

**Minutes  
Charter Authorizing Panel  
Wednesday, August 21, 2013**

The Charter Authorizing Panel met Wednesday, August 21, 2013, in the auditorium of the Department of Education building. Commissioner of Education Dr. Tom Kimbrell, Chair, called the meeting to order at 8:32 a.m.

Present: Dr. Tom Kimbrell, Chair; Jim Boardman; Deborah Coffman; Mike Hernandez; John Hoy, Dr. Karen Walters; and Dr. Megan Witonski

Absent: None

**Reports**

**Chair's Report**

Dr. Kimbrell introduced the Arkansas Department of Education staff who are serving with him as members of the Charter Authorizing Panel:

- Jim Boardman, Assistant Commissioner, Division of Research and Technology;
- Mike Hernandez, Assistant Commissioner, Fiscal and Administrative Services;
- John Hoy, Assistant Commissioner, Public School Accountability;
- Dr. Karen Walters, Assistant Commissioner, Human Resources and Licensure;
- Dr. Megan Witonski, Assistant Commissioner, Learning Services; and
- Deborah Coffman, Chief of Staff.

**Informational Update on the Current Charter Application Cycles**

Charter and Home School Office Coordinator Mary Perry reported that 11 letters of intent to apply for open-enrollment charter schools were received by the July 1, 2013 deadline, and that a mandatory applicant workshop was held on July 15, 2013. She said that open-enrollment charter applications are due to the Department of Education by 4 p.m. on Tuesday, September 3, 2013. Also due by 4 p.m. on Tuesday, September 3, 2013, are letters of intent to apply for district conversion or limited public charter schools. Ms. Perry stated that one letter of intent to apply for a district conversion charter has been received.

**Action Agenda**

**Election of Officer: Charter Authorizing Panel Vice-Chair**

Dr. Kimbrell called for a motion to elect a vice-chair to assist in presiding over panel meetings. Mr. Hoy moved, seconded by Dr. Walters, to elect Dr. Witonski as the Charter Authorizing Panel vice-chair. The motion carried unanimously.

### **Consideration for Approval: Proposed Charter Amendment Request Form**

Dr. Witonski moved, seconded by Mr. Boardman, to approve the Charter Amendment Request Form. The motion carried unanimously.

### **Consideration for Approval: 2013-2014 Meeting Dates**

Mary Perry discussed the proposed 2013-2014 meeting dates for the Charter Authorizing Panel.

Arkansas Public School Resource Center Executive Director Scott Smith requested and was granted permission to address the panel. Mr. Smith expressed concern with the dates proposed for charter applicant hearings, and a discussion followed.

Mr. Hernandez moved, seconded by Dr. Walters, to approve the dates proposed for 2013-2014 meetings of the Charter Authorizing Panel. The motion carried unanimously.

### **Adjournment**

The meeting adjourned at 8:56 a.m.