

Montana Community Choice Schools Commission

January 14, 2025
9:00 a.m.
Zoom

Agenda Packet Contents:

1. Proposed Agenda for 1.14.25
2. Job Description for Director of Planning

Montana Community Choice Schools Commission Meeting Agenda

January 14, 2025

Special Committee: Zoom

9:00 a.m.

	Estimated Time	Details
Call to Order	9:00 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	9:05 a.m.	◇ Action: Agenda Adoption for 1/14/25
Item 2	9:10 a.m.	◇ Action: Director of Planning Job Description
Item 3	9:20 a.m.	◇ Action: Delegation to the Executive Committee
Public Comment	9:30 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	9:45 a.m.	
Note to the Public		<p>**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.</p> <p>**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.</p>

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: 51130007

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.