

**MSSM Board of Trustee
Meeting Minutes
October 1, 2016
Maine School of Science and Mathematics
Limestone, ME**

Board members present were: J. Judd, BOT Chair; M. Albert, D. Eustis-Grandy, D. Ferguson, S. Gilley, D. Gordon, J. Johnston, D. King, W. Specht and L. Shorty, Clerk.

Present via phone: C.deLutio, Vice-Chair and C. Wray.

Honorary member present: D. Haines.

Board of Trustees Officers present: M. Lambert, Treasurer.

Absent were: Delegate from Commissioner of Education, C. Kesselheim, S. Lowry, J. Pieh and C. Voyer.

Administrators present: M. Beckum, M. Grillo, E. Hunter, D. McGann, and A. Whittemore.

Others present in room - N. Ferguson, J. & T. Gilley, A. Haines, A. Johnson, L. Havu, S. Nichols, M. Reagan, E. & J. Reuthe, H. Terhune, A. Thompson, and S. Whitman.

- I. The meeting was called to order at 1:37 pm by Chair, Jason Judd, with introductions following. Luke Shorty, Clerk, noted that a quorum was present.

Jason Judd reminded about changes in meetings times for this year. He noted changes in the executive committee: Governance - Dale Gordon; Advancement - David Ferguson; Program Committee - Charles Wray.

He also set the context for the discussion of the draft of the strategic plan beginning with input from the board followed by input from the public. Elizabeth Reuthe captured the thoughts about the draft. Jason Judd emphasized the working draft nature of the current document.

- II. Reports

- A. Faculty

Debbie Eustis-Grandy emphasized concerns about ongoing basic facility's needs, specifically for science labs.

- B. Student Senate

Scott Gilley reported a successful student senate election 90% turnout. New members will soon be able to vote. Meeting time has been moved to accommodate schedules. Scott emphasized thanks for continued support of mental health program and urged for continued support in those areas.

D. MSSM Parents' Association

Tom Gilley spoke about surprise visits with fun stuff on weekends to create more opportunities for parents to come up, regional meetings in October, and working out details for fundraising through the foundation.

E. Foundation

Erich Hunter spoke for Doug Baston, who has stepped in for Jerry Pieh. The Foundation has raised \$10,000 in recurring gifts from alumni. Major Foundation Grants- physics equipment, Nordic Ski team. New members: Elizabeth Havu (parent of alum) and Edward Copeland (alum 1998).

III. Consent Agenda

On a motion by D. Gordon and seconded by D. King, the Board of Trustees voted to accept the entire consent agenda {management report; May 27 regular trustee meeting minutes; June 27 special trustee meeting minutes as well as the Internal Draft of the Strategic Plan} by a unanimous vote.

IV. Public Comment

None at this time.

V. Action Agenda

A. Advancement:

1. Program attendance - Summer Camp girls' numbers were down and educators' week was less attended. MSSM will take a year off from Educators week this coming summer. A big concern for the future is overtime rules and the financial impacts. The June 10-12 Alumni Event went very well with 150 alumni in attendance.
2. The Foundation is increasing outreach and Admissions talked about the admission process.
3. The date was set for an interim phone conference on October 25.

B. Governance:

1. Board Recruitment

The committee worked on written nominating procedure for nominating potential board members. Augusta is following statute specifications for seats very carefully. Board members are encouraged to put forth names to the Governance Committee.

2. Policies:

- a) IHBAA - Referral/Pre-Referral of Students with Disabilities.
- b) JJIF - Concussions and Other Head Injuries
- c) JJIF- EA Concussion Information Sheet
- d) JKAA/JKAA-R- Physical Restraint and Seclusion

A motion made by D. Ferguson seconded by D. King to implement the above policies

Open for discussion - Page 3 line 106-107 of JKAA/JKAA-R. A question arose whether a seclusion room exists. The answer was, "not at the time", though LCS could be used, if necessary. The motion was carried unanimously.

2. Policies (continued):

- e) IHBAC- Child Find

A motion made by D. Gordon seconded by D. King to move this policy to a second reading. Discussion was had on the assessments referred to in Line 25. Ten full days of excused absences is a safe guard

and the school has procedures in place to catch learning disabilities sooner. The motion was carried unanimously.

3. Next meeting will be held at 1 pm on October 26 and November 22.

C. Finance Committee:

1. Financials for June 30 {end of year} and for July 30 were presented and reviewed. The annual audit has recently been completed. The August financials will be available sometime after the 7th or 8th of October.
2. Department of Labor Safety Inspection report is not in yet. We are waiting for the official report to arrive.

Mr. Shorty reported that Claudia G. Garland, Occupational Safety Engineer, Public Sector Compliance Officer and Tammy Gross, OHST, Occupational Safety Engineer, Public Sector Compliance Officer from the Department of Labor, Bureau of Labor Standards, conducted a safety inspection, reviewed plans and inspected our facilities. A spreadsheet has been created and all items which were tagged non-compliant have been designated to specific individuals to correct and/or address. Requests were submitted to RSU #39 administration to remediate certain items tagged as non-compliant. We are redrafting MSSM safety plans and when it is updated, we must retrain all MSSM staff. Nov 18 and Nov 28 have been chosen as the dates for staff training. There is an expectation of penalties, so the budget has been frozen. Jason Judd suggested that Board should take more active role in supporting the executive director in facilities.

3. Recruitment - The finance committee has lost a finance committee member to another committee. If anyone on the board has facilities experience, it would be good to add this person to the finance and facilities committee.

D. Program Committee

1. Recommends that the board accepts the Emergency Response Plan. Identified Improvements going forward:
 - a. Flu and infections
 - b. Press - specifically in conjunction with RSU#39
 - c. Infinite Campus - messenger systems
 - d. Emergency Audio signals
 - e. Visual Emergency signals
 - f. Testing the plan further
2. Parents' Association has requested access to gold plan

On a motion by D. Gordon and seconded by D. Ferguson, the Emergency Response Plan was accepted as presented. The motion was unanimously carried.

VI. Executive Session

a. D. Ferguson moved to enter into executive session to discuss a recent consultation with legal counsel concerning potential litigation as permitted under Title 1, Section 405 § E, seconded by M. Albert. The motion was carried unanimously.

b. The board entered into executive session at 4:10 pm.

c. The Board of Trustees returned to plenary session at 4:14 pm.\

d. No action was taken from Executive Session.

VII. Adjournment

On a motion by W. Specht and a second by D. Gordon, the meeting was adjourned by unanimous vote at 4:15 pm

Respectfully submitted,

A handwritten signature in blue ink that reads "Luke C. Shorty". The signature is written in a cursive, flowing style.

Luke C. Shorty, Clerk
MSSM Board of Trustees

Approved: December 3, 2016