

**Minutes - APPROVED January 6, 2021**  
**MEAA Board of Directors Meeting**  
**Meeting Date: December 2, 2020**  
**Time 5:00 p.m.**

**Directors present:**

Janna Townsend, Sherry Gilbert, Dick Durost, Jim Gemmell, Drew Landry, Tim Rector, Linda Warner

**Directors absent:**

none

**Staff:**

Heather King, Rachel Roberge, Linda Belanger, John Neal, Diane Manter, Tina Spencer

**Public:**

Maggie Allen, Consultant; Bob Kautz, Charter Commission

**Call to Order**

Janna Townsend, Board President called the meeting to order at 5:00pm

**1. Adjustments to Agenda**

- Exec Session #1 - Title 1, Chapter 13, Freedom of Access, #6. Individual's right to privacy
- Exec Session #2 -Title 1, Chapter 13, Freedom of Access, #6. Individual's right to privacy
- Volunteer Hours added as item 4d
- Update on our Federal CSP grant added as item 5c

**2. Public Comment - none**

Diane Manter reports that merchandise order forms were sent out and 33 items have been ordered; Holiday centerpiece fundraiser pickup is Saturday; 59 were sold and one student sold more than 25 alone!

**3. Approval of Minutes:**

**a. November 4, 2020 Minutes\***

Corrections suggested by Sherry Gilbert:

Directors present - Janna Townsend (misspelled last name)

Maggie Allen should be listed as a consultant

4E - add Tim's comment that John Wiggin and Christa at Snow

Pond Center for the Arts need to be made aware that because we weren't on campus we need a rent adjustment as per our rental agreement

|        |                                        |
|--------|----------------------------------------|
| motion | Sherry with corrections as noted above |
| second | Tim                                    |

|         |   |
|---------|---|
| for     | 6 |
| against | 0 |
| abstain | 0 |

#### 4. New Business:

- a. Introduction and welcome to Richard Durost, new board member,, by Janna Townsend
- b. NWEA results update is in detail in the Head of School Report; Maggie Allen reported that Maine Arts Academy is “rocking” compared to other charter schools and nationally math scores have gone down. Heather King said that our math teacher is “laser focused” on the NWEA math scores.
- c. Head Of School Evaluation Survey - everyone on the Board has received the Head of School Evaluation Survey results, we’ll be discussing this in one of our Executive Sessions.
- d. Volunteer Hours - Josh Clark is putting together a spreadsheet to record and tabulate volunteer hours for the board, parents, etc. Board members will find it on the shared drive. Board members are asked to please add their hours regularly. Grants often like to see volunteer hours.

#### 5. Old Business:

- a. Update on MeAA strategic plan goals & Charter Commission stipulations
  - Janna Townsend reported that our action plan and strategic plan goals have been assigned to each committee to make it easier to stay on task with goals and the Charter Commission stipulations; please remember to update work as it is done.
- b. Consultant Presentation - Maggie Allen presented a slide show about her role as consultant to the Board, a stipulation of the Charter Commission, about the Roles and Responsibilities of the School Board:
  - i. Primary responsibility is to enforce 20A of the Maine State Education Statutes
  - ii. What school boards cannot do
  - iii. Freedom of Access Law
  - iv. Policy Adoption Procedures
  - v. Executive Session Rules

Bob Kautz suggested review of Statute 2412, ss 3-7. Maggie will present this to the Board at a later time.

- c. CSP Grant (Federal Grant) update - Heather King participated in her first audit for the federal grant when she took over as interim head of school and had not yet been voted into her new position as Head of School. We

failed the audit in a few sections that time: Some projects were not completed, etc. Linda Belanger has turned it around and we are in much better standing at this time. Heather and Linda will submit some new numbers to repair the problems but in the meantime MeAA has been awarded the grant for a third year.

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

- a. Share information from finance Committee Meeting\* - Linda Belanger reports that 29% of the budget is expended (projected to be 33% at this time.) The CSP grant has bought many wonderful items for the school. The third Covid Relief Fund of \$162,000 has been approved. She is still waiting for the audit results; a few more items have been requested by the auditors. It may appear that we have “overspent” on a few lines but we have not. These items have been covered by the CSP grant.

