**MeANS Board of Directors Meeting Minutes**

**Thursday, 3/18/2021 from 4:30 pm to 6:30 pm**

**Maine Academy of Natural Sciences School Building / ZOOM meeting combined**

**13 Easler Drive, Hinckley, Maine**

**BMR**

Board members present: Cheryl Bulmer, Sally Beaulieu, Scott Byrd (Zoom),   
Cheryl Mercier (Zoom), Mike Muir (Zoom), Kim Patnode (Zoom), Shannon Webber (Zoom),

Jesse Wechsler

Staff members present: Matt Newberg, Danni Best, Katie Huard,   
Angela Hesketh (Good Will-Hinckley)

Other: Nicki Farnham (Maine Charter Commission) (Zoom)

Dave Chase (Strategic Planning consultant zoom)

Board members not present: Dana Doran, Tom Edwards, Troy Frost, Robin Cyr, Scott Cyrway

**Additions/Adjustment to the Agenda:**

* Board Chart with organizational changes will be presented for approval under   
  Action items
* Head of School report will not be under consent agenda, Matt will present verbally under Information Sharing

**Public Comment:**

None at this time

**Staff Presentation:**

Katie Huard, Threshold Teacher

* One key component of Threshold is building relationships
  + A wonderful success story that reflects that concept is Egide Dostie
  + With the onset of Covid-19, Egide became anxious about attending school; he is uncomfortable wearing a mask
  + He enrolled in Threshold, but his plan was to drop out once he turned 17 and become a farmer
  + Although he has great respect for Danni and Matt, he just did not want to attend MeANS, did not care about continuing with his education, he had no desire to graduate
  + Katie reached out to Egide via text, with no response; many times
  + She conducted a home visit in early February to meet Egide and to see his farm and talk with him about all the things he did like
  + Egide began to show interest in graduating, asking what requirements he had left to complete his education
  + He has turned 17 and has not dropped out as planned
  + He still does not like computers, but he meets face to face with Katie
* Threshold: Interest Based Learning
  + Egide loves automotives
  + He spends his free time fixing/repairing engines and automobiles
  + Curriculum has been adapted to his interests
  + He is particularly excited about a 1968 mower
  + He has driven this mower to school in the past
    - Video presentation shows interaction with Egide and his 1968 mower engine
* Threshold: Focus on Relationships
  + Work will come with trusted relationships with adults
  + When students are in their element
  + Threshold students do a lot of independent work, but also work with an amazing team of educators
  + There is a lot of flexibility within the program

Egide is funny, hardworking, very interesting, and is well on his way to getting his diploma.

*Questions to tackle in the future:*

How widely known is Threshold?

How do we get the word out about this wonderful program?

Could we capture a short video to share?

**Consent Agenda:**

Consent Agenda included the following items:

* 1. Approval of Board Meeting Minutes from 1/14/2021
  2. HR Committee Meeting Minutes from 1/7/2021, 2/4/2021, and 2/25/2021
  3. Finance Committee Meeting Minutes from 12/1/2020, 1/27/2021, 2/11/2021, 2/24/2021 and 3/11/2021

**There was a motion by Jesse Wechsler to approve the consent agenda as presented, seconded by Sally Beaulieu.**

Because of the combined zoom/in person meeting, Cheryl Bulmer requested a roll call vote:

Scott Byrd: Aye Cheryl Mercier: Aye

Mike Muir: Aye Sally Beaulieu: Aye

Kim Patnode: Aye Jesse Wechsler: Aye

Shannon Webber: Aye Cheryl Bulmer: Aye

**Unanimous approval; motion carried.**

**Strategic Planning Goals Review:**

* Asked leadership team to add their names to an item listed on the plan out on Air Table
* Wanted to extend year 1 to January 1, 2022, but the leadership team preferred that year 1 stay on plan, which is the end of this school year
* Some year 1 goals have been moved to year 2
* Interest of the staff and administration is exciting
* Many of the items are important to the school, its students and administration

