MeANS Board of Directors Meeting Minutes
October 25, 2019, 2:30 p.m.
Maine Academy of Natural Sciences
Room 101

Board members present: Cheryl Bulmer, Stephanie Johnson, Sally Beaulieu, Scott Cyrway, Tom Edwards (by phone), Dana Doran (by phone)

Staff members present: Matt Newberg, Danni Best, Becky Denisson, Nadya Plante, Karla Stratton, Solomon Heifets, Rob Moody (Good Will-Hinckley), Donna Ferenc McGorty (Good Will-Hinckley)

Other: Sarah Belliveau (Auditor from BerryDunn)

Board Members Not Present: Cheryl Mercier, Troy Frost, David Cyr, Kim Patnode, Scott Byrd

Cheryl Bulmer called the meeting to order at 2:34 p.m.

Additions/Adjustments to the Agenda:

The order of the agenda was changed. BerryDunn's presentation of the 2018-19 fiscal year's Audited Financial Statements was moved above the Student/Staff presentation. There was no discussion and the change in the agenda was approved.

Audit Report (Sarah Belliveau **from BerryDunn):**

BerryDunn auditors completed their audit of the 2018-19 fiscal year. Sarah B. presented the final draft to the Board. She summarized the required communications noting that there were no indications of material weaknesses in internal controls. There were no difficulties in performing the audit; the MeANS team was prepared and responsive. Aside from recording a depreciation that resulted in a $900 increase to net income, there were no significant adjustments or reclassifying entries.

The following financial statement disclosures were noted:
Note 2, revenue concentration
Note 4, related party transactions
Note 5, multi-employer pension plan

The following changes from 2017-18 were noted from the balance sheet:

- Cash line is stable
- Account payable line increased by $34,968, with about $28,000 of this increase due to purchasing new laptops.
- Due to related party line decreased by $64,771, due to a grant received in 2018, but not yet spent.
- Tuition revenue increased by $597,118, due to an increase in enrollment.
- Grants and Contributions decreased by about $250,000.
- Expenses are consistent year to year with nothing significant to report.

Summaries given from the "per student" graphs:

- Consistent growth in enrollment from year to year, with an average increase of about 20 students. This is a stable trajectory.
- Gross tuition per student increased by $1,969.

- Total revenue per student exceeds total expenses per student. This indicates a stable or growing trajectory, which is a positive sign.

Summaries of functional expenses:

- No significant changes in expense allocations from 2018 to 2019. MeANS continues to put the majority of its resources (about 70%) toward instruction and student activities.
- Total expenses decreased by approximately $2,000 in 2019, or 0.05%

No suspicious activity was uncovered using "surprise procedures." Sarah B. left at 3:05 p.m. after her presentation.

There was a motion by Stephanie J. to accept the audited financial statements of FY 2018-2019 as presented by BerryDunn, seconded by Scott C. Unanimous approval; motion carried at 3:06 p.m.

Student/Staff Presentation:
Karla Stratton made a presentation about MeANS' First Annual Harvest Fest that took place the night before. The event was held to invite the entire MeANS community for the traditional bean-hole bean cookout. Preparations had been about six weeks in the making and continued up until the night before the event concluding with digging a bean hole and starting the overnight fire. Although the beans didn't turn out as expected, it was a fun night that included lawn games, trail walks and a craft fair. Many raffle items were donated. It was a great community event with students, parents, and staff all participating.

Future plans for community outreach include:

- November: Holocaust & Human Rights Center with Piper Dumont. "Finding Your Voice" film and discussion for students with parents also invited.
- December: Kris Kringle and Penny Wars event with parents making swag and bringing new toys to donate to Kris Kringle.
- February: "Fire and Ice" Festival , bonfire on the pond with sledding, snowshoeing on the trails, soup and bread served.
- April: Sunday Pancake Breakfast, and possibly tours of the sugar shack to highlight maple syrup season.
- Summer-: Luau or BBQ

Additions/Adjustments to the Agenda:
There was one addition to the agenda to include the Barn Capital Committee Presentation.

Public comment to the Agenda Item:
There were no comments from the public.

Capital Presentation (Matt Newberg):
The Development Committee met today to discuss proposals for architectural plans and cost estimation for the barn. With the current budget of $90,000, the estimate indicates that we can build the central structure and two wings. Matt N. had a proposal for an engineering study and permits to be done. He requested the Board to approve moving forward with that work and then getting estimates.

