

**MAINE SCHOOL OF SCIENCE AND MATHEMATICS
BOARD OF TRUSTEES**

**Meeting Minutes
June 3, 2017
Foster Center for Student Innovation
University of Maine Orono**

Board members present were: D. Ferguson, S. Gilley, J. Judd, Chair; D. King, J. Pieh, R. Rice, L. Shorty, Clerk; W. Specht and C. Wray.

Officer of the Board present: M. Lambert, Treasurer.

Absent were: M. Albert, K. deLutio, D. Eustis-Grandy, D. Gordon, J. Allen, and F. Woodman.

Administrators and Staff present: M. Grillo, D. McGann, M. Rhodes, and A. Whittemore.

Others present in room: N. Ferguson, T. Gilley, E. Reuthe, D. Lambert, J. Pike and M. Reagan.

- I. The meeting was called to order at 10:00 am by Chair, J. Judd.

The Board recessed at 10:02 am for committee meetings and returned to regular session at 11:32 am.

J. Judd introduced Dr. Raymond Rice, President and Provost of the University of Maine at Presque Isle as the new trustee representing the University of Maine System as the Chancellor's designee.

- II. Reports
- a. Faculty – The Faculty report was presented without comment.
 - b. Student Senate – The Student Senate report was highlighted by S. Gilley
The calendar was reviewed and by consensus, the trustees decided to return the last Board of Trustees meeting from June to May; from downstate to Limestone during Graduation weekend.
 - c. MSSM Parents' Association – T. Gilley, President delivered the MSSM Parents' Association report.
 - d. Foundation – L. Shorty as secretary of the Board of Directors updated the Trustees on the status of the Foundation and informed the Trustees that Mr. Thomas Fogarty has been hired by the Foundation as the Interim Administrative Director.
- III. Consent Agenda
- a. On a motion by D. King and seconded by W. Specht, the Board of Trustees voted unanimously to accept the management report. L. Shorty updated the Board on the current status of the LCS withdrawal process and collective bargaining.
 - b. On a motion by W. Specht and seconded by D. Ferguson, the minutes of the March 11, 2017 meeting were unanimously approved as submitted.

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IV. Public Comment

- a. A. Whittemore asked if any Board of Trustees knew of anyone who might possibly be willing to sponsor a new vehicle for student transportation.
- b. After the public comment period, the Board of Trustees recessed for lunch at 12:10 pm. The meeting was reconvened at 12:31 pm.

V. Action Agenda

a. Advancement –

1. The MSSM Foundation was previously discussed by L. Shorty under Reports.
2. Discussion took place regarding the Summer Camp Program – with thoughts of possible future programming.
3. A. Whittemore shared this year’s admission report noting a reduction in the number of applications (and potential causes). MSSM is currently expecting the school year with 153 students which includes 12 non-resident students.
4. Marketing the school was also briefly discussed awaiting the final strategic plan goals and measurements.

b. Governance –

1. The following names have been nominated and their appointments forwarded to the Education and Cultural Affairs Committee of the Legislature for ratification: John B. Herweh, Matthew Anderson, and Thomas Bolen. It was also noted that Ms. Joanne Allen, Director of School Finance and Operations, would serve as the proxy for the Commissioner of Education’s seat on the Board of Trustees. At the moment, two seats remain open for educators.
2. A potential slate of officers was presented with: J. Judd for Chair; C. deLutio for Vice Chair; M. Lambert for Treasurer with L. Shorty serving as secretary/clerk ex officio. J. Pieh moved to cease nominations, seconded by D. Ferguson and voted unanimously. The Board of Trustees then unanimously approved the slate of officers as presented.
3. A brief discussion followed concerning the need to have a Board orientation session following the appointment of the new Trustees.
4. Policies:
 - a. D. King moved to accept for first reading policy GBI-Staff Gifts and Solicitations, seconded by D. Ferguson and voted unanimously.
 - b. C. Wray moved to accept policy ILA-Student Assessment for its second reading, seconded by W. Specht and voted unanimously.

c. Finance and Facilities –

1. D. King moved that the Board of Trustees approve the ratification of an action by the Executive Committee to close the “Manor” and to declare the property as surplus to our needs, seconded by W. Specht and voted unanimously.
2. D. King moved that the Board of Trustees give the Executive Director authorization to dispose of the “Manor” assets to the benefit of the School, seconded by W. Specht and voted 7 yes and 0 no with J. Pieh absent when the vote was called.
3. Budget – After a motion by D. King and seconded by W. Specht, L. Shorty presented a proposed budget for FY’18. The basis for the budget included 153 students (12 non-residents), a step increase for faculty, a 3% wage increase for all other staff, and new athletic programs . The Board of Trustees voted 7 yes, 0 no, 1 abstention (J.Pieh). The motion to approve the budget was approved as submitted.
4. Audit – D. King informed the Board of Trustees to a slight modification to this year’s audit. The normal annual audit for FY’17 is scheduled for September as usual. In light of his upcoming

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retirement (September 1st), M. Lambert has requested with the Committee's approval that MSSM request that the CPA do a 'spot audit' for July and August 2017 and presents a letter to the Audit Committee of their findings for the months in question.

5. Facilities – The hot water heater was discussed briefly. RSU#39 has informed us the issue is to be resolved by June 30, 2017.

- d. Program – C. Wray reported on MSSM's program of study.

A brief recess was granted by J. Judd, Chair at 2:25 pm with trustees' work resuming at 2:33 pm

VI. Executive Session

- a. A motion by D. Ferguson to go into executive session pursuant to Title 1 § 405(6)(C) to discuss a contractual matter, seconded by D. King. By the motion, D. McGann, E. Reuthe, M. Grillo, M. Lambert, and A. Whittemore were requested to attend. The Board of Trustees entered into executive session at 2:34 pm and returned to plenary session at 4:49 pm. No action was taken.
- b. A motion by D. Ferguson to enter into executive session pursuant to Title 1 §405 (6)(A) to discuss a personnel matter, seconded by J. Pieh; the motion was unanimously approved by the Board of Trustees. The Board of Trustees entered into executive session at 4:51 pm and returned to plenary session at 5:30 pm.
- c. Action taken: D. Ferguson moved that the Board of Trustees offer L. Shorty an employment contract for FY'18, FY'19 and FY'20 (ending 6/30/2020) and that the Board of Trustees authorize the Executive Committee to negotiate the final terms and conditions of such employment contract, seconded by J. Pieh and voted unanimously.

VII. Adjourn

D. Ferguson moved that the Board of Trustees adjourn the June 3 meeting, seconded by D. King and voted unanimously. The meeting was adjourned at 5:31 pm.

Respectfully submitted,



Luke C. Shorty, Clerk
MSSM Board of Trustees

Approved: September 30, 2017