



December 1, 2021, Board of Directors' Meeting Minutes  
APPROVED 1/5/2022

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

Director Absent: Maggie Allen

Staff: Heather King, Head of School; Rachel Roberge, Assistant Head of School; Tina Spencer, Special Education Director (Zoom)

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

1. Call to Order – Chair Gilbert called the meeting to order at 5:00 p.m. A quorum was declared.
2. Public Comment – None
3. Approval of November 3, 2021, Minutes  
Motion: Rector/Warner– The minutes of the November 3, 2021, meeting be approved as written. Motion carried unanimously.
4. Administrative Report  
Ms. King reviewed activities for the month of November, which included an informal vocal mini recital held on November 19, 2021. There will also be a holiday mini recital on December 10, 2021, at 9:45 a.m.

Students will be participating in the Kennebec Valley Honors Music Festival to be held on February 5, 2022. Participation will be by recommendation in lieu of audition.

Diane Manter, Office Manager/Admissions Director, worked in highlighting MeAA at the Festival of Trees. She was able to raise \$2,437 in donations for the MeAA tree.

Parent-teacher conferences were held in November, with a huge turnout of parents. Parents had to travel quite far for these conferences, and all were appreciative of their participation.

MeAA will be participating in the National Youth Tobacco Survey in January. MeAA was one of 500 schools chosen across the United States to participate. Director Durost asked if the State of Maine periodically administers a similar survey. Ms. King will research and report back to the Board. Ms. King noted that the process is very technical, involving choosing of classes, with various demographic data. Director Durost asked if many kids smoke. Ms. King stated that there is a huge vaping problem. Ms. Roberge noted that vaping is more problematic than smoking, it is easier to hide, and it is more addictive.

MeAA is currently highlighting students on Facebook and Instagram. A cross section of all students will be randomly selected, highlighting a different student each week, showing their passion for the arts and future plans. Students who were recently selected include Josh Cronin, who has been with MeAA for three years, and Faith Mitchell, who has been with MeAA for the past four years.

## 5. Committee Reports

### a. Finance Committee

Director Rector provided a report of the December 1, 2021, Finance Committee meeting. Financially, MeAA is solvent, with respect to budget activity vs. actual. If no other revenue comes in, there are 81 days of money in the bank to cover expenses. There is approximately \$90,000 of ESSERF grant money coming in. The energy productivity grant provided \$17,000 for computers in hot spots in schools. The line of credit with Kennebec Savings was reapproved for \$50,000.

MeAA is in the process of executing a Letter of Agreement with the Community Regional Charter School (Cornville). Jill Alves and Rebecca Knowles will be doing most of the MeAA office work in January. Wendy Betts is in the MeAA office one day per week doing human resource work, bookkeeping and office work.

The contract with Poland Bus Company was discussed, and it appears that it will be signed.

Director Landry asked if the state funding for students is received all at once. Ms. King noted that it is received monthly, and each sending Town has a different amount.

### b. Academic Excellence Committee

Director Durost provided a report of the November 23, 2021, Academic Excellence Committee meeting. Jeri Pitcher, Arts Faculty Chair/Theater Director, reported

that the Arts Programs are doing well. There was a mini vocal/solo recital on November 19, 2021. She noted that it will be necessary to re-educate students for concert etiquette, as they were not in those situations for a couple of years, particularly as MeAA moves forward with larger groups and audiences. Ms. Pitcher is holding monthly arts faculty meetings. She noted that it is helpful for the arts staff to have access to academic and behavioral data.

John Neal, Music Director, referenced the need to have multiple sections of academic classes to better meet the needs of students who have failed academic courses, but still need to be available for coursework within their pathway. Summer School is available both through MeAA and the students' local public schools.

Director Durost noted that it is helpful bringing in key staff members to the Academic Excellence Committee meetings for updates.

c. Governance Committee

The Governance Committee did not meet in November.

d. Fundraising, Development/Marketing Committee

Director Warner presented a report of the November 22, 2021, Fundraising, Development/Marketing Committee meeting. The Festival of Trees was discussed, and it was reported that \$2,437 in donations was received. MeAA is working on marketing of the school for the general public. Jeri Pitcher and Diane Manter are coordinating this project and are working to market different departments on the MeAA Website, Facebook, and social media. MeAA is almost ready to release the virtual tour.

A fund raiser at Portland Pie Company was held on November 23, 2021. Ms. King noted that it was an on-line ordering system, which had some issues. She will check on profit and report back to the Board. MeAA is working with B & B Embroidery for ordering t-shirts, sweatshirts, tote bags, caps, and sweatpants with the MeAA logo. A link will be placed on the MeAA web site for ordering products. Part of the proceeds from the sales will be donated to MeAA.

