



MEAA Board of Directors Meeting Minutes

Date: Dec. 5, 2018

Approved Feb 20,

2019

Directors Present: Janna Townsend, Carl Steidel, Sherry Gilbert, Deb Levenseller, Julie Richard, Jessica Crowell (Video/Phone), Michael Thorne, Jeff Desrosiers

Directors Absent:

Staff: Deborah Emery, Head of School; Heather King, Principal; Diane Manter, Office Manager; Melissa Hurley, Business Office

Public: Madelyn Rancourt, Student Representative

Call to Order – Janna Townsend (5:03 pm)

1) Adjustments to Agenda: NONE

2.) Approval of Minutes : MOTION: To approve the November 7, 2018 minutes was made by Sherry Gilbert, 2nd by Julie Richard. VOTE: 6-0

4) Review/Approve Financial Reports and Finance Committee Updates:

In the absence of Heather Neal, Julie Richard reviewed the financials with the Board. Julie stated that the Finance Committee agreed with the numbers and the general status is good. Michael Thorne requested that the financials be received 1 week prior to the meeting with a cover/ summary page. Julie also reported that there were no major issues with the audit. MOTION: To approve financial reports was made by Deb Levenseller,, 2nd by Julie Richard. VOTE: 8-0

5) Approval of policies/ plans:

Whistleblower Policy - MOTION: To approve the Whistleblower Policy was made by Julie Richard, 2nd by Janna Townsend. VOTE: 8-0

Deborah Emery reported format of the policy book was in progress, putting each policy on its own page and completed procedural steps

6) Committee Reports:

(20 min)

a) Academic Excellence Committee

- Sherry Gilbert resigned as Chairman of the Committee
- Jessica Crowell accepted the role of Chairman
- Deborah Emery summarized the Academic Excellence Committee meeting
 - John Neal reported on the progress of the school song
 - Grant - the grant for the dance room floor is on hold
 - Distance Learning is being investigated
 - 7 Students are going to the All State Competition (6 Chorus / 1 Orchestra). John gave credit to Shannon Thurston for her work.

- Jeri Pitcher is working on a list of theater equipment
- Boston Arts Academy - Heather King, along with other staff went to the BAA. Some of the points of interest were:
 - They accept students blindly for academics and audition for the arts
 - They outreach into neighborhoods for recruitment
 - The group left thinking that MEAA is doing a good job, seeing as we are only in our 3rd year.
- Risers - 2 sets have been ordered. They will be useful for the band and chorus performances
- Chamber Choir - The Choir has been invited to Carnegie Hall next November 2019. Fundraising will be to be done for this trip.
- Recital - the next recital will be on Wednesday, December 12th at 1 pm
- Outdoor Club - Rachel Whitney and Connor White have established an Outdoor Club and have received a grant in the amount of \$500.
- Talent Show - there will be a student led talent show in January
- Graduates - a questioner has been sent to all 2018 graduates.
- Exchange Concert - is scheduled for March

b) Governance Committee

- Staff Handbook - MOTION: To approve Staff Handbook was made by Carl Steidel, 2nd by Sherry Gilbert. VOTE: 8-0
- Certification Handbook - MOTION: To approve the Staff Certification process was made by Carl Steidel, 2nd by Deb Levenseller. VOTE: 8-0
- Organizational Chart - MOTION: To approve the Organizational Chart was made by Julie Richard, 2nd by Sherry Gilbert. VOTE: 8-0
- Retreat (See 9 - Old Business)
- Magnet School - Discussion regarding the possible transition to a magnet school vs. charter school. Deborah reported that there is no financial benefit to changing to a magnet school per Maine Charter Commission

c) Fundraising, Development/Marketing - cancelled

7) Head of School Report- written reports are included with agenda

8) Principal's Report:- written reports are included with agenda

9) Old Business-

Lease - MOTION: To approve the lease was made by Julie Richard, 2nd by Sherry Gilbert. VOTE: 8-0

RFP Update - Proposals are due by the end of December. Janna Townsend distributed and reviewed a plan to review the proposals. Janna asked Deb to be the Facilitator. Michael Throne requested that a reminder be sent to anyone planning on submitting an RFP, as to the due date and that the Board is meeting to review them on January 4, 2019.

Retreat Details (1/4/19; snow date 1/11/19) - The Retreat will be held at MEAA. The RFPs will be reviewed using the format that Janna distributed. Carl Steidel stated that the board needs to be comfortable if not all agree. Julie Richard requested that Deborah Emery list possibilities, growth plan, financial implications with growth, growth potential at SPCA. Carl Steidel asked about the addition of a Middle school and growth with and without it. Janna Townsend wants Heather King to be included in the retreat. Sherry Gilbert expressed concern on the timeline. Carl suggested waiting until we see what has been received. Jeff Desrosiers stated that the timeline is alright as it is a general overview.

10) New Business-

- MEAA logo - MOTION: To accept the new logo by Julie Richard, 2nd by Michael Thorne. VOTE 8-0
- Madelyn Rancourt, Student Representative reported the following

- Due to the number of students, building a community aspect is a bit harder this year
- Students are working hard on the 10 minute play festival
- Children's Musical - a collaboration of arts departments and written by a student. Auditions will be held on Friday, December 14
- There are a number of performances scheduled for the recital
- A student library and art store has been started in the Guidance Office in the Lodge. Students are allowed to sign out books and purchase student works of art.
- With the increase of students and staff it can sometimes be difficult and discipline is not always the same from teacher to teacher.
- Grading System - Jeff Desrosiers asked about returning to the previous grading systems vs the proficiency based grading system. Madelyn stated it brought back structure and gives guidelines and deadlines with consequences.
- International Students - Madelyn reported that they add diversity and culture to the school
- Madelyn, when asked, suggested the Board meet with students during their January retreat.

11) Announcements-

- Dec 12, 2018 Recital: 1:00 in Alumni Hall
- Dec 12, 2018 Margarita's Restaurant (Augusta) Fundraiser - all day / 20% to MEAA with a voucher
- Janna Townsend reported that she will be participating in the meetings remotely until April. She asked that Carl Steidel run the meetings until her return, to which he agreed.

12) Next Board Meeting - January 2, 2019 NO MEETING

13) Adjourn- MOTION: To adjourn made by Jeff Desrosiers at 6:13 pm, 2nd by Michael Thorne. VOTE: 8-0