

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

Meeting Minutes

March 2, 2019

Maine School of Science and Mathematics

Limestone, ME

Board members present were: M. Albert, T. Bolen, D. Coit, 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, J. Judd, J. Patterson, J. Pieh and C. Wray.

Administrators and Staff present were: M. Beckum, C. Berube, T. Devoe, D. Eustis-Grandy, A. Gardestig, L. Gardiner, M. Grillo, G. Hamlin, S. Hong, E. Jortberg, R. McDonald, D. McGann, T. Meyer, T. Moore, H. St. Peter, J. Scott, T. Smith, M. Tasker, and A. Whittemore.

Others present were: K. Beaulieu, D. Delorge, S. Frost, B. C. Hodgdon, J. Hodgdon, C. McCarthy, N. McCarthy, T. Moore, A. Mubang, P. Orne, M. Pelletier, S. Pelletier, E. Rousseau, J. Sites, S. Taddeo, and D. Tasker.

- I. The meeting was called to order at 9:03 am by Chair, D. Ferguson followed by introductions.
- II. D. Ferguson, Chair, dismissed the Board of Trustees members to their individual committee meetings held in B Wing classrooms as well as in the conference room.
- III. D. Ferguson, Chair, reconvened the meeting at 12:17 pm followed by an update of the MSSM Strategic Plan Steering Committee work done to date with final report to be presented to the Board at their May meeting.
- IV. Public Comment
 - D. Melega spoke on behalf of D. EG – MSSM is a unique place... “Special Sauce” – are the adults and the community and rural environment.
 - K. Beaulieu – update on the Limestone Community School withdrawal from RSU 39; the committee has been meeting to establish a new school. She mentioned that a new superintendent was hired – Will Dobbins who wants to work with MSSM to make the improvement needed to the facilities.
 - S. Taddeo – some are concerned about the future effects of day student enrollment.
 - Tracy & Tom Moore – spoke on behalf of several staff members who are not in favor of the Board moving MSSM out of Aroostook County.

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- A. Mubang – asked “are there numbers and timeline to implement all of the changes”. – D. Ferguson, Chair, responded ‘no dollar figures yet; total 5-year plan.
- D. Tasker – explained that her husband was a founding member of the faculty and she feels that it is important that the school/MSSM remains here in Limestone.
- D. Haines – continued support of the school as well as supports statements made by others.
- M. Tasker – asked how do we get back to the summit of being the ‘best school in the State ‘shining star’?
- BJ Hodgdon – as a parent of a student feels that communication about a recent incident could have been better. She also mentioned that D. Pearson is a member of the MSSM Parents’ Association Facebook page.
- D. Tasker reiterated/reinforced that communication has to be our/MSSM’s top priority.
- N. McCarthy – Title IX Coordinator; questioned the training they have received and that no conflicts exist with that individual.
- C. McCarthy – advertising of the school – many opportunities exist, communication is much better with parents with detailed updates; seems to be on track.
- T. Smith – states that MSSM interprets FERPA more conservatively than any other school he has worked at.
- BJ Hodgdon – wished for earlier communication regarding Parents’ Weekend.
- A. Whittemore – would like the Board to ensure dual credit and A.A. degree program with UMPI is in force sufficient that they become MSSM’s I-20 partner.
- C. McCarthy – there are cultural differences in all countries, make certain that expectations are clear for all students.
- A. Mubang – communicate comments, values to current and future students.
- S. Frost – could give consideration to moving Parents’ Weekend from Friday-Saturday to Saturday-Sunday.

V. Reports and Consent Agenda

- a. R. Rice moved that the Board approve the consent agenda which includes the minutes of the December 1, 2018 and February 2, 2019 meetings as well as the March 2 management report as presented, seconded by D. King; voted unanimously.

VI. Committee Reports

- a. Advancement Committee: J. McGreevy reported that the Foundation is working hard to streamline processes. S. Taddeo will finish her term as parent representative to the Advancement Committee. We are at 35% of enrollment

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figures from last year for summer camp; most wait to enroll until classes are announced; \$8,500 raised to date for Summer Camp. MSSM Admissions is facing a very challenging recruitment environment but still maintaining 55 students of newly enrolled.

Is SAT best test for admission? Instagram and Facebook pages are doing well and more polished campaign would be ideal, could be potential to reach out to other groups.

- b. Governance Committee – D. Ferguson gave the report for J. Herweh. The committee is still working on finalizing list of board members, how to maintain our database, bylaw revisions, nothing formal yet, develop a core list of documents for Board orientation; review conflict of interest policy.
- c. Finance and Facilities Committee: D. King reported that the committee meets monthly to review the financials and finance concerns. The committee met to review the December 2018 financials. M. Beckum is present should you have any questions.
- d. Program Committee: L. Renick-Butera reported that the complete report from the Program Team will be shared at the May Board meeting.

She mentioned that the Disciplinary Team is still working on their process, priority on finding and giving training to discipline team members. The report out on this process will be done at the May Board meeting.

The Program Team has a variety/diverse as well as challenging membership with a group of 14. Special training in the importance of outreach would be appreciated if it could be arranged?

