



November 3, 2021, Board of Directors' Meeting Minutes  
APPROVED 12/1/2021

Directors Present: Maggie Allen (Zoom), Richard Durost, Sherry Gilbert, Andrew Landry (Zoom), Timothy Rector

Director Janna Townsend joined the meeting (Zoom) at 5:16 p.m.

Director Absent: Linda Warner

Staff: Heather King, Head of School; Rachel Roberge, Assistant Head of School; Stacy Lockhart, Food Service Manager (Zoom)

Public: Fern M.Y. Desjardins, Chair, Maine State Board of Education, and Charter Commission Liaison

1. Call to Order – Chair Gilbert called the meeting to order at 5:00 p.m. A quorum was declared.
2. Public Comment - none
3. Approval of October 6, 2021, Minutes  
Motion: Rector/Durost – The minutes of the October 6, 2021, meeting be approved as written. Motion carried unanimously.
4. Administrative Report  
Ms. Roberge reviewed activities for the month of October, which included field trips, a showcase recital, and testing. Students visited Salem, Massachusetts, as part of their English studies. A group photo was taken on the front steps of the Custom House. Students also had the opportunity to kayak on the lake with Mike Guarino of SPCA who guided the trip. The Harvest Recital was also held in October for a public walk-through audience. The Recital included monologues, jazz band and electronic music tunes, dance performances and chamber singers. Dr. Thom Klepach, visiting assistant professor of biology at Colby College, provided the students with a presentation on MeAA's school wide goal of perseverance and grit, as well as the concept of quit and what it truly means to be successful. Eleventh graders took the NWEAs, PSATs and SATs in October.

## 5. Committee Reports

### a. Finance Committee

Director Rector provided a report of the October 27, 2021, Finance Committee meeting. Financially MeAA is solvent, with respect to budget activity vs. actual. There is a draw-down of the CSP grant and other grants. Additional funding is coming from Title and Special Education funds.

Linda Belanger, Business Manager, is leaving as of January, and MeAA is seeking a replacement, as well as an assistant/account clerk. Ms. King noted that MeAA is collaborating with the Community Regional Charter School in Cornville and Jill Alves, accounting clerk, on a transition plan. Ms. Alves is managing MeAA's payroll, and MeAA is exploring having Ms. Alves do some of the QuickBooks data entry. Ms. King contacted a company that works with Boothbay Harbor and Greenville on payroll and business-related matters, and the cost of working with them would be approximately the same as hiring a business manager. She noted that there would not be a conflict of interest between the two charter schools, and that there will be a 90-day trial period, with no Memorandum of Understanding in place. If that does not work, MeAA will try the professional company. The company has multiple people on staff, has been doing this type of work for three years, and they used to audit schools. With this transition plan, no interviews were conducted, and the account clerk position has been put on hold.

Director Rector stated that MeAA is about to undergo four audits: Business Office, Special Education, Food Service, and Workers' Compensation.

### b. Governance Committee

Director Landry provided a report of the October 18, 2021, Governance Committee meeting. The primary agenda item was discussion of Policy File: JL, Student Wellness, and proposed revisions, as recommended by the Maine Department of Education. Ms. King also updated the Committee on a student disciplinary matter.

### c. Academic Excellence Committee

Ms. King provided a report of the October 26, 2021, Academic Excellence Committee meeting, which included updates on the KV and All-State Music Festivals, RTI, NWEA results and academic programming. The KV Music Festival qualifications will be by recommendation, and only students who are chosen will participate. The Festival will be held in January.

Ms. King updated the Committee on the RTI process. She visited each classroom and discussed with each teacher how RTI is being implemented in their classrooms. MeAA is on track to meet the Branching Minds goal for December.

The NWEA results were discussed. 48.3% of students met or exceeded their Language Usage RIT score, 42.3% of students met or exceeded their Math RIT goals, and 28.6% of students met or exceeded their RIT goals in Reading. It was noted that more data points are not showing, and that scores might represent considerable growth for students, depending on where they stood last year.

Jasen Richardson, English/film studies teacher, discussed academics and how to continue raising the bar and attracting students. Director Allen noted that NWEA scores skyrocketed when NWEA training was held. It should be known what will be asked on the test; going through the Common Core is not enough. This goes back to what the curriculum is and ensuring it matches the kinds of questions that will be asked. Ms. King noted that NWEA training is provided by the Charter Commission. Director Durost stated that the goal is to be in the top 5% in the state. Growth is always more impressive than high scores. Data points are what the Charter Commission reports on, but we should be reporting on growth.

d. Fundraising, Development/Marketing Committee

Director Allen provided a report of the October 25, 2021, Fundraising, Development/Marketing Committee meeting. A center piece fundraiser was discussed and whether to do this again this year. Also discussed were creating a virtual tour, yard flocking, and the update of staff bios.

Chair Gilbert noted that all meetings were well run and managed and thanked everyone for all the effort put into the meetings, demonstrating caring and appreciation.

6. Additions/Adjustments by Chair/Directors

Chair Gilbert added an executive session per Title 1, Chapter 13, Sub-chapter 1, Freedom of Access, 405, 6A.1: Individual's Right to Privacy.

7. Old Business

a. Update Bus Contract

Ms. King stated that quotes were requested from bus companies. One company has said they cannot service what MeAA already has. There have been no issues with Poland Bus Company, MeAA's current company. MeAA will do its due diligence and obtain quotes, but the service is good. Currently, there are no costs for field trips. Poland Bus Company has requested a raise for the next two years at 2% and 3%. Director Durost asked what the rationale was for the increase while Cornville had no increase. Ms. King noted that MeAA added another route, and Poland Bus Company is located in Skowhegan. The recommendation is to check with other bus companies and obtain three quotes to see what other companies offer to compare before signing a contract with Poland Bus Company.

b. Second Reading on the Restraint and Seclusion Policy

Motion: Durost/Allen – Policy File: JKAA, Use of Physical Restraint and Seclusion, be approved as printed. Motion carried unanimously.

