



June 1, 2022, Board of Directors' Meeting Minutes
APPROVED 6/27/22

Directors Present: Maggie Allen, Richard Durost, Sherry Gilbert, Andrew Landry (Zoom), Janna Townsend, Linda Warner

Director Timothy Rector joined the meeting at 5:03 p.m.

Directors Absent: None

Staff: Heather King, Head of School; Rachel Merrill, Assistant Head of School; Jill Alves, Business Manager (Zoom)

Public: Fern M. Y. Desjardins, Chair, Maine State Board of Education and Charter Commission Liaison (Zoom); Ron Smith and Kyle Cole of RHR Smith and Company (Zoom)

1. Call to Order/Declaration of a Quorum – President Gilbert called the meeting to order at 5:00 p.m. A quorum was declared.

President Gilbert read the vision and mission of MeAA.

Vision: Providing a rigorous career and college preparatory curriculum and well-rounded arts education to enrich the lives of our students.

Mission: Nurturing the next generation of leaders to become invaluable citizens at the heart of Maine's cultural, economic, and social well-being.

2. Public Comment – None

3. Approval of Minutes

Motion: Allen/Warner – The minutes of the May 5, 2022, Board meeting be approved as written. Motion carried unanimously.

4. Administrative Report

Ms. King provided a report of activities for the month of May, which included a trip to the Maine Children's Home for cleanup of their playground, a Jazz Band performance at the Blaine House, performances at the Maine Allstate Music Festival, creation of a business by students in the Business for Professional Artist course, completion of the Honors Introduction to Film Studies curriculum, seeding of the greenhouses, a senior trip to Boston, and completion of NWEA testing for students in grades 9, 10 and 11. Colby College will be placing another student-teacher at MeAA for the Fall of 2022. A MeAA student will receive the George J. Mitchell \$10,000 scholarship, the fourth year in a row that a MeAA student receives this scholarship. The students did a fundraiser, raising \$3,000 for a local family.

Graduation is scheduled for Friday, June 3, at 5:30 p.m. Enrollment for 2022-23 is currently at 230 students.

5. Committee Reports

a. Finance Committee

Director Rector provided a report of the May 25, 2022, Finance Committee meeting. Discussed were the financial documents, including budget vs. actual and the summary financial position. MeAA remains in a good, financial position overall, with the school year ending with reserves being added to the reserve account. Also discussed were the audit results and a review of the audit report, monies carried over into the new year and possible savings, options regarding rent vs. own/build vs. rehab and potential costs, and review of the original Finance Committee description. The next meeting is scheduled for July 27, 2022, at 4:00 p.m.

Ron Smith, Managing Partner, of RHR Smith and Company, was in attendance to review the MeAA audit. The audit was a single federal audit with a corrective action plan. The Management Letter, a courtesy piece of information, only had one item referencing sales tax. The pandemic resulted in a financial gain. MeAA is in decent financial shape.

b. Academic Excellence Committee

Director Durost provided a report of the May 23, 2022, Academic Excellence Committee meeting. Discussion included a monthly update on how to continue elevating MeAA to excellence, the need to consistently apply PBIS (positive behavior and support), accountability for seniors and their Capstone projects, and the Committee description and points of responsibility. R.J. Miller, Music/Percussion teacher, attended to discuss his department's program. The next meeting is scheduled for August 16, 2022, at 4:00 p.m.

c. Governance Committee

Director Landry provided a report of the May 19, 2022, Governance Committee meeting. Discussion included the proposed policy regarding remote attendance at Board meetings by Board members, the Board Recruitment Manual, and the need to have a pamphlet describing MeAA that can be used with prospective Board members, students and their parents, and other members of the public. Ms. King discussed the favorable reading in the U.S. News and World Report, with MeAA ranking in the top 25% of high schools in Maine. The next meeting is scheduled for September 6, 2022, at 5:00 p.m.

d. Development Committee

Director Allen provided a report of the May 23, 2022, Development Committee meeting. Discussed were the Con Fullam concert scheduled for September 24, 2022, new intents for enrollment for next year, the United Way Day of Caring, marketing opportunities and how important it will be to market the recent standing that MeAA is in the top 25% of

schools in the State. Also discussed were the Committee's goals and charges, with a more in-depth review to come in August. The next meeting is scheduled for September 6, 2022, at 4:00 p.m.

6. Additions/Adjustments by Chair/Directors

President Gilbert noted that there was news media coverage regarding the visit by Pender Makin, Commissioner of the Maine Department of Education, on May 13, 2022. It was also noted that there was good coverage in the Central Maine Morning Sentinel regarding area high school graduates, which included coverage of Maine charter school graduates. The All-State Music Festival was held on May 19-21, 2022. Performances were recorded, and copies of the recordings may be purchased.

President Gilbert read a letter from John Neal, Music/Piano teacher, addressed to the Board regarding his resignation from MeAA.

Ms. King noted that R.J. Miller, Music/Percussion teacher, and Peter Herman, Music/Guitar teacher, have both accepted full-time positions with MeAA.

7. Old Business

a. Federal Procurement Policy DJ-R (second reading)

The Board conducted a second reading of Policy File: DJ-R, Federal Procurement Manual.

