MeANS Board of Directors meeting minutes
May 24, 2019, 1:30 pm
MeANS, Room 101

Board members present: Mike Muir, Stephanie Johnson, Cheryl Bulmer, David Cyr, Tom Edwards, Dana Doran (by phone), Cheryl Mercier (by phone), Mara Casey Tieken (by phone joined at 2:08 p.m.), Troy Frost (by phone joined at 2:17 p.m.)

Staff members present: Tonya Arnold, Danni Best, Becky Dennison, Donna Ferenc McGorty, Susie Bright, Emanuel Pariser, Nadya Plante, Solomon Heifets, Grace Hilmer, Anna Rothschild, Rochelle Bohm, Kenlyn Clark

Students present: Tyler Williams
Other participants: Katrina Gurpill

Mike Muir called the meeting to order at 1:33 p.m.

Student Presentation organized by Susie Bright:
A student, Tyler Williams, gave a presentation about how MeANS has supported his interest in bass fishing, allowing him to develop toward becoming a pro-fisherman. He already has several sponsors, and competes in tournaments across the country with adults. He has qualified to be on several national teams and won the Maine High School Championship this year. He chooses to serve the community service required of MeANS with Camp Sunshine where he takes kids out to fish. Our staff works with him to apply his experiences to produce evidence towards MeANS standards for graduation.

MeANS staff presented their ideas and requests about the hiring process for Head of School:

Danni Best, Becky Dennison and Sol Heifets spoke on behalf of the staff. Key points included:

MeANS community has a long standing practice of collaborative decision making.
Team leaders developed and distributed a survey to assess how interested both staff and students are in being a part of the hiring process for the next Head of School. The responses indicated that 100% of staff were interested in working with the Board and the Hiring Committee, and a handout with the various details in which they request participation was provided.

Over 90% of students indicated an interest in being involved as well. Some of the current questions raised were:

- What's the timeline for the hiring process?
- Have there been any applicants and who is screening them?
- Who is the chair of the hiring committee?
- How does the Board envision working collaboratively with MeANS staff in this process?
- Is there a transition plan if no viable candidate is found before school ends August 2nd?

The MeANS staff would like to have a meeting scheduled so that they can fully participate in the process. There is representation from all the teams (9-10, 11-12, Threshold, Special Education, front office) committed to being involved.

Stephanie Johnson, HR Committee Chair, responded that she wants this to be a collaborative process as well. Although she has no answers today, she will respond to Danni Best and Becky Dennison early next week with more information via email.

All three staff restated how important collaboration with staff and students in the process is to them, since they are the people who will work daily with the new Head of School.

In memory of MeANS retiree:
Tonya announced that former teacher Tom Tracey passed away April 3rd, and several staff and students attended his celebration of life. The first tree that will be planted in the new orchard will be in his memory.

Grace, Sol , Susie, Anna, Kenlyn left the meeting.

Additions/Adjustments to the agenda:
Before the meeting, staff had made a request to have a conversation with the Board in executive session about the hiring process for the next Head of School. Stephanie Johnson instead requested that this be done as an added Student/Staff presentation item to be made a public portion of the agenda. She requested an HR action item 6f to form a Search Committee for new Head of School. The consent agenda was modified after discussion to remove the reporting piece attached to the Head of School Report to the Board, and add the Self-Assessment Report to the Charter Commission as discussion item 6g. Items 6b and 6c were changed to Action Items.

Public Comment
There were no comments from the public.

Consent Agenda Approved

There was a motion by Stephanie Johnson to approve the consent agenda, excluding the MeANS School's self assessment report to the Charter Commission on pages 13-23, seconded by David Cyr.

Discussion: A short discussion about what approval of the consent agenda indicates. It was noted that these reports and minutes are more an action of acceptance than approval.

Unanimous approval; motion carries at 2:15 p.m.

Policies JL Student Wellness and EFE Food and Beverage Offerings Within School Approved

There was a motion by Tom Edwards, seconded by Cheryl Mercier to accept the enclosed policy revisions effective immediately to ensure compliance with regulations related to the food service program State reimbursement system.

Discussion: Katrina recently completed the DEO state review of the cafe and nutrition policies, which went well. Students did an amazing job, the review indicated that the meals were very well made, and the feedback was very positive. The school's wellness policy did not pass review, though. Katrina recommended that the policy be approved to avoid a loss in funding.

Unanimous approval; motion carries at 2:31 p.m.

