



# Maine Academy of Natural Sciences

## **MeANS Board of Directors Meeting Minutes**

**Thursday, 6/17/2021 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 (Zoom), Sally Beaulieu, Scott Byrd (Zoom), Mike Muir, Kim Patnode, Shannon Webber (Zoom), Jesse Wechsler (Zoom), Cheryl Mercier, Dana Doran (Zoom)

Staff members present Matt Newberg, Danni Best, Becky Dennison, Christine Sullivan, Angela Hesketh (Good Will-Hinckley), Katrina Gupstill(Good Will-Hinckley), Emanuel Pariser, Hope Haskell.

Other:

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

- 1. Call to order: 4:35 by Cheryl Bulmer**
- 2. Additions/Adjustment to the Agenda:** None currently
- 3. Public Comment:** None currently
- 4. Staff/Student Presentation:**

Hope Haskell, Outing Club Leader, presented a slide show about the Outing Club activities thus far. Activities included an overnight trip white water rafting in Caratunk, Bradbury Mtn trail excursion, and ice fishing. This outing club is the most active within the Teens to Trails organization. Sally asked how the club was funded. Hope reported that there are grants available and more to come.

### **5. Consent Agenda:**

The Consent Agenda included the following items:

- a. Approval of Board Meeting Minutes from 5/20/21- In 6.3 HR notes, the Head of School process timeline had changed. The changes are not in the packet. Kim mentioned that it was sent out to the board via email.
- b. HR committee minutes 5/6/21, 6/3/21
- c. Finance committee minutes 6/2/21
- d. Head of School report

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

Roll Call Vote:

Jesse Wechsler: Aye

Mike Muir: Aye

Cheryl Mercier: Aye

Sally Beaulieu: Aye  
Kim Patnode: Aye  
Scott Byrd: Aye  
Shannon Webber: Aye  
Dana Doran: Aye  
Cheryl Bulmer: Aye

**Unanimous approval; motion carried.**

## 6. Action Items

- Action items
  - LD577 opt-out vote (Katrina Guptill) The Board chooses to not participate in the CACFP afterschool snack program as required in LD577 due to the fact that MeANS does not have an afterschool program available for all students for the school year. Next year all meals will be free. The board needs to support Matt in getting complete applications. Katrina is the only person who sees applications and information.

**There was a motion by Jesse Wechsler to opt out of participating in the CACFP afterschool snack program as required in LD577 due to the fact that MeANS does not have an afterschool program available for all students for the school year, seconded by Kim Patnode.**

Roll Call Vote:

Jesse Wechsler: Aye  
Mike Muir: Aye  
Cheryl Mercier: Aye  
Sally Beaulieu: Aye  
Kim Patnode: Aye  
Scott Byrd: Aye  
Shannon Webber: Aye  
Dana Doran: Aye  
Cheryl Bulmer: Aye

**Unanimous approval; motion carried.**

- Estimate review for the full year of 19/20 with any vote needed (Matt and Angela) Meeting notes adjustment were to 20/21, not 19/20- Angela said that the predictions were on the same path that was estimated in March. The budget for this year was originally a \$58,000 loss. We are now projecting a forecast through year-end at a gain of \$19,900 before grants which is a \$78,000 increase from what was budgeted. Some expenses were not spent. Food -GWH got a PPP loan. Means did not get charged for food service, which is just under \$30,000, saving money on transportation and other expenses due to COVID and remote days—looking at a \$594,000 gain at the end of June of 2021 due to a \$600,000 gift for Threshold that we will discuss later in the meeting. Cheryl said that some of the finances are favorable due

to COVID with staff development and staff travel- savings of \$16,000. This is extremely favorable due to the COVID situation. There was discussion about how to utilize any surplus funds that may result when the year-end financials are complete. The Finance committee had discussed this and recommends any surplus funds from year ending 20-21 be used to increase the out-placement reserve. Currently this reserve is at \$100,000 and the reality is that if we were to incur out-placement costs they would most likely exceed that number. Since the approved budget deficit expected for the year ending 21-22 will be covered with cash reserves the committee felt any surplus this year would be best utilized for out-placement.

