

Management Report

May 21, 2010

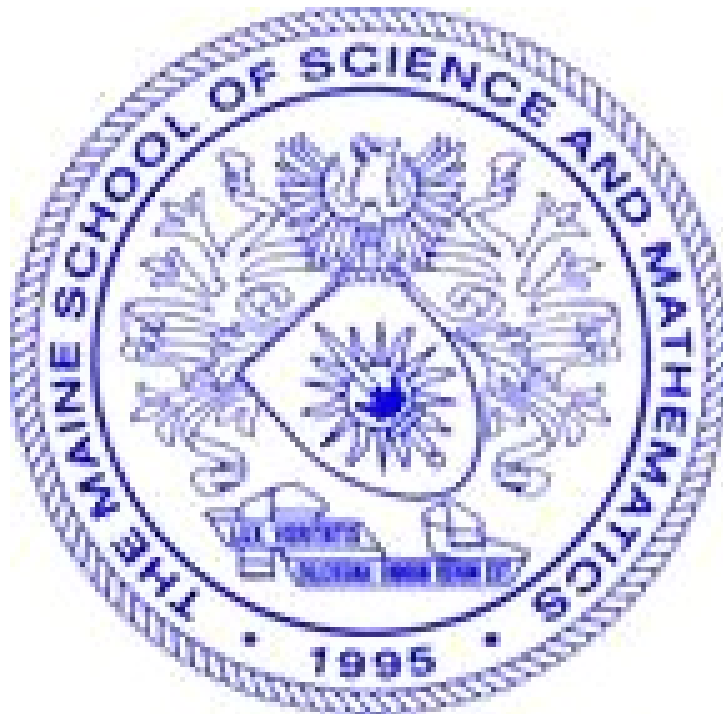


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Catherine Bowker

Academic Dean

The final semester of the 2009 – 2010 academic year will come to a close on May 22 when we hold commencement exercises. Twenty-seven students will graduate this year, all of them headed off to collegiate studies. This class has seen many changes in their 2 or 3 years at MSSM and I am very proud of their mature handling of these changes.

The Curriculum Committee spent much of this last semester working on a new schedule for next year. The major goal of the revision was to end classes earlier than the current 5:30 p.m. in order to allow students easier access to varsity sports. While some classes will still need to be held in the evenings due to adjunct schedules, we anticipate that our new schedule, with most classes ending at 3:30, will allow more students to participate in varsity sports.

Dale Dintaman and I have been interviewing residential life candidates. We have interviewed several very promising young men and women for the three open positions. We are focusing on student activities and admissions interns in our search. Another search committee has been interviewing candidates for our opening in physics. Mr. Pierre Gervez will be moving to New Hampshire next year where his wife has accepted a teaching position. I hope to have updates on each of these positions at the May meeting.

Several of our current interns will be returning next year, each with additional residential life or academic activities. Ryan Badecker will be returning to work in the mathematics department and Gwen Curtis will be returning to work in our music program. We are adding a small group instrumental ensemble class in which Ms. Curtis will work with groups of students. This is in lieu of a jazz or concert band as we never know what instruments students will bring to us and we cannot guarantee the correct instrumentation for either a jazz or concert band.

We are all very excited about the new intelligent white boards we recently acquired through a grant and federal ARRA monies. A few of our teachers are testing them in these last few weeks of the semester. We currently have one mounted board and 4 portable boards; it is our goal to eventually have this technology in each classroom.

2 Admissions

Pamela Perkins

Director of Admissions

Open Houses

70 families have visited MSSM this year. 85% of students who visited campus submitted an application. 10% of those who have not submitted an application this year have indicated a desire to do so next year.

Recruitment Events

I have participated in 36 recruitment specific events this season. These include school fairs, school visits and presentations, Rotary and Kiwanis presentations, math and science related conferences and community information nights. I estimate that I have spoken with approximately 1,000 students, parents, guidance counselors and business people around Maine in the last 10 months.

