**Meeting Notes**

**MeANS Board of Directors Meeting**

**Thursday, 10/19/23 from 4:30 pm to 6:30 pm**

**At the Maine Academy of Natural Sciences School building**

**13 Easler Road, Hinckley, ME 04944**

Board Members Present: Mike, Mary, Anna, Bob, Dianna, Erin, Whitney (zoom)

Board Members Absent: Sally, Kim,

MeANS Staff Present: Ashley, Matt, Eman

1. Board Chair Call Meeting to Order (Mike Muir)

Time Meeting Called to Order: 4:45

1. Additions/Adjustments to the Agenda

Adjustments to agenda

* Public Comment
* Americorp presentation
* Audit

1. Public Comment

Public Comment:

* None

1. Staff/Student Presentation
   1. Americorps

Notes/Summary:

Two Americorp volunteers, Gwyn and Tad, highlighted their work at MeANS, focused on sustainable gardening, blacksmithing, and marketing and outreach, including enrollment. Also helped the school select a mascot for the school and we are now the MeANS Honey Bees

1. Consent Agenda
   1. **Motion**: To see what action the Board wishes to take regarding approval of the Consent Agenda including:
      1. Approval of Board Meeting Minutes from 9/15/23
      2. Head of School Report
      3. Committee reports
         1. 9/14/23 HR Committee Minutes
         2. 9/26/23 Academic Affairs Committee Minutes

Motion: Dianna

Second: Erin

Result: Passes

1. Action and Discussion Items
   1. Action: Audit - Auditors Presentation
      1. **Motion**: To see what action the Board wishes to take regarding acceptance of the Auditors Report

Audit Report: Positive report, no issues/concerns for us to work on

Motion: Bob

Second: Dianna

Result: Passes

* 1. Action: Q4 Financials
     1. **Motion**: To see what action the Board wishes to take regarding approval of the Q4 Financials

Tabled until November

* 1. Discussion: Update on MeANS Admin Team membership, roles, and responsibilities

Notes/Summary:

Matt reviewed the May 2023 Organizational Chart, and the administrators and school leaders and their responsibilities.

* 1. Discussion: Erin and Endowments, recruiting new gifts, and setting Board restrictions on the Fifield gift

Notes/Summary:

Erin started by making sure we had a shared understanding of fundraising terminology. And the board discussed what kinds of restrictions/plans the board would like to implement, especially about the Fifield.

**For consideration:**

**Draft Motion One:** The board restrict the funds that remain in the fund and make them a board restricted endowment fund, subject to the policies established for investments at MeANS. The fund would be named the Ramsay Fifield Endowment and the revenue from it would be dedicated towards supporting operating costs for the Threshold Program.

Motion:

Second:

Result:

**For consideration:**

**Draft Motion Two:** The board would agree to pay back the money borrowed from the fund to pay for two teachers this year in Threshold. The re-payment would occur whenever there was a surplus of funds in a given budget year. 15% of that surplus would be dedicated to the repayment of these funds until such time as they were fully repaid.

Motion:

Second:

Result:

* 1. Discussion: Americorps

Notes/Summary:

* 1. Action: Finance Policies - 2nd Reading
     1. **Motion**: To see what action the Board wishes to take regarding approval of the second reading of the listed Finance Policies:
        1. DD
        2. DDA
        3. DE
        4. DFA
        5. DFF
        6. DH
        7. DI
        8. DID

Tabled to November

Motion:

Second:

Result:

* 1. Action: NARCAN Policy - 1st reading
     1. **Motion**: To see what action the Board wishes to take regarding approval of the first reading of the NARCAN Policy.

Motion: Anna

Second: Dianna

Result: Passes

Recommendations:

* Policy JLCDB
* Administration of Naloxone Hydrochloride
* We should call it naloxone hydrochloride throughout
* In second paragraph, “suspected opioid overdose in school, on school field trips, and during school related activities” should become “suspected opioid overdose during school, school field trips, or other school related activities.” To better apply to Threshold, as well as Campus.
* Process for inventory to safe guard

AED case available on amazon

Possible electronic Vote on 2nd Reading of NARCAN policy

* 1. Action: Revised HOS Evaluation Framework
     1. **Motion**: To see what action the