

**MEAA Board of Directors Meeting Minutes Date: July 1, 2020 Time 5:00 p.m.
Approved August 5, 2020**

<https://networkmaine.zoom.us/j/81747460869?pwd=V1ZRUKhQa1J2Vlh5eThsMzFkOFZPd09>

[More joining options](#)

Closed Caption Provided if needed. Please let us know 48 hours in advance if this is necessary

Directors present: Janna Townsend, Carl Steidel (5:39), Sherry Gilbert, Tim Rector, Drew Landry, Jim Gemmell, Linda Warner, Jeff Desrosiers

Directors absent:

Staff: Heather King, Head of School; Rachel Roberge, Asst. Head of School; Linda Belanger, Business Manager; Diane Manter, Office Manager

Public:

Call to Order – Janna Townsend 5:04 pm

1) Adjustments to Agenda: None

2) Public Comment: None

3) New Business-

- a) Welcome Jim Gemmell and confirmation of vote - the Board confirmed their unanimous vote to have Jim Gemmell join the Board which was voted upon on June 15, 2020. Welcome aboard Jim.
- b) Board self-assessment - There was much discussion on the Self-Assessment
- c) # of board meetings per year - the Board agreed that there should be 12 meetings per year (1 per month). They also stated that, especially during the summer months, vacations are to be expected and asked that if a member is going to miss a meeting to please notify either Janna or Heather.
- d) Board member terms and bylaws - Sherry Gilbert reported that no Director shall serve more than 3 consecutive terms of 3 years. They can then take 2 years off prior to being reappointed to the Board. (Copy of Bylaws attached). A ballot will be prepared for the next board meeting.
- e) School assets - There was much discussion with regards to the school's assets and the dissolution of assets if the school were to close. John Wiggin, SPCA, wants it written that SPCA would take over all the assets. The Governance Committee will look into this further. Tim Rector also stated that John Wiggin was using comps from schools in CT, Boston and western MA.
- f) Private school component - Heather King suggested that this go to the Governance Committee to be researched.
- g) Update of lease information - This was discussed within the discussion of the School's assets.

4) Old Business-

a) Job Description approval -

MOTION: To approve the Head of School job description as written and reviewed by the Academic Excellence and Governance Committees was made by Sherry Gilbert. 2nd by Linda Warner. VOTE: 7-0

MOTION: To approve the Assistant Head of School job description as written and reviewed by the Academic Excellence and Governance Committees was made by Sherry Gilbert. 2nd by Andrew Landry. VOTE: 7-0

MOTION: To approve the Guidance Administrative Assistant job description as written and reviewed by the Academic Excellence and Governance Committees was made by Sherry Gilbert. 2nd by Andrew Landry. VOTE: 7-0

MOTION: To approve the Academic Support job description as written and reviewed by the Academic Excellence and Governance Committees was made by Sherry Gilbert. 2nd by Linda Warner. VOTE: 7-0

5) Approval of Minutes : June 2020 Minutes

MOTION: To approve the June 2020 minutes as presented was made by Tim Rector. 2nd by Jeff Desrosiers. VOTE: 7-0

6) Review/Approve Financial Reports and Finance Committee Updates

- a) Share information from finance Committee Meeting
- b) Teacher pay scale options - There was a brief discussion regarding teacher pay scales along with information on other districts' pay scales. Carl Steidel suggested that this be brought before the Finance Committee at their next meeting.
- c) Benefits - Linda Belanger stated that she will have new numbers available at the next meeting and that she is looking into Maine State Retirement (to start in January).
- d) Federal Grant - Heather King reported that she and Linda are working on the Federal Grant numbers.

MOTION: To approve the May financials as presented was made by Carl Steidel. 2nd by Jeff Desrosiers. VOTE: 7-0

7) Approval of policies/ plans:

- a) Public Complaint Policy

MOTION: To accept the Public Complaint Policy as presented was made by Sherry Gilbert. 2nd by Linda Warner. VOTE: 7-0

- b) Capital Improvement Plan - Heather King noted that this plan should be a "living" document.

MOTION: To accept the Capital Improvement Plan in draft form with the ability to make modifications as needed was made by Sherry Gilbert. 2nd by Tim Rector. VOTE: 7-0

8) Committee Reports:

- a) Academic Excellence Committee - Sherry Gilbert reported:
 - i) The Professional Development Committee has not met
 - ii) Job Descriptions had been forwarded to the Governance Committee for review (Head of School, Asst. Head of School & Guidance Admin. Asst.)
 - iii) Human Resource Manager will be discussed at the next meeting.
 - iv) The school song was not discussed
- b) Governance Committee - Andrew Landry reported:

- i) Job Descriptions were reviewed
 - ii) News Article which was critical of Charter School and PPP monies
 - iii) Black Lives Matter - how the school responds (discuss entire issue of diversity). How can it be included in the curriculum. Heather King has reached out to teachers and it is included in her Head of School report.
- c) Fundraising, Development/Marketing - it was stated that this committee has not met in some time. The next meeting will be on Monday, July 27 at 4pm and that Christa Johnson of SPCA should be invited as SPCA has been awarded a marketing contract.

9) Head of School Report: See attached

10) Announcements & Upcoming Events / Meetings

- a) Strategic Planning meeting July 24 at 9:00 am (Location TBD)

11) Next Board Meeting - August 5, 2020 at 5:00 pm

12) Executive Session required: Title 1, Chapter 13, #6A1: protection of individual's right to privacy

13) Adjourn