



May 5, 2022, Board of Directors' Meeting Minutes
APPROVED 6/1/22

Directors Present: Maggie Allen, Richard Durost, Sherry Gilbert, Andrew Landry (Zoom), Timothy Rector, Janna Townsend

Director Linda Warner joined the meeting at 5:18 p.m.

Directors Absent: None

Staff: Heather King, Head of School; Rachel Merrill, Assistant Head of School; Jill Alves, Business Manager (Zoom)

Public: Fern M. Y. Desjardins, Chair, Maine State Board of Education and Charter Commission Liaison (Zoom)

1. Call to Order/Declaration of a Quorum – President Gilbert called the meeting to order at 5:00 p.m. A quorum was declared.

President Gilbert read the vision and mission of MeAA.

Vision: Providing a rigorous career and college preparatory curriculum and well-rounded arts education to enrich the lives of our students.

Mission: Nurturing the next generation of leaders to become invaluable citizens at the heart of Maine's cultural, economic, and social well-being.

2. Public Comment – Ms. King noted that Pender Makin, Commissioner of the Maine Department of Education (MDOE), will be attending the MeAA recital on May 13, 2022.

3. Approval of Minutes

Motion: Durost/Allen – The minutes of the April 6, 2022, Board meeting be approved as written. Motion carried unanimously.

4. Administrative Report

Ms. King provided a report of activities for the month of April, which included classroom news from the theater, piano, studio art, and foundations of art programs. Also included were requirements for pathway auditions in visual arts, music, vocal, dance, acting and directing. The Maine Arts Commission invited MeAA to perform at the State House in Augusta on May 25, 2022. Enrollment for 2022-23 is currently at 224 students.

5. Committee Reports

a. Finance Committee

Director Rector provided a report of the April 27, 2022, Finance Committee meeting. The draft audit was received on May 5, 2022, which is a single federal audit with a corrective action plan. The Management Letter only had one item referencing sales tax. Also discussed were the financial documents, including budget vs. actual, the summary financial position, and the checking account reconciliation report. MeAA remains in a good, financial position, and is on track with respect to budget activity vs. actual, which is in line for where MeAA is in the school year. The next meeting is scheduled for May 25, 2022, at 5:00 p.m.

b. Academic Excellence Committee

Director Durost provided a report of the April 26, 2022, Academic Excellence Committee meeting. Discussion included an update on how to continue elevating MeAA to "excellence." The April 29, 2022, MeAA staff meeting will be dedicated to continuing that conversation. Rus Cox, Visual Arts teacher, and John Neal, Music/Piano teacher, attended to discuss each department and their programs. The next meeting is scheduled for May 24, 2022, at 4:00 p.m. It was noted that the Chair intends for the Committee to meet in May, not meet in June and July, and resume meetings in August.

c. Governance Committee

Director Landry provided a report of the April 21, 2022, Governance Committee meeting. Discussion included the School Board's Handbook and its description of the responsibilities of the Board's various Committees. Each Committee will review the description of its responsibilities set forth in the Board Handbook. Also discussed was whether MeAA needed to inform the Charter Commission of recent changes to the titles of employees in school leadership positions, the need to review MeAA's Charter contract in advance of the next meeting, and a draft policy regarding remote attendance at Board meetings by Board members. The next meeting is scheduled for May 16, 2022, at 4:00 p.m.

d. Development Committee

The Development Committee did not meet in April. Director Allen noted that plans are underway for the Con Fullam concert on September 24, 2022. The next meeting is scheduled for May 23, 2022, at 4:00 p.m.

e. Ad Hoc Committee

Discussion was tabled without objection until the next meeting on June 1, 2022.

6. Additions/Adjustments by Chair/Directors

President Gilbert added a discussion regarding the school calendar for the 2022-23 school year to the agenda.

Motion: Rector/Allen – The school calendar for the 2022-23 school year be approved as presented. Motion carried unanimously.

President Gilbert read a letter from Amy Allen, Operations Director of the Maine Charter School Commission, to Board Presidents regarding Epicenter User Account set-up for Board members.

President Gilbert sent an e-mail to Gina Post, Chief Program Officer, and Jeremy Jones, Executive Director of the Maine Charter School Commission, regarding a motion by the Board to change leadership titles for MeAA, including Head of School, Principal, and Student Support Specialist.

7. Old Business

a. Donations to the Fine Arts Enrichment Fund

Donations are needed for the Fund to accommodate the \$2,500 matching grant. The current balance is \$982.52. MeAA will continue to take donations, with the remaining money coming from Board funds. The Board will offer up to \$1,500 to meet the deadline. MeAA will do a PayPal fundraiser on Facebook.

b. Audit Update

The audit update was provided under the Finance Committee report.

c. Suicide Prevention Policy JLIF Second Reading and Vote

The Board conducted a second reading of Policy File: JLIF, Suicide Prevention, Intervention and Post-Intervention.

