

**MSSM Board of Trustee  
December Meeting Minutes  
December 7, 2013  
Limestone, ME**

Board Members and Officers Present were: Mr. A. Arter, Ms. D. Gordon, Dr. D. Haines, Mr. J. Judd, Mr. D. King, Mr. M. Lambert, Treasurer; Ms. S. Lowry, Dr. J. Pieh, Mr. J. Rier, Interim Commissioner of Education; Mr. L. Shorty, Secretary, ED; Dr. W. Specht, Dr. B. Sullivan, Ms. C. Voyer, Dr. C. Wray.

Board Members Absent: Ms. M. Albert, Mr. M. Edgecomb Dr. C. Kesselheim, Dr. M. Sonntag and Mr. F. Woodman.

Also present were: Miss L. Costello, Mrs. K. deLutio, Dr. A. Haines, Mrs. M. McGuire, Mr. G. Ostermann, Mrs. E. Symonds, Mr. S. Symonds, Mr. A. Thompson and Mr. A. Whittemore,

Visiting Alumni were: Mr. N. Faessler, Mr. D. Freedman, Mr. G. Ramey, Mr. W. West and Mr. W. Zeng.

**I. Meeting Convened**

The meeting was called to order by Dr. Pieh at 2:15 pm. Dr. Pieh greeted the Trustees and visitors and all attending were introduced.

**II. Reports**

- a) Faculty report was delivered by Dr. Sullivan reviewing activities by various faculty members over the last quarter as well as outlining upcoming events.
- b) Mr. Arter summarized the Student Senate report and discussed "Project Home"; course overload process; and a recent student survey.
- c) Mr. Shorty gave the update for the MSSM Parent Association and Alumni Association since no one was present to represent these groups.
- d) Mr. Shorty gave a brief review of the progress being made on the 5-year plan.

**III. Consent Agenda**

1. The management report was accepted without additional discussion.
2. On a motion by Mr. King and a second by Dr. Haines, the Board unanimously approved the minutes of the September 14 Board of Trustees meeting as presented.
3. Dr. Pieh opened the floor to public comment:
  1. Mr. Shorty reminded all present that the March meeting would take place at the Good Will-Hinckley School in Hinckley Maine with Dr. Glenn Cummings, President hosting.
  2. Ms. E. Symonds pointed out that the start of the Fall 2014 semester represents the start of the school's 20<sup>th</sup> Anniversary Year and we should be considering, now, sooner than later, any activities we may want to do next fall.

#### IV. **Action Agenda**

1. Program Committee: Mr. Judd spoke about recent developments on the committee. Particularly, the committee has started meeting between board meetings to discuss grading policy, the science/college counseling/summer camp program reviews and the revision to the Parent/Student Handbook.
2. Governance Committee: Dr. Haines updated the Board on recent activities by the committee. The committee meets for about 30 minutes each Thursday morning by phone to work on policy proposals. The usual attendance includes: Mr. Shorty, Ms. N. Thompson, Mr. Lambert and Dr. Haines. (In the last few weeks, a faculty member, student member and Mr. Grillo have also indicated interest in the committee work). Dr. Haines presented the following 16 policies for consideration:

-ACAA-R - STUDENT DISCRIMINATION AND HARASSMENT COMPLAINT  
PROCEDURE.

-AD - MSSM'S MISSION.

-ADAA - SCHOOL COMMITMENT TO STANDARDS FOR ETHICAL AND RESPONSIBLE  
BEHAVIOR.

-BBAB - SCHOOL BOARD SELF-EVALUATION.

-BCA - BOARD MEMBER CODE OF ETHICS.

-BCB - CONFLICT OF INTEREST.

-DM - CASH IN SCHOOL

-DN - SCHOOL PROPERTY DISPOSITION.

-EBAA - CHEMICAL HAZARDS.

-EBCA - COMPREHENSIVE EMERGENCY MANAGEMENT PLAN.

-EBCC - BOMB THREATS

-ECB - PEST MANAGEMENT IN SCHOOL FACILITIES AND ON SCHOOL GROUNDS.

-EEAEAA - DRUG AND ALCOHOL TESTING FOR BUS DRIVERS.

-EEAEAA-R - DRUG AND ALCOHOL TESTING OF SCHOOL BUS DRIVERS  
ADMINISTRATIVE PROCEDURE.

-EFE - COMPETITIVE FOOD SALES.

-GBEC - DRUG FREE WORKPLACE

And moved for their first reading, Ms. Gordon seconded the motion and the Board accepted them unanimously for the first reading. Some discussion ensued for policies EFE and DM.

Mr. Shorty indicated that there had been changes in Augusta in the people who handled the Governor's board appointments. Mr. Woodman, whose term is ending is scheduled to appear before the Legislature's Educational and Cultural Affairs Committee to testify for reappointment to the MSSM Board of Trustees.

3. Finance Committee: Mr. King discussed the current operation of the committee with emphasis on the work proceeding on the compensation subcommittee. Ms. McGuire has been instrumental in providing data and ideas to the committee. Work is proceeding on a monthly basis. Mr. Lambert provided the date changes (due to the holiday period). The November financials would normally have reviewed on December 26. Due to the holiday, they will be reviewed on Tuesday, January 7. The compensation subcommittee will meet on Monday, January 6. The Finance Committee will resume its meetings on the 4<sup>th</sup> Thursday of the month at 10:00 am in the school's conference room on January 23 (December financials) and the compensation subcommittee on the 1<sup>st</sup> Monday at 6:30 pm. (February 3<sup>rd</sup>.)

4. Advancement Committee: Ms. Gordon reiterated a discussion by the Board of the MSSM Foundation concerning the advisability of creating an advisory council to get advice and assistance in advancing the school's mission. On a motion by Dr. Wray and second by Dr. Specht, the Board authorized the Chair to explore and develop a joint advisory council with the MSSM Foundation.

A general discussion took place on the growth in enrollment and the future enrollment of Maine and non-resident students and its impact on the school. It is apparent that all the current committees are currently discussing this issue as it relates to them (Advancement, Finance, Facilities, Programming in particular).

V. **Adjourn**

On a motion by Mr. Arter with second by Dr. Specht, the Board voted unanimously to adjourn.

The meeting adjourned at 3:50 pm.

Next meeting – March 15, 2014 – Maine Academy of Natural Sciences/Goodwill Hinckley.