



# Maine Academy of Natural Sciences

MeANS Board of Directors Meeting  
**Thursday, 6/16/22 from 4:30 pm to 6:30 pm**  
**At the Maine Academy of Natural Sciences School building**  
**13 Easler Drive**  
**Hinckley, Maine**

**Board Members present: Kim, Cheryl, Scott, Sally, Mike, Whitney, Angela, Jesse, Dana, Shannon**

**MeANS: Becky Emanuel, Danni, Matt, Grace**

1. Board Chair Call the meeting to order (Cheryl Bulmer)
  - a. Call the meeting to order
2. Additions/Adjustment to the Agenda
  - a. Mike - Policy on remote meetings
    - i. Cheryl - Added
  - b. Angela Corporate resolution
    - i. Cheryl to add
3. Public Comment
4. Introduction of board member nominees present
  - a. Cheryl - introduce the nominees for the elections to get to know before we vote
  - b. Stacy Stevens
    - i. Son is a Junior at MeANS. 2nd grade teacher.

Diane Graham - Impressive work. Retired for 4 years. Was principal for 4 years.

At Vassalboro for 24 years. Special ed director and served at all different levels. Being a principal at a prek-8 environment - being a part of that community was a dream. Thrilled to be considered.

Cheryl - GWH appoints 49% of members. 2 here tonight are already appointed.

Bob Dodge on GWH board for 8 years. Lots of interactions with this board and school. Renovated this school, happy to be a part of the organizations. Retired for the past 8 years. CFO at various locations. Public schools and higher ed.

Mary Callan - Attended last meeting. Lifelong educator. Just retired Jan 1. Recently working as gear up director works with students to get into post secondary institutions. Dedicated to serving the most rural students. Thrilled to be on the board.

5. Introduction of business manager
  - a. Matt- Beth Christopher. Beth was hired 3 weeks ago and started as of June 6. Second week in the building.

- i. Beth - Excited to be the first ever business manager at MeANS. Been great working the GWH finance team. Happy to be here. Nice to meet you all

6. Staff/Student Presentation

- a. Jeff Chase - ag teacher since the school started 2012. Been working with Dick Tessier who used to work as tech teacher at SAHS. Used to come here but over the last few years students have been going to his shop. Pictures of the 3-4 students. Dick's cancer had moved to his bones and wanted to move the operation to our school and soon after passed. Hannes Moll (alumni) started volunteering to teach our students. Dick and Hannes worked together for many years. Hannes gave the school \$500 to start up the program. Dick did the same and talked to the New England Blacksmith Association to set up a fund. Went to a New England Blacksmith meet and the association paid for our students and a yearlong membership. The American Blacksmithing Association and New England Blacksmithing Association said that if we are committed to starting a program here, they will contribute and give trainings and tools for us to get started. They are here to get kids into this industry. It's been really exciting and great to work with kids, and if we are able to get a structure here and it would show the Tessier's that we are invested and they will donate tools etc.
- b. Matt- great to see Jeff in action, and it's a perfect fit to bring to our campus. Thank you to you Jeff.
- c. Matt - Prior to my arrival there was a design to a large ag barn. There were some funds raised for that. It got redesigned to a more user friendly, barn with 4 wings. We were on the cusp of breaking ground on that project when covid hit. We had to sideline. When Jeff approached me to find a structure for blacksmith project. Evan was nosing around in grants opportunity - if we receive this grant we will have the money to accept the quote from the contractor. We can get more quotes, but we have one bid that falls in line with our funding.
- d. Timeline - we will know first week of July whether or not we will be approved. The contractor we talked to can put shovels in the ground this fall.
  - i. Are there blacksmithing programs in the state?
  - ii. There is one for adults. There are opportunities for adults. The adults in the NEBA were so excited to see teens interested and learning.
  - iii. Emanuel - This kind of education is what keeps kids in school. It is an amazing opportunity. The more programs you can have like that - keeps kids invested in education. Reminds me of what we're doing with the bee's as well. Bee keepers are aging.
  - iv. Cheryl - any specific insurance needs that will cost us money? The other barn idea increased insurances.

