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

Directors absent:

Staff: Rachel Roberge, Asst. Head of School; Diane Manter,

Public: Charter Commission Members - Bob Kautz, Gina Post and John Bird
Consultant - Maggie Allen

Call to Order – Janna Townsend 5:01 pm - Janna noted that Heather King, Head of School, would not be in attendance because she was handling MeAA going remote for 2 weeks due to a COVID case.

1. Adjustments to Agenda

- a. Status of our Strategic Plan goals added as Item 5b

2. Public Comment None

3. Approval of Minutes:

- a. October 7, 2020 Minutes*

MOTION: to approve minutes was made by Sherry Gilbert. 2nd by Linda Warner

VOTE 5-0

- b. October 16, 202 Special Meeting Minutes*

MOTION: to approve minutes as amended was made by Sherry Gilbert. 2nd by Linda Warner. VOTE 5-0

4. New Business:

- a. Board Application (revised) - it was announced that item is to go before the Academic Excellence Committee

- b. Richard Durost - Potential Board Member* - Janna Townsend, Sherry Gilbert, Linda Warner and Maggie Allen all spoke highly of Richard.

MOTION: to invite Richard Durost to join the Board was made by Linda Warner. 2nd by Sherry Gilbert. VOTE 5-0

- c. HOS and AHOS evals - Janna noted that the Board oversees the evaluation for the Head of School (Heather King), Head of School oversees the Assistant Head of School evaluation. Janna will send these to Maggie Allen

- d. Side by side - more research to be done.

- e. Staff working on campus - There was a discussion about teachers who have opted to “work from home” and having them return to campus as it

becomes increasingly difficult to cover their classrooms and is a financial hardship on the school. Rachel Roberge stated that the offer to “work from home” was an informal offer and perhaps there can be an informal conversation about returning to work on campus. Janna stated that Heather King and Rachel Roberge have the full support of the Board on this matter with legal input from Drew Landry. Tim Rector added that John Wiggin/SPCA should be notified of closures/work from home days to be used for any adjustments to the lease amounts.

5. Old Business:

- a. Update on Charter Commission 7 stipulations
 - Maggie’s role* - A handout “Board Evaluation Goals for Maine Arts Academy” was reviewed. Maggie will create a 2nd draft to review at the next board meeting.
 - Change of Scope finance review - Janna reported that the auditors have been asked to look at the changes made and review the concerns and corrections from last year.
 - Standard Based/Reference based - Rachel Roberge reported that Great School Partnership has been contracted to work with MeAA on this item
- b. Strategic Plan - Janna shared and reviewed the plan. The plan will be worked on as a team.

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

- a. Share information from finance Committee Meeting* - Linda Bolanger was not able to attend the meeting, therefore, this item has been tabled to the December meeting.

7. Approval of policies/ plans:

- a. Work at home policy*

MOTION: to pass the policy as written was made by Linda Warner. 2nd by Sherry Gilbert. Drew Landry noted that the policy had been discussed thoroughly at the Academic Excellence & Governance Committee meetings. VOTE 5-0

8. Committee Reports:

- a. Academic Excellence Committee* - minutes presented by Sherry Gilbert
- b. Governance Committee* - minutes presented by Drew Landry
- c. Fundraising, Development/Marketing Committee* - minutes presented by Jim Gemmell

9. Head of School Report:

- a. Assistant Head of School Report* - presented by Rachel Roberge
- b. Student posters

10. Announcements & Upcoming Events / Meetings

Janna noted that she, Tim and Sherry had attended the recital and commented on how smoothly and wonderful it was

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

12. Executive Session - None

13. Adjourn