

Management Report

December 1, 2012

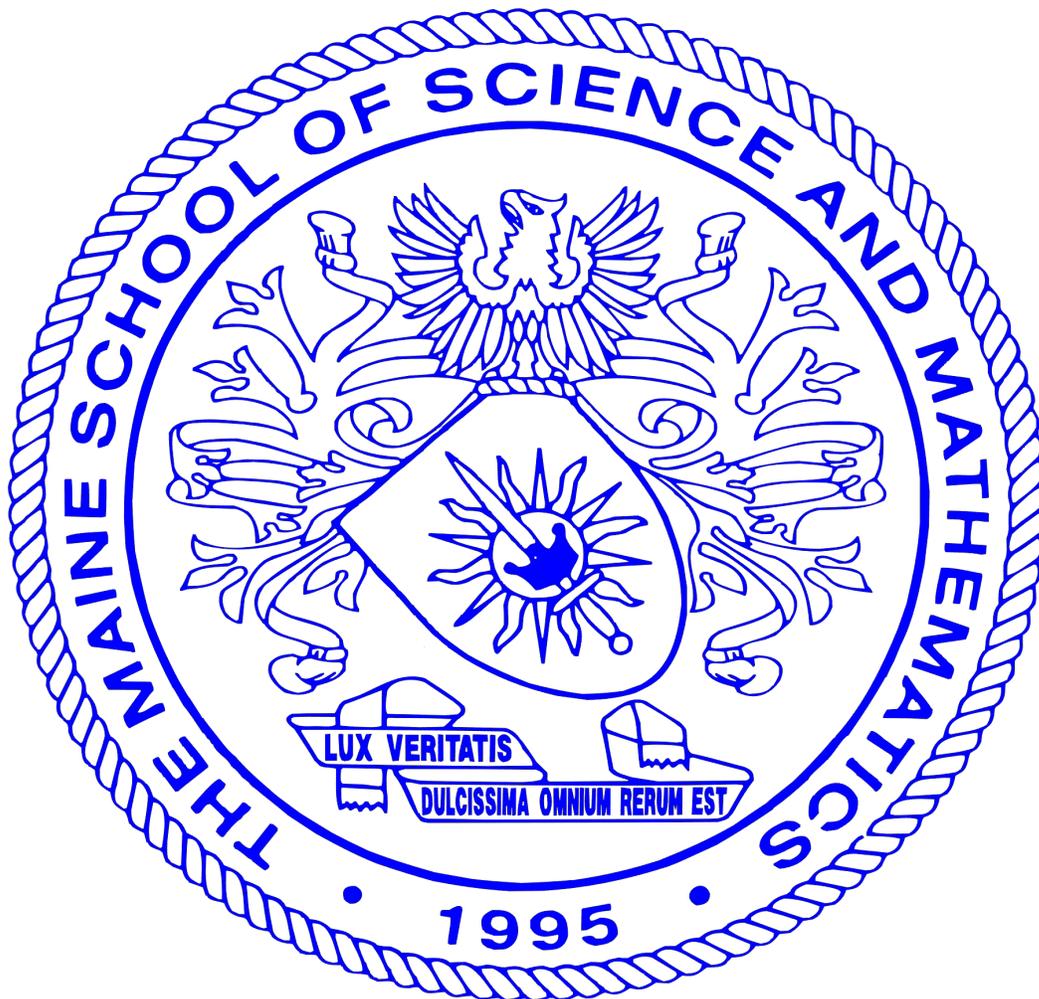


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Alan D. Whittemore, Director of Enrollment Management

Admissions

This fall has passed quickly with a flurry of activities; the majority of time and energies spent visiting as many Maine high schools as possible and hosting two open house events.