6. Additions/Adjustments by Chair/Directors

Chair Gilbert added two items to the agenda: Review of Board Goals and a Yankee Magazine article to share.

## 7. Old Business

### a. Update Bus Contract

Ms. King reported that she was not successful in obtaining quotes from other bus companies to see what they offer to compare before signing a contract with Poland Bus Company. She spoke with Travis Works, Executive Director of the Community Regional Charter School (CRCS) in Cornville, regarding their total daily mileage rate in comparison to that of MeAA. The daily mileage for the CRCH is 600 in comparison to MeAA's 800, with a difference of \$3.00 per mile. Currently, there are no costs to MeAA for field trips. Poland Bus Company's request for a raise for the next two years at 2% and 3% seems fair.

Motion: Rector/Durost – The contract with Poland Bus Company with an increase of 2% for next year and 3% the following year as requested by Poland Bus Company be approved as presented. Motion carried unanimously.

### b. Second Reading on the Updated Wellness Policy

Motion: Warner/Landry – Policy File: JL, Student Wellness, be approved as printed. Motion carried unanimously.

### c. Second Reading on the Updated Enrollment Policy

Motion: Durost/Landry- Policy File JFABA, Student Enrollment, be approved as printed. Motion carried unanimously.

## 8. New Business

### a. Update Staff Goals

Ms. King reported that she tried to get a wish list from staff. She shared a document with them, but there has not been much activity. They want supplies. Director Durost suggested that Ms. King apprise the Board as she becomes aware of staff needs and present a list to the Board at a meeting.

### b. Update Dance Floor Replaced

Chair Gilbert reported that when she visited with Jeri Pitcher, Arts Faculty Chair/Theater Director, she was told the dance floor had been damaged and was replaced with grant money. This occurred when the property owner took it up and stored it in the rafters, which damaged the floor. Chair Gilbert asked if Ms. King should follow-up with the insurance company with respect to filing a claim. After discussion, it was determined that a claim would not be filed and moving forward if the floor needs to be taken up, that it would be stored properly.

c. Yankee Magazine Article

Chair Gilbert shared an article that was published in Yankee Magazine, entitled "Their Voices Carry," featuring Con Fullam, composer of The Maine Christmas Song. The article is about refugee children who were brought to the United States to form a chorus called Pihcintu, which Mr. Fullam founded and directs.

Connecting with this group and perhaps bringing them to campus is something that could be done to benefit MeAA students.

d. Review of Board Goals

Chair Gilbert reviewed some of the Board's goals and noted it was impressive with respect to how many months taken to complete some of the goals.

Goal #2, Overview of Budget by January 2022 - 6 months

Goal #3, Maine School Management Association membership - 6 months

Goal #4, Committee for Head of School Contract – 6 months

Goal #7, Policies to Human Resources - 6 months

Goal #8, Donor Connections and Wish List – 6 to 18 months

Goal #9, Bringing Grit to Elevate School - one year

Goal #1, Address Long-term Facility Needs – 1 to 3 years

Goal #5, Marketing Feeder Programs – 1 to 3 years

Goal #6, Data on What We Do Well with Parent Involvement - 6 months to 3 years

Goal #10, Mission and Vision – 6 months to 3 years

Director Durost noted that MeAA has been very productive, as the Board is asking much, and MeAA is coming through for the Board.

9. Announcements & Upcoming Events/Meetings

a. Governance Committee Meeting - Monday, December 20, 2021, 4:00 p.m.

<https://networkmaine.zoom.us/j/83622141642?pwd=S0NwaIN4Q1I2K0FiMGdMcXdWU3pvQT09>

b. Fundraising/Marketing Committee Meeting - Monday, December 27, 2021, 4:00 p.m.

<https://networkmaine.zoom.us/j/84724239552?pwd=dThZYnRiUXpodVISN2I0R0oxbD BMQT09>

c. Academic Excellence Committee Meeting - Tuesday, December 28, 2021, 4:00 p.m.

<https://networkmaine.zoom.us/j/85720621395?pwd=RVliSFN0YiJVOGNMRjNycG9zak Indz09>

d. Finance Committee Meeting - Wednesday, December 22, 2021, 4:00 p.m.

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

10. Next Board Meeting – January 5, 2022

Ms. King reported that she and Ms. Roberge will be attending a professional development workshop on December 10. Jeri Pitcher, Arts Faculty Chair/Theater Director, and Jasen Richardson, English/Film Studies teacher, will be in charge.

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

Motion: Warner/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: 5:41 p.m. Motion carried unanimously.

Motion: Durost/Warner – The Board exit executive session.

Time: 6:07 p.m. No action was taken.

12. Adjournment

Motion: Landry/Warner – The meeting be adjourned.

Time: 6:07 p.m. Motion carried unanimously.

Respectfully submitted,  
Monique Gilbert