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Directors present: Janna Townsend, Carl Steidel, Sherry Gilbert, Andrew Landry, Linda Warner, Tim Rector, Jeff Desrosiers

Directors absent:

Staff: Heather King, Rachel Roberge, Diane Manter, Amy Trunnell, Josh Clark

Public: Christa Johnson, SPCA; Nichi Farnham, Bob Kautz & John Bird - Charter Commission; Jim Gemmell

Call to Order – Janna Townsend 5:02 pm

1) Adjustments to Agenda: None

2) Public Comment: None

3) Approval of Minutes : April Minutes -

MOTION: to approve the April minutes as presented was made by Sherry Gilbert. 2nd by Linda Warner. VOTE: 7-0

4) Review/Approve Financial Reports and Finance Committee Updates

a) Amy Trunnell, MEAA Business Manager, presented the financial reports but added that she did not have time to review them completely. The Board agreed to table a vote on the reports until Amy is confident with them. Amy has been going through the financials and working on the budget. She will notify Amy Allen that the financial reports will be a bit late.

b) There was much discussion regarding the Payroll Protection Plan. It was filed through Kennebec Savings bank and \$226,000 was received and must be used within 8 weeks (75% on salaries / 25% on rent, utilities). The reason for the need of this is the fact that, due to Covid 19, we are not able to perform our normal enrollment/marketing activities.

c) 2020-2021 Transportation. Diane Manter reviewed the "Transportation Cost Comparison". The bottom line is an approximate savings of \$90-100,000. Bob Kautz cautioned the Board about cancelling a contract with an outside contractor, due to the laws surrounding Covid 19.

MOTION: to accept the transportation plan in the document and authorize the purchase of vehicles upon the termination of the current contract with the transportation provider with legal advice was made by Carl Steidel. 2nd by Linda Warner. VOTE: 7-0

5) Approval of policies/ plans:

a) Educational Continuation Plan

MOTION: to approve the plan was made by Linda Warner. 2nd by Sherry Gilbert
VOTE 7-0. Linda noted that the font was slightly different in one section and should be corrected.

b) New Organizational Chart

MOTION: to approve the chart with a line added for Food Service/Kitchen Staff and the title of Assistant Principal being changed to Assistant Head of School for title consistency. 2nd by Linda Warner. VOTE: 7-0

c) Review and make necessary corrections to contact information - Janna wanted to be sure that the transitions made recently are sent to all the necessary parties. Janna and Heather will work on this.

d) School Calendar 2020/2021

MOTION: to approve the 2020-2021 calendar as presented was made by Sherry Gilbert. 2nd by Tim Rector. VOTE 7-0

6) Committee Reports:

a) Academic Excellence Committee- Sherry Gilbert reported the following:

1) There was a discussion regarding Shannon Thurston's job remaining a full time Music Teacher

2) Recommend that the title be "Head of School" for the top school official.

3/4) Reviewed and accepted the Asst. Principal job description

5) Discussed teacher certification

6/7) Reviewed Transportation Director description and table for vote on 2020-2021 Transportation

8/9) Reviewed and approved Exit Interview form

10) Drop Prevention Program - reviewed was placed on hold until more information is available

11) The Head of School and Business office will keep records of absenteeism.

b) Governance Committee - Drew Landry reported that the Committee reviewed the following items:

1) New Organizational Chart

2) Job Descriptions - Heather King will make job descriptions available to the Board for review.

3) Offer Letters - Drew will circulate a draft of a new offer letter

c) Fundraising, Development/Marketing - None

7) Principal's Report: See attached

8) Old Business-

a) Student enrollment-marketing - Diane Manter reported that as of this date there were 174 students enrolled for the upcoming school year. There were 92.5% of current students returning and she felt that percentage could go up to 95%. Given the current Covid 19 situation it has been extremely difficult to market new enrollment.

9) New Business-

a) Marketing plan presentation by Christa Johnson, SPCA - Christa stated that the 92.5% student return rate should be highlighted. There should be consistent branding - message and graphics. The targets should be current students, prospective students and funders. SPCA would have a 3 person team working on the marketing and could combine with SPCA buying power in print, radio and TV.

SPCA's fee for this service would be \$16,000. Carl Steidel mentioned that the "donation" button is gone from the website. Heather King will look into that. Tim Rector questioned if SPCA fee included expenses for Facebook and Google advertising.

b) Update on Graduation plans (if necessary) - Heather King reported that the Graduation will be on June 7th at 1 pm and that it will be a Graduation Parade. Heather stated that the DOE had sent out guidelines to be followed. Students can decorate their cars and will drive through the campus at a specified time. They will stop at the bowl where they will get out to walk across the stage to receive their diplomas. Students/guests/staff will be required to wear masks anytime they are outside their vehicles and will maintain social distancing. Students and guests will only be allowed to exit their vehicle to get their diploma.

c) Add Amy Trunnell, Accountant, to bank accounts and remove those who are no longer employed by MEAA

MOTION: to add Amy Trunnell and Heather King to all bank accounts was made by Drew Landry. 2nd by Sherry Gilbert VOTE 7-0

MOTION: to remove Deborah Emery, Heather Neal, Cassity Williams and Melissa Hurley from having any authority to any bank accounts was made by Drew Landry. 2nd by Sherry Gilbert VOTE 7-0

d) Share administrative and other changes with staff and parents formally.

e) 2020-2021 Transportation - this was covered during the finance section of the meeting.

d) Introduce Jim Gemmell - unfortunately Jim had to leave the meeting.

10) Announcements & Upcoming Events / Meetings

11) Next Board Meeting - June 3, 2020 5:00 pm

12) Adjourn-