

Directors present: Janna Townsend, Sherry Gilbert, Dick Durost, James Gemmell, Andrew Landry, Tim Rector, Linda Warner

Directors absent: none

Staff: Heather King, Rachel Roberge, Linda Belanger, Diane Manter

Public: Maggie Allen, Consultant, Fern Desjardins, MCSC Liaison

Call to Order 5:01pm by Janna Townsend

1. Adjustments to Agenda
 - a. Addition to the Staff Handbook (7d)
 - b. MCSC Meeting updates (6a&b)
 - c. Child & Adult Care Food Program (4c)
 - d. Meeting with John Wiggin re facilities (4d)
2. Public Comment - none
3. Approval of Minutes:

Motion to approve January 6, 2021 minutes

Motion	Dick
Second	Linda
Yes	6
No	0
Abstain	0

4. New Business:

a. Janna reported on Meetings with MCSC: Jeremy Jones, Fern Desgardins, Gina Post. Issues in the past were discussed openly and Janna and Heather are feeling much better about the relationship with MCSC and the new leadership and our new liaison.

b. Heather reported about MCSC Mid-Year Check-in. There was a large group from MCSC and Heather King and Janna Townsend attended for MeAA. Stipulation 1, hiring a consultant for the board, has been met; Stipulation 2 is moving along and there is a definite benefit to our school; Stipulation 3, supervision and evaluation of teachers has been accepted by the DOE with a couple of suggestions; Stipulation 4, financials are on track; Stipulation 5 can be disregarded according to Gina Post. MCSC will work with DOE so that data is correctly transmitted when certified. Stipulations 6

& 7, Special Education, have been met.

Discussion ensued that these stipulations are still something the board and school needs to work on and keep in mind as we move forward. Jim Gemmell made comments that are in the Correspondence File at the School Office.

- c. Board discussion about Child & Adult Care Food Program- after notice and a public hearing the board voted to opt out of this program due to the logistics being impracticable.

Motion	Drew
Second	Tim
Yes	6
No	0
Abstain	0

- d. Ad Hoc Facilities Committee report - Tim reported, a February 2 meeting with SCPA/NEMC, minutes included in the Board packet. Rent will be paid one week prior to the start of each month for the balance of the school year. Quarterly meetings to share financials will be scheduled. Regular, daily cleaning of the school is of particular concern and appears to be problematic. SCPA/NEMC has hired two part-time cleaners and is looking to hire a part-time custodian. Meanwhile, MeAA has hired a cleaning service to come in one day per week to clean the entire school.

5. Old Business: none

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

- a. Linda Belanger shared information from the Finance Committee meeting. Reports were included in the Board packet. The PPP loan was forgiven. Financial position of the school is good. Joe Drago, MCSC, was pleased with the financial position of the school.

- b. Approval of December financial report
Motion to approve

Motion	Tim
Second	Dick
Yes	6

No	0
Abstain	0

7. Approval of policies/ plans: (4 Linked)

a. [JP: Maine Arts Academy National Honor Society By-Laws -- first reading](#)

This is an update and revision of the NHS policy. Adding 10th Grade and beginning the process of identifying students in the fall. Dick Durost suggested that NHS trainings are excellent and administration should take advantage of them if possible. No action taken. This policy will be voted on at our next meeting in March.

b. [DN: Disposal of Equipment Policy - second reading](#)

Motion to accept the new policy.

Motion	Sherry
Second	Tim
Yes	6
No	0
Abstain	0

c. [EEC: Bus Idling Policy - second reading](#)

Motion to accept the new policy.

Motion	Sherry
Second	Drew
Yes	6
No	0
Abstain	0

d. [Addition to Staff Handbook](#)

This being an amendment to the handbook, motion to accept the addition with wording, supplied by legal counsel, to encourage staff to give two weeks notice.

Motion	Dick
Second	Linda
Yes	6
No	0
Abstain	0

8. Committee Reports:

a. Academic Excellence Committee - Sherry reported, full report in packet, most of the stipulations assigned to the AEC have been met, and goals from the strategic plan have been met as well.

b. Governance Committee - Drew reported, full report in packet, Committee recommends that an ad hoc committee be created to address and supervise facilities issues with NEMC/SPCA. Maggie Allen reported that the bylaws allow an ad hoc committee to be formed as needed in an advisory capacity.

c. Fundraising, Development/Marketing Committee - Jim reported, full report in board packet. The committee would like the board to vote on the relationship with Snow Pond Marketing. The committee would suggest that we bring marketing in house for the next year in an attempt to save some money. After one year, the committee will reassess the situation. The school is already handling press releases. We have revamped the website.

Motion to not renew contract with Snow Pond Marketing that ends at the end of April.

Motion	Jim
Second	Linda
Yes	6
No	0
Abstain	0

9. Report from Administration:

The Head of School Report was included in the packet. Good news about student acceptances to colleges and students being chosen to participate in art shows. Our teachers have really stepped up to fill in where there is need.

10. Announcements & Upcoming Events / Meetings - Heather King will email information about a couple of events/performances coming up. Press releases went out today.

11. Next Board Meeting - March 3, 2021 at 5:00 pm

12. Executive Session - none

13. Motion to adjourn was made by Sherry and seconded by Drew. The meeting was adjourned at 6:49pm

Respectfully submitted,
Linda Warner