Enrollment Report

127 total incoming students for fall as of May 6, 2010

Returning 96	New 31	Total Freshmen: 5
Sophomores: 23 Total	Freshmen: 5 Total	1 Female
11 Female	1 Female	4 Male
12 Male	4 Male	Total Sophomores: 38
Juniors: 33 Total	Sophomores: 15 Total	18 Female
15 Female	7 Female	20 Male
18 Male	8 Male	Total Juniors: 44
Seniors: 40 Total	Juniors: 11 Total	21 Female
15 Female	6 Female	23 Male
25 Male	5 Male	Total Seniors: 40
		15 Female
		25 Male

There are 55 female students and 72 male.

Without overfilling the dorm we have space for 131; students 59 female, 72 male

There are another 9 applications that are active and waiting for admission decisions

4 incoming students are out of state (Korea and China)

All students who have been notified of their acceptance to MSSM have sent a confirmation and deposit. MSSM currently has 100% enrollment rate.

Admissions in the Summer

Currently, there are 4 female beds remaining open. Some of our returning students will not be asked back for academic reasons. I anticipate needing 14 additional new students to fill the school this fall. Much of my summer work will be dedicated to completing that task.

I plan to visit with students in summer programs including:

MSSM info night for MSSM Summer Camps, Upward Bound Visits and Bonny Eagle High School night

Additionally, I will be conducting and brainstorming admissions events for around the state that will include professional/business presentations, MSSM info nights, etc...

The majority of my summer undertakings include:

Updating admissions materials for 2010-2011, preparing for move-in day, hosting a new student barbeque in Augusta on August 7th (board members are welcome to attend) and compiling student statistics.

3 External Affairs

Catherine Reilly

Director of External Affairs

Since the Board of Trustees' March 2010 meeting, the majority of External Relations staff time has been used to support the search for MSSM's next Executive Director and to support the MSSM Foundation. The foundation has increased its activity level with the election of a new chair and the creation of a strategic working group.

MSSM Foundation

- MSSM Foundation met on March 27, 2010
- Elected Art Thompson as interim chair
- Created a working group charged with developing "...a plan to make the foundation more effective through improved goal setting, organization, staff support, and communication, and through improved coordination with key stakeholders such as the MSSM Board of Trustees, MSSM faculty and staff, and the MSSM Alumni Association." The working group met on April 27 and will meet at least once more before presenting its initial recommendations to the full foundation board on May 21.
- Completed fundraising for the Maine Community Foundation's 25/25 Endowment Challenge by raising \$25,070.96 for MSSM's endowment funds. That will be matched by \$25,000 from MCF.
- MCF invited MSSM to apply for a Fast Track grant, a Maine-based grant program that aims to encourage teachers to be educational innovators, committed to planning, risk taking and results. Application due summer 2010.

Executive Director Search

- Based on the input of search committee members and MSSM staff, the Executive Director position was posted in-house at MSSM and on the following organizations' websites: MSSM, servingschools.com, Isaacson Miller, Center for Essential Schools, Maine Association of Nonprofits, and the National Consortium for Specialized Secondary Schools of Mathematics, Science, and Technology. Through personal contacts, it was distributed to numerous group mailing lists, such as Leadership Maine and USM's College of Education and Human Development. It was advertised in the *Chronicle of Higher Education*, *Maine Sunday Telegram*, *Bangor Daily News*, *Star Herald*, *Aroostook Republican*, *Pioneer Times*, and the *St. John Valley Times*.
- Contemporaneously with the print and online advertisements, Jerry, Kate, and various search committee members personally contacted over 150 potential candidates or

- individuals who could suggest potential candidates.
- Forty-six applications received by early April.
 - Search Committee met on March 11, April 5, and April 18-19 to review applications and interview candidates
 - Hosted three finalists for campus visits: Dr. Robert Kuech (April 25-27), Dr. Charles Wray (April 27-29) and Mr. Michael Lambert (May 2-4)
 - Created online survey for gathering feedback on the finalists from members of the MSSM community – students, faculty, staff, parents, board members, etc.

Section

4 Faculty

Deb Eustis-Grandy

Faculty Representative

The second half of the spring semester has flown by and everyone has been so busy focusing on academics that there is relatively little to report.

