

**MAINE SCHOOL OF SCIENCE AND MATHEMATICS
BOARD OF TRUSTEES**

Meeting Minutes

December 1, 2018

University of Maine at Orono-Wells Conference Center
Orono, ME

Board members present were: M. Albert, T. Bolen, D. Ferguson, Chair; D. Haines, Honorary Trustee; J. Herweh, D. King, C. McCulloh, J. McGreevy, D. Melega, L. Renick-Butera, R. Rice, Vice-Chair and D. Pearson, Clerk.

Also present were: Joshua Chalmers, James Havu, Joel Pike, Marian Reagan,

Absent were: J. Allen, M. Anderson, C. deLutio, D. Coit, J. Judd, and J. Pieh.

Administrators and Staff present were: M. Beckum, D. Eustis-Grandy, M. Grillo, D. McGann, and A. Whittemore.

Others present: K. Beaulieu, K. Pike, and M. Whitman.

- I. The meeting was called to order at 10:06 am by Chair, D. Ferguson followed by introductions.

- II. Public Comment
 - a. Kathie Beaulieu, Chairperson of the Limestone Withdrawal Committee and Limestone School Committee gave an update: 70% voter approval for Limestone to withdraw from RSU#39 will be effective July 1, 2019. The invitation was extended to MSSM to serve on the facilities subcommittee – meeting to be held on December 4, 2018 at 7 pm at the Limestone Town Office.

A statement from Art Thompson was distributed to the Board.

Michelle Whitman, President of the MSSM Parents' Association thanked everyone for their commitment to the school.

D. Pearson addressed concerns from A. Thompson's letter.

- III. D. Ferguson gave an update on the Strategic Plan Steering Committee:
 - i. A workshop day will be added before the March 2nd Board of Trustees meeting – Friday, March 1 is a scheduled BOT workshop day (more details to follow).
 - ii. D. Ferguson explained the history of the Strategic Plan Steering Committee which resulted in the Strategic Plan process that was presented to the Board at the September board meeting.

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- iii. D. King expressed his concern regarding the pre-September board meeting process, but he was satisfied that the Strategic Plan Steering Committee had been operating in accordance with the September Board votes.
- iv. A discussion was had regarding a meeting schedule for the Strategic Plan Steering Committee.
- v. The Strategic Plan Steering Committee Charge and Membership were presented to the Board. Both were being recommended for approval by the Executive Committee, as the Board directed at the September Board meeting.

- IV. D. Ferguson led an activity on what makes MSSM special and how do we measure it?
- i. A mindmap was created from the Board activity.
 - ii. Tools to measure the effectiveness of MSSM should include both empirical data and stories of success.

- V. 12:30 pm Quick break for lunch immediately followed by Board of Trustees committee meetings.

D. Ferguson, Chair of the MSSM Board of Trustees reconvened the meeting at 2:03 pm.

VI. Reports and Consent Agenda

D. Pearson gave an update on funding from the MSSM Foundation – funds have been secured for new fitness equipment in the amount of \$15,000.00.

The Director of Health Services position is still vacant at this time; we continue to receive applications and will be scheduling interviews. We do recognize the extra work this places on the residential life team for coverage as needed.

D. Melega updated his management report by reporting that the faculty has been very frustrated with room temperature fluctuations and flooding issues. T. Bolen questioned why this was not brought up at the Finance and Facilities Committee meeting.

D. Haines questioned student attrition rate for this calendar year with 13 students departing MSSM. M. Grillo itemized each student departure within three clear categories – for discipline, health, and academic reasons. D. Haines expressed thanks for this comprehensive and informative report.

Excitement regarding the number of colleges our students are accepted to as evidenced from the College Counseling report.

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- a. D. King moved, to accept the consent agenda (management report and September 29 meeting minutes) as presented, seconded by J. Herweh; voted unanimously.

VII. Committee Reports

- a. Advancement Committee: J. McGreevy mentioned that the Foundation is consolidating school and summer camp donor lists to ensure greater coordination. MSSM has invested in new computers for the 2019 summer camp.

The Admission Department is working with summer camp to increase awareness. Limestone PTA is providing 2 full summer camp scholarships. It is hoped to spread this idea to other PTA's around the State.

A. Whittemore reported on the recent Administrative Enrollment / First Semester Retreat.

The Foundation has an Annual Appeal goal of \$150,000.00 to raise during this coming year.

- b. Governance Committee – J. Herweh is hopeful that our prospective Board members will be nominated by Governor Mills and approved by the new Legislature shortly after they take office in January, 2019.

D. Haines distributed a copy of the Board member nomination process.

- c. Finance and Facilities Committee: D. King reported that the committee meets monthly to review the financials and finance concerns. The Executive Committee has recommended they focus more on facilities. L. Adams has provided a list of items of concern for our MSSM-owned facility (dormitory).

T. Bolen reported there was an audit committee meeting on October 23. The sub-committee has approved and recommends that the full Board of Trustees accept the FY'18 (year ending June 30, 2018) audit.

D. Ferguson moved to accept the audit for the year ending June 30, 2018 as presented, seconded by J. Herweh and voted unanimously.

- d. Program Committee: L. Renick-Butera discussed the role of the Program committee and set an agenda to work with moving forward.

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- e. Executive Committee: D. Ferguson mentioned that the executive committee has been looking closely at by-laws. Proposed changes will be presented at the March 2019 meeting.

VIII. Action Agenda

- a. Policy JLCB Immunization of Students – the addition of “and meningitis. MSSM requires an additional immunization against Hepatitis A and encourages the influenza vaccine” to the second paragraph of the policy was reviewed.

D. King moved to accept the changes to JLCB-Immunization of Students as presented, seconded by M. Albert and voted unanimously.

- b. Policy IJOA – International Travel and IJOA- International Travel Procedure was reviewed. Clarification on the requirement of two school chaperones and the chaperones need to be school employees.

D. King moved to accept as a first reading Policy IJOA-International Travel as well as IJOA-International Travel Procedure, seconded by T. Bolen and voted unanimously.

- c. MSMA Dental Insurance Trust Mandated Updated Language

D. Ferguson moved to accept MSMA Dental Insurance Language as presented, seconded by D. King and voted unanimously.

- d. Day Student Admittance to MSSM.

T. Bolen moved that the Executive Director, D. Pearson, continues to pursue the potential for day student admittance and bring information to the Executive Committee and to the full Board before going to the legislature with any needed changes to the MSSM statute; seconded by D. King and voted unanimously.

- e. Steering Committee Charge.

T. Bolen moved to accept the Steering Committee’s proposal for Strategic Planning Process and reports back to the full Board, seconded by J. McGreevy and voted unanimously.

- IX. Executive Committee will be meeting together within the next few months to work on the Executive Director’s evaluation and will report back.

All papers distributed or handed out today are available on the Board goggle site meeting folder.

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X. Adjourn

D. Ferguson thanked everyone for their participation. J. Herweh moved that the Board of Trustees adjourn the December 1 meeting, seconded by M. Albert and voted unanimously. The meeting was adjourned 4:04 pm.

The next Board meeting will be the March 1st BOT Workshop followed on March 2, 2019 with the full Board of Trustees meeting to be held at MSSM in Limestone.

Respectfully submitted,

David Pearson, Clerk
Board of Trustees

Approved March 2, 2019