Dave Chase: *as a school, at the hardest transition point and with Covid-19 putting a damper on completing the items, the new interest is very encouraging*

* You do not need a g-mail account to get onto Air Table
* Many items may seem more geared toward Educators and staff
* Feel free to sign up for anything you find of interest whether it pertains to the board or not
* Moving ahead with joint items with Good Will-Hinckley
  + Development
    - Gala
    - Spring Open House (in 2022)
* Mike Muir offered help with the Head of School Evaluation process
* Year 1 has not yet been defined
* Specific areas where help is needed (item #24, #25, #26, #27, #28, #30 [geared more toward Board members and less toward teachers/staff]

*Dave Chase dropped off the zoom meeting at 5:12*

**2nd Quarter Financials and Full Year 2020/2021 Financial Report:**

* Net income: $391k
* Grants receivable higher than normal due to the Covid Relief Funds due
* 617k Grant restricted
* Separate out the large grant for Threshold, we would end 12/31/2021 with a loss of 200k vs. a budgeted loss at that point of $182K
* Currently spending more than budgeted
  + Busing delay
  + Adding Video GPS
  + Overage on the Pavilion of 8k
  + Nursing services are up due to Covid
* Have shown savings in the second half of the year in
  + Psych services
  + Special education services
  + Busing fuel down due to Covid
  + Anticipated transportation savings: 29k
    - Money paid previously to Poland bus services and Mosher bus services will not hit us again
  + GWH granted PPL loan – will cover MeANS food program for 3rd and 4th quarter of this school year
* Projecting $41k income as opposed to expected loss of $58k for the year ending in June
  + Pushes out our need to use cash a bit
  + In such a challenging year, that is a good result
* Matt and Angela have worked very hard at streamlining items to help savings
* Finance committee approved putting off 2021-2022 budget approval thru the end of May

**Action Items**

* **Review and vote on revised earned paid leave policies**
  + Changes in the policy only effect 2 part time staff that need to be allocated Earned Paid Leave / 1 hour for every 40 hours worked. Academic employees still get 96 hours however the classification of those hours change from 56 personal time and 40 sick time to 80 earned paid leave and 16 sick time. The definition of earned paid leave gives the employee much more flexibility as to what they use the days for.

**There was a motion by Jesse Wechsler to approve the revised policies 200.09 Earned Paid Leave, 200.10 Academic Earned Paid Leave, and 200.14 Academic Sick Leave as presented, seconded by Kim Patnode.**

Roll call vote:

Scott Byrd: Aye Cheryl Mercier: Aye

Mike Muir: Aye Sally Beaulieu: Aye

Kim Patnode: Aye Jesse Wechsler: Aye

Shannon Webber: Aye Cheryl Bulmer: Aye

**Unanimous approval; motion carried.**

* **2021-2022 Organization Chart with Organizational Changes**
  + No new positions with the exception of Special Education Director becoming Assistant Head of School/Director of Special Services
  + The hope with this newly designed chart is to increase and improve communication.
  + Names will not be added as the chart is position focused and not name focused

**There was a motion by Sally Beaulieu to approve the Organizational Chart as presented, seconded by Mike Muir.**

Roll call vote:

Scott Byrd: Aye Cheryl Mercier: Aye

Mike Muir: Aye Sally Beaulieu: Aye

Kim Patnode: Aye Jesse Wechsler: Aye

Shannon Webber: Aye Cheryl Bulmer: Aye

**Unanimous approval; motion carried.**

**1st Reading of Updated General Policies**

* **Sally Beaulieu walked the board through major changes**
  + In the Table of Contents, bold policies are required
  + Most changes are language to align with MeANS current language
  + AAC will fall to HR; legally that is ok
  + Policy BEA: board members urged to use school based email
  + Required policies added:
* DJH
* GA (Board approved in January 2020)
* IKE
* JJIF (relatively new requirement)
* Removed policies:
* GCQC (already covered in Hr policy 100.18)
* GDQD (conflicting language with current HR policy. Suggest the HR policy be rewritten to include all parts of GDQD)
* JLCB (removed option C – list of reasons to attend school when not immunized; no longer relative
  + Residential is under GWH and not MeANS
    - If a situation in a student’s home does not affect them attending school, should a situation at Campus Living affect them attending school?
  + Kim Patnode noted HR policy that needs to be changed.
    - Not required to do a first and 2nd reading but there is a lot to look over
* The Charter Commission has put together a training session spread sheet to help with new policies. Cheryl will share the chart with board members.

**Information Sharing:**

**Updates from Head of School**

Things are going well despite all the challenges:

* Covid Update
  + 1case in the cottages, and 2 at school
  + CDC changed procedure
  + We complete the contact tracing, report it to the CDC and they contact us to let us know if it is considered an outbreak / this was not
  + Previously 3 cases in 14 days would mean shutdown for 2 weeks
* Winter Intensives
  + Maple Sugaring, Forestry, Aquaponics,
  + Seniors did independent projects
  + We did field trips, got the kids off campus
* Enrollment
  + Currently we have 22 Seniors / 22 Juniors / 19 Sophomores / 9 new freshmen / 12 re-enrolled Freshman
  + We’ve had 30 inquiries
  + Completed 19 interviews / all really positive / excited about the school
  + Promoting the school is pricy, encouraging staff to put decals on their cars
  + Spring advertising is possible
  + Need to be creative with marketing
  + After Covid, may be able to return to direct marketing
  + Have had requests from Middle Schools for us to come present about MeANS
* The Process to return to normal
  + Danni working to get kids back to having lunch in the cafeteria (possibly by 4/1/21)
  + 4th quarter we hope to work towards having all student, grades 9 – 12, return to school on the normal Tuesday – Friday schedule
* Joint Council Goals
  + Focusing on the Gala
    - Easy place to do something together
    - 100% goes to Campus Life
    - We need to be more involved
    - Goal is to increase housing by 25%
  + Joint council
  + Redefining
  + Board focused, strengthening board relationships

**Mid-Year Review from the Charter Commission**

* Recommendations
  + Financial performance (how information is presented)
  + Grant information is confusing
  + Academic Progress / strengthening the data process
  + Measuring academic achievement
  + All in line with what we already had on our radar

**Other:**

* **Spring Events: Scott Byrd**
* Working with Nancy Gallinaro, Chair of the GWH Dev. Committee,
* Brainstorming stage
* Possible Spring event around Earth Day 2022
* Get people on campus to see all programs
* Matt: possible 5 K on campus
* Dave Mallet Concert
* **Training through Maine Non-Profit**
  + We can get into the sessions with the GWH membership
  + Rob will get people registered
  + Cheryl will send out list of training sessions
  + Anyone interested in going through the training contact Cheryl Bulmer
* **Board Membership**
  + Currently at 13 members
  + We need to fill the board with active membership, we struggle to get a quorum in attendance now
  + 4 members at end of terms (2 1st term, 2 2nd term), all GWH appointees
  + Cheryl meeting with GWH Gov. Comm. on the 30th to discuss their recommendations
  + We can go up to 15
  + Would be nice to have an alumni, a parent, members from the areas of development, legal , and finance
  + Give any nomination ideas to Cheryl
  + If anyone is interested in an officer’s position or committee chair position, please let Cheryl know.
  + Next meeting is on May 20th, this will be the last board meeting before the Annual board meeting in June and the agenda is very full.

**Prep for Next Meeting:**

* 3rd Quarter financials
* 2021-2022 Budget
* 2nd Reading and vote on policies
* 1st Reading of HR policy revisions
* Spring Event and Development discussion
* 4:30 pm – 6:30 pm

**Shannon Webber motioned for the meeting to adjourn. Kim Patnode seconded.   
Meeting adjourned at 6:32 p.m.**