There was a motion by Scott C. to move forward with engineering proposal, seconded by Stephanie J. Unanimous approval; motion carried at 3:27 p.m.

Consent Agenda:
There were two corrections to consent agenda:
1) Matt N. attended the Finance Committee meeting on October 15th, and should have been listed in finance committee minutes (Finance Committee Minutes on page 41 of the Board packet).
2) The Development Committee meeting was scheduled to take place on September 26th, not October 26th (Board minutes on page 39 of the Board packet).

There was a motion by Stephanie J. accept the consent agenda with the two changes outlined above; seconded by Scott C. Unanimous approval; motion carried at 3:30 p.m.

GWH Update (Rob Moody):
There was a short presentation by Rob Moody about the history of GWH and MeANS, followed by a conversation. Among several topics discussed, there was a question about the thought process behind creating MeANS as a separate organization not directly linked to GWH. Rob explained that the intent was to set up a magnet school in order to help GWH to survive significant budget cuts. The plan was to have a program on campus that was part of GWH. The intent was not to create two boards and two different organizations. However, the Charter Commission required that MeANS be a separate entity in order to satisfy legal requirements for creating a 501(c)(3) organization.

There was an announcement of a logo change for GWH. The old logo has been modernized to fit into the 21st century. GWH developed the new logo with the help of Trueline Marketing.

A report was made about the Fall Gala. It was a successful night with 135 people in attendance with $54,000 raised (last year $39,000 was raised). All money goes to Campus Life.

General Information Sharing
(Head of School -Updates):

- Enrollment, attendance, staffing:
  Matt announced that enrollment is at 197. Enrollment was closed on September 30 for traditional students. Threshold students can continue to enroll but the program is close to its capacity of 60. Student attendance is improving with only 4 truancies (3 are in Threshold). There is some concern about absences that are not excused versus those that are excused. The school has hired their sixth Threshold teacher. An instructional coach hire is nearly completed and is the stage of negotiating salary. This is a grant-funded position.

- Special Ed. Complaint and Investigation:
  All Special Education testing required by the Department of Education's Corrective Action Plan is complete. November 15th has been set for the training the Board on Special Education law. This date was approved by the Board at the previous meeting. The final item that will need to be addressed is compensatory education. More details on this will be provided by Christine Sullivan.
- Student enrollment has dropped, although there no are answers as to why right now.
- Sixty-three students responded and ninety-nine parents responded to the Panorama Survey. The results of the survey are ready and Matt N. would be sharing more later about it. Action Plan to address these results was uploaded to the Maine Charter Commission.
- There was an announcement that updated emails for all Board members have domain "means.academy". We will be able share Board calendar and Board drive where everyone can

upload documents. An update on the MeANS logo was given -- the tree was used prior to Matt's arrival, and its use will continue for now.

- There was a discussion concerning a student who recently made a threat to school, that resulted in 10 days suspension. A manifestation hearing was held and it was determined that this action was a manifestation of a disability. We have agreed to provide tutoring while the student undergoes a psychological evaluation and behavioral functional assessment. The student will be required to remain away from the school until then. If a suspension lasts for longer than 10 days, the approval of the Board would be needed in this case. Once the evaluation has been done further discussion about the student's reentry will be needed carefully considering the rights of the student and the safety of the school.

Board Updates:

- Strategic planning
  Stephanie J. reported that the committee met on October 18th to review data obtained from the surveys and data. There will be additional target groups including parents and students. The target date for establishing goals has been extended to March 2020. There is one more spot available on the committees for a MeANS representative.
- Charter Commission Compliance Overview was pushed to next meeting.
- Board Matrix/Recruitment: Scott B. is working on a document that will provide an overview of Board members' backgrounds and strengths.
- Progress has been made on revising school policies.
- There was no update available concerning the website.
- A meeting has been scheduled for November 6th to examine MeANS' and GWH's by-laws.
- Cheryl B. shared a financial estimate for the year that Donna M.put out together reflecting only changes in student tuition, grants and personnel costs.
- There were no updates concerning school performance, the salary matrix, or strategic planning.

We will continue to give any updates at each meeting.

The next Board meeting will be on November 15th from 2:30pm to 5:00pm. Business meeting will be for a half-hour and will include the consent agenda, and a quarterly financial update, followed by the training.

The December 6th meeting has been canceled. Committees will continue with their work and report at the January meeting.

Scott C. motioned to adjourn; Stephanie J. seconded. Adjourned at 4:47 p.m.