**A motion was made by Shannon Webber to allocated up to \$50,000 of any surplus at year end 20-21 to the out-placement reserve, seconded by Mike Muir.**

Roll Call Vote:

Mike Muir: Aye

Cheryl Mercier: Aye

Sally Beaulieu: Aye

Kim Pentode: Aye

Scott Byrd: Aye

Shannon Webber: Aye

Dana Doran: Aye

Cheryl Bulmer: Aye

**Unanimous approval; motion carried.**

- o New Board members (appointment/election) The four new appointments for the MEANS board will be appointed by the GWH board at their 6/18/21 board meeting. They will have staggered appointments so not all will need to be replaced in the same year. Cheryl Mercier will be staying on for one more year; Dana Doran will stay for three years, Whitney King will be appointed for one year, Anna Perkins will be appointed for two years. Anna has been an employee for several years at GWH in the past. Cheryl reported that Anna has worked at Monmouth and Glenn Stratton Learning Center for several years and MEANS as a Special Education Director. Cheryl Bulmer will be reaching out to Anna and Whitney to discuss goals and commitment. Leaving the board: Scott Cyrway and Tom Edwards, both completing their second 3-year term. Cheryl Bulmer would like to thank them for their service to MEANS. Matt Newberg reported that Emanuel Pariser would like to recommend Dean Collins to the board. He was a guidance counselor in Madison. He was the first person to refer to someone as MeANS. He would be an asset to the board.

Cheryl said the board needs a resume and letter of interest. The board will set up a meeting to discuss his application. The board can go up to 15 members; they are currently at 13. He would be a MeANS elected member. Matt Newberg will mail out his information to Cheryl Bulmer, and she will set up a meeting with a few members.

Cheryl Bulmer would like an email from each board member expressing their interest in committees if they would like to change the committee they are on. If not, she will assume they will stay on their assigned committee.

- o Board elections 2021-2022
  - Chair - Cheryl Bulmer
  - Vice-Chair - Scott Byrd
  - Secretary – Cheryl Mercier
  - Treasurer/Director of Finance - Angela Hesketh

The Executive Committee nominates new members.

**There was a motion by Kim Patnode to approve the 2021/2022 Board elections, seconded by Mike Muir.**

Roll Call Vote:

Mike Muir: Aye

Cheryl Mercier: Aye

Sally Beaulieu: Aye

Kim Patnode: Aye

Scott Byrd: Aye

Shannon Webber: Aye

Dana Doran: Aye

Cheryl Bulmer: Aye

**Unanimous approval; motion carried.**

- o Approval of revised personnel policies (second reading)

Kim Patnode reported on the 2nd read of the Personnel Policies which were sent out individually at the end of last week. The first reading was in the previous meeting. Mike Muir will send Kim edit recommendations for the policies.

-100.01 Computer network facilities to computers and networks

-100.02 Say just network

-100.06 Emails is a product of the company that is owned

-100.12 Internet code of conduct- No discussion of work use vs. personal use with no mention of social media. There needs to be a description of work use and personal use when you are being portrayed as a MEANS employee.

-100.13 needs clarity of work, calendar

- 300.05 Revision of job description. Kim Patnode asked for suggestions of what would be a reasonable timeline for review. Mike suggested every five years. He suggested adding tasks that are applicable to the position.
- 300.10 Policy Approval Process but talks about the Personnel policy process. It should have the word Personnel
- 300.13 Permit by the Head of Schools. Putting in a clause with permission of the head of school.
- 400.02 Accident Description. Amend the involved write a “description of the incident in their own handwriting.” This language should be removed.

Kim Patnode said that the suggestions should be changed to meet the needs of the school as they were adopted from GWH. She asked about the procedure of passing the policies. Cheryl Bulmer said that they could approve the other policies and send the revisions suggested by Mike to the HR committee to review. Other edits were minor that Mike will send to Kim. Kim suggested that Mike become part of the HR Committee. Mike said he would be happy to but he is in the middle of revisions in his own district. He will join the next HR committee meeting in September to help with the suggested edits.

Kim said there are two options for the vote. 1. Vote on policies with edits, 2. Vote on all other policies, excluding the policies Mike is suggesting we review and edit further (i.e. 100.01, 100.02, 100.06, 100.12, 100.13, 300.05, 300.10, 300.13, 400.02)

Kim asked Mike about 300.13. Kim asked Matt if he was comfortable with the change. Matt approved the change.