High School Visits

A total of 86 of the 118 (73%) public Maine secondary schools have been visited this Academic year. The remaining 32 schools include 10 (8.5%) here in the County that have not yet been scheduled a visit; 12 (10%) schools did not readily fit into my first wave through the state such as the island schools and/or schools tucked into the mountains, e.g., Rangeley, Upper Kennebec Valley, East Grand, etc.; and only 10 schools (8.5%) prevented our presence in their schools. They are:

- 1 Gray-New Gloucester
- 2 Scarborough
- 3 Monmouth Academy
- 4 Winthrop
- 5 Maranacook
- 6 Bangor
- 7 Bucksport
- 8 Hampden Academy
- 9 Shead
- 10 Lubec

Regional Open Houses

To ensure every student in Maine has the opportunity to explore MSSM; it is the admission office plan to host regional open houses during the February break in regions that were not receptive to school visits. We are considering at least two, one on the USM campus and a second one in the Bangor area.

Fall Open House Overview

In October, we welcomed 26 prospectives (31 registered); 17 female/9 male; 15 rising freshmen, 6 rising sophomores and 3 rising juniors (with 2 middle schoolers also attending). The following month, we welcomed 23 guests (25 registered); 9 females/14 males: 11 rising freshmen, 9 rising sophomores; 2 rising juniors and one rising senior. It is important to share the professionalism observed by Sarah Stackhouse and Danielle Deschaine. Since my first Open House as an admission professional way back in 1986, I can honestly say I have NEVER enjoyed such organization. Every member of faculty knew whom to expect in their classes; every guest was given tailored schedules including interview time/location, classes/location and even knew who their tour guide was. Simply put: Phenomenal. When you next see these two professionals, please give them due praise for which they so richly deserve.

In addition, we have a group of 12 Admission Ambassadors who completed the new process of applying to this prestigious co-curricular activity. They each submitted a page long essay expressing the reason they wished to participate along with at least one faculty recommendation and finally, an interview. They wear the Admission Ambassador vest with rightful pride and aplomb. As a team, they create positive energy found at a successful Open House event and I assure you, we were sizzling at both shows (Luke's opening Prezi is not to be forgotten)!

Conferences

We were represented at the Maine Gifted and Talented (MEGAT) Annual Conference as a vendor & as a member; the Maine School Counselor Association (primarily elementary and middle school counselors); the Maine Principals Association Conference; and the Common Ground Fair, all as a vendor. These conferences permit further relationship building venues while also reflecting our support of fellow educators. Finally, I attended the NCSSMST annual conference in Denver with the Executive Director. A follow-up meeting with representatives in the respective admission offices is expected later in December 2012.

Advertising

We continue to advertise our Open House events throughout the state of Maine via newsprint, radio and in the Bangor Metro. In addition, a contract with WLBZ/WCSH Gannett television has been signed providing us with a 3 month campaign statewide. We will be utilizing our students and alumni in the creation of these ads as well as our very own AVT Club. The package includes prime time spots (morning and evening newscasts in both Portland and Bangor markets). The ads will also appear on our website.

Website

Christine Grillo has confirmed the launch of the new website to occur before the new year. The site will include the capability to apply online for all programs MSSM offers as well as direct links to the social media. The goal of the new website is to encourage traffic; we want those looking at us to come back again and again. We also envision the alumni to play a more integral role with their stories being told for all to enjoy. Christine and husband Matt welcomed their son, Eli, to the MSSM family in September. Once again, her much appreciated press releases are distributed throughout the Pine Tree State along with the yeoman's work of fleshing out the website. Stay tuned for notice of the release date!

Counselor Open House

Recently, the Limestone Recreation Department purchased a 44 passenger bus with comfortable bucket seats. In anticipation of this new tool now available to MSSM, I have acquired the necessary license to operate this vehicle and will be utilizing it to transport school counselors, G&T teachers, STEM instructor and any/all teachers/administrators to an Open House during J-Term. It will continue to build relationships and give folks a chance to experience the County in January! I have attached the letter of invite. The theme is, "You can get here from there".

