

**Heather King, Head of School Rachel Merrill, Principal**

***Mission “Providing a rigorous college preparatory curriculum and well-rounded arts education to enrich the lives of our students.”***

***Vision “Nurturing the next generation of leaders to become invaluable citizens at the heart of Maine’s cultural, economic and social well-being.”***

**BOARD OF DIRECTORS MEETING**

**September 11, 2023 - 5:00 PM**

**MINUTES**

**https://meet.google.com/vzy-ndxz-brz?hs=122&authuser=0**

**Directors present:** Sherry Gilbert, Janna Townsend, Andrew Landry, Linda Warner, Andrew Carlton, Timothy Rector, Shelley Reed, Heather King

**Directors absent:** None.

**Staff:** Rachel Merrill, Jasen Richardson

**Public:** None.

**1. Call to Order / Declaration of a Quorum -** Sherry Gilbert called the meeting to order and declared a quorum at 5:00pm.

**2. Approval of Minutes**

**Motion** by Shelly Reed, seconded by Andrew Carlton, to approve BOD minutes from August 3, 2023. Unanimous.

**3. Public Comment:** None.

**4. Administrative Report** - Board members were very pleased with the report and with the classes that are being taught and the amount of detail that was included. Jasen Richardson added that teachers are

doing a great job with classroom procedures and management.

**5. Committee Reports**

**a.** Tim Rector - Chair, Finance Committee - Tim reported on the work being done by the committee.

**b.** Janna Townsend - Chair, Academic Excellence Committee - no committee meeting. **c.** Drew Landry - Chair, Governance Committee - no committee meeting.

**d.** Linda Warner - Chair, Development Committee - no committee meeting.

**6. Additions/Adjustments by Chair/Directors** - None.

**7. Old Business** - Sherry Gilbert received a donation from the American Legion, post 51, Oakland for 20 United States flags to be donated to the school for classrooms. Sherry Gilbert wrote personal notes on the back of the invitations for the ribbon cutting ceremony, put them in envelopes and mailed them out to Ann Castonguay and to anyone who has donated to the school. Heather King said she has sent invitations to all of the state representatives and that a member of the Maine Arts Commission has committed to attending. Sherry has taken care of all of the yellow highlighted names on the shared list. The Board discussed minor edits to the policy book, which was passed at the board retreat. Jenna Murray will update the minor edits and it will be reshared with faculty.

**8. New Business**

**a.** MAPCS meeting 8/21/23 - Shelley Reed reported about Joe Mattos’s study. The language used by Ecology Learning Center was very academic and procedural regarding what the students were going to be achieving. School representatives shared with the committee that they were presented with the opportunity to select a customized indicator on the performance framework. Joe Mattos met with Lana to make sure that the indicators are not opportunities for the schools to be targeted. It seems as though initially it was not made clear to schools that the customized indicator was to be thoughtfully considered rather than merely another box to check.

**b**. Charter Commission meeting 8/8/23 - Sherry Gilbert shared that she, Heather King, and Shelley Reed attended the meeting. Joe Drago is waiting for the fourth quarter report to come in before preparing his report. Norm said they still need to address the benefits of the people they hired. Maine Connections Academy in Scarborough is ready for renewal. Harpswell has completed the process of closing the school, but any remaining money is going to go back to the state. Lana reported that the Commission hired an administrative assistant, but that the individual did not arrive for work. The Acadia school in Lewiston will be sending two students to Special Purpose Private School at $100,000 per student. Lana spoke about the panorama survey results for some of the schools. Heather

King shared that we have filed for emergency funding for special education due to the extra twelve students the school currently has who are receiving services. Sherry Gilbert shared that there is a lunch menu for 11 schools in the Morning Sentinel and wanted to know if MeAA could be added. Heather King shared that there was an article in the Kennebec Journal about MeAA’s first day of school. Sherry discussed an article with the headline, “Women Launch Music Pilot Program”, started by Sue Barre, Rebecca Green, and Teresa McKinney. Sherry would like to see MeAA faculty members be involved with the four meetings that are scheduled. Tim Rector added that he, Sherry Gilbert, and RJ Miller attended the startup meeting last spring.

**c**. Middle School Discussion - Heather King shared that the initial screening application needs to be turned in to the Charter Commission. One section on the application requires passing every section on the performance framework. Drew Landry suggested possibly being exempted for one-time expenses associated with moving the school. Heather King stated that funding would be available for each current year for the first 5 years if a middle school was added.

**d**. Strategic Planning Goals - One goal is to increase enrollment with a feeder program. Heather King reported that there are currently 240 students enrolled. Timothy Rector suggested that perhaps our music, theatre and dance teachers would like to reach out to Rebecca Green, Theresa McKinney, and Sue Barre.

Another goal is to find outside funding sources.Wendy Betts has written a grant proposal for $100,000 for safety equipment and another proposal to Kennebec Savings for $30,000 for a stage, theater lights, and collaboration with the Colonial Theater for groups who don’t have access to theater. Shelley Reed discussed grants through Americorps and the direct services they can provide.

A third goal is to adjust the three-year budget to match realistic goals, which Sherry Gilbert and Timothy Rector are satisfied with. Goals will be reviewed every 6 months.

Academic Goals: An academic goal is for student behavior to foster learning. Jasen Richardson shared the combination of experienced teachers and the new building supports positive student behavior and a productive learning environment. Andrew Carlton mentioned how proximity and containment are key to fostering this learning environment. Professional development related to differentiated instruction and classroom management will take place. Team teaching will happen in January.

Facility goals included creating a more comprehensive emergency plan and installing cameras, locks, and alarms. Heather King reported that the cameras were installed and the alarms were in working order before students arrived on campus.

Immediate needs include ventilation, lighting, larger classrooms, assess plumbing and electrical in walls. A contractor came to campus and looked at the dance room and is creating an estimate for us. We will

need to find an architect or engineer to oversee the project on a monthly basis. Andrew Carlton said he knows several architects and engineers and will send the list of people to Heather King.

Roof drainage - Cory King cleaned out the filters and belts; the drains are in working order. Sherry Gilbert thanked Linda Warner for all of the comprehensive work she has done on the strategic plan.

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

**a.** Governance Meeting: September 27, 2023 4:00pm via zoom

**b.** Development Committee: September 25, 2023 4:00pm

**c.** Academic Excellence: October 16, 2023 9:00am via zoom

**d.** Finance Committee Meeting: September 27, 2023 5:00pm via zoom

**e.** Maine Alliance for Public Charter Schools: TBA during the month of August **10.** Executive Session:

**Motion** by Shelley Reed, seconded by Janna Townsend, to enter executive session per Title 1, Chapter 13, Sub-chapter 1, Freedom of Access, M.R.S.A. § 405(6)(A): Individual's right to privacy.

First executive session

Shelly moved, Janna seconded, passed unanimously.

In 6:06 pm. Out 6:12 pm.

No votes taken.

Second executive session

Shelly moved, Janna seconded, passed unanimously.

In 6:13 pm. Out 6:29 pm.

No votes taken.

**11. Next Board Meeting:** October 2 , 2023 - 5:00pm **12. Adjournment** Meeting adjourned 6:30 pm.