- v. Jeff - portable forges to wheel out to cool will lower those insurance costs. bring out to cool.
  - vi. Cheryl - GWH own property so some technical stuff to figure out as well.
7. Consent Agenda: (**Action requested** by Approval of Consent Agenda)
- a. Approval of Board Meeting Minutes from 5/19/22
    - i. *Motion to accept*
    - ii. *Mike moves to accept*
    - iii. *Cheryl Mercier seconds.*
    - iv. The roll call vote was as follows:
      - v. Mike Muir Aye
      - vi. Sally Beaulieu Aye
      - vii. Whitney King Aye
      - viii. Scott Byrd Aye
      - ix. Kim Patnode Aye
      - x. Dana Doran Aye
      - xi. Shannon Webber Aye
      - xii. Martha Harris Aye
      - xiii. Jesse Weschler Aye
      - xiv. Shannon Webber Aye
      - xv. Cheryl Bulmer Aye
  - b. Head of School report
8. Action items
- a. Remote policy
    - i. Boards were allowed to meet virtually because of covid. Emergency decree went away earlier this year and schools were supposed to have policy in place,. Was brought to our attention we didn't have such a policy. Charter commission has a policy and is close to the policy his school adopted. Some flexibility. Modified and adapted so the origin of draft is largely based on commissions sample but bringing in some school district policy. That we are working on this shows our intent. Draft in place, would like feedback.
    - ii. Kim - Item 3 discusses significant distance - hard number we're looking at for significant distant.
    - iii. Big fan of policy being general.
    - iv. How does this relate to committee meetings.
      - v. There is a phrase that says it is for committee meetings as well.
      - vi. This policy says that committee meetings can be virtual as well.
      - vii. Cheryl B- A couple meetings ago saw that we didnt call each name first and last - have to continue saying first and last name. They also informed

us that there is more legislature happening. Adopting this to satisfy current legality.

- viii. Are we required to do a first and second meeting?
- ix. We did look into that - you don't HAVE to do a first and second reading, it's recommended. We did that with our policies. If we determine we need a second meeting we can in sept.
- x. This is the second board meeting I've had to attend in a row virtually - is there something that covers that?
- xi. Yes distance is covered.
- xii. Whose responsibility is it to manage that?
- xiii. Mike: Theres policy and then theres procedure - we don't have to put that into policy, but we should address it. I would probably be able to use the zoom through my district. But we should identify a person to run the zoom.
- xiv. Cheryl B Motion to adopt policy
- xv. Mike motion
- xvi. Kim Patnode second
- xvii. The roll call vote was as follows:
- xviii. Mike Muir Aye
- xix. Sally Beaulieu Aye
- xx. Whitney King Aye
- xxi. Scott Byrd Aye
- xxii. Kim Patnode Aye
- xxiii. Dana Doran Aye
- xxiv. Shannon Webber Aye
- xxv. Martha Harris Aye
- xxvi. Jesse Wechsler Aye
- xxvii. Cheryl Bulmer Aye
- xxviii. Motion passes

b. Second reading of the gift acceptance policy (Scott Byrd)

- i. Because we had a large gift, needed a policy. We only changed a few things from original readings. We talked about at that ;ast meeting the executive board accepting gifts along with HOS. Changed that in the policy and removed a few things that aren't relevant to school.
- ii. Whitney - if someone is going to give you an unrestricted gift, we can accept?
- iii. Scott - if it costs over 25,000 to accept must go to board.
- iv. Whitney - if someone gave 100,000 just wrote a check, then the school would have the ability to spend it how they wanted, that wouldn't need board approval to accept. Board approval to spend.

- v. Scott- the restricted funds is based on programming.
  - vi. Cheryl - motion to accept
  - vii. Cheryl Mercier moves to accept
  - viii. second by mike muir
  - ix. The roll call vote was as follows:
  - x. Mike Muir Aye
  - xi. Sally Beaulieu Aye
  - xii. Whitney King Aye
  - xiii. Scott Byrd Aye
  - xiv. Kim Patnode Aye
  - xv. Dana Doran Aye
  - xvi. Shannon Webber Aye
  - xvii. Martha Harris Aye
  - xviii. Jesse Wechsler Aye
  - xix. Cheryl Bulmer Aye
  - xx. motion passes
  - xxi. Now that we have two policies - first policy to
  - xxii. mike we adopted policy numbers for remote meetings and need to added to website.
- c. Vote on contingency \$150,000
- d. When we had a surplus we had to designate where the surplus would be. Designation of general cash. The auditors have suggested we take a vote to take it out of general cash and show it on our balance sheet. We can go back through minutes or take a vote today. Years ago we set 50,000 aside. The board felt like it was needed if we had outplacement costs. The finance committee wants to officially vote to set aside 150000 to outplacement funds.
- e. The finance committee would like to make a motion to have \$150,000 of MeANS cash be designated in a separate cash account labeled "contingency out-placement" and recognized in the financial software effective June 2022. These funds will be used to cover MeANS student out-placement tuition expenses. The finance department has the authority to utilize these funds as expenses are incurred.
- f.
- g. Cheryl Mercier seconds
- h. Cheryl opens to questions - we have been looking at that money as if it's not there. But it has been on the balance sheet.
- i. The roll call vote was as follows:
- j. Mike Muir Aye
- k. Sally Beaulieu Aye
- l. Whitney King Aye