MeANS School Calendar for the 19-20 school year approved
There was a motion by Cheryl Bulmer to approve the school calendar, seconded by Mike Muir.

Discussion: Short discussion and review.

Unanimous approval; motion carries at 2:34 p.m.

MeANS Board Calendar for the 19-20 school year approved

There was a motion by David Cyr to approve the School Board Meeting Calendar, seconded by Tom Edwards.

Discussion: Short discussion and review. Meetings scheduled for November 15, March 20, and May 22 are scheduled on days GWH also meets, so changes in the start time may be arranged next year to increase communication between both boards. The end date for all meetings were

changed to 4:00 pm with the understanding that as the year progresses changes could be made if more time is needed.

Unanimous approval; motion carries at 2:42 p.m.

Discussion item regarding Joint Committee Strategic Planning
The was an update on the joint committee for strategic planning. Tonya, Cheryl Mercier, Stephanie, and Mike were on the committee. There was a decision made by the committee to extend the timeline, but proceed with the work because of the transition in the Head of School position. The steering committee will be expanded to involve Danni, Becky and Emanuel because of the transition. Tonya will continue to be a part of that committee until she leaves.

Discussion item regarding Filling Open Board Positions effective July 1
Cheryl has agreed to stay for one more year to help with the transition. When Mike asked how many people had found viable candidates who had agreed to be nominated and serve, five people raised and at least one had multiple candidates. The question was asked about the process, and Tonya explained that typically when there are more candidates than openings, MeANS nominating committee reviews the interested pool of candidates and then recommends candidates for the Board to consider. Mike will schedule an executive/nominating committee meeting to review the candidates and put forward names to GWH Board for review, then bring forth the final names for nomination for the upcoming vacancies as an action item at the June meeting.

Action item to form a Search Committee for Head of School
Stephanie recommended that a search committee be formed for the Head of School to include two voting representatives from GWH at least three from the MeANS board. The purpose of the committee will be to oversee the recruitment of new Head of School, make decisions about procedures and processes, and whom else to include.

There was a motion by David Cyr, seconded by Tom Edwards to form the Head of School Search Committee comprised of at least 3 MeANS board members and 2 GWH (voting) representatives to design & oversee the recruitment and selection process and to present a hiring recommendation to the Board.

Discussion: A question was asked about whether GWH has to approve the final candidate for Head of School. It was explained that the MeANS Board is the only entity with the legal authority to select and appoint the Head of School for MeANS. The inclusion of two GWH

representatives on the Search Committee was negotiated through the MOA with GWH between the two Boards two years ago for the current MOA.

Unanimous approval; motion carries at 3:06 p.m.

Discussion item regarding MeANS School's self-assessment in pages 13-33 of the packet
The report was explained as a part of the annual reporting routine in which the Charter Commission requests self-reflection information from the school staff and administration for the annual review process. The outline provided by the Charter Commission, serving as prompts for the reflection, vary year to year. The turnaround time required is quite short. Tonya indicated that the document was produced by asking all MeANS staff in a staff meeting to contribute, followed by time for individuals and teams to submit points to be included, and then all the information was compiled it into a single document. Opportunity for review of the final document was provided to the school leadership team and all staff before submission to the Charter Commission. There was some discussion of creating a revised version or addendum that also attempts to assimilate some of the views of Board members as well, but it was decided not to pursue those options.

Finance Committee Reports
Cheryl Bulmer shared Financial Committee's third quarter financials. Cheryl began by discussing the school's revenues. She indicated that the school's cash balance is very strong, but that she expects the cash on hand to diminish somewhat due to changes in how the state reimburses for tuition. However, the balance should still be favorable by the end of the fiscal year. Cheryl then discussed MeANS' expenses.

Tonya and Donna will put together a new forecast for the next meeting. The Board will vote in June to decide what to do with the positive balance anticipated for the end of the fiscal year at the next meeting.

Preparation for the next meeting
Preparation for the June 21st was discussed. The executive/nominating committee will present board member candidates at the next meeting. No other preparation was discussed.

Other
There was no other business.

Executive Session for the Head of School Search Process
Stephanie Johnson made a motion, seconded by David Cyr to move into executive session

pursuant to MRSA §405(6)(A).

Unanimous approval; motion carries.

All MeANS staff left the meeting.

Board entered executive session at 3:48 p.m.

At 4:00 pm, Mike Muir left the executive session.

The Board left executive session at 5:05 p.m.

The Board meeting was adjourned at 5:05 p.m.