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**Directors present:** Linda Warner, Jeff Desrosiers, Janna Townsend, Sherry Gilbert, Tim Rector, Drew Landry, Jim Gremmel

**Directors absent:**

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

**Public:** Bob Kautz, John Bird and Gina Post of the Charter Commission

**Call to Order – Janna Townsend 5:09 pm**

- 1. Adjustments to Agenda**
  - a. Elections - New Business

- 2. Public Comment - None**

- 3. Approval of Minutes:**
  - a. August 5, 2020 Minutes\*

MOTION: To approve the August 5, 2020 minutes was made by Linda Warner. 2nd by Sherry Gilbert. VOTE 7-0

- 4. New Business:**
  - a. Election of Board positions. The slate for the election of officers was as follows:
    - i. Janna Townsend, President
    - ii. Sherry Gilbert, Vice President
    - iii. Andrew Landry, Treasurer
    - iv. Linda Warner, Secretary

MOTION: to accept the officers as presented was made by Jeff Desrosiers. 2nd by Tim Rector. VOTE: 7-0

- b. Saying Goodbye to Carl
  - c. Conflict of interest signed
  - d. Lease update - Tim Rector reported that there are a few minor updates to the lease, but overall the lease and attachments are all set. There was much discussion about room use, times and how the rooms are left. Janna Townsend stated that she hopes to sign by the end of the month. Tim and Heather King questioned Food Service and IT being in the lease and feel they should be separate from the lease. Tim also stated that they are waiting on the funding exhibit / addendum.

## **5. Old Business:**

- a. Update on Charter Commission 4 yr report -

MOTION: to accept the Charter application as presented was made by Sherry Gilbert. 2nd by Linda Warner. It was noted that a good job was done by all that had worked so hard on this application. VOTE: 7-0

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

- a. Share information from finance Committee Meeting\* - Heather King thanked Linda Belanger for all the hard work she has done.

MOTION: to approve the finances as presented was made by Tim Rector. 2nd by Jeff Desrosiers. VOTE: 7-0

- b. Teacher pay scale options

## **7. Approval of policies/ plans:**

- a. Updated Employee Handbook\*

MOTION: to accept the Handbook with the changes discussed was made by Linda Warner. 2nd by Sherry Gilbert. VOTE: 7-0

- b. IKE Promotion Retention Policy\*

MOTION: to accept the policy as presented was made by Jeff Desrosiers. 2nd by Linda Warner. VOTE: 7-0

- c. IHBG Homeschooling Participation - Heather King called upon Gina Post, Maine Charter School Commission member, for additional information regarding this policy. Ms. Post told the Board that this policy was not necessary for MEAA.

- d. DJH Staff Code of Conduct for Purchasing

MOTION: to accept the policy as modified was made by Linda Warner. 2nd by Jeff Desrosiers. VOTE: 7-0

- e. JRA-E Notification of Rights FERPA

MOTION: to accept the policy as modified was made by Linda Warner. 2nd by Jeff Desrosiers. VOTE: 7-0

- f. Teacher Evaluation System - Drew Landry talked about the addition of recognition to be added to the annual job offer. Heather King stated that it would only be included after the 3rd year. Heather will talk to the Attorney about this addition.

MOTION: to accept the Teacher Evaluation as presented was made by Jeff Desrosiers. 2nd by Tim Rector. VOTE: 7-0

## **8. Committee Reports:**

- a. Review Committee members and chairs

- b. Academic Excellence Committee - Lauren Jorgensen will be asked to join this committee as a student representative. Items discussed were Professional Growth Committee, IT Job Description; Mission and Vision statements, meeting day/time and performances. Please see attached Committee meeting minutes

- c. Governance Committee - Drew Landry reported that there was discussion regarding the mission statement, vision and tagline. Heather has put the request into the Charter Commission. He also said that the Committee meetings will occur prior to the Board meeting. Other items discussed

were Board Member terms, IT job description, offering longer commitment to teachers, which is now reflected in additional verbiage.

- d. Fundraising, Development/Marketing Committee\* - Items discussed were Yard signs, social media, website, mission/vision statements, fundraising and job shadow opportunities. Please see attached Committee meeting minutes. Tim Rector addressed the members of the Charter Commission and stated that MEAA is not getting the press coverage we should. MEAA was noticeably absent from a calendar in the paper. He was told the list of schools was obtained from the DOE. John Bird, of the Charter Commission stated that the DOE should have included the charter schools and he will look into this.

**9. Assistant Head of School Report:**

**10. Announcements & Upcoming Events / Meetings**

- a. Heather King announced that a new Board group has been created for emails. It is "BOARD 2020".

**11. Next Board Meeting** - October 7, 2020 at 5:00 pm

**12. Executive Session** NONE

**13. Adjourn**

\*Supporting documents attached