- m. Scott Byrd Aye
- n. Kim Patnode Aye
- o. Dana Doran Aye
- p. Shannon Webber Aye
- q. Martha Harris Aye
- r. Jesse Wechsler Aye
- s. Cheryl Bulmer Aye
- t. Motion Passes
- u. New Board members (appointment/election)
  - i. Mike - make a motion to elect the following members to means board  
**Elected members by MeANS board:**
  - ii. Whitney King - Second term for 1 year 2023
  - iii. Sally Beaulieu - Second term for 3 years 2025
  - iv. Kim Patnode - Second term for 3 years 2025
  - v. Dianna Gram - 1st term for 1 year 2023
  - vi. Stacy Stevens - 1st term for 2 years 2024
  - vii.
  - viii. Cheryl Mercier seconds.
  - ix. Mike - Erin brown is interested in joining. We have to wait for the GWH to approve her nomination so we will be adding her in the fall. We are excited to get her experience in development.
  - x. There's a lot of technicality in our bylaws. They appoint 49% but have to approve all members. They have her name and will vote at their next meeting.
  - xi. Mike scott cheryl kim shannon martha whitney cheryl
  - xii. Motion passes.
  - xiii. The other thing we're required in the bylaws is take our 51% and spread them out over 3 years so that they don't all expire the same year. The whole board was spread that way, but the two pieces weren't. So we have 1,2,3 year terms. We should have the expiration spread. You still can have two 3 year consecutive terms. Those that have taken shorter commitments can serve more than 6 years.
  - xiv. Now is a good time to say thanks yous. First is Scott. We will miss him thank you very much for your service and we wish you the best. Cheryl Mercier has been vice chair, secretary, several committees, on the committee to hire matt, so thank you for that. Stayed on an extra year. We appreciate all the time she's given to us. Angela is not an official voting member but as treasurer a very important role. Angela has been splitting her time between gwh and means boards. Finance for gwh and means. Has been extremely helpful and has helped to separate some of the

functions and has extremely clean audits. Angela will still be treasurer at gwh.

- xv. There's one other person leaving the board, Cheryl Bulmer. Cheryl has been on the board since 2013. 9 Long years serving means. I wouldn't know where to begin to say thank you. Incredible support to Matt. How many phone calls. Supporting all of our program and every initiative our students have launched. Supported students and staff and matt personally. Incredible support. Appreciative. Stay in touch. Cheryl is going to be honored at our graduation and will be speaking at our graduation this july.

v. Board elections 2021-2022

- i. Chair mike muir
- ii. Vice Chair sally
- iii. Secretary Kim Patnode
- iv. Treasurer/Director of Finance Beth Christopher
- v. Motion made my scott byrd.
- vi. Scnd martha
- vii. The roll call vote was as follows:
- viii. Mike Muir Aye
- ix. Sally Beaulieu Aye
- x. Whitney King Aye
- xi. Scott Byrd Aye
- xii. Kim Patnode Aye
- xiii. Dana Doran Aye
- xiv. Shannon Webber Aye
- xv. Martha Harris Aye
- xvi. Jesse Wechsler Aye
- xvii. Cheryl Bulmer Aye
- xviii. Motion passes.

w. Board meeting schedule for 21-22

- i. Mike - cheryl transcribed this years board schedule. page 39 in packet. Before we vote hoping we could have a conversation. Board meetings used to be fridays 1pm. Found it hard to attend. Changed from 4:30 to 6:30 thursdays. Wanted to make sure we're happy about that time before we vote on calendar.
- ii. Whitney - most of the boards I'm on start at 6.
- iii. Mike - 4:30 is better than 1. If we start at 6 might end too late. The purpose is to find what works best for this group.
- iv. Look at data and how is attendance adn do we have a problem getting people here. What does that history look like.
- v. Attendance has been good.