Kim said that policies should be accessible to staff. Right now, they have to go to Stacy Saucier in HR at GWH.. Mike said they could be on the school website or on a google doc. Sally Beaulieu said general policies should be on the MeANS website and HR policies accessible in a google drive by staff. It is planned, but it is not completed yet. Cheryl Bulmer said Stacy has started a google drive option and plans to update it when the policies are all edited and approved by the board. The HR committee should stay on top of it next year to be sure it is completed.

Scott Byrd suggested not taking action on the policies right now as he feels it needs one more look at the policies that need to be more school-focused and are out of date. He suggested the HR committee with Mike Muir’s input review one more time. Cheryl Bulmer asked about 100.5 discipline and discharge of employees. They had deleted it from the general policies that were approved by the board in March as it was a duplicate with the HR policy but some additions needed to be made to the HR policy to cover what was deleted. Cheryl suggested that the board vote to approve 100.5 as this policy may be needed and wait on approving the others as Scott suggested. Kim asked if anyone had questions on the changes in 100.5 that were sent out last week.

**There was a motion by Kim Patnode to approve Personnel Policy 100.5 Discipline and Discharge of Employees, seconded by Mike Muir.**

Roll Call Vote:

Mike Muir: Aye

Cheryl Mercier: Aye

Sally Beaulieu: Aye

Kim Patnode: Aye

Scott Byrd: Aye

Shannon Webber: Aye

Dana Doran: Aye

Cheryl Bulmer: Aye

**Unanimous approval; motion carried.**

- o Set Board meeting scheduled for 21-22 (include renewal timeline)

Current Meeting Schedule: Thursdays 4:30-6:30, no meeting in Dec, Feb, and April. Mike Muir asked about having meetings in person; Cheryl Bulmer suggested continuing with Zoom and in-person meetings for now. All members agreed to the Thursday meetings from 4:30-6:30. Cheryl B. asked if Matt had a date for August. He suggested Thursday the 26th of August to approve the renewal application. This can be a shorter meeting and be held a little later to help some members who prefer a later time. The August 26th meeting was set to be 5:30-6:30pm.

**There was a motion by Mike Muir to approve the Board Meeting Schedule for 21-22, seconded by Cheryl Mercier.**

Roll Call Vote:

Mike Muir: Aye

Cheryl Mercier: Aye

Sally Beaulieu: Aye

Kim Patnode: Aye

Scott Byrd: Aye

Shannon Webber: Aye

Dana Doran: Aye

Cheryl Bulmer: Aye

**Unanimous approval; motion carried**

- o Threshold rolling enrollment proposal

Becky Dennison shared a proposed addition to the Enrollment Policy. The current charter mentions a specific enrollment practice. Last year there was a December enrollment. Charter schools do have the ability to enroll all year but historically have not enrolled after the October 1 count. In Threshold, there is a 1:10 ratio of teacher to students. As students leave, numbers decrease. If they have a rolling enrollment, there may be other students that need the education. Becky reported that there are requests throughout the year that we have not been able to bring on

due to this practice. Students have graduated or unenrolled, leaving the teachers with fewer students.

Cheryl Bulmer said that she has concerns that there will not be revenue for two years if we end up with more students. She would like to look at numbers and add a cost to carry for two years. Becky replied that it would be if slots are available. A rolling enrollment would allow the empty spaces to be filled in with students who would like to enroll.

She said she would not add more teachers, only fill in if space is open. Sally Beaulieu asked about the 1:10 ratio. Mike said maybe it should be to fill slots that become available to keep current capacity. Cheryl B said there does not need to be a vote of policy. Sally Beaulieu said that this is just board advice. The current Threshold enrollment numbers were discussed; Mike is happy that Matt brought this to the board's attention. The board would like to support enrollment. MEANS received a \$600,000 donation to support the Threshold program. The finance committee has discussed how to use the funds and investment them wisely.

