possible prior to the meeting start date. You may write to: Kris Stockton, PO Box 200601, Helena MT, 59620, email at: kmstockton@mt.gov or phone at 406-444-0302.

Report ID: MTGL7008
Bus. Unit: 51010--Board of Public Education
Ledger: ACTUALS -- Actuals Ledger
Fund: 08084 Community Choice Schools
As of Year 2025 and Period 8

PeopleSoft GL
TRIAL BALANCE BY FUND

Page No. 1
Run Date 02/24/2025
Run Time 10:38:53

Account	Description	Debit	Credit
1104	Cash In Bank	320,002.60	0.00
4125	Fund Balance - Restricted	0.00	21,799.17
581491	Community Choice School Rev	0.00	300,000.00
62108	Legal Fees & Court Costs	1,379.40	0.00
62489	Non-Employee In State Mileage	280.06	0.00
62497	Non-Employee In-State Lodging	137.11	0.00
	Total	321,799.17	321,799.17

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Temporary Director of Planning for the Community Choice Schools Commission

Position Number:

Location: The State of Montana

Department: Board of Public Education

Job Overview:

This position is the Temporary Director of Planning for the Community Choice Schools Commission, an autonomous commission under the general supervision of and administratively attached to the Board of Public Education. This position will temporarily manage multiple leadership and administrative functions on behalf of the Commission, executes Commission decisions, ensures consistency and fairness in the Commission's decision-making process, promotes successful implementation of the provisions of Title 20, Chapter 11, MCA, and carries out the Commission's strategic vision as a statewide authorizer of Community Choice Schools and statewide authorizer of other authorizers.

Essential Functions (major Duties or Responsibilities):

- **Administrative Management (30%):**
 - Implement direction and action from the Commission and coordinate with the supervisor at the Board of Public Education.
 - Perform administrative tasks and supervisory duties including oversight and management of the Commission's meetings, projected budget, strategic planning, and software and data storage necessities.
 - Directly confer with the supervisor at the Board of Public Education at least weekly.
 - Prepare with the Commission Treasurer and Chair and coordinate the Commission's annual operating budgets with the supervisor at the Board of Public Education.
 - Ensure maintenance of Commission records as required by law and as requested by the Chair of the Commission.
 - Ensure the Commission's compliance with federal and state requirements, policies, and procedures.
 - Cultivate a strong, transparent relationship with the Board of Public Education and work in coordination with the Board's calendar and annual schedule.
 - Arrange professional development for self and Commission members.

- Inform and advise the Commission regarding potential applications and various matters related to Choice School authorization.
 - Inform and advise the Commission regarding potential applications and various matters related to the authorization of authorizers.
 - Assist the Commission in contracting with national chartering experts and organizations to assist in building leadership capacity in Montana and implementing the Title 20, Chapter 11, MCA.
- **Program and Policy Development and Management (50%):**
 - Research, develop, and write internal policies for the Commission, including the preparation of various annual reports of the Commission's work in accordance with Title 20, Chapter 11, MCA.
 - Research, develop, and write procedural policies for the application, contract, oversight and renewal processes for Choice Schools and Authorizers, ensuring the evaluations of potential Choice School and Authorizer applications adhere to the law and are carried out in accordance with nationally accepted best practices.
 - Prepare the state for the successful rollout of rigorous, pre-application and application cycles for potential Community Choice Schools and potential Authorizers.
 - Research, develop, and implement tools, resources, workshops, and support mechanisms to ensure the Commission's potential portfolio of schools will be able to meet the performance measures set out by the Commission.
 - Prepare a Choice School Accelerator Program for approved applicants to receive guidance in the design and execution of their start-up plan during the pre-operational year.
 - Remain abreast of national trends, research, and best practices relevant to Choice School and Authorizer authorization.
- **Public Relations (10%)**
 - Serve as an informational expert for the Choice School sector across the state to key stakeholders, including Commission members, the BPE, state agencies, the legislature, education associations, and organizations that have a vested interest in the success of Montana's Choice Schools.
 - Establish support networks and workshops for potential Choice School founders, leadership, faculty, and classified staff to share best practices and resources, promote communication and problem-solving, and provide input for the Commission's strategic direction.
 - Develop partnerships with local, state, and national charter school organizations, Community Choice School stakeholders, and the public at large.
 - Promote potential Choice School innovation through a collection of national and statewide partnership building, data collection, and networking with charter management organizations, education management organizations, and potential founding boards across the state.

- **Fundraising (10%):**
 - Identify resource and grant opportunities.
 - Write, apply for and manage grant opportunities.
 - Actively identify potential donors and manage donor relationships.

Supervision

The number of employees supervised is: 0

Physical and Environment Demands:

This position will primarily work remotely, and remote employees may be required to track their work progress through the State of Montana Remote Worker portal. Additionally, travel throughout the state will be an essential requirement of fulfilling the duties of the position, and out of state travel is likely for professional development, fundraising, and partnership building.

Knowledge, Skills and Abilities:

This position requires extensive knowledge of management principles, administrative oversight, fundraising practices, and nationally recognized chartering best practices. Knowledge of K-12 education principles and practices also required, including knowledge of nationwide charter school laws and systems. Ability to research and keep up to date with educational and chartering trends required. Excellent written and oral communication skills required. This position must be able to build positive working relationships with educational leaders and legislators to foster understanding of the Community Choice Public Schools sector and with the Commission's decisions and initiatives.

Minimum Qualifications (Education and Experience):

Experience working in business administrative and leadership capacity, excellent written and verbal communication skills, including public speaking and the ability to compile and summarize complex material, strong working knowledge of Montana's Choice Schools law and federal education law, familiarity with and willingness to learn state education law, and the ability to travel for: applicant workshops, applicant interviews, Commission meetings, and professional development purposes are required.

Community Choice Schools Commission Meeting Evaluation

Name:

Meeting Date:

Please rate the following statements on a 1 to 5 scale according to:

- 5= strongly agree
- 4= agree
- 3= neutral
- 2= disagree
- 1= strongly disagree

Statements	5	4	3	2	1
The Commission meeting materials prepared me well for the meeting.					
I received the agenda packet in time to prepare for the meeting.					
Commission members came prepared to the meeting and ready to conduct business.					
The meeting was well facilitated.					
We focused most of our time on that which is most important.					
We used our time in the meeting room well today.					

The best part of the Commission meeting today was:

The meeting could have been better if we: