

Directors present: Janna Townsend, Sherry Gilbert, Jim Gemmell, Andrew Landry, Tim Rector, Linda Warner

Directors absent: [Dick Durost](#)

Staff: [Heather King](#) [Rachel Roberge](#) Tina Spencer

Public: Gina Post, Jeremy Jones, Fern DesJardins, Maggie Allen

The meeting was called to order by Janna Townsend at 5:05pm

1. Adjustments to Agenda

- We will be using a two-step process for all new policies:
  - Announcement/reading of new policy
  - Vote on policy at next meeting
- Conflict of interest policy moved to old business
- Add approval of special meeting minutes
- Add 7b Bus Idling Policy

2. Public Comment - none

3. Approval of Minutes:

a. December 2, 2020 Minutes

Motion to approve.

Motion	Linda
second	Sherry
yes	5
no	0
abstain	0

B. December 16, 2020 Minutes

Motion to approve.

Motion	Linda
second	Sherry

yes	5
no	0
abstain	0

4. New Business: Janna Townsend

- a. Welcomed the new Executive Director of the Charter Commission, Jeremy Jones
- b. Introduced Fern DesJardins as our new Charter Commission liaison
- c. Heather asked that board members print and sign the Conflict of Interest Policy and mail it to the school office as soon as possible.
- d. Maggie Allen made a presentation about Maine Charter School and Their Unique Nature. Among other things:
  - Maine's Charter Schools are more similar to Public Schools than we realize
  - Required to provide services, resources and support, special education services, etc.
  - Not allowed religious practices or to charge tuition
  - Same diploma requirements and external audit are required
  - 1002, 1004 and Title 1 chapter 13 all must be met
  - Waivers are an option; MeAA has none

There was a discussion about Maggie's position. Jim requested that the Charter Commission provide a job description for Maggie's position. Jim would like to see an estimate of what this position would have cost the Board and Maggie's estimated hours. The Board wants to be clear about what measures success in order to meet the Charter Commission's stipulations. The board is responsible for the fiduciary care of the taxpayers' money and takes that charge seriously. The Board expressed their gratitude to Maggie for volunteering her services to the Board and school and for the opportunity to improve our performance as a Board.

5. Old Business:

- a. School's response to federal grant audit - this was reported at the December Meeting.
- b. Update on MeAA Strategic Plan Goals and 7 Stipulations (moved from 8.) Janna will be updating the form from committee meeting minutes from now on for our report to the Charter Commission.

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

- a. Finance Committee Meeting Report - Tim reported that we are in good financial standing, our PPP Loan has been forgiven and should be reflected in the year end financials. All financials were sent in Board packet.

b. Board voted to approve financial report(s)

Motion	Tim
second	Linda
yes	5
no	0
abstain	0

7. Approval of policies/ plans:

a. Disposal of Equipment Policy - this policy already exists in our policy book but we needed to add to the policy regarding disposal of acquisitions from our Federal Grant. Board voted to add this policy to the agenda for our next meeting.

Motion	Drew
second	Tim
yes	5
no	0
abstain	0

b. Bus Idling Policy - now that we have our new busses we need a policy to keep the air around the school campus clean. Board voted to add this policy to the agenda for our next meeting.

Motion	Sherry
second	Tim
yes	5
no	0
abstain	0

8. Committee Reports:

a. Academic Excellence Committee - Rachel read the report for Sherry. Academic Excellence discussed the possibility of a three-tier diploma, changes in NWEA testing next year, Board strategic goals, update on PD consulting with teachers, Starving Artist virtual art sale where people from 25 states participated and one of our students was accepted to Berklee.

b. Governance Committee - Drew reported that two policies were discussed. The majority of the meeting was spent with regard to strategic goals and Charter Commission stipulations.

c. Fundraising, Development/Marketing Committee - Jim reported that the committee discussed the strategic imperative to increase enrollment and strategies to do this through a social media campaign, the new website is up and running, It's functional and our staff can edit, add photos, etc.

d. Lease report - Tim reported that we need to keep track of our remote learning days because lease states a possible reduction in rent when we are off campus for more than 30 days. Heather reports that an email was received from the landlord today about this.

9. Assistant Head of School Report was included in the Board packet. Janna thanked Rachel for these reports that are very informative and fun to read.

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

- One Acts are coming together and may be performed outside in the spring
- Dance Team fundraiser for new costumes was a success, Heather King was a good sport and took a pie in the face as incentive for the fundraiser
- John Neal piano recital should be completed this week and up on social media next week. This is a fundraiser for Mr. Neal's scholarship in memory of his wife.

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

#### 12. Adjourn

Motion	Linda
second	Drew
yes	
no	
abstain	

Meeting was adjourned at 6:11pm

Respectfully submitted,  
Linda Warner, Secretary