We have all, however, been following the search for our new Executive Director and have attended the noon-time presentations of all three finalists. Deb Eustis-Grandy and Luke Shorty, along with Cathy Bowker and student Noah Entwisle, were especially busy during the candidate's recent visits.

End of year items of interest:

- On April 16 the entire student body went to UMO. Thirty-nine students accompanied Deb Eustis-Grandy to UMO's annual *Climate Change Day*, where students learned about analysis of lake sediment cores, collection/analysis of ice cores, information that can be gathered from mammal bones, and post-glacial settlement of the Americas. The rest of the students, under the direction of Luke Shorty, toured the engineering and composites lab and learned about offshore wind power development from Dr. Habib Dagher.
- Pierre Gervez is leaving us for New Hampshire, so we are in the midst of a search for his replacement. His wife got a job at Plymouth State College and Pierre will be teaching (and coaching cycling) at the Holderness School next year.
- Over the summer, Luke Shorty will be working with Randy Smith of Jackson Lab on a statistics course for the University of Guam. He is also developing some ideas for a Hydroponics Garden on Trafton.
- In April astronomy instructor Larry Berz brought 6 students to the Malcolm Science Center for a presentation on galactic astronomy.
- Pete Pedersen and the MSSM Math Team have had an active spring, as well. They placed third in State Competition for the season only to be beaten by Bangor High School (140 members on their team) and Hebron Academy (a team of Koreans and Chinese only). At the Maine State Math Meet, MSSM placed second over all, losing to Bangor by just a few points. Klaas Prusiksma earned a silver medal and Tim Buchak and David Smith earned bronze. At the New England's, the MSSM placed third in their division. This meet represented the best in New England, and we were one of the only non-Massachusetts schools to earn a trophy.

March Report (inadvertently omitted from March Management Report)

The spring semester is well underway and, aside from lack of snow for recreational activities, looks to be a positive term all around. Our annual *Gatsby Ball* was held on Jan. 30, with about 90% of the student body participating. Organized by Jess Baker, with help from many others, students dressed up in period attire and emulated characters from the 1920s.

On February 13 we held our J-Term exhibition, which was a great opportunity for all MSSM community members to see what our students were up to during J-Term. Students toured exhibits from on-campus

classes, and listened to PowerPoint or poster presentations from students who did internships or travel experiences. Many parents came to the event, and most students did a very professional job.

MSSM's two Science Bowl teams (coached by Deb Eustis-Grandy, with assistance from Deb McGann) competed at the Northern New England regional event, held at USM on Feb. 27. Nineteen teams were in attendance. MSSM Team A placed second, missing out on a trip to the national competition by one question, while MSSM Team B placed fourth. MSSM Team B's semifinal match was very close, so it was nearly an all MSSM final. I suspect this is the first time in a long time (if ever) that two teams from the same school advanced to the semifinal round.

Some other early spring highlights:

- Luke Shorty, Deb Eustis-Grandy, and Deb McGann organized a science Themed Weekend, held on March 6. It featured hands-on sessions on ocean wind turbine design, climate change data analysis, and vermiculture.
- Recent print media articles featured student research projects conducted in the Computer Science Seminar class (taught by Dave Brown) and the Biotechnology J-Term class (taught by Deb Eustis-Grandy).
- Luke Shorty is developing an on-line professional development course for elementary teachers focusing on the use of GeoGebra software (part of the MLTI laptop software package). He will also be presenting at the Association of Teachers of Mathematics in Maine (ATOMIN) conference in March.
- Deb Eustis-Grandy and Luke Shorty are in the initial stages of developing a J-Term field research trip to Costa Rica. Luke visited the Monte Verde cloud forest preserve on a recent vacation and made some potentially useful contacts.
- Dave Dougan conducted an all-day workshop on *Hands-On Science and Safety* for 20 area teachers at Leavitt Area High School on Feb. 9.
- Pierre Gervez is actively working with students in preparation for the *VEX Robotics* competition, which will be held on March 27 at UMO. Funding for much of this activity was provided by a grant from Time-Warner.
- Full-time faculty members are working on proposals for revising the policies/procedures included in the faculty handbook.

