

<https://networkmaine.zoom.us/j/81747460869?pwd=V1ZRUKhQa1J2Vlh5eThsMzFkOFZPd09>

[More joining options](#)

**Closed Caption Provided if needed. Please let us know 48 hours in advance if this is necessary**

**Directors present:** Janna Townsend, Sherry Gilbert, Drew Landry, Linda Warner, Tim Rector, and Jim Gemmell

**Directors absent:**

**Staff:** Heather King, Head of School; Rachel Roberge, Assistant Head of School; Linda Belanger, Business Manager; Diane Manter, Office Manager; Tina Spencer, Special Education; Stacy Lockhart, Food Services

**Public:** Maggie Allen, John Bird (Charter Commission), Bob Kautz (Charter Commission) and Gina Post (Charter Commission)

**Call to Order – Janna Townsend 5:05 pm**

**1. Adjustments to Agenda**

- a. MEAA Lau Plan, dated September 2020 (Policy IHBEA), add to section 7a
- b. School event - 4g
- c. Remove discussion on Side by Side - 4f

**2. Public Comment**                      NONE

**3. Approval of Minutes:**

- a. September 2, 2020 Minutes\*

MOTION: to approve the September 2, 2020 minutes was made by Linda Warner. 2nd by Drew Landry. VOTE 5-0

**4. New Business:**

- a. Meet Dr. Maggie Allen - Janna introduced Dr. Allen to everyone. A vote will be taken to determine Dr. Maggie Allen's position, as an outside evaluator on the Board's work per the stipulations of the 5 year renewal contract. The Board wanted to hear from Bob Kautz and Gina Post regarding their meeting with Dr. Allen.
- b. Lease update - Tim Rector reported that there were not many changes to the last draft. He pointed out some key items:
  - i. Lease amount would be \$1175/student, with the ability to adjust if school funding is cut
  - ii. MeAA and SPCA would meet quarterly to discuss finances
  - iii. Use of the Bowl would be at a rate of \$25/hr/person for set up/maintenance

- iv. The term of the lease will now be 3 years, with the ability to get out of the lease prior to the end.
- v. The lease paper work will be available no later than June 1 of upcoming school year
- vi. The food service and IT contracts have been removed from the lease
- vii. The attachments are:
  - a. Which is regarding the space used
  - b. Which is regarding instruments
  - c. Which is regarding the COVID cleaning bill

A vote on the lease will be taken at a special meeting after the Board members have had time to review it. Janna noted that the lease is much more succinct and has fewer attachments.

- c. Adding Linda Belanger to New Dimensions for withdrawals, transfers and loan accounts and viewing - Linda Belanger asked to have permission to the New Dimensions account(s) in order to be able to ask questions of the bank.

MOTION: to approve that Linda Belanger has access to the New Dimensions account was made by Tim Rector. 2nd by Linda Warner. VOTE: 5-0

- d. Approval of KSB Credit Card, Heather King and Linda Belanger(Bank Statement is out of control with transactions, also would be safer than using the KSB Debit card, CC gives us protection against any fraud charges. Linda stated that the CC limit would be \$5500. Tim Rector stated that he strongly agrees with the use of a credit card vs. a debit card for purchases.

MOTION: to authorize getting a credit card from KSB to minimize the use of the debit card and for safety reasons was made by Tim Rector. 2nd by Sherry Gilbert VOTE: 5-0

- e. Conflict of interest review\* - Heather King noted that this policy already exists, but new Board members wanted to share it.
- ~~f. Side By Side Lease~~
- g. School Event - Heather King stated that the students, in lieu of a dance, would like to have a bonfire. Heather presented the manner in which it would be held with 2 locations and adults overseeing. There was much discussion with the Board in the end stating that they would not be able to support such an event during this COVID period. The Board recognizes the students desire to "get together as a community" and the mental health benefits, but at this time, does not feel that it is a safe option. RECITAL - Heather also told the Board of the upcoming recital on October 30th. Parents have been asked to sign up for time slots and Heather will share that link with the Board. It will be a traveling show, with the audience going to different outdoors locations for performances.

