



**MeANS Board of Directors Meeting Minutes**  
**Friday, 6/19/20 2:30 pm**  
(approved 8/10/2020)

Join Zoom Meeting:

<https://us02web.zoom.us/j/84210442408?pwd=S3ZuekhZRFZ5M0dGakRBcjJHdIRwZz09>

Meeting ID: 842 1044 2408

Password: 0Q7NAX

Joining by phone: One tap mobile

+16468769923,,84210442408#,,1#,846051# US (New York)

or

Dial by your location +1 646 876 9923 US (New York)

Meeting ID: 842 1044 2408

Password: 846051

**Board members present:** Cheryl Bulmer, Tom Edwards, Sally Beaulieu, Dana Doran, Kim Patnode, Cheryl Mercier, Scott Byrd, Troy Frost, Scott Cyrway, Stephanie Johnson

**Staff members present:** Matt Newberg, Nadya Plante, Donna Ferec-McGorthy (Good-Will Hinckley)

**Members of the public present:** John Bird (Maine Charter Commission), Bob Katz (Maine Charter Commission), Robin Cyr, Shannon Webber.

Cheryl Bulmer called the meeting to order at 2:33 p.m.

**Additions/Adjustments to the Agenda:**

No additions or adjustments were requested. Cheryl B. reminded everyone that she is required to take all votes by roll call vote according to the special legislation allowing these public meetings to be held remotely.

**Public comment to the Agenda Items:** None

**The motion was made and seconded to approve the consent agenda. The roll call vote was as follows:**

**-Consent Agenda:**

Sally B. Aye

Dana D. Aye

Kim P. Aye

Stephanie J. Aye

Troy F. Aye

Scott C. Aye

Cheryl M. Aye

Scott B. Aye

Cheryl B. Aye

Tom E. Aye

**Motion carried.**

**The motion was made and seconded to approve the Board meeting calendar. The roll call vote was as follows:**

**-Board meeting calendar for 20-21:**

Sally B. Aye

Dana D. Aye

**Kim P. Aye**  
**Stephanie J. Aye**  
**Troy F. Aye**  
**Scott C. Aye**  
**Cheryl M. Aye**  
**Scott B. Aye**  
**Cheryl B. Aye**  
**Tom E. Aye**  
**Motion carried.**

**Estimate review for the full year of 19/20:**

Financials were reviewed. The projected unexpended funds were estimated to be \$134,000. The estimated positive balance is due to the net removal of \$20,000 contingency, removal of 2 part-time Ed.Tech positions that we were budgeted for, savings in health insurance, new hires being less than originally budgeted, other hires being made late in the year, gaps between when some staff left and were replaced.

Bob Kautz clarified that Section 4413 of Title 20-A of the Maine Revised Statutes authorizes charter school boards to approve the allocation and expenditure of unexpended balances as they deem best.

**There was a motion by Scott Cyrway to carry over the \$100,000 in contingency for student outplacement cost if not expended by June 30, 2020. Seconded by Kim Patnode.**

**The roll call vote was as follows:**

**Sally B. Aye**  
**Dana D. Aye**  
**Kim P. Aye**  
**Stephanie J. Aye**  
**Troy F. Aye**  
**Scott C. Aye**  
**Cheryl M. Aye**  
**Scott B. Aye**  
**Cheryl B. Aye**  
**Tom E. Aye**  
**Motion carried.**

**Nominations of new Board Members and Election:**

Shannon Webber is a new member as of today's meeting (appointed by GWH). Since this position was appointed, no vote was taken.

Two additional members required a vote. Robin Cyr and Jesse Wechsler were recommended by Scott S. and Matt N. respectively.

Robin C. introduced herself and gave a short introduction describing her career in public service and IT. This includes six years in the University of Maine system.

Shannon W. also gave a brief introduction describing her upbringing on a farm and her work as a Farm Credit East Senior Loan Officer.

**There was a motion by Scott Byrd to select Robin Cyr and Jesse Wechsler for three year terms. Seconded by Tom Edwards.**

Cheryl B. commented that with these two new members we are at 12 individuals on the Board. We can increase board members to 15. Potential new members should continue to be sought. One can be elected by the Board, but

she suggested that GWH be given the opportunity to appoint the other two. If they choose not to, then the MeANS Board can continue to elect people. Scott B. noted that the process of recruiting that involves meeting candidates and having them attend board meetings is a good one.

**The roll call vote was as follows:**

**Sally B. Aye**

**Dana D. Aye**

**Kim P. Aye**

**Stephanie J. Aye**

**Troy F. Aye**

**Scott C. Aye**

**Cheryl M. Aye**

**Scott B. Aye**

**Cheryl B. Aye**

**Tom E. Aye**

**Motion was carried.**

**Board elections 2020-2021:**

The Board is accepting nominations for Chair, Vice Chair, Secretary, and Treasurer/Director of Finance.