Motion: Warner/Allen Policy File: DJ-R, Federal Procurement Manual, be approved as presented. Motion carried unanimously.

b. Audit Update

The audit update was provided under the Finance Committee report.

Motion: Rector/Durost The MeAA audit be accepted as presented. Motion carried unanimously. The Board thanked Jill Alves, Business Manager, for the excellent job she did in preparing for and completing the work on the audit.

Ms. King noted that the paperwork for next year's audit was officially signed today.

c. First Remote Meeting Policy

The Board conducted a first reading of the Participation in Public Meetings Policy by Remote Methods in accordance with 1 MRS, section 403-B(2)(B)(1-3). A second reading will be conducted at the July 6, 2022, Board meeting.

8. New Business

a. Changing Times/Dates of Committee Meetings

The Board discussed changing times/dates of Committee meetings. Committee meetings for the Academic Excellence Committee, Development Committee, and Governance Committee will be held on a quarterly basis, with special meetings held when needed. The Finance Committee will meet monthly, with the exception of June and August. Committee meetings are scheduled as follow.

Academic Excellence Committee: August, November, February, and May, with the first meeting of the year held on August 16, 2022, at 4:00 p.m.

Development Committee: September, December, March, and June, with the first meeting of the year held on September 6, 2022, at 4:00 p.m.

Governance Committee: September, December, March, and June, with the first meeting of the year held on September 6, 2022, at 5:00 p.m.

Finance Committee: Monthly (except June and August), with the first meeting of the year held on July 27, 2022, at 4:00 p.m.

Dates for remaining meetings will be selected at the Committees' first meetings of the year.

It was also noted that it may be helpful for the Board President and Head of School to meet on a regular, monthly basis to review the agenda for upcoming meetings, as well as allow conversation on other issues, with preparation of a list for Board discussion.

b. Resignations, Nominations of Teachers

The Board accepted the resignation of John Neal, Music/Piano teacher, for retirement purposes, effective at the close of the school year.

The Board accepted the resignation of Kasey Fish, Administrative Assistant and Attendance Secretary, effective at the close of the school year.

c. Review of Present and Anticipated Staff Vacancies

Ms. King noted that R.J. Miller, Music/Percussion teacher, and Peter Herman, Music/Guitar teacher, have both accepted full-time positions with MeAA for the 2022-23 school year. There is one full-time math position, and one full-time PBIS position open, with interviews for both positions scheduled for next week.

d. Charter Commission Meeting Update

President Gilbert provided a report of the May 10, 2022, Charter Commission meeting. Discussion included consideration of Harpswell Coastal Academy's request to change school facilities and incur additional debt to finance consolidation of the School's two campuses. Also discussed was consideration of 2021-22 mid-year monitoring reports, progress on Charter renewals, and an explanation by President Gilbert of the restructuring of MeAA's Administrative Team. The next Commission meeting is scheduled for June 14, 2022, with a possible date change.

e. Board Evaluation to be Sent After Graduation

President Gilbert noted that the Board evaluation will be sent out next week.

f. Cargo Van Sale

The Board discussed the sale of the cargo van. The cargo van has been with Poland Bus Company for approximately one year. The Board discussed the possibility of selling the cargo van and purchasing two less expensive vehicles, with the money being saved on bus routes each month. Consideration must be given to how the van was purchased, whether with local or federal funds.

9. Announcements & Upcoming Events/Meetings

a. Governance Committee Meeting – Tuesday, September 6, 2022, 5:00 p.m.

<https://networkmaine.zoom.us/j/83622141642?pwd=S0NwalN4Q1I2K0FiMGdMcXdWU3pvQT09>

b. Development Committee Meeting – Tuesday, September 6, 2022, 4:00 p.m.

<https://networkmaine.zoom.us/j/84724239552?pwd=dThZYnRiUXpodVISN2I0R0oxbDBMQT09>

c. Academic Excellence Committee Meeting – Tuesday, August 16, 2022, 4:00 p.m.

<https://networkmaine.zoom.us/j/85720621395?pwd=RVIiSFN0YlJVOGNMRjNycG9zaklndz09>

d. Finance Committee Meeting - Wednesday, July 27, 2022, 4:00 p.m.

<https://networkmaine.zoom.us/j/88384678668?pwd=Q1FUZmdGd1FyZTRmbk91Ujl4ZUQ4QT09>

Graduation is scheduled for Friday, June 3, 2022, at 5:30

10. Next Board Meeting – July 6, 2022, at 5:00 p.m.

11. Executive Session

- a. Executive Session: Title 1, Chapter 13, Sub-chapter 1, Freedom of Access, 405, 6C, discussion of use of real property – Ad Hoc Committee.

Motion: Warner/Townsend – The Board enter executive session per Title 1, Chapter 13, Sub-chapter 1, Freedom of Access, 405, 6C, discussion of use of real property – Ad Hoc Committee. Time: 6:34 p.m. Motion carried unanimously.

The Board exited executive session at 6:59 p.m. No action was taken.

12. Adjournment

Motion: Allen – The meeting be adjourned. Time: 7:00 p.m.

Respectfully submitted,

Monique Gilbert, Recorder

Linda Warner, Secretary