Alumni/Former Students

Jen Brophy continues to expand contact with MSSM alumni, both graduates and past attendees. The updated database currently shows that over 950 students have graced MSSM's halls; 143 of those alumni have voluntarily mapped themselves on the Global Penguin Positioning System (GPS), which we developed earlier this year. We also published an updated, electronic alumni newsletter in early November (enclosed) and are completely updating the alumni pages for the new MSSM website to be published at the end of the year.

Moving forward, Ms. Brophy will focus on obtaining alumni testimonials to chronicle former students' time at MSSM. We have implemented a telephone hotline for audio testimonials and an alumni YouTube channel for video testimonials, and we also encourage written testimonials via e-mail. In terms of alumni events, we will work with the Alumni Association to plan the annual alumni New Year's Eve party in Portland, as well as an alumni Homecoming event in Limestone in June 2013 and other, smaller, local events as ideas or needs arise.

State of Admission as of November 20, 2012

We currently have 2 students who have submitted their portion of the application. We have an additional 54 students who have initiated the application process. A total of 108 active inquiries are accounted for. Considering the previous use of multiple deadlines in recent years past, it is difficult to infer any direct comparisons; however, there is an uptick in the number of attendees at the two Open Houses (Oct '12: 26 vs. Oct '11: 23 and Nov '12: 23 vs. Nov '11: 21).

Branding is a goal of the admission office. We hope you all consider picking up a gift for yourself or others on your shopping lists. We would like to see the MSSM penguin logo infiltrate the conscious of all likely candidates in Maine and beyond. We have embroidered hats, t-shirts, sweatshirts and it is our goal to brand all our literature and correspondence with the colorful, eye-catching sight and heart-warming sound of happy feet as the penguins bring us into the next era of MSSM. March 15th will bring an exciting day for Maine's most capable and motivated students who will be accepted into our family. Who can you talk to about us, today? Together, we can reach the sweet status of "wait-list" while new dormitories are built. It is achievable as we scaffold our way across, up, down, and sometimes around, this Great State of Maine.

Deb Eustis-Grandy

Faculty Representative

Another fall semester has flown by, and everyone is now busy trying to finish all they wanted to cover by the end of the term, as well as preparing for J-Term and the spring semester. In addition to all of our regular duties, here are a few other things that have happened this fall:

- The Humanities Department hosted both Hamlet (*Theatre at Monmouth*) and the Gatsby Ball during the week of November 5, 2012. The interdisciplinary nature of Gatsby worked out particularly well, given the range of faculty who attended, portraying historical figures of the 1920s;
- Sarah Goletz gave birth to a beautiful baby girl on Oct. 15;
- Pam Sweetser and Alice Bolstridge are covering Sarah Goletz's classes during her absence. Their experience and professionalism have been invaluable. Alice says that the most interesting thing she has done this fall was to come back to MSSM at 74 years old to teach *Literary Theory*. What fun it has been to discuss literature with these students;
- Deb McGann attended the week-long *Short Course on Systems Genetics* at the Jackson Lab in Bar Harbor. This intensive course geared for scientists focused on the latest techniques for identifying genes and networks of genes, including genetic mapping, gene expression microarray analysis, and computational modeling of complex systems. Deb was also recently accepted into the *Maine Governor's Academy for STEM Education Leadership*. This two-year commitment aims to build leadership capacity in Maine for K-12 STEM Education;
- Larry Berz's Astronomy I class has been busy using the Francois Malcolm Institute's "Goliath" 20-inch Dobsonian telescope for observations of planets, Jupiter's atmospheric clouds, the Great Andromeda Galaxy system and various galactic clusters, and surveys of star fields to locate planets Uranus and Neptune;
- Dan Melega took a large MSSM contingent to the annual YMCA *Youth in Government* program in Augusta;
- Deb Eustis-Grandy's *Applied Genetics and Biotechnology* class is in the final phase of bioinformatics data analysis after successfully isolating, cloning, and sequencing a GAPDH gene from basil plants grown in the greenhouse. All phases of this project, except for the gene sequencing (which was done at MDIBL – thanks Charlie Wray!), were done with equipment we have at MSSM. The class also spent a day on Mount Desert Island to visit the Jackson Lab and MDIBL;
- Clint Givens successfully defended his PhD dissertation in October.

