



Board of Directors Meeting Minutes
June 2, 2021 at 5:00 PM

APPROVED 7/7/2021

Directors present: Janna Townsend, Sherry Gilbert, Maggie Allen, Dick Durost, Timothy Rector, Linda Warner

Directors absent: Andrew Landry

Staff: Heather King, Rachel Roberge, Linda Belanger

Public: none

The meeting was called to order by Janna Townsend at 5:04pm

1. Adjustments to Agenda:

- a. Executive Session 12

2. Public Comment - none

3. Approval of Minutes:

May 6, 2021 Minutes*: motion to approve

motion	Dick
second	Maggie
yes	5
no	0
abstain	0

4. New Business:

- a. Janna reported that it's time for our Board self evaluation in June. Janna will review last year's format and send it out.
- b. The Charter Commission has proposed a change in wording on our charter renewal as suggested by Acadia Academy:

The Board School will ensure that monthly and quarterly financial reports are created and distributed to the governing board and the MCSC. The Board will provide the Commission with evidence of its review and acceptance of the quarterly reports in compliance with standard auditing practices. Quarterly financial statements will include revenues and expenses in accordance with state accounting reporting system. The School will also submit quarterly

reports based on the state accounting system as specified to the Maine DOE and the MCSC. *The Commission will vote on this change and the one you suggested on June 8th. Contracts to be signed after that.*

Motion to approve the proposed change:

motion	Tim
second	Maggie
yes	5
no	0
abstain	0

5. Old Business:

a. Heather reports that she suggests that we change our enrollment number to 220 in the new charter contract before we sign it to better reflect more realistic numbers for our school. This is a metric that we have consistently failed to meet with the MCSC.

Motion to approve the change

motion	Dick
second	Maggie
yes	5
no	0
abstain	0

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

a. Linda B. shared information from the finance Committee Meeting. Minutes are in the board packet. Next year we'll be funded on this year's October 2020 enrollment. We'll likely be "underfunded". We got \$7500 credit from k-12 program contract that we cancelled. We're at 90% and look good heading into the end of the year. We will likely have a bit of money left at the end of the year to apply to debt. There is \$40,000 left in the CSP grant with which we must purchase a vehicle. Covid money will pay for new computers for students and staff next year. There was discussion about salaries in the 2021-2022 budget.

b. Approve the May Financials:
Motion to approve:

motion	Dick
second	Linda
yes	5
no	0
abstain	0

c. Approve the 2021-2022 Budget

Motion to approve the budget pending salary adjustments from executive session:

motion	Dick
second	Linda
yes	5
no	0
abstain	0

7. Approval of policies/ plans:

none

8. Committee Reports:

- a. Academic Excellence Committee* - minutes in Board packet. Sherry reported on the meeting on 5/25/2021. Discussions were about the Panorama Survey, staff participation on the AEC, new positions and several job descriptions.
- b. Governance Committee* - minutes in Board packet.
- c. Fundraising, Development/Marketing Committee* - Linda reported on the 5/24/21 meeting most of which was spend brainstorming ideas on how to increase enrollment.

9. Report from Administration:

- a. Head of School Report* - in the Board packet. Lots of great reports about what is happening in the classrooms at MeAA.

10. Announcements & Upcoming Events / Meetings:

- a. Graduation June 4th 5:00 pm

11. Next Board Meeting - July 7, 2021 at 5:00 pm if we need it. If not, the next meeting will be the first Wednesday in August.

12. Executive Session: Title 1, Chapter 13, Freedom of Access, 6A1: Right to Privacy

Motion to enter executive session

motion	Dick
second	Tim
yes	5
no	0
abstain	0

Entered Executive Session at 5:58pm.

Motion to exit Executive Session

motion	Maggie
second	Dick
yes	5
no	0
abstain	0

Executive Session ended at 7:09pm

A motion was made to revise the budget that was approved earlier tonight to reflect the salaries of \$82,000 for Head of School and \$60,000 for Assistant Head of School.

motion	Dick
second	Sherry
yes	5
no	0
abstain	0

13. Adjourn

Tim made a Motion to adjourn the meeting.
Meeting was adjourned at 7:13pm

Respectfully submitted,
Linda Warner, Secretary