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**Directors present:** Janna Townsed, Sherry Gilbert, Drew Landry, Linda Warner, Tim Rector, James Gemmel

**Directors absent:**

**Staff:** Heather King, Head of School; Rachel Roberge, Assistant Head of School; Diane Manter, Office Manager

**Public:** Maggie Allen

**Call to Order – Janna Townsend 5:00 pm**

- 1. Adjustments to Agenda**
  - a. RHR Smith Letter (Auditors)
  - b. Working from home

**2. Public Comment** None

**3. Approval of Minutes:** None

**4. New Business:**

- a. Lease vote -

MOTION: To accept the lease with SPCA as presented was made by Drew Landry. 2nd by Tim Rector. VOTE 5-0

- b. Dr. Maggie Allen's Board Oversight Position - There was much discussion as to a description of the position. Janna Townsend will reach out to the Charter Commission for clarification of what will be required for this position. The Board will then present the requirements in writing, to which Maggie Allen agreed.

MOTION: To engage Maggie Allen to perform the Board oversight position as set forth in Stipulation 1 from the Charter Commission, with more clearly defined job description and deadlines to be determined, was made by Drew Landry. 2nd by Sherry Gilbert  
VOTE: 5-0

- c. Mission Statement - after much discussion the Mission Statement to be sent to the Charter Commission for approval is: *"Providing a rigorous college and career preparatory curriculum and well-rounded arts education to enrich the lives of our students."*

MOTION: To accept the Mission Statement as written was made by Linda Warner. 2nd by Jim Gemmell. VOTE: 5-0

- i. Tag Line -- *"Maine's only free public high school for the arts."*

MOTION: To accept the Tag Line as written was made by Sherry Gilbert. 2nd by Tim Rector. VOTE: 5-0

- ii. Vision Statement -- *“Nurturing the next generation of leaders to become invaluable citizens at the heart of Maine’s cultural, economic and social well-being.”*

MOTION: To accept the Vision Statement as written was made by Linda Warner. 2nd by Jim Gemmell. VOTE: 5-0

- d. Teacher Evaluation System vote - Maggie Allen stated that she had not received a copy of this, but she is in support of a Teacher Evaluation System. There was discussion about the term “Employment Opportunities” being used within the document.

MOTION: To accept the documents with the modification of changing the wording in Section 3 to read “for *the category of* employment opportunity” in the Teacher Evaluation Guidebook - Revised was made by Linda Warner. 2nd by Sherry Gilbert. VOTE: 5-0

- e. RHR Smith Letter (Auditors) (Adjustment to Agenda) Sherry Gilbert began the discussion regarding the Management Letter which was written by HRH Smith Co. The letter, dated January 21, 2020, had been forwarded to Heather King. It was addressed to the Board last January. The letter, or a copy of it, was never given to the Board. Sherry criticized Heather Neal, for reporting the facts of the letter to the Board incorrectly. Heather King said she had talked to the auditors and told them that a forensic accountant and HR specialist had been hired to review MeAA records. There was much discussion regarding fraud and misrepresentations made by Heather Neal and Deborah Emery. In the end the Board decided to ask the Auditors to compare the previous Management Letter and the results of their most recent audit and, taking into consideration the changes that have been made with personnel and processes, what additional adjustments MeAA can make.
- f. Working from home (Adjustment to Agenda) Heather King wanted to formally ask the Board for permission for her to work from home on occasion. Maggie Allen stated that this was “not an action item, but a discussion”. The Board recognized that at times it would be helpful for Heather to work from home. Jim Gemmell stated that there are times when you “can be more productive by working from home”. The Board did request that Heather and Rachel not work from home on the same day.

## **5. Old Business:**

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

## **7. Committee Reports:**

## **8. Announcements & Upcoming Events / Meetings**

- a. October 30 Recital 10:00 am, 10:30 and 11:00 am slots. If you would like to attend, please sign up at this link.

<https://docs.google.com/forms/d/e/1FAIpQLSd3b9lcicQbjk8fig0d0YSQui1rZg1vHH3hCj7Hc00IH-BaBQ/viewform>

- b. Professional Development - Heather reported that she has sent information to the Charter Commission with regards to the information the PD will cover regarding Standards based grading. The cost of the PD, \$20,000, will be paid from a Federal Grant.
- c. Tim Rector announced that he and Linda Belanger will be meeting next week.

**9. Next Board Meeting** - November 4, 2020 at 5:00 pm

**10. Executive Session**

**11. Adjourn** 6:48