3 Residential Life

Matthew Grillo

Dean of Students/Director of Residential Life

The 2012 Fall semester is going well. Student activities, community service and the official takeover of the dormitory highlight the last few months within residential life. We have seen another student driven MSSM/LCS Dance and MSSM students have requested that LCS students be invited to future Friday Movie Night in the Auditorium. The strengthening of this relationship will only create a more diverse and healthy community.

Our first year Residential Instructor, Mr. Andy Parker has begun taking our student activities program forward. Working with the student body he holds multiple activities each week, provided that time is available. These activities range from skit comedy and movie nights to “Minute to Win It” events in which students participate in fun, timed challenges.

Though MSSM students like to have their fun, in my experience they are unmatched when it comes to giving back to their community. With a great deal of help from the MSSM Key club, Ms. Cyndi Trapnell continues to provide our students with community service opportunities. Recently the MSSM community raised over \$1,000 which, in working with the local Methodist Church, was donated to two Limestone families so that they could fill their heating oil tanks this winter.

Speaking of new roofs, by now you all know that the MSSM Dormitory is not only operated by MSSM but owned by MSSM! We can now move forward with relatively major building renovations confident we are putting equity in our own building. Some of these needed renovations include new windows, toilets and carpeting.

I have recently been informed that the residential life program has received \$1,050 through the MSSM Foundation via an anonymous donation. This money will most likely be used to replace lounge furniture and add some area rugs to the lower lounge. The Res Life Program may be purchasing a change machine for the laundry room. This is an item that is highly desired by the students.

We look forward to the final three weeks of the semester. As this is traditionally a very stressful time for students, our focus will be providing them with ample opportunities to de-stress, relax and hopefully have some fun.

4 Advancement

Kate Reilly deLutio

Advancement Director

- The MSSM Foundation Board of Directors met on September 8, 2012. At that meeting, the board approved hiring fund raising consultant Alicia Nichols to conduct a capital campaign readiness assessment. Her assessment will be a comprehensive review of the foundation's current practices and recommendations for positioning the foundation to undertake a larger fund raising campaign in the future. She will present her report to the board at its December 1 meeting.
- The foundation raised \$124,017 during the 2012-13 fiscal year. That reflects \$10,133 in endowment contributions, \$14,000 in grants, \$22,446 in the Venture Fund allocated by the Executive Director, and \$77,438 in other contributions. The foundation met and exceeded its goal of raising \$75,000 in annual fund contributions during the 2012-13 school year.
- The foundation's 2011-2012 annual report was written in September and mailed to all of last year's donors in mid-October. The foundation's federal 990 tax form has been completed and mailed to the IRS. The foundation's state license to solicit charitable donations has been renewed.
- The Foundation's fall appeal letter was sent to over 1800 individuals in October. Many thanks to Mrs. Nadia Thompson for all of the time she put into this effort! As of November 16, 2012, the foundation had received about \$47,000 in contributions since the start of the fiscal year.
- Based on the five-year strategic plan approved by MSSM's Board of Trustees in September, the school's administration has identified five near-term fund raising priorities: 1) STEM Educators Collaborative (the summer professional development week for teachers), 2) summer camp scholarships, 3) a makerspace, 4) new science labs, and 5) a new greenhouse. We are pleased to report early success funding the first two goals. An anonymous donor at the Maine Community Foundation has pledged \$60,000 to cover the full cost of the STEM Educators week and Time Warner Cable has committed \$6,000 for summer camp scholarships.
- The MSSM Foundation is getting a new web site that will offer current and prospective donors significantly more information on the foundation's activities and finances. The new web site is scheduled to go online by January 1.