Marketing & Public Relations

Sharon Gerrish

Director of Public Relations & Marketing

As Director of Public Relations and Marketing my main objective is to insure the school's long term success by effectively communicating the goals of the External Affairs Department and promoting the MSSM in a positive way:

To plan and execute programs that enhance public perception of MSSM.

- 1) Hall of Flags Event- Held March 22nd was very successful. The Legislature was in session and our exhibits and networking efforts were well received. The event was attended by students, faculty, parents, and alumni. This year's theme focused on "STEM Education at MSSM".
- 2) Youth in Government Augusta Session- This year's delegation of 14 members was recognized as the Premier Delegation (an honor) for this year's event. Sam Putney, MSSM senior received the "Best Bill Award", the highest award given at the event.
- 3) Secured John Martin as this year's graduation speaker.
- 4) Designed a press packet for attracting sponsors.
- 5) Maintain open lines of communication between parents/PA and MSSM administration.
- 6) Oversee work assignment students preparation of a "newsletter" to be distributed Senior Night.
- 7) Developing Graduate Profiles for PPH online feature.
- 8) Press Releases-local and state coverage for student accomplishments, including MSSM's student visit to Huber being featured in their corporate newsletter.

Continue to develop the website and facilitate its maintenance.

- Information on the site available to prospectives, parents, and students is current.
- MSSM Now stories highlighting student and faculty accomplishments.
- Evaluating website features in anticipation of further updates to improve functionality.

Develop an effective strategy for networking with the people of various backgrounds (media, corporate, municipal, education outlets, MSSM community) that will lead to increased exposure of student accomplishments and create student opportunities.

- Arranged campus visits for prospective parents and guests, including board member Craig Kesselhiem and Bangor Hydro president and COO Gerry Chasse.
- Met with Dr. Raymond Albert at UMFK to discuss possible MOU with regards to Computer Science program.
- Represented MSSM at the Annual Maine Math Teachers Conference.
- Attended UNUM Tech Night with a group of students.
- Attended Limestone Rotary meetings.

Assist the Transition Team and BOT in meeting the needs and goals necessary to move MSSM forward with its efforts to remain a financially sustainable organization and to find a new Executive Director.

- Provided materials and support for ED candidate site visits.
- Providing grant writer, Don Eno, with support as appropriate.
- Developing and maintaining relationships with potential sponsors for the STEM Initiative, including UNUM, Stantec, and Huber.

Currently enrolled in University of New England's Masters in Education program.

6 Residential Life

Dale Dintaman

Dean of Students/Director of Residential Life

I would like to begin this report by saying thank you for your continued support, and hard work. Because of your efforts, MSSM has been made possible for twenty-nine graduating members, of the Class of 2010. Even in the most difficult of economic times and sudden departure of Executive Director Walt Warner last summer, this community stepped up to the plate to take care of our own. MSSM is unique in many wonderful ways. Our own Patrick Brown (Class of 2010) is best able to articulate this. Patrick has been accepted to attend West Point Military Academy in the Fall of 2010. Patrick attributes much of his success to his experiences at MSSM and recently spoke about this journey for our MSSM News:

“It is difficult to put into words precisely how MSSM has affected me as an individual and as a member of society. My life there has been rigorous in all respects, socially, academically, and even physically (ironic at a math and science school). It was at MSSM that I really found in myself what I had always been missing, the challenges that the school presented forced me to grow as a person and gave me the tools that I needed to succeed in my endeavors, the greatest of which is arguably my acceptance to the United States Military Academy at West Point.

Without MSSM, I simply would have never found the necessary discipline to shape myself into who I am today, and I have never been happier. The dedication of the students and the faculty is absolutely astonishing at the Maine School of Science and Mathematics; I have never been more impressed with a student body than I am at the MSSM. The sheer brilliance of many there astounds me to this day, even after three years. I am absolutely certain that many of my peers will go on to be leaders and pioneers in whatever field they choose, innovating and pushing the boundaries of human ingenuity.”

As this academic year draws to an end and we prepare to graduate our seniors, we continue planning for the future by looking at ways of improving facilities, programs and services for returning students. This report highlights our accomplishments, needs, and priorities for serving all of our MSSM students.