D. Coit – Duty of Care – request made for a report back from Program Committee regarding Duty of Care.

D. Melega – asked about ‘scholarships’ in Enrollment Management report for International students.

D. Pearson responded with a ‘tuition reduction’ in lieu of ‘scholarships’.

More concerns whether this reduction would mean State funding would be used in educating International students.

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A. Whittemore assured that the opposite was true, funds from international students support Maine students.

D. Coit asked if we were competitive with other schools as far as tuition/room & board fee structure.

A. Whittemore stated that he looks at all Maine resident students first, and that we were in tuition terms very competitive compared to traditional independent boarding schools and Maine Town Academies.

D. Coit moved that the Board receive a Duty of Care report from the Program Team, seconded by M. Albert, voted unanimously.

VII. Action Agenda

a. Budget 2019-2020

D. King thanked D. Pearson and M. Beckum and faculty and staff for their efforts to get the budget ready this early. This budget is a snapshot and could have some potential changes.

D. Coit further explained that action items from a strategic plan could require a need in adjustment to the budget; also we do not have a contractual lease with our new landlords as yet.

D. Pearson mentioned that the budget as presented shows the priority for what is really needed such as increase in professional development and our continuing efforts to improve technology.

M. Beckum thanked all department chairs for their help in the budget process and also thanked Lisa Gardiner for all the time she spent on preparing the budget documents.

A. Whittemore revisited the Dual Enrollment conversation stating that Associate's degree must be included in the dual credit enrollment offering.

D. King moved to approve the 2019-2020 budget as modified by the Board as needed, seconded by C. McCulloh

T. Bolen offered a friendly amendment to the motion to include flexibility needed for strategic/factual needs; motion was voted unanimously.

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b. Day Student Proposal

D. Pearson updated the Board on the Day Student Proposal during their February 2, 2019 special board meeting.

It still is dependent on approval by the State Legislature.

Program Team received direction to look into Day Student Protocols. M. Grillo reported that the Team is on track to provide feedback by the set deadline.

D. Haines clarified wording of updated Statute “residential school that may admit day students”.

L. Renick-Butera asked about the timeline of Dean of Enrollment Management’s ability to admit day students.

D. Haines explained that there will be a legislative public hearing held on requested day student program as well as on the appointment of new board members.

c. Temporary MSSM Credit Approval (International Travel)

M. Beckum explained the need for temporary credit cards to be used in case of emergency when MSSM faculty/staff travel abroad with our students.

D. Coit moved to approve the temporary credit cards for those faculty members who travel internationally with MSSM students and approved increased of credit limit of \$50,000.00 for all cards for the purpose of emergency funds while travelling internationally, seconded by T. Bolen and voted unanimously.

d. Governance – 2nd Reading Policy

R. Rice moved that the Board approve the second reading of IJOA & IJOA-R International Travel Policy with amendment as follows: under Emergency Preparedness section last bullet “A ‘check-in’ email/phone call should be made with MSSM every third day of a trip” change to “.... Chaperones will contact an MSSM administrator designated by the Executive Director every third day of the trip to confirm that all is well”, seconded by J. McGreevy and voted 9 yes, 0 no and 1 abstention.

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L. Renick-Butera moved that the Board approve the second reading of IJOA-R International Travel Procedure with amendments as follows: under Participation section, change the wording last sentence from "... might be a problem ..." to "... might cause a problem ...", seconded by M. Albert and voted unanimously.

R. Rice moved that the Board enter into executive session pursuant to Title 1, Chapter 13, Section 405, paragraph 6E, to discuss a legal matter (D. Melega exited the meeting room prior to discussion on the legal matter took place) and Section 405, paragraph 6C to discuss issues regarding real property (D. Melega was present during the discussion regarding real property), seconded by M. Albert and voted unanimously. (D. Haines chose not to attend the entire executive session).

VIII. Executive Session

The Board went into executive session at 2:50 pm and they asked M. Beckum to provide information for the executive committee.

The Board returned to plenary (out of executive session) session at 4:50 pm.

D. Ferguson moved that the Board restart the dispute resolution with RSU39 regarding health, safety and security issues and to retain counsel and to follow legal advice regarding this dispute as necessary. This authorized the Executive Director with consultation of the Board Chair to effectuate this motion, seconded by J. McGreevy and voted 8 yes, 0 no and 2 abstentions (M. Albert & C. McCulloh).

D. Ferguson moved that the Board create a sub-committee (ad hoc board committee) to review MSSM Duty of Care policies and procedures. D. Coit to Chair, with authority to access resources and people as necessary, with reporting to the Executive Committee, seconded by M. Albert and voted unanimously.

IX. Adjourn

M. Albert moved that the Board adjourn the March 2 meeting, seconded by D. Coit and voted unanimously. The meeting was adjourned 4:57 pm.

The next Board meeting will be Friday May 24, 2019 at MSSM in Limestone during the weekend of the 2019 Graduation Ceremonies. (Schedule to follow).

Respectfully submitted,

David Pearson, Clerk
Board of Trustees

Approved: May 24, 2019