- Two MSSM employees (one faculty member and one member of the residential life staff) are raising money to help financially needy students participate in international travel programs run through MSSM, such as J-Term trips to the Bahamas and Europe. Their goal is to create a Quest Scholarship for International Travel, to be awarded annually, which would cover the full cost for one student to participate in one international program. The first fund raiser will be care packages delivered to students during finals week.

5

Student Senate

Tristan Strack-Grose

Student Senate President

Greetings from Student Senate! We've been very busy. Just as catch-up, Senate has finished installing new shower heads in the dorm, and we also elected our five new members. Due to one member leaving the school, the MSSM community elected a replacement.

Senate has been focused this year on fund raising, meeting the needs of the student body, and improving the relationship between Limestone Community School (LCS) and the MSSM. Much of our meeting time has been used to plan events, sales, and activities for the students. For fund raising, we did a "Midnight Breakfast," during which we sold bacon, eggs, and pancakes to students at an affordable price. The Doherty family was wonderful in that they volunteered to make the pancakes. From this, we raised over \$130. Further, we have been selling food cards to students and faculty for Al Bear's and Pizza Hut, and this has earned about \$100 so far. Senate also stacked two cords of wood for a member of our community. We are planning our T-Shirt sales and LAN Party in order to make money as well. To address the needs of the students, Senate is creating a "master survey" that we hope will be utilized both this year and for many years in the future to gain insight about students' feelings about the dorms, academics, and foods provided at the MSSM. To improve relationships between LCS and MSSM, we have held dances and are planning a movie for this weekend. Also, I will be meeting with the Student Council President of LCS in order to help organize more activities and involve LCS even more.

As far as concerns that need to be addressed, Senate has noticed that there need to be new shower curtains in the dorms. Financially, Senate is unable to address this issue independently. Looking toward the future, Senate has met with Luke Shorty to pinpoint dates for both our LAN party and Spirit Week events in next semester. We will be arranging for chaperons and food for these dates soon. Also, our Academic Committee is meeting with faculty to discuss test date placement in terms of breaks. We are following a suggestion from a student and looking into a change in the travel forms from paper to a Google form in order to be 'more green' and more convenient for students and parents. Senate is remaining busy, and we're looking forward to the end of the semester and the New Year.

Happy Holidays!

Tristan Strack-Grose

MSSM Student Senate President

Brent Andersen, President

MSSM Parents' Association

On October 19th, 2012, the MSSM Parents Association held their semi-annual business meeting. As the first order of business, the current executive committee (Brent Andersen, president, Ayo Olugbemi, vice president, Shannon Benedix, treasurer, and Eric Howard, secretary) was re-elected. Second, the president reviewed with the parents MSSM's newly adopted 5-Year Strategic Plan. Upon his recommendation, the parents present, as the policy-making body for the association, approved a motion to ask for revisions to MSSM's Strategic Plan. These revisions would emphasize the importance of MSSM as a high school that prepares students for success in top colleges (that are also good fits for individual students) in STEM majors. These revisions should also elaborate on the role of the college admissions counselor and the strategic goals within that staff member's area of responsibility.

In discussing the Strategic Plan, the parents also emphasized the importance of keeping costs down, so that an MSSM education does not slip out of reach for parents with lower incomes. The parents also discussed the rise of online courses, and how that would affect MSSM. The view was expressed that MSSM should be actively exploring how it will move into this area, so that it can do so on its own terms and play a pioneering role. Parents also suggested that online MSSM courses could be used as a recruiting tool to bring students to MSSM.

Michael G. Lambert

Chief Operating Officer

First, it's my pleasure to report that we completed a second "clean" audit. The Audit Committee met with the auditors from Felch & Company to review the audit on November 9th. The Audit Committee is scheduled to meet during the week of November 26 to vote on a recommendation to the Board of Trustees. One of the Audit Committee members notes that it appeared that we had a substantial increase in expenses and asked why that would be. The answer is that in the past some of our expenses were booked as "net of revenue". Last year, if you recall, we made note of that fact when the budget was presented to the Board that we would book revenue and expenses separately. This caused an "apparent increase" in revenue that offset the "apparent increase" in expense. Nothing changed operationally or expense-wise but the expenses now accurately reflect the operating cost.