- o Financial Advisor recommendation

Angela Hesketh shared that the Finance Committee has been discussing the process for finding a Financial Advisor. She shared the process of finding out who they are and what they do. There were three recommendations. Bath Savings, BGA, Cribstone. All had great packages. They looked at fees, how much it costs us, experience around investing and non-profits that spoke to our mission, and their ability to assist with creating an investment policy.

The Finance Committee recommended Bath Savings to the board for approval. They do not have official dollars yet but are determining what is needed over the next year. The Finance Committee is looking for a vote to move forward.

Cheryl Bulmer said the first thing would be creating a policy. Shannon Webber said that it was great to have choices.

**There was a motion by Mike Muir to approve Bath Savings as our Financial Advisor, seconded by Cheryl Bulmer.**

Roll Call Vote:

Mike Muir: Aye

Cheryl Mercier: Aye

Sally Beaulieu: Aye

Kim Patnode: Aye

Scott Byrd: Aye

Shannon Webber: Aye

Dana Doran: Aye

Cheryl Bulmer: Aye

**Unanimous approval; motion carried.**

## **7. Information sharing**

- a. Updates from Head of School

Matt Newberg reported that the Charter Commission is questioning the graduation rate and attendance. Our graduation rate is below the state average. Matt said that our absenteeism is our biggest concern. He said the big priority next year would be attendance. The Performance Framework is due to the Charter Commission tomorrow, which he is working on.

Current Enrollment for the next school year: In building 107, Threshold 22

b. Recruitment strategies

The recruitment is solid on campus. Threshold will be advertising more in July. Matt said he is open to ideas on how to recruit more students. Becky has been looking in to partnering with KBH and Home for little wanderers. Kim Patnode suggested Health Affiliates of Maine (private therapists) Cheryl Mercier suggested they reach out to area schools. Principals, Superintendents or Guidance. She said that some students would really benefit from the program. Becky said she has sent out information to about 215 people. Sally Beaulieu agreed with the Principal and Superintendents as she said that she has had experiences with students who are truant that need a different type of programming. Cheryl Mercier mentioned that Middle School does not have the hands-on options that MEANS has.

Sally asked about the numbers we have left. Matt said we are already above in Juniors and Seniors. We are not capping at this time.

- c. Review progress on goals for the year (Cheryl B.) This will be added to the September meeting.
- d. Board self-evaluation (Scott B) This will be added to the September meeting.

**8. Other** – Conflict of Interest forms needed for the new year

**9. Executive Session** pursuant to 1 MRSA 405(6)(A) for the purpose of discussing the Head of School compensation.

**A motion was made by Kim Patnode and seconded by Mike Muir to have the board go into executive session pursuant to MRSA 405 (6)(A) for the purpose of discussing the Head of School compensation.**

Roll Call Vote:

Mike Muir: Aye

Cheryl Mercier: Aye

Sally Beaulieu: Aye

Kim Patnode: Aye

Scott Byrd: Aye

Shannon Webber: Aye

Dana Doran: Aye

Cheryl Bulmer: Aye

**Unanimous approval; motion carried.**



**The board went into executive session at 6:24 pm. The board came back into regular session at 6:33 pm.**

**A motion was made by Kim Patnode, second by Scott Byrd: To give the Head of School an increase for the year 2021-2022 at the same rate of 2% as being given to the other teachers.**

Roll Call Vote:

Mike Muir: Aye

Cheryl Mercier: Aye

Sally Beaulieu: Aye

Kim Patnode: Aye

Scott Byrd: Aye

Shannon Webber: Aye

Dana Doran: Aye

Cheryl Bulmer: Aye

**Unanimous approval; motion carried.**

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## **10. Prep for next meeting**

Review progress on goals for the year (Cheryl B.) This will be added to the September meeting.  
Board self-evaluation (Scott B) This will be added to the September meeting.

## **11. Adjourn**

**A motion to adjourn was made by Cheryl Mercier and seconded by Mike Muir.**

Roll Call Vote:

Mike Muir: Aye

Cheryl Mercier: Aye

Sally Beaulieu: Aye

Kim Patnode: Aye

Scott Byrd: Aye

Shannon Webber: Aye

Dana Doran: Aye

Cheryl Bulmer: Aye

**Unanimous approval; motion carried**

**The board adjourned at 6:36 pm.**

Respectfully Submitted by Christine Sullivan