David C. and Stephannie J. terms are expiring and they will not continue. Cheryl B. and Troy F. terms are expiring this year as well, and they need to be nominated again if they are to continue. Cheryl B. has a 2-year term and Troy F. has a 3-year term. The by-laws require the terms to be sparingly opened to new members, which is why Cheryl's term is for 2 years. The new slot will be open to someone new.

**As a representative of the executive committee Scott Byrd made a motion to nominate and elect Troy Frost for a second 3-year term, and for Cheryl Bulmer to finish the remaining two years of her second 3-year term. Tom Edwards seconded.**

Comments were made that these are great candidates.

**The roll call vote was as follows:**

**Sally B. Aye**

**Dana D. Aye**

**Kim P. Aye**

**Stephanie J. Aye**

**Troy F. Aye**

**Scott C. Aye**

**Cheryl M. Aye**

**Scott B. Aye**

**Cheryl B. Aye**

**Tom E. Aye**

**Motion was carried.**

Scott B. reported that he executive committee met two weeks ago.

**There was a motion by Scott Byrd as a representative of the executive committee to elect and nominate Cheryl Bulmer for the Chair of the Board, Cheryl Mercier as Vice Chair, and Tom Edwards as Secretary. Seconded by Cheryl Mercier.**

Cheryl B. announced that if someone is interested in the Chair position, they should feel free to come forward. Otherwise she is happy to do it for one more year. Cheryl M. indicated that she would accept the nomination for Vice Chair. Tom E. agreed to be nominated for the Secretary position.

**-Election of slate of officers:**

**The roll call vote was as follows:**

**Sally B. Aye**

**Dana D. Aye**

**Kim P. Aye**

**Stephanie J. Aye**

**Troy F. Aye**

**Scott C. Aye**

**Cheryl M. Aye**

**Scott B. Aye**

**Cheryl B. Aye**

**Tom E. Aye**

**Motion was carried.**

Cheryl B. talked to each member about their potential interest in serving on committees. So far the Committee chairs are:

Kim Patnode has agreed to chair the HR Committee.

Sally Bealieu has agreed to chair the Academic Program Committee.

Scott Byrd will continue to chair the Development Committee.

Right now we don't have anyone for the Finance Committee. If anyone has interest in leading this committee, please let Cheryl B. know. Cheryl B. will send out the list confirming the positions soon.

**There was a motion by Scott Byrd to nominate and elect Angela Hesketh as our Treasurer and Director of Finance, effective July 13 (her first day on the job). Seconded by Cheryl Bulmer.**

Donna gave Angela's background. She indicated that Angela is a very experienced and kind person who started out in the banking world. She worked for the state of Maine and was a controller for Home Health Care for Maine for seven years. Donna will work with her through the transition until December. Donna will supervise this year's audit while Angela is learning the ropes.

**Election of Angela Hesketh for Treasurer/Director of Finance:**

**The roll call vote was as follows:**

**Sally B. Aye**

**Dana D. Aye**

**Kim P. Aye**

**Stephanie J. Aye**

**Troy F. Aye**

**Scott C. Aye**

**Cheryl M. Aye**

**Scott B. Aye**

**Cheryl B. Aye**

**Tom E. Aye**

**Motion was carried.**

### **Approval of the Mission Statement:**

Matt N. said that this will be the third alteration since the first version's language. It is beginning to return to the language that was in the original mission statement. It uses our current focus on agriculture, forestry and the environment.

When he arrived last August, it was clear that there was a disconnect from the current mission statement, after hearing the consensus of the staff and faculty. It did not represent the school as they would like it to. It was lengthier than necessary. He has tried to make it more concise, focused and inclusive in its scope in a manner that reaches out to all students -- not only those that are profoundly disconnected from education as the 2015-16 version stated. The new mission statement targets a broader group of students and focuses on three values: respect, responsibility and community. Respect is a foundational component of our curriculum in terms of community building and behavior resolving conflicts.

The new mission came out of the strategic process that was open to everyone in the school. The original draft was a collaboration of the Board members, all the teachers and staff. Various board members, including Sally B., Cheryl M., Stephanie J., Cheryl B., Scott B. participated in its drafting.

Scott B. talked about the process. The first meeting in March included 40 staff members. It was a "Rediscovery," looking at who comes to MeANS, who teaches at MeANS, and what are the values that the school focuses on.

Matt clarified that the actual mission is the first paragraph, and Respect, Responsibility and Community are Core Values.

Cheryl B. commented that she supports the changes. A variety of parties were involved in the revision process and the document was scrutinized heavily.

There was a comment from John B. from the Maine Charter Commission that the Commission will be approving the mission. Although there is nothing wrong with the substance, he suggested that it be clarified, before submitting for approval, that the first paragraph is a mission statement and the rest are core values. The way it reads now sounds as if it is all the mission statement.

Tom E. commented that he appreciates the mission's conciseness and that it can be understood by the students.

**There was a motion by Scott Byrd to approve the revised mission and values statement and to submit it to the Maine Charter Commission. Seconded by Tom Edwards.**

There was a question about whether this needs to go to GWH before submission to the Charter Commission. It was decided that the Board will share the statement with them, but that their approval is not required. Matt N. will send the document to Rob Moody.

