



*“Maine’s only free high school for the Arts”*

Agenda MEAA Board of Directors Meeting Minutes

March 3, 2021, 5:00 PM

**APPROVED - April 7, 2021**

Directors present: Janna Townsend, Sherry Gilbert, Dick Durost, Drew Landry, Tim Rector, Linda Warner

Directors absent: none

Staff: Heather King, Rachel Roberge, Linda Belanger, Diane Manter, John Neal, Josh Clark, Tina Spencer

Public: Maggie Allen, Consultant, Fern DesJardins, MCSC Liaison

Call to Order – Janna Townsend 5:02pm

1. Adjustments to Agenda
  - a. Board membership 4d
  - b. COVID graduation requirements 4c
  - c. School Profile 4f
  - d. Executive session: Title 1, Chapter 13, Sub-chapter 1, Freedom of Access, 405, 6A.1: Individual's right to privacy

2. Public Comment

Sherry Gilbert shared that she'd been sent a newspaper article about the plays coming up, another article, "It's Time to Lift the Cap on Maine Charter Schools", and a sticker about another Charter school's open enrollment on the front of the newspaper.

3. Approval of February 3, 2021 Minutes:

Motion to not honor a request to include a statement from last month's meeting in the minutes but to instead place it in a Correspondence File in the school office. Mention of the comments and their location will be added to the minutes to keep the record.

Motion	Sherry
Second	Drew
Yes	5
No	0
Abstain	0

Motion to approve minutes as amended

Motion	Sherry
Second	Dick
Yes	5
No	0
Abstain	0

**4. New Business**

**a. Facilities report**

Heather reports MeAA has been paying for cleaning of the school which will end soon as SPCA has hired two new employees for cleaning. MeAA will pay for extra COVID cleaning. Both are detailed in our lease agreement. Staff commented that cleaning was better during the past month, trash taken out and paper towels in the upstairs ladies room. Dates are set for quarterly meetings with John Wiggin to discuss financials, facilities.

**b. Graduation credits and overarching standards - standards included in packet; graduation standards have been developed by staff and administration. Also have established MeAA Graduation requirements that are rigorous, in addition to the existing "honors" graduation requirements.**

Motion to revise the minimum passing grade for all students for this 2020-2021 school year only to 60 (from 70).

Motion	Dick
Second	Drew
Yes	5
No	0
Abstain	0

**c. COVID graduation requirements - Discussion about adjusting graduation requirements for this school year, particularly for seniors but also for underclassmen because of the strains of COVID. Students are disappearing, literally can't be found when home visits are initiated. Some students are struggling with keeping up, some are checked out. The Board is very concerned for these students and recognizes that these are difficult times.**

Motion to allow special dispensation for one junior student to graduate early due to covid

Motion	Dick
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Second	Tim
Yes	5
No	0
Abstain	0

**d. By-Laws update**

Linda sent out an email to all board members with suggestions about updating our bylaws. The issue will be sent to the Governance Committee. It's likely to be before the board at our next meeting

**e. Board membership**

Janna reported that Jim Gemmell has resigned from the board. Jim was a great asset to our school in the short time he served on our board. He helped with our new logo development, new mission and vision statements, he created our tagline and our new website.

Motion to accept Jim's resignation with regrets

Motion	Drew
Second	Tim
Yes	5
No	0
Abstain	0

**f. School Profile**

The new school profile was included in the board packet. There were a few suggestions for grammar and punctuation. It will be edited with suggestions and accepted.

**5. Old Business: none**

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

**a. Share information from finance Committee Meeting**

Linda reported \$152,000 from round 3 of the CRF Grant was approved. She's begun the budget process for next year. Salary scales for next year are in review. Still waiting for the final audit report. Minutes from the Finance Committee were included in the board packet.

Motion to approve financial reports

Motion	Tim
Second	Dick

Yes	5
No	0
Abstain	0

7. Approval of policies/ plans: (3 Linked)

a. [JP: Maine Arts Academy National Honor Society By-Laws -second reading](#)

National Honor Society By-laws.

Motion to add sophomores to our NHS

Motion	Dick
Second	Linda
Yes	5
No	0
Abstain	0

b. [Addition to Staff Handbook -second reading](#)

Adding verbiage about staff giving notice and turning in all school belongings: keys, computers, etc.

Motion to approve

Motion	Tim
Second	Linda
Yes	5
No	0
Abstain	0

c. [GCFA: Employee Social Media Privacy \(amended\)](#) - first reading

Employee social media policy. Strengthening wording around personal social media use by staff. This is the first reading. Second reading will be in March.

8. Committee Reports:

a. Academic Excellence Committee

Minutes are included in the board packet.

Sherry suggested that we need to vote on the Graduation Credits and Standards

Motion to approve Graduation Credits and Standards as presented

Motion	Sherry
Second	Drew
Yes	5
No	0
Abstain	0

**b. Governance Committee**

Minutes are included in the board packet. Discussed parents as board members, initiated review of our bylaws, discussed social media policy  
 Janna asked for follow up information about a letter from a student regarding covid safety. Administration has followed up with student and staff

**c. Fundraising, Development/Marketing Committee**

Minutes included in the board packet.

**9. Report from Administration:**

Assistant Head of School Report is included in the board packet.

All State Festival will be a virtual festival this year (so far.) Two students have been accepted from MeAA

**10. Announcements & Upcoming Events / Meetings**

The two plays are sold out. Three performances over three nights, 30 audience members per night. Students and audience will be distanced and masked.

There will be a spring recital on April 30, 2021. It will be a drive-through event.

Tomorrow half of the school will be going bowling. The lane will clean before students arrive. Next week the second half of the school will go bowling. This event is just for fun

**11. Next Board Meeting - April 7, 2021 at 5:00 pm**

**12. Executive Session: Title 1, Chapter 13, Sub-chapter 1, Freedom of Access, 405, 6A.1: Individual's right to privacy**

Motion to enter Executive Session at 6:30pm

Motion	Drew
Second	Sherry
Yes	5
No	0
Abstain	0

Motion to exit Executive Session at 6:49pm, No action taken

Motion	Dick
Second	Drew
Yes	5
No	0
Abstain	0

Motion to adjourn at 6:47pm

Respectfully Submitted,  
Linda Warner, Secretary