Motion: Allen/Warner – Policy File: JLIF, Suicide Prevention, Intervention and Post-Intervention, be approved as presented. Motion carried unanimously.

d. Suicide Intervention Protocol JLIF-R Second Reading and Vote

The Board conducted a second reading of Policy File: JLIF-R, Suicide Intervention Protocol.

Motion: Warner/Townsend – Policy File: JLIF-R, Suicide Intervention Protocol, be approved as presented. Motion carried unanimously.

8. New Business

a. FY23 Budget Vote

The Board reviewed the budget for the 2022-2023 school year.

Motion: Rector/Townsend – The budget for the 2022-23 school year be approved as presented. A discussion ensued.

The original motion, made by Rector and seconded by Townsend, to approve the budget for the 2022-23 school year as presented, carried unanimously.

b. April Charter Commission Meeting

President Gilbert provided a report of the April 12, 2022, Charter Commission meeting. Discussion included consideration of the 2021-22 mid-year monitoring reports, consideration of Harpswell Coastal Academy's request to change school facilities, and consideration of Harpswell Coastal Academy's request to incur additional debt to finance consolidation of the School's two campuses. Also discussed was progress on Charter renewals. President Gilbert noted that MeAA is currently working on the next renewal.

c. National Charter School Institute

This was a developmental series meeting, with reports from Board Presidents of the Charter Schools. Discussion included the charter contract renewal and expiration, performance framework, and grounds for relocation. It is a team process, dedicated to excellence, flexibility, perseverance, and fortitude – a higher cause working for our students' futures. Also discussed was Board member training, knowing and practicing the mission and vision, and how to assure the School is run well. President Gilbert once again read MeAA's mission and vision.

d. Federal Procurement Manual, DJ-R

The Board conducted a first reading of Policy File: DJ-R, Federal Procurement Policy. A second reading will be conducted at the June 1, 2022, Board meeting.

9. Announcements & Upcoming Events/Meetings

a. Governance Committee Meeting – Monday, May 16, 2022, 4:00 p.m.

<https://networkmaine.zoom.us/j/83622141642?pwd=S0NwalN4Q1I2K0FiMGdMcXdWU3pvQT09>

b. Development Committee Meeting – Monday, May 23, 2022, 4:00 p.m.

<https://networkmaine.zoom.us/j/84724239552?pwd=dThZYnRiUXpodVISN2I0R0oxbDBMQT09>

c. Academic Excellence Committee Meeting – Tuesday, May 24, 2022, 4:00 p.m.

<https://networkmaine.zoom.us/j/85720621395?pwd=RVliSFN0YlJVOGNMRjNycG9zaklndz09>

d. Finance Committee Meeting - Wednesday, May 25, 2022, 5:00 p.m.

<https://networkmaine.zoom.us/j/88384678668?pwd=Q1FUZmdGd1FyZTRmbk91Ujl4ZUQ4QT09>

Ms. King reported that she and Ms. Merrill will be attending a Colby College reception at Front and Main next week. Representatives from Colby College were on campus today working with the Dance program.

Other events include the following:

May 6, 2022 – Arts Pathway Auditions for all 9th Graders and New Students

May 11, 2022 – Capstone Presentations

May 13, 2022 – Walking Recital at 9:00 a.m.

May 13, 2022 – Junior/Senior Prom on Campus at 7:00 p.m.

May 18, 2022 – State-required Science Assessment for all 11th Graders

May 19-21, 2022 – All-State Music Festival at University of Maine, Orono

May 20, 2022 – Day of Caring

May 23, 2022 – Grades Close for Seniors

May 24, 2022 – Senior Celebration at the Lodge at 5:00 p.m.

May 25, 2022 – Chorus and Band Concert at 6:00 p.m.

May 31, 2022 – Graduation Rehearsal at 9:00 a.m.

June 3, 2022 – Graduation at 5:30 p.m.

10. Next Board Meeting – June 1, 2022, at 5:00 p.m.

11. Executive Session

- a. Executive Session: Title 1, Chapter 13, Sub-chapter 1, Freedom of Access, 405, 6A-1: Individual's Right to Privacy

Motion: Warner/Durost – The Board enter executive session per Title 1, Chapter 13, Sub-chapter 1, Freedom of Access, 405, 6A-1: Individual's Right to Privacy.

Time: 6:23 p.m. Motion carried unanimously.

The Board exited executive session at 6:34 p.m. No action was taken.

- b. Executive Session: Title 1, Chapter 13, Sub-chapter 1, Freedom of Access, 405, 6A-1: Individual's Right to Privacy

Motion: Durost/Rector – The Board enter executive session per Title 1, Chapter 13, Sub-chapter 1, Freedom of Access, 405, 6A-1: Individual's Right to Privacy

Time: 6:34 p.m. Motion carried unanimously.

The Board exited executive session at 6:54 p.m. No action was taken.

12. Adjournment

Motion: Rector – The meeting be adjourned. Time: 6:55 p.m.

Respectfully submitted,

Monique Gilbert, Recorder

Linda Warner, Secretary