The Finance Committee in their role as compensation sub-committee met on November 6 to start work on a comprehensive compensation plan for all employees. Melani McGuire who joined the Finance Committee in October is the Compensation and Classification Manager for Bates College and has provided a wealth of advice and experience already. The compensation group will continue to meet the first Monday of each month.

In financial matters, our expenses through October 31 were at 30.9% with 33% of the year complete.

We are now including a new report in financial package to reflect our cash flow. We are in very good condition in that revenue receipts are ahead of expenses.

Executive Director/ Academic Dean

Luke C. Shorty

Executive Director/Academic Dean

The year is off to a roaring start as we have started to embark on our journey towards our strategic vision! The admissions office has been working hard at revamping our admissions process, hosting two extremely well attended and record setting open houses and visiting the majority of high schools in the state.

I have just returned from the National Consortium of Specialized Secondary Schools in Math, Science, and Technology and have been voted onto their board. It's nice for MSSM to have a voice in this national consortium of our sister schools in this period where STEM seems to be talked about everywhere you turn. Alan and I have made some strong connections with our sister residential schools and look forward to telling you more about our partnerships with them in the near future!

As we look to faculty development and enhancing MSSM's curriculum the science department and our world language instructor will be out visiting the Illinois Math and Science Academy in Aurora, IL in April and our mathematics department will be visiting the North Carolina School of Science and Mathematics in January. While there they will be investigating the Student Inquiry and Research (SIR) program offered by IMSA and teaching contemporary mathematics at NCSSM.

I'm proud to welcome the new additions to the MSSM community with Penelope Eleanor Goletz, Eli Grillo, and Thaddeus Smith coming into this world! Also Mike and Betsy McCartney as well as Clint and Jessica Givens have announced that they are expecting a child later this year as well!

We have formulated two focus groups to do the preliminary research on the needs of a maker space and a research space. Their task is to flesh out exactly what these spaces would look like, the equipment and space needed, and how they would be utilized in a student-centered research capacity.

The Residential Life program has been providing multiple opportunities for community service and outdoor activities this year and has continued their close communication with families on the happenings at MSSM outside of the classroom. One of the new additions in the new nurse's office/health center is the implementation of a meditation and yoga program once a week.

As you may be aware the Select People of the town of Limestone have signed a quit claim deed of the dormitory and five and a quarter acres over to MSSM. This is an extremely important and celebrated event that allows MSSM to set roots in Limestone and to grow and develop its campus to meet the needs of the strategic plan.

Our Summer Programs are preparing for this summer and we already have nine applicants for Summer Camp. I am thankful for and commend the generosity of Time Warner cable in granting \$6,000 for Summer Camp scholarships for girls. This is the second year in a row that Time Warner has helped middle school girls come to MSSM and explore their interest in STEM. Thanks to an anonymous donation of \$60,000 we will be able to run our Summer STEM Educators Collaborative free of charge to

educators from all over the State! Lastly, we have also started a Distance Education Task Force to explore different types of distance education and the feasibility and objectives of such a state-wide program. This task force is still in its very early stages and will report out later this year.

I would like to take a second to thank the MSSM Foundation for securing a \$10,000 anonymous gift that has been used to help MSSM students travel to Cape Eleuthera, Support our May Off Campus Intensives, improve the dorm through Project Home, continue to develop our Green House research space, and provide three scholarships for our MSSM Summer Camp program. This donation has been extremely helpful in allowing MSSM to continue to offer student's from around the State opportunities that they couldn't get anywhere else!

All of this is ON TOP of the hard work that the faculty and staff have been doing to maintain the high quality programming that we offer at MSSM. To say it has been a busy semester would be an understatement. I look forward to coming back and speaking with you all in March to give you further updates on the progress made!