

## Meeting Minutes

### **MEAA Board of Directors**

**Date: June 19, 2019**

***Approved: August 7, 2019***

**Directors present:** Janna Townsend, Sherry Gilbert, Deb Levenseller, Jeff Desrosiers, Mike Thorne (remotely)

**Directors Absent:** Carl Steidel

**Staff:** Deborah Emery, Executive Director; Heather King, Principal; Heather Neal, Business Manager; Diane Manter, Office Manager

**Public:** Isaac Pelletier, MEAA Student Representative

### **5:02 p.m. - Call to Order – Janna Townsend**

#### **1) Adjustments to Agenda:**

- Public comment opportunity specifically for questions / concerns and comments with regard to the draft and submission of the ESEA application for FY20 funding.
  - Title 1 - Instruction - Some funds will be used for a Title 1 Math teacher rather than all going to a Title 1 English teacher. Heather King stated that she still has an interview to complete, but has been impressed with ones she has conducted. Title 1 Committee, comprised of staff, parents and students, has met 3 times and consists of approximately 12 members. The students have requested planners/calendars for students.
  - Title 2 - Teacher Quality - funds for professional development. Some funds will be transferred to Title 1 for the math teacher.
  - Title 4 - Well Rounded Education
    - Funds for the outing club
    - Funds for the disadvantaged for computer / instrument insurance
    - Funds for the disadvantaged for field trips
  - Safety & Health - Resource officer for 5 hours per week

#### **2) Approval of Minutes :**

May 1, 2019 - MOTION: to approve the minutes by Deb Levenseller. 2nd Jeff Desrosiers VOTE 3-0-2  
Jeff Desrosiers abstained as he was not present at the May meeting. Sherry Gilbert abstained. Vote passed.  
Sherry Gilbert requested that the minutes be sent out for review by 1-2 weeks after meeting.

#### **3) Review/Approve Financial Reports and Finance Committee Updates (45 min)**

Fiscal policy/procedures review and vote - Heather Neal, Business Manager, reviewed the Finance Committee's meeting minutes and updated that she had received approval for Full Plates Full Potential grant in the amount of just over \$2,500.00 which will be used to purchase equipment to provide "2nd Chance Breakfast". Heather Neal also discussed Food Service for the upcoming school year. Maine Meal will providing lunches and washing all pans and serving utensils. MEAA will purchase pans, equipment, and a handwashing station so that there will be no need for MEAA to use the SPCA kitchen at all.

Heather Neal noted that the IRS has been notified of the name change and it can take up to 60 days. She also stated that the DOE has been notified.

Financials - MOTION to approve the Financial Reports as presented by Jeff Desrosiers. 2nd Deb Levenseller. VOTE 5-0

#### **4) Approval of policies/ plans:**

Wellness Policy Update - This Policy was previously approved but Deborah Emery was made aware of some minor corrections that were needed to make it comply with DOE. MOTION to approve the revisions to the policy by Jeff Desrosiers. 2nd Deb Levenseller. VOTE 4-1

**5) Committee Reports:**

**(10 min)**

- a) Academic Excellence Committee - the Committee meeting minutes were presented by Deb Emery
- b) Governance Committee - no meeting
- c) Fundraising, Development/Marketing -no meeting, but update from Janna. Janna charged the Board to raise funds to fulfill the needs of the school. She stated that she had conversations with people about the school and our students and subsequently MEAA has received \$1500 in donations from that conversation. Janna requested that each Board Member have an engaged conversation with 5-10 people about MEAA to raise awareness and money. She also asked members to make a donation themselves.

Gala update- working on the date of May 9th 2020 at Enchanted Gables in Oakland. Deborah Emery stated that she had a conversation with Nancy Smith of Camden Bank. Nancy is hosting a Gala and some MEAA students will be performing. This will be an opportunity to network for our Gala.

**6) Head of School Report- (attached) by Deborah Emery**

**(20 min)**

Performance Indicators (Maine Charter School Commission) - Deborah Emery noted that the Performance Indicators are going to be redesigned not to focus on "Chronic Absenteeism". Deborah was pleased to report the following testing results:

- GRADE 9 - 85% met reading growth  
21 students exceeded the norms  
82% met math growth  
14 students exceeded the norms
- GRADE 10 - 94% met reading growth  
29 students exceeded the norms  
92% met math growth  
36 exceeded the norms

Comprehensive Needs Assessment - Title 1 funding - This report has been completed and submitted.  
Meeting Calendar- meeting dates, committee meeting date, retreats, SPCA meetings

**7) Principal's Report:- (attached) by Heather King**

**8) Old Business-**

**(10 min)**

**9) New Business-**

Board member participation vote:

Drew Landry (see attached applications) MOTION to accept Andrew's application by Sherry Gilbert. 2nd Jeff Desrosiers. VOTE 5/0

Mark Walker - Deborah Emery stated that Mark had a few questions that they plan to discuss on Friday, therefore, Mark's application will be brought before the Board in August.

Tim Recter ( see attached applications) MOTION to accept Tim's application by Sherry Gilbert. 2nd Deb Levenseller. VOTE 5/0

Deborah stated that another potential Board Member may be brought before the Board at the August meeting.

Graduation Items discussed

- a) Performance staged so that all audience members can see
- b) Possibly having a professional pianist for Pomp & Circumstance
- c) Having graduates exit in a more formal manner

Deborah read a resignation letter from Julie Richard.

Melissa Hurley has accepted the position of Director of Development. Melissa has been hired rather than outsourcing the job.

Cassidy Williams has been hired as the Accounting Specialist.

**UPCOMING COMMITTEE MEETINGS:**

Academic - 7/15 4 pm

Finance - 7/24 4 pm

Fundraising - Undetermined

Governance - to meet in July to determine who should be presented to the Board as Officers at the August meeting.

**10) Announcements** - Board Members were reminded that on Sunday, June 23rd at 4p.m. , fellow Board members will be taking part in a concert. The Reprise Choral Ensemble - Inaugural Concert will be held at the Green Street United Methodist Church at 13 Green Street in Augusta to benefit MEAA.

**11) Next Board Meeting** - August 7, 2019 Deb Levenseller noted that she will not be available on that date.

**12) Adjourn-** MOTION to adjourn by Jeff Desrosiers at 6:33 pm. 2nd Deb Levenseller. VOTE 5-0