## 5. Old Business:

- a. Update on Charter Commission 4 yr report - Janna reported that we are waiting to get the final report back

- b.** Update on Charter Renewal meeting - Janna reported that the renewal had been approved for 5 years. Below is the Charter Commission Board vote as it was written in their report:

At its October 6, 2020 Business Meeting, the Maine Charter School Commission voted to renew Maine Arts Academy's charter contract for a period of five (5 years), with the following contract stipulations, to be substantially executed by May 1, 2021:

1. The Board will use a mutually agreed upon external resource (with experience and credibility) to evaluate its work, as well as to evaluate the status of MeAA in respect to its mission and vision, and organizational capacity.
2. The school administration will use outside resources in developing or refining specific elements of MeAA's standards-based system that address curriculum, instruction, assessment, and reporting.
3. The Board will provide school administration with suitable resources (time, personnel, technology, etc.) in order to implement MeAA's teacher supervision and evaluation program with fidelity.
4. The school will engage in processes to evaluate and mitigate risks and delays resulting from the new financial staff being able to manage the financial records and to provide complete and timely reporting and control.
5. School representatives will work with the Maine Department of Education (DOE) to assure the certification of correct data in DOE systems.
6. The school will employ enough Maine certified special educators (282 S) to stay within the legally required limits of student/case manager ratio.
7. The school will continue to employ or contract with a Maine certified special education director or assistant special education director.

The Charter Commission appreciates the work that went into the Renewal Application and looks forward to Maine Arts Academy's continued success.

#### **6. Review/Approve Financial Reports and Finance Committee Updates:**

- a.** Share information from finance Committee Meeting\* - Linda Belanger reported that she and Tim Rector will be meeting in the upcoming week. She also said that the expenditures are at 16% of the budget. The auditors will be in the Business office on Thursday, October 8 and Friday, October 9. Linda stated that there is a Money Market account at KBS. She asked if the Board wanted to open a savings account or use the Money Market account, the difference in the interest rate was minimal. Tim Rector stated that he prefers a separate savings account for a reserve.

MOTION: to accept the financial reports as presented was made by Drew Landry. 2nd by Tim Rector. VOTE: 5-0

**7. Approval of policies/ plans:**

- a. New MEAA Lau Plan, dated September 2020 (Policy IHBEA)\* - Heather King reported that there is a current Lau Plan, however the Title 1 advisor suggested that it be replaced with this.

MOTION: to accept the new Lau Plan was made by Sherry Gilbert. 2nd by Linda Warner. VOTE: 5-0

**8. Committee Reports:**

- a. Academic Excellence Committee\* - Sherry Gilbert presented the minutes from the AEC meeting held on 9/22/2020
- b. Governance Committee - Drew Landry presented the minutes from the Governance meeting held on 9/24/2020
- c. Fundraising, Development/Marketing Committee\* - Jim Gemmell presented the minutes from the meeting held on 9/29/2020
  - i. Logo vote - Jim presented 3 new logos.

MOTION: to adopt Logo #3 of those presented was made by Drew Landry. 2nd by Linda Warner. VOTE: 5-0

- ii. MEAA changed to MeAA vote

MOTION: to have MeAA as the official abbreviation of the Maine Arts Academy was made by Drew Landry. 2nd by Tim Rector. VOTE: 6-0

- 9. Head of School Report:** Sherry Gilbert stated that she really liked all the input from teachers in Heather's report. Heather added that she, Shannon Thurston and John Neal had been interviewed by Maine Public Radio. She stated that she has had another reporter reach out to her. She will be participating in a PodCast interview with the Education Action Forum of Maine (previously the Maine Association of Charter Schools).

**10. Announcements & Upcoming Events / Meetings**

- a. October 30 Recital 10:00 am, 10:30 and 11:00 am slots. If you would like to attend, please sign up at this link.  
<https://docs.google.com/forms/d/e/1FAIpQLSd3b9IcicQbjk8fig0d0YSQui1rZg1vHH3hCj7Hc00IH-BaBQ/viewform>

**11. Next Board Meeting** - November 4, 2020 at 5:00 pm

**12. Executive Session**

**13. Adjourn** 6:35 pm