**-Approval of revised mission statement to be sent to the Charter Commission:**

**The roll call vote was as follows:**

<b>Sally B.</b>	<b>Aye</b>
<b>Dana D.</b>	<b>Aye</b>
<b>Kim P.</b>	<b>Aye</b>
<b>Stephanie J.</b>	<b>Aye</b>
<b>Troy F.</b>	<b>Aye</b>
<b>Scott C.</b>	<b>Aye</b>
<b>Cheryl M.</b>	<b>Aye</b>
<b>Scott B.</b>	<b>Aye</b>
<b>Cheryl B.</b>	<b>Aye</b>
<b>Tom E.</b>	<b>Aye</b>

## **Motion was carried.**

Cheryl Bulmer thanked retiring Board Members Stephanie Johnson and David Cyr for outstanding service.

## **Updates from Head of School:**

### **Matt N. reported that:**

- Barn being constructed. It will allow extra outdoor learning space in the fall.
- Vans are expected in July.
- A bus is expected in August.
- CDL Bus Driver/Transportation Coordinator position has been posted. Four applications have been received and two are promising.
- Keri Schloesser has been appointed as an Ed Tech for the fall.
- July 17<sup>th</sup>, Threshold Graduation
- July 31<sup>st</sup>, Campus Graduation

Graduations will be outdoors with students six feet apart. Parents will be required to stay in cars.

Matt indicated that the Threshold program has been successful in shepherding students through to completion. This year's Threshold graduating class is the largest. Matt expressed excitement about the progress of the Threshold Program, since prior to enrollment, the majority of the students had been out of school.

The reopening plan suggested by the state is general, since it isn't clear what the realities will be then. The reopening plan will follow guidelines from DOE, and will be a hybrid model with 6 feet separating students. Transportation is a concern since it is difficult to socially distance on buses and vans. More updates will be offered later.

The school has new marketing and advertising. There is optimism that enrollment numbers will rise throughout the summer.

## **The progress on goals for the year were discussed:**

Matt N. indicated that the website redesign is done.

The Head of School evaluation framework is in process and will be completed in the next month or so. It will be handed off to Kim P.

The revision of personnel policies is not complete. Although revisions have been made, they have not been reviewed by the committee. Other policies are close to being completed.

Changes to the by-laws have been approved by the GWH board and they agreed to provide the document to the charter for approval. That will be going in for approval along with our mission.

The School performance framework is also still in process. The mid-year reviews are complete, but there isn't a consensus on which model to use.

The Board evaluation is complete.

The first draft of the salary matrix is complete, however the HR committee has not reviewed it. More work needs to be done on it.

The September Board meeting will include a discussion of goals for 2020-21.

## **Strategic Planning:**

We are consulting with Dave Chase. A list of outcomes has been gathered, and we are hoping to produce a one-year work plan. Scott Byrd hopes to do a consultation meeting at the end of July to go over a prioritized document. This could be the week of 20<sup>th</sup> or 27<sup>th</sup>.

**Board Evaluation:**

A summary is in the Board packet. Ten responses were received, which is a good response rate.

Highlighted strengths:

- Board is aware of and is guided by the school mission.
- Meetings are productive and viewed as essential for school operations.
- By-Laws were reviewed and changed. Personnel policies are being reviewed.
- Board recruitment and training process is strong, but recruiting new members and filling leadership positions is difficult.
- Financial oversight is positive and transparent, although basic training in how to read financial reports would be helpful.
- We have passed a whistle blower policy, per one Board member's question.

Areas for improvement:

- Evaluation of the programming. Visiting school and connecting with MeANS students.
- Marketing, development and public relations. The Board needs to be more involved to build Board fund-raising support.
- Evaluation of the Head of the School. A procedure is in place, but is not followed consistently. A plan is needed for succession if the Head of School leaves on a short notice.

This is the first year of doing board evaluation. Thoughts about format are welcome. We can continue to use the current format, which costs \$250. This can be added to the list of discussions.

The evaluation is sent out by the Maine Association of Nonprofits. It has been a good process so far.

All Board members are required to sign a "conflict of interest" statement annually. This will be sent out shortly.

Cheryl Bulmer thanked Donna F. for her fine service to the Board.

Cheryl Bulmer will send out items needing Board follow-up.

The next meeting will be in September and focus primarily on goals and strategic planning.

**The motion to adjourn was made and seconded.**

**The roll call vote was as follows:**

**Sally B. Aye**  
**Dana D. left the meeting at 4:15**  
**Kim P. Aye**  
**Stephanie J. Aye**  
**Troy F. left the meeting at 4:00**  
**Scott C. Aye**  
**Cheryl M. Aye**  
**Scott B. Aye**  
**Cheryl B. Aye**  
**Tom E. Aye**  
**Motion was carried.**

Adjournment unanimous; 4:40 pm.

