

**Agenda MEAA Board of Directors**

**Date: December 4, 2019**

**Time 5:00 p.m.**

***Approved January 8, 2020***

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

**Directors absent:** Michael Thorne

**Staff:** Heather King, Principal; Diane Manter, Office Manager; Heather Neal, Business Manager; Tina Spencer, SpEd Teacher; Rachel Roberge, Math Teacher; Jenn Kelly, Guidance Asst; Melissa Hurley, Marketing; Reilly Fitzgerald, History Teacher; Ryee Hagelin, SpEd Ed Tech; Josh Clark, IT Manager; Stacy Lockhart, Kitchen Manager

**Public:** Christa Johnson

**Call to Order – Janna Townsend**

**1) Adjustments to Agenda:** First on the agenda: (60 min) **2 Executive Sessions** required: Title 1, Chapter 13, #6A1: protection of individual's right to privacy

The Board went into Executive Session (1) at 5:04 pm

The Board exited Executive Session (1) at 5:40 pm

The Board went into Executive Session (2) at 5:40 pm

The Board exited Executive Session (2) at 6:13 pm

The Board went into Executive Session (3) at 6:44 pm

The Board exited Executive Session (3) at 7:57 pm

At the end of the public meeting after exec session Drew made the motion (Carl seconded) to delegate to Heather King the responsibilities of the Executive Director while Deborah Emery is on leave and to have the Board assume responsibility for any staffing decisions. No discussion. Vote was unanimously in favor of the motion.

**Public Comment**

- Christa Johnson expressed her aggravation with the decision of the Board to go right into Executive Session
- Tina Spencer spoke of the divided atmosphere on campus. Janna Townsend acknowledge it and said the Board is working to mend the division.

**2) Approval of Minutes :**

November 6, 2019 -MOTION to approve minutes made by Sherry Gilbert. 2nd by Tim Rector. VOTE: 7-0

**3) Review/Approve Financial Reports and Finance Committee Updates**

Financial Update - Heather Neal reported that the Finance Committee had met the week prior.

- The October certified count was lower than anticipated.
- The Business office is working to make sure all grant draws are completed.
- Section 501 Meal Plan needs to be modified to add that parents/guardians are responsible for fees for debt collection
- Policy - Section 1100 and 1200 - postponed to January Board meeting
- Financial Reports - MOTION to approve the financial reports as presented was made by Jeff Desrosier. 2nd by Carl Steidel. VOTE: 7-0

Principal nomination and vote

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

- 3-tier Course weights - affirmation of online vote MOTION to maintain the 3-tier course weights was made by Jeff Desrosier. 2nd by Linda Warner. VOTE: 7-0
- Overnight Field Trip Policy / Field Trip Policy - MOTION to approve the policy as presented was made by Sherry Gilbert. 2nd by Linda Warner. VOTE: 7-0
- Organizational Flow Chart

**5) Committee Reports:**

- a) Academic Excellence Committee- 12/2/2019 Minutes - Sherry Gilbert reviewed the Committee minutes with the Board.
- b) Governance Committee - did not meet
- c) Fundraising, Development/Marketing : did not meet

**6) Principal's Report:-** (attached)

**7) Old Business-**

**8) New Business-**

- a)Restructuring: Delegation of Head of School Roles - detailed further in Governance Committee
- b)Mike Throne - resignation MOTION to accept Mike Thorne's resignation was mad by Andrew Landry. 2nd by Sherry Gilbert. Janna Townsend will review and report on the size of the Board. VOTE: 7-0

**9) Announcements-** The next recital will be on December 18, 2019 at 1 pm.

**10) Next Board Meeting -** January 8, 2020 5 p.m.

**11) Adjourn-** Sherry Gilbert made the motion to Adjourn at 8:05 pm