Items purchased with the third covid fund - large bus to help keep kids distanced when transported (MeAA had to add another bus trip which was very expensive to keep the students safe) Will also help teachers by adding technology to help make teaching easier during Covid pandemic.

- b. Motion was made to increase the credit card limit from \$5,500 to \$10,000 as long as the bill is paid off monthly when it is received.

|         |      |
|---------|------|
| motion  | Tim  |
| second  | Dick |
| for     | 6    |
| against | 0    |
| abstain | 0    |

**c. Approval of October Financials**

|         |      |
|---------|------|
| motion  | Tim  |
| second  | Drew |
| for     | 6    |
| against | 0    |
| abstain | 0    |

**d. Approval of November Financials**

|         |      |
|---------|------|
| motion  | Drew |
| second  | Tim  |
| for     | 6    |
| against | 0    |
| abstain | 0    |

## 7. Approval of policies/ plans:

No action needed but Janna and Linda report that an update of our bylaws is proceeding. We are reformatting the document and making sure it's correctly spelled, etc.

## 8. Committee Reports:

### a. Academic Excellence Committee\*

Sherry Gilbert reports AEC met 11/24. Worked on Strategic Plan goals and stipulations of the Charter Commission. Discussed NWEA and testing results. John Neal's recital will be posted on MeAA website as soon as its edits are finalized. Heather King added that Great School Partnerships is meeting with all departments and will be looking at common beliefs like "MeAA measures growth in everything we do.

### b. Governance Committee\*

Drew Landry reports Governance met 11/25. Discussions revolved around action plans, strategic planning goals, Charter Commission stipulations around our charter renewal. A new meeting time for the committee will be the third Monday of each month at 4pm EST.

### c. Fundraising, Development/Marketing Committee\*

Jim Gemmell reports that the entire 11/23 meeting involved going through the new website page by page to find what's missing, make corrections. The plan is to take the new site live over winter break.

## 9. Head of School Report: sent to board via email with Board packet

Heather King sent a thorough Head of School Report to the Board. It includes a report on assessments and our students' standings in Reading, Language Usage and Math.

## 10. Announcements & Upcoming Events / Meetings

### a. December 17 at 6:30 Virtual Holiday Voice and Choral Recital

<https://maineartsacademy-org.zoom.us/j/99175411002?pwd=bXB0RkNyWXhvRkILVXdHR1c4WkxuZz09>

Meeting ID: 991 7541 1002

Passcode: 110617

b. Holiday Centerpiece Fundraiser pickup is Saturday

**11. Next Board Meeting** - January 6, 2021 at 5:00 pm

**12. Executive Session**

a. Motion to go into Executive Session for Title 1, Chapter 13, Freedom of Access: #6 Protection to individual's right to privacy

|         |        |
|---------|--------|
| motion  | Drew   |
| second  | Sherry |
| for     | 6      |
| against | 0      |
| abstain | 0      |

Time in: 6:15pm

Motion to exit Executive Session

|         |      |
|---------|------|
| motion  | Drew |
| second  | Tim  |
| for     | 6    |
| against | 0    |
| abstain | 0    |

No action taken.

Time out: 6:34pm

b. Motion to go into Executive Session for Title 1, Chapter 13, Freedom of Access: #6 Protection to individual's right to privacy

|         |        |
|---------|--------|
| motion  | Drew   |
| second  | Sherry |
| for     | 6      |
| against | 0      |
| abstain | 0      |

Time in: 6:37pm

## Motion to Exit Executive Session

|         |      |
|---------|------|
| motion  | Drew |
| second  | Dick |
| for     | 6    |
| against | 0    |
| abstain | 0    |

No action taken.  
Time out: 7:23pm

### **13. Adjourn**

Meeting was adjourned at 7:23pm

Respectfully submitted,  
Linda Warner, Secretary