Mike McCartney and the MSSM Residential Staff have done a wonderful job developing a rapport with our students. With their good work, our greatest success is our ability to provide a supporting and self-monitoring environment where students recognize the quality of life provided and the importance of maintaining that quality. A residential community has been developed where students trust staff and administration and feel comfortable sharing information that protects the quality of life they have come to enjoy and appreciate.

At the onset of this year we experienced behavioral infractions involving; a marijuana incident, major theft, a student using prescription drugs, students sneaking out of the building and students attempting to sneak into an unauthorized area. I mention these incidents because each one of these incidents involved first year student(s) and was brought to our attention by upper class students recognizing this type of conduct was detrimental to the school's image and student life here at MSSM. This concern and thoughtful response to negative behavior by our students and staff exemplifies the wonderful residential community we have worked hard to build and want to preserve for all students fortunate to attend MSSM.

Recognition also needs to go to our health staff, Sarah Ellsworth and Carol Brown. They have been instrumental in improving student life by nurturing healthy relationships with both parents and students. Through

Sarah's and Carol's high level of professionalism and sincere level of caring and devotion, student's trust in adult making decisions for them has dramatically improved, as well as the quality of health care.

Next year there will be more emphasis placed on our Student Life Curriculum. Our new schedule will allow us to provide two educational sessions each month. Nurse Ellsworth and I will be developing a curriculum that will address many topics centered around health, economics, leadership, social issues and teaching basic everyday skills. Additionally our student leaders will provide us with topics that pertain to issues that are being observed in our residential wings and needing extra attention through this educational format.

Students continue expressing a strong interest in having a MSSM Student Activity Center; a place where students can go between classes and on weekends. With the support of the local Recreation Department and the hiring of RI staff to supervise, we should have a MSSM Student Center available to our students at the start of next year. Other exciting news relative to facility enhancement is our purchase of new fitness equipment and the arrival of twenty-one sets of room furniture for our dorm.

The Student Senate donated approximately \$1,000.00 for the purpose of refurbishing the community kitchen. Mr. McCartney has taken the lead on the project by ordering a dinette set, and island counter. Additionally we will be replacing the refrigerator, adding counter top appliances, and painting the walls. All of these changes will make a dramatic difference for all of the students enjoying the use of the MSSM community kitchen

As mentioned in my last board report we have introduced changes regarding our "end of day" policy. These changes involve having all students in their rooms and lights out at 11:00 pm. After the first grading period, seniors in good academic and disciplinary standing will be permitted to be up until midnight. The end of day policy also meets a request from our students to be in the respective wings earlier, thus allowing for social interaction with other members of the wing.

I continue to work closely with my entire Residential Staff and MSSM faculty to foster support for students experiencing difficulty at MSSM. Our attrition rate for 2009/2010 is at 14%. We began the school year with 142 students. We will be concluding the year with 124 enrolled students. Three students went home for disciplinary reasons, 4 students academic and 11 students for personal reasons.

In closing, all of us are very excited about the number of new students coming to MSSM next year. Given the sacrifices families make to afford this opportunity and the fiscal challenges they are facing, is a wonderful statement regarding all that is happening at MSSM. All of us remain committed to providing a quality residential and academic program.

David Brown

Director of Technology & Chair, Computer Science Department

Over the past month, the IT department has completed an evaluation of hardware, Firewall appliance from the Smooth Wall Corporation. Over the year, IT has evaluated the potential of utilizing OpenSource software solutions as well as building its own high-end, technology server for this purpose, but has found the hardware solution to be the most effective. The hardware solution encompasses high-speed memory chips and assembly coded instruction sets to process incoming and outgoing MSSM digital data. MSSM, due to its bandwidth usage and time on the Internet, essentially requires the equivalent of an Enterprise solution.

The Firewall rapidly checks incoming data to protect the MSSM environment from hackers attempting to access its servers and computer systems. On the outgoing side, students are locked out from inappropriate sites as well as being unable to use software such as peer-to-peer software, torrents, etc. This stops cold all of the past activity such as the downloading of copyrighted software such as movies, songs, etc. The IT department is in the process of “tweaking” the appliance to allow sites that are needed for Academic usage or desirable for the MSSM Academic environment.

