

**MSSM Board of Trustee  
Meeting Minutes  
October 3, 2015  
Maine School of Science and Mathematics  
Limestone, Maine**

Board members present were: Mr. Jason Judd, Chair, Dr. Craig Kesselheim, Dr. Walter Specht, Dr. Ruth Lyons, Mr. ThomasHenry Reagan, Dr. Debbie Eustis-Grandy, Mr. David King, Dr. Jerome Pieh, Ms. Dale Gordon, Ms. Michelle Albert, Ms. Sylena Lowry, Ms. Christine Voyer, and Dr. David Haines.

Attendance via phone: Dr. Charles Wray (part of the time).

Board officers present were: Mr. Luke Shorty, Secretary and Mr. Michael Lambert, Treasurer.

Other staff members present were: Mr. Matthew Grillo, Ms. Marie Beckum, Ms. Deborah McGann, Mr. Alan Whittemore and Mr. Hendrik Lenferink.

Foundation members present were: Mr. Arthur Thompson and Mr. Erich Hunter.

Board members absent were: Commissioner of Education, Dr. Thomas Desjardins, Mrs. Catherine deLutio, Dr. Linda Schott and Mr. Frederick Woodman.

- I. The meeting was called to order at 1:38 pm by Chair Jason Judd after which introductions took place.

Mr. Marcus Daigle an 8<sup>th</sup> grader at the Caribou Middle School addressed the Board about summer camp. He has attended the last three years. His experience has been very positive. He likes the food. This last summer, he took “Welcome to Mars”, “Ballistics” and “Robotics”. He indicated that he has recommended the camp to his friends. When asked if he had any suggestions, he felt that having a bit more time to meet and get to know their “family” members would be an improvement.

- II. Reports

- a. Faculty report – Dr. EG presented her written report and opened the floor to questions. One clarification was that we added 6 new faculty members and 2 part time positions became full time.
- b. Student report – Mr. Reagan felt that returning students were starting to get the hang of all of the new faces. He thanked the Board for the authorization to purchase the new dormitory furniture. He said that moving the best of the older furniture was well received at the Manor. He noted that with the growth of the student body, the Senate was considering re-organizing to better serve the student body.
- c. Parent’s Association – President Brusila reiterated the concerns of Dr. Dora Ann Mills (parent of current student) about the number of RI’s versus students. She also stated that the Parents’ Association had formed an Advisory Committee to work with the Dean of Students as a sounding board for residential programs and policies. She also stated that we could improve the training of the RI’s.
- d. The Foundation report – Mr. Thompson announced that he will be giving up his seat as Chair of the Foundation Board of Directors to Dr. Jerry Pieh but will continue to serve as

a member on this Board. He also noted that the Foundation now had a full time President & CEO to help the Foundation grow. He received a standing ovation from the Trustees and others for the support he has provided the school for over 20 years.

### III. Consent Agenda

- a. The Management Report was presented by Mr. Shorty. He informed the Board of the trials and tribulations of filling the RI position and that recruitment was ongoing. He asked all present to assist in locating potential candidates and committed to the Trustees that he sends them a copy of the job posting for reference.  
On a motion by Dr. Specht and second by Ms. Lowry, the Trustees voted unanimously to accept the Management Report as presented.
- b. The minutes of the May 31, 2015 regular meeting and the June 29, 2015 special meetings were presented.  
On a motion by Ms. Gordon and seconded by Dr. Haines,(with no objection raised to grouping the two sets of minutes together), the Trustees voted unanimously to approve the minutes as presented.

### IV. Public Comment

1. Mr. Thompson indicated that a number of bags of potatoes were in the hallway and available to interested parties.
2. Discussion took place on the internet service.
3. A suggestion was offered by Dr. A. Haines that it may be possible to recruit mothers of students to assist with RI duties on an interim basis.

### V. Action Agenda

- a. Advancement Committee – Ms. Gordon discussed future enrollment and housing as well as the need for a long-term plan for growth. She also brought the Trustees up to date with the advertising and marketing of the school through a multitude of channels including television, radio and print for both the school and summer camp. She also stated that 67% of this year's new students had been campers. She noted that summer camp continues to be a major feeder program for the school.  
  
She also informed the trustees that RSU#39 was in deliberation about the future of the high school program at LCS and whether the consolidation of the Caribou and Limestone High School programs might prove advantageous to the RSU#39 communities. This may well impact MSSM as well.
- b. Program Committee – Dr. Kesselheim and Ms. Voyer reminded the Trustees that the Program Committee had requested a change in the by-laws to better define the role of the committee especially vis-à-vis defining the course of study, reviewing student and faculty handbooks, trending the changes in best practices as well as statutory amendments. Also discussed were the program reviews in process for the Science and Residential Life departments.
- c. Governance – Dr. Lyons presented the Intellectual Property policy for a second reading. On concerns that the new faculty may not have had a chance to review and a motion from Dr. Kesselheim and second by Ms. Gordon, the policy was unanimously tabled until the next regular Board meeting. The policy is to be re-circulated for comment.  
Dr. Lyons presented the Storm Day Compensation policy GDC for a second reading. Concern was expressed over the inclusion of the snow day compensation in overtime calculations. The Trustees were informed that this policy was consistent with policies for

holidays, sick leave and vacation days. On a motion by Dr. Haines, seconded by Dr. Specht, the Trustees voted 9 for, 1 against (Pieh) and 2 abstained (Reagan & Voyer). Dr. Lyons addressed a need to review our by-laws in general as there were two different sets with the same date of enactment in circulation and that all committee duties should be reviewed along with the program committees.

She also mentioned that we have 4 board terms expiring this year and that we should have a pool of prospective Trustees to recommend to the Governor. She asked that we all try to think of prospects and put their names in the pool for possible consideration by the Governor.

Also discussed was the imminent review of the Executive Director's contract at the next (December) meeting. A brief update was given on a seminar for Board members which was recently attended by Mr. Shorty and 3 Board members (Judd, Specht & Lowry). The seminar emphasized the three major Board responsibilities: monitoring the enterprise, strategy in planning and vision.

The Trustees were broken out for review of the Board Self Evaluation which was performed in early September. The groups reported back on the question in the survey they were charged with reviewing. Some of the areas discussed were:

- i. Whether the Trustees got sidetracked
  - ii. Strategic planning
  - iii. Orientation
  - iv. Fiscal Training
  - v. Expectations of members
  - vi. Succession planning
  - vii. Access to Board materials.
- d. Finance and Facilities – The year-end unaudited financials were reviewed. We currently show a positive balance but do expect some revisions during the audit process which is scheduled to start the week of October 5<sup>th</sup>.

We received the furniture which was financed on a five-year basis with the first payment due in December.

The compensation committee is moving forward with a plan to be rolled out shortly to the faculty and staff for comments.

Mr. Lambert presented his first installment with information as to the functions of the Business Office: (with a brief description of each)

1. Budgeting
2. Cost Accounting
3. Strategic Planning
4. Audit

- VI. Adjournment – On a motion by Mr. King, seconded by Dr. Specht, the meeting was adjourned at 4:45 pm.

Respectfully submitted,

Luke C. Shorty

Executive Director/Secretary

Next meeting will be held on Saturday, December 5, 2015 location yet to be confirmed.