

Meeting Minutes

MEAA Board of Directors

Date: August 5, 2020

Time 5:00 p.m.

Approved September 2, 2020

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

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Directors present: Janna Townsend, Carl Steidel, Sherry Gilbert, Jeff Deserosiers, Jim Gemmell, Andrew Landry, Tim Rector, Linda Warner

Directors absent:

Staff: Heather King, Head of School; Rachel Roberge, Asst. Head of School; Diane Manter, Office Manager/Admissions

Public: Charter School Commission members - Bob Kautz and Nicki Farnham

Call to Order – Janna Townsend

1. Adjustments to Agenda

- a. ADD - 5c Strategic Plan* (8/4/2020)
- b. DELETE - 4f Administrators Contracts - this is included in 7a Updated Employee Handbook (8/4/2020)
- c. 4A Linda Belanger and Cheryl O'Neal need access to the bank accounts, not Linda Warner

2. Public Comment None

3. Approval of Minutes:

- a. July 1, 2020 Minutes* - Sherry Gilbert made an amendment to the minutes stating that the School song was not discussed at the AEC meeting.

MOTION: to approve the July 1, 2020 minutes as amended was made by Linda Warner. 2nd by Andrew Landry. VOTE: 7-0

- b. Review of Addendum to May 6, 2020 Minutes*

MOTION: to accept the Addendum was made by Linda Warner. 2nd by Tim Rector. VOTE: 7-0

4. New Business:

- a. Permission for Linda Warner to be added as a signer on the bank accounts. Amended to: permission for Linda Belanger and Cheryl O'Neal to access the bank account(s) for reconciliation.

MOTION: to approve the access to the bank account(s) for Linda Belanger and Cheryl O'Neal was made by Andrew Landry. 2nd by Sherry Gilbert VOTE 7-0

- b. Update of lease information - Sherry Gilbert reported that John Wiggin had emailed her stating that he would have the lease tomorrow. Janna Townsend asked that they meet on Monday. Carl Steidel asked what the

rate of pay to SPCA was and Janna replied that MEAA was paying the new monthly rate

- c. School opening model and vote* - There was much discussion on the different models and how each would work. Model 1 - students online with the remainder on campus, Monday -Thursday and possibly ½ day on Friday. Model 2 - Students split into 2 groups (A) attends on campus on Monday and Tuesday, remotely Wednesday and Thursday and (B) the opposite. Fridays would alternate groups. Model 3 - Completely remote. Janna Townsend stated that she had heard from John Neal, Music Director and Jeri Pitcher, Theater Director. Both expressed the desire to have students come to campus, especially new students so a rapport can be built between student and teacher. Heather King gave the results of surveys that went to students and parents and the one that went to staff. The Board requested that all teachers be called and asked directly about returning to campus. Heather and Rachel will make the calls. Music and vocal classes will be held outside for as long as the weather permits.

MOTION: to adopt Model 2 with the provision that students and teachers be given the option of attending fully remote was made by Carl Steidel. 2nd by Tim Rector. VOTE: 7-0

- d. Committee review of members, minutes and schedule* - Janna requested that all Board Members submit to her the committees (2-3) on which they want to serve. She reminded everyone that Carl Steidel will be leaving the Board at the end of the month. She urged members to think of others who may want to join the Board.
- e. Honor Roll (addition to "Grade Scale/Grade Point Values" in Student/Parent Handbook)* - after much discussion this item was tabled
- f. Administrators contracts * (Removed per adjustments to agenda)

5. Old Business:

- a. Job Description approval - Guidance Counselor* & Office Clerk/Human Resources*

MOTION: to accept the Guidance Counselor's job description as approved by the AEC was made by Sherry Gilbert. 2nd by Jeff Desrosiers VOTE: 7-0

MOTION: to accept the Office Clerk/Human Resources job description as approved by the AEC was made by Sherry Gilbert. 2nd by Linda Warner VOTE: 7-0

- b. Update on Charter Commission 4 yr report - Janna reported that she, Linda Warner, Heather King and Rachel Roberge had worked on this item.
- c. Strategic Plan - Janna reviewed the Strategic Plan and noted the updates that have been made. All new updates can be made on line.

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

- a. Share information from finance Committee Meeting*
- b. Approval of reports - Jeff Desrosiers stated that the Finance Committee supports the approval of the FY20 Financial Reports.

MOTION: to accept the End of Year financial reports was made by Tim Rector. 2nd by Carl Steidel. VOTE: 7-0

- c. Teacher pay scale options - Heather stated that she was not sure the pay scale is competitive. This item was tabled.

- d. Review of vote made on July 22, 2020 at the Finance Committee Meeting in favor of the State of Finances as presented. VOTE 7-0 1 Abstained

Commented [1]: The vote can't be 7-0 with 1 abstained, 6-0?

7. Approval of policies/ plans:

- a. Updated Employee Handbook* - there was much review and discussion regarding the handbook and changes. This item was tabled.
b. Review and pass class rank policy for more than just 1 year (Policy IHC)*

MOTION: to continue the IHC Policy (Graduation Recognition) rather than having it for 2019-2020 school year only was made by Andrew Landry. 2nd by Linda Warner

VOTE: 7-0

8. Committee Reports:

- a. Academic Excellence Committee* (See attached) Sherry asked Bob Kautz about the \$165M (Item 7 on the AEC Minutes). Bob replied that MEAA is to receive approximately \$159,000 which needs to be spent by 12/30/2020. He warned the Board to be careful and mindful of all the requirements and that more information would be available at the Head of School meeting.
b. Governance Committee - Andrew Landry stated that the Committee had met on 7/22 and discussed the following items
i. Job Descriptions - (See 5a)
ii. Department of Labor update
iii. Charter Commission
iv. Policies / Opening of School
v. Renewal of Lease
c. Fundraising, Development/Marketing Committee* (See attached)

9. Head of School Report:

- a. Update of new hires - Heather reported on a number of new hires, including a Guidance Counselor and Math Teacher.

10. Announcements & Upcoming Events / Meetings

Heather King commended and thanked Carl Steidel for his time and service to Maine Arts Academy. Carl will be missed as a Board Member. Carl stated that, for all the weird and wild ups and downs this school has had, he feels better than ever leaving, knowing that school is in good hands with Heather and Rachel.

11. Next Board Meeting - September 2, 2020 at 5:00 pm

12. Executive Session

13. Adjourn

*Supporting documents attached

On August 14, 2020 the Board voted unanimously to approve changing the start of the 2020-2021 school year to September 8, 2020