Four Hitachi Starboards have been assembled and distributed among teachers for usage and evaluation. These were selected, as they are one of the few intelligent whiteboards that allow for dual access and processing and that can be assembled as portable systems movable from room to room. This allows teacher and student to interact simultaneously at the board when working on problems or presentations. The boards are contained on rolling carts to make them portable and also employ short-throw projectors that diminish shadow casting when standing at the board. The boards are currently distributed one to each Academic department.

From a RUSS grant entered into by Dr. Brown two years ago, a wall mounted, Promethean branded intelligent, white board has been installed in a room that can be accessed by a variety of courses during the day. The specific board is mounted to the classroom wall and contains high-end speakers.

The IT Department continues to consolidate server control into one control center in the Academic Building such as Moodle, ADS, inResonance (Keystone), and so on. Summer plans include wire tracing in the residential hall and the repair and replacement of switches and wiring that is either faulty or failing.

Hardware vendors are being approached relative to a VoIP phone system that will cover both the Academic Building as well as the residence hall.

Catherine Bowker

Acting Executive Director

We made it through the second semester without a financial crisis. As you will recall, we developed a second semester budget, with the help of Dick Oravetz, to avoid the potential of running short at the end of the fiscal year. Thankfully, we were able to avert any issues by adhering to a strict budget this semester. I thank each department for their cooperation in this difficult time.

The Transition Team has been working continuously on the 2010-11 budget. We hit a snag when we were informed in late March that our group (Maine School Management) would be moving from Aetna to Harvard Pilgrim. This change meant revising the health insurance line of the budget to cover these new expenses. The issue has been resolved and we have arrived at two health care options for employees.

As mentioned in my last report, parents have been reminded again of their obligation to pay their bills in full by May 22. I have had mostly positive responses to the letter, with a few parents calling to request extensions on that date and to set up payment plans.

9 Executive Director's Office

Catherine Bowker

Acting Executive Director

This has been a very busy semester with budget, negotiations, and the search for a new executive director. In April I attended Maine's first financial literacy conference sponsored by the Maine JumpStart Coalition for Personal Financial Literacy and the Maine Office of Securities. Ben Reed, mathematics teacher and summer camp academic director, also attended the conference. We returned with several great ideas for our summer camps and for our residential life curriculum.

The Transition Team has been negotiating with the RSU on space and costs for that space. It has been a long process as there are several entities with a stake in the outcome. As a result of these negotiations there may be some changes in the residence hall and Trafton Drive maintenance staff, and we may have some changes in the rooms/spaces assigned to MSSM. At the time of this report, the details of the negotiations had not yet been finalized. I hope to have a report for the May meeting.

The search for a new executive director has gone well with three candidates visiting campus in the last week of April and the first week of May. Each candidate met with staff, students, and interested area parents and community members. I was pleased with our students' questions and interactions with each of the candidates. I think each candidate left MSSM with a clearer sense of who we are and what we really do. Most importantly, they were all very impressed with MSSM.

As you will recall at our last meeting, I was directed to adjust the 2010-11 calendar to reinstate the more frequent breaks. As a means of handling the increased costs this change would mean, it was suggested by the faculty representative and a few of the parents present, that we could recoup these costs by asking parents to transport students more often. This is what we did and got several negative reactions from parents. We are now faced with having to find a means of keeping the bus transportation and covering the increased costs. One suggestion, from parents, is to charge parents a transportation fee. This is now being considered, but will need further deliberation before a final decision can be made.

I have formed a study committee to look at the future needs of MSSM. Our focus thus far has been on facility needs such as science labs, office and classroom space, dormitory space and faculty housing. I am very hopeful that the Board and the new executive director will continue this study next year as our committee has done only the very preliminary work. There is much more to be done to determine specifics of these needs and potential costs.

While it has not always been easy, it has been an interesting year. I certainly have a new perspective on the position of the MSSM executive director and a better understanding of the overall needs of MSSM.