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**Directors present:** Janna Townsend, Carl Steidel, Sherry Gilbert, Tim Rector, Andrew Landry, Linda Warner, Jeff Desrosiers

**Directors absent:**

**Staff:** Heather King, Head of School; Rachel Roberge, Assistant Head of School; Diane Manter, Office Manager

**Public:** Bob Kautz and Nichi Farnham of the Charter Commission

## **Call to Order – Janna Townsend**

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

- a) Add under Policies - Public Complaints

### **2) Public Comment - None**

### **3) New Business-**

- a) Introduce Jim Gemmel - Janna Townsend introduced Jim as a potential new Board Member and Jim gave a brief history of himself

### **4) Old Business-**

- a) Update on final graduation plans (if necessary) - Heather reported that plans are set for Sunday, June 7th. A draft of the program had been distributed to the Board and would be reviewed by several eyes prior to final printing.
- b) Update on 2020-2021 Transportation - Heather King and Amy Trunnell reported that after review of the “soft” costs and speaking with Poland and due to any possible effects from the COVID-19 virus, the decision was made to hold off on bringing the transportation in house with the purchase of buses. Carl Steidel stated that the hassle of running transportation on our own must be taken into consideration. Janna Town said “we are in the business of education not transportation”. Tim Rector commented that it should be looked at again in the future. Heather King stated that they are looking into adding a clause to the contract about negotiation if we were forced to close again.
- c) Update on 2020-2021 Enrollment - Diane Manter reported that there are 188 students for the upcoming year and that after graduation a push will be made to get enrollment yard signs up.
- d) Proficiency Based vs. Proficiency Referenced - Heather King reported that she, Rachel Roberge and Janna Townsend attended a meeting with the Charter Commission. The Charter Commission requires charter schools to use Proficiency Based grading. Heather and Rachel will be meeting with staff

regarding this. Bob Kautz noted that Charter Commission does sponsor professional development regarding this, you just need to apply.

- e) Strategic Plan - This is in Board minutes from both Mike Guarino and Deborah Emery's time here, but has not been completed. Heather King stated that it does need to be done, especially with the 5 year review

#### **5) Approval of Minutes : May 2020 Minutes**

MOTION: To approve the May 2020 minutes was made by Sherry Gilbert. 2nd by Andrew Landry. VOTE: 7-0

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

- a) Proposed Budget for next year (FY21) and approval - Amy Trunnel reported that there had been a few changes to the proposed budget from what had been presented to the Finance Committee, due to changes in staffing. Not included was "CARES" money in the amount of \$197,000. Amy noted that there is a \$20,000 loss built in for the lunch program. Amy announced that she will be leaving her position and that a new person has been hired. The new hire has worked with the new Accounting Clerk in the past. Amy commended Heather King for doing a good job with the hiring. Heather said that a 1% raise was included for all current staff in addition to a line item amount for classroom supplies. Heather reported that all new programs were cut. Rent for the upcoming school year will be \$1175/student based on the October 1st count. MLTI (Laptop program) will end at the end of this school year with a buy out cost of \$48/computer, note the computers are 5 years old. The buy out and insurance are included in the budget. Looking forward, some computers could be replaced on a rolling basis by using some of the "CARES" funds. Wendy Betts is looking for grants for new computers as well.

MOTION: To accept the budget for the 2020-2021 school year (FY21) as presented was made by Tim Rector. 2nd by Jeff Desrosiers VOTE: 7-0

- b) Share information from the Finance Committee Meeting - Amy Trunnel presented the March and April reports. She also reported that the trend to the end of the year is good and the projected net income is \$75,000-100,000. She discussed the forgiveness of the PPP funds and stated that she was going to be attending a webinar about it.

MOTION: To approve the March and April 2020 financial reports was made by Carl Steidel. 2nd - Tim Rector VOTE: 7-0

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

- a) Wellness Policy update - Heather King reported that a couple of pieces were added to the already approved policy as directed by Inland Hospital.

MOTION: To approve the updated Wellness Policy was made by Linda Warner. 2nd by Sherry Gilbert. VOTE: 7-0

- b) Grade Weighting Scale - Heather King stated that this policy has been in use but was never formally voted upon. The scale is used for transcripts.

MOTION: To approve the Grade Weighting Scale policy was made by Linda Warner. 2nd by Andrew Landry. VOTE: 7-0

- c) Public Complaint Policy - Heather King said that the Charter Commission recommends this be a policy at the school and normally it would go to the Governance Committee prior to being brought to the Board. Sherry Gilbert asked Bob Kautz about this policy. Bob stated that Drummond & Woodsom,

Maine School Management suggests all schools have this policy. Andrew Landry asked that the Governance Committee be given the chance to review the policy. All members agreed.

## **8) Committee Reports:**

a) Academic Excellence Committee- Sherry Gilbert reported that the AEC met on May 19 and all members were present.

They voted to change the title of Assistant Principal to Assistant Head of School.

They discussed Shannon Thurston position request and Shannon stated that she would “probably” return. She has accepted the duty of manager for one of the performing groups of either All-State or KV

The Committee tabled the Drop Prevention position and approved a stipend in the amount of \$5000 for the Transportation Director. Sherry also wanted to commend Heather for her quote in the newspaper article regarding graduation

The AEC recommends that the Professional Development Committee create a teacher certification document to present to the AEC, which will include guidelines for teachers wanting to take college courses for certification and other creative ways to improve skills and enhance their knowledge. Reilly Fitzgerald and all members will be asked to work with the AEC.

Heather King will review the “Guidance Administrative Assistant” job description. “Accounting Specialist” will be retitled “Accounting Clerk”. “CFO” will be retitled “Accountant”. Eliminate “Food Service Director” and “Food Service Coordinator” titles. Keep “Food Service Kitchen Worker” title. Keep “Office Manager” title. Continue discussion on title “Human Resource Manager”. Discuss “Principal” job description.

b) Governance Committee - Andrew Landry reported the central focus of the meeting had been on how to deal with sick leave around COVID-10 and they thought it was premature to make any significant changes to sick leave. Heather looked at sick leave and flex time which total approximately 12 days. There will have to be a discussion of what to do if someone tests positive. Andrew stated that the staff handbook should be reviewed. Heather King will work on it over the summer.

c) Fundraising, Development/Marketing - No meeting. With the addition of the contract for Marketing, the Board will review this Committee for changes.

**9) Assistant Head of School Report:** See attached

## **10) Announcements & Upcoming Events / Meetings**

Sunday, June 7th - 1 pm Graduation

**11) Next Board Meeting** - July 1 , 2020 5:00 pm

**12) Adjourn-**