8. New Business

a. First Reading on the Updated Wellness Policy

The Board conducted a first reading of Policy File: JL, Student Wellness. Stacy Lockhart, Food Service Manager, reviewed updates to the policy, noting that every three years there is a policy assessment. The assessment includes a review of the current policy to ensure all points are covered. Director Durost asked whether the Charter Commission and the law have different standards regarding physical education. Ms. King noted most schools require physical education credits as part of their graduation requirements. Director Durost asked if there are options in place in lieu of the physical education requirements if students can prove an equal amount of involvement and time. Ms. Desjardins noted that Chapter 125 would provide guidance on whether MeAA is held under the same requirements as other public schools. Director Rector asked if food would continue to be free. Ms. Lockhart stated that by 2023 meals will be universally free.

b. First Reading Enrollment Policy Update

The Board reviewed Policy File: JFABA, Student Enrollment. Under Maine's charter school law, any student residing in the State of Maine may enroll in a public charter school. A 10% increase is accepted for the first five years of a charter school's operation. For subsequent years, enrollment is based on the previous year's enrollment. Ms. King noted that the 10% may be above or below current enrollment. Ms. King will investigate whether students enrolled from

outside of Maine must reapply each year, with acceptance based on Maine student enrollment and subsequent open seats for the year and make the appropriate adjustment.

c. Update on Quarterly Meeting with John Wiggin

Director Rector provided an update of the meeting with John Wiggin, Executive Director of Snow Pond Center for the Arts. Mr. Wiggin has a plan, which, if comes to fruition, would be beneficial to MeAA as an organization. The plan would be made possible based on availability of finances. An effort was made for MeAA's ability to provide funding at a level that would be found useful to subsidize those plans, not necessarily there. Director Durost noted that this was a positive meeting, making MeAA aware from Mr. Wiggins' perspective that it would be helpful to have more financial support. There is a more cooperative relationship between the Academy and the Center. For example, it was noted that additional cleaning staff has been hired, as well as other staff to assist in different areas, including a facilities manager.

9. Announcements & Upcoming Events/Meetings

a. Governance Committee Meeting - Monday, November 15, 2021, 4:00 p.m.

<https://networkmaine.zoom.us/j/83622141642?pwd=S0NwaIN4Q1I2K0FiMGdMcXdWU3pvQT09>

b. Fundraising/Marketing Committee Meeting - Monday, November 22, 2021, 4:00 p.m.

<https://networkmaine.zoom.us/j/84724239552?pwd=dThZYnRiUXpodVISN2I0R0oxbD BMQT09>

c. Academic Excellence Committee Meeting - Tuesday, November 23, 2021, 4:00 p.m.

<https://networkmaine.zoom.us/j/85720621395?pwd=RVliSFN0YlJVOGNMRjNycG9zak Indz09>

d. Finance Committee Meeting - Wednesday, December 1, 2021, 4:00 p.m.

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

Director Rector noted that the Finance Committee meeting is on the same day as the Board meeting, otherwise the meeting would have been on the day before Thanksgiving. Ms. King will send meeting links to everyone.

Director Durost asked if Ms. Desjardins would provide background on why the Charter Commission is not on schedule. Ms. Desjardins noted that there is no November meeting

due to the possibility of lack of a quorum. There are two open positions on the State Board of Education. One seat must be filled by the Governor, and the other seat filled by the State Board, which will act on Wednesday, November 10. The November meeting will be on-line, with the December meeting in person.

Ms. Desjardins noted that the health and physical education requirement is in Chapter 127 – requirement for high schools, and she will e-mail a copy of the Chapter to Ms. King.

Director Durost stated that the Maine Department of Education (MDOE) will be holding hearings on several issues on November 22. The process is that certain rules and regulations must be reviewed periodically. If appropriate, the MDOE will engage stakeholders in conceptual discussions. Proposed rules or rule changes are then drafted by the MDOE. The MDOE provides notice of proposed rules or rule changes, and hearing dates are set for public comment. A time period is set for a certain set of rules, and the hearings must remain open for the entire period. He noted that the hearing on health and physical education may be of particular interest to teachers and encouraged MeAA to attend the hearing, which will be held at 3:00 p.m. at the Cross Office Building in Augusta.

10. Next Board Meeting – December 1, 2021

11. Executive Session Title 1, Chapter 13, Sub-chapter 1, Freedom of Access, 405, 6C, Discussion of Use of Real Property

Motion: Townsend/Durost – The Board enter executive session per Title 1, Chapter 13, Sub-chapter 1, Freedom of Access, 405, 6C, discussion of use of real property.

Time: 5:50 p.m. Motion carried unanimously.

The Board exited executive session at 5:52 p.m. No action was taken.

Motion: Durost/Townsend – The Board enter executive session per Title 1, Chapter 13, Sub-chapter 1, Freedom of Access, 405, 6A.1: Individual's Right to Privacy.

Time: 5:52. Motion carried unanimously.

The Board exited executive session at 6:13 p.m. No action was taken.

12. Adjournment

Motion: Rector/Townsend – The meeting be adjourned. Time: 6:13 p.m. Motion carried unanimously.

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Respectfully submitted,  
Monique Gilbert