- vi. Cheryl B - We have had people have to leave early. But hasn't been a problem.
- vii. Teachers might attend if it's not too late.
- viii. Whitney - with the remote option the travel time makes 4:30 easier.
- ix. Mike - no strong need to change time. Make a motion to adopt calendar.
- x. Cheryl Mercier seconds.
- xi. Mike scott cheryl kim shannon martha whitney cheryl
- xii. Motion passes

Corporate resolution:

Angela - recommendation. As part of the banking requirements resolution needed. With beth coming on, signers have historically has been gwh. Add matt and beth to MeANS bank account. Rob and Gary have been removed. Angela will stay on. Check for \$5000 or more needs 2 signatures. They stated the secretary sign that the form has been presented at the board meeting. Board member to make a motion to accept/adopt the addendum to corporate authorization resolution as presented by Bangor Savings Bank to add Matthew Newberg, Elizabeth Christopher, and remove Gary Dugal and Robert Moody and continue to have Angela Hesketh as signers on Means bank accounts.

Kim seconds.

Cheryl -

- xiii. The roll call vote was as follows:
- xiv. Mike Muir Aye
- xv. Sally Beaulieu Aye
- xvi. Whitney King Aye
- xvii. Scott Byrd Aye
- xviii. Kim Patnode Aye
- xix. Dana Doran Aye
- xx. Shannon Webber Aye
- xxi. Martha Harris Aye
- xxii. Jesse Wechsler Aye
- xxiii. Cheryl Bulmer Aye

Motion passes

They used to have an electronic account that has been closed and transferred.

#### 9. Information sharing

##### a. Updates from Head of School

- i. Barn
  - 1. Looking for suggestions of other contractors we can get quotes from in this area. Two more quotes needed.
- ii. Enrollment



1. Still not fully enrolled. Still trying to fill spots. Last year at this time we were at similar position. Target 120 campus 70 in threshold. Current deficit of 73 students. Last year we had fewer threshold students at this time. Good news that is we have 14 interviews completed that haven't yet enrolled. Only 2 of those 14 had concerns. 11 new leads that need to be contacted. 42 open leads. We have reached out to and still need to interview. If we are able to get half of those we'll get there. We are taking \$5000 out of fidelity att grant \$5000 for sign, \$5000 meeting with trueline to help us market MeANS. They've helped us create logo and streamline process. We are essentially interviewing them to see if we still want them to help us. If so we are using that \$5000 for marketing. Travis Works has said they've got mileage on 'boosting' posts on facebook. We've been putting out lawn signs and doing some outreach to middle schools without districts. Relationships we're going to foster over time. Tomorrow we are going to ask if they can do anything for us with \$5000. The charter commission has been encouraging using some national marketing firms. We re looking at needing 30k to invest in marketing. 3 year guaranteed full enrollment with waiting list.
  2. Stacy stevens: do a lot of siblings enroll?
  3. Matt yes. word of mouth is our main way to enrollment. charter commission could do a statewide get the word out about Maine charter schools.
  4. Stacy - shadowing is a big way for students to enroll. Is there anything I can do on my end to help with enrollment?
  5. Yes, but big ask - we are doing a third open house this year. If there was a way for word to get out to the entire town about the open house
  6. Lotta time a Vassalboro- would have parent nights and would invite schools to make presentations to graduating 8th graders. there are things that already exist that we might be able to hook onto.
- iii. Charter contract path forward
1. We met on may 10th with charter commission. We have been doing favorably. We are currently waiting for them to deliver something to us. June 23rd there is another meeting. A couple teachers are going. They will vote to enter official contract negotiations with us. July 12 they will vote. Asked for clarifications - negotiate is a generous term for it. Few debatable

things. - targeted number and performance indicators. Becky and Emanuel have been working on some numbers. It has been stated we are on the road to renewal. Our performance has been solid.

2. Cheryl - tremendous amount of work.

- b. Bylaws – becoming a non member (Executive committee)
  - i. Reaching out for assistance over the next few months. Remove the bylaws as they exist now. Remove gwh. Take away stipulations on membership and will have to file to articles of incorporation. Working with same law firm, exec committees have met. conflict of interest contracts to sign. new bylaws written. It would have to come to means board to recommend to gwh board. recommend to the charter commission charter commission accepts gw home association to vote? Hope is to move forward this process to the vote. Could be a selling to get the vote accepted. Understand what it means and why we want to do it. Changes with the business manager and so forth. gwh agrees the changes becomes greater. As long as we're all working together thats the goal. Maybe a need for a special board meeting over summer to vote. There may be some education needed etc. Most have bylaws in packet you got when you became a board member.
  - ii. Mike - means was co created with gwh they continue to be a good partner. closely entwined for a long time. charter commission has wanted all charters to be independent. In our case independent from gwh. At the end of the line now where the most important step is to change bylaws so that we are completely separate. We hope to be good partners with gwh.
  - iii. Cheryl - we are moving forward jointly to make this happen. We will be meeting to sign the conflict of interest soon. Anyone can be a member of the good will home association. Might be able to vote at the next meeting if youre a member.
- c. Board self evaluation results (Scott B.)
  - i. Scott sent this out and spent quite a bit of time analyzing this. Points out some areas to work on.
  - ii. Scott - Part of the strategic plan- feb 2020 we decided to do this evaluation for the board. charter commission liked it. Would give us areas to improve on. Then we went into pandemic and strategic plan went virtual. Isolated some places to work on and focus on for the next few years. Will write up a small report. Policy and procedures there have been changes. There are some things that can't get better, but some things need to be changed. bylaws being one. Financials - time to review before we vote. Patterns of what we need to be focused on. Succession planning- something we've been working on for quite a while.

- iii. Something that jumped out that really needed attention?
- iv. Spend some of the att money that we've received. Start looking at new grants and funding. Thinking about a staff member taking that on. The finance committee and personnel committee and functionality of committee structure and figuring that out. Thank you all for taking this. Open to more questions.
- v. Kim - strikes me as important to pay attention to this for when we set goals in sept.
- vi. Mike - goals and strategic plan in the fall.
- vii. Matt - is the format for this something that you'll pass on? Can we keep adding on to this?
- viii. Yeah. All anonymous and i enter data to the sheet. \$150 to use the survey technology.
- ix. Mike - good thing that it seems like all stuff we've been talking about.
- x. Scott - critique would be that it's very general for a nonprofit. Any questions we should add to make it more specific to MeANS.
- xi. Cheryl - surprised on the drop in the finance procedure that always gets done.
- xii. Kim easy lift for board members to know of their expectations.
- xiii. Scott - a lot of this is during the pandemic. Some orientations etc didn't happen the same way during pandemic. Having it to review over the weekend?
- xiv. Matt - board development - notion that Emanuel discussed that we expect you all to contribute financially. not all questions fit. Can we strike some of these?
- xv. Mike - we can ignore some data- don't have to focus on it all. Schools with non profit boards have less means. Any survey that's generic we can choose to ignore.
- xvi. Cheryl - can we take questions off?
- xvii. Kim - nice to not have to tinker with it.
- xviii. Cheryl - info to be passed with matt to talk with mike.
- d. Board training expectations over the summer months (Mike Muir)
  - i. Charter commission has epicenter that we use to communicate info and trainings. You've received an email to sign in but there have been no charter commission expectations. Mike would like to
  - ii. sign up for epicenter account - will send directions. anyone who's been there theres a square that has trainings.
  - iii. Know how to navigate to the list of profession development.
  - iv. You do module 1 with is board rules and expectations. The latter 2/3 of the training is the real meat of it. We seem to be on top of things you'll see

- v. Will send out email with specifics.
- vi. Cheryl will send information to charter so new members will get login info.

10. Other – Conflict of Interest forms needed for the new year

- a. you will be getting an email from mike about the conflict of interest form. Please sign and send to Grace and Mike. Prep for the next meeting - up in air if we'll need a special meeting about bylaws. Goals to set in the fall. HR committee, finance, other committee's. Board members on committees. Will be in touch to assign committees. Sign up sheet for new members for info to go to charter commission.
- b. That completes agenda. Have enjoyed.

11. Prep for next meeting

12. Adjourn

Motion to adjourn kim

second from shannon

- i. The roll call vote was as follows:
- ii. Mike Muir Aye
- iii. Sally Beaulieu Aye
- iv. Whitney King Aye
- v. Scott Byrd Aye
- vi. Kim Patnode Aye
- vii. Dana Doran Aye
- viii. Shannon Webber Aye
- ix. Martha Harris Aye
- x. Jesse Wechsler Aye
- xi. Cheryl Bulmer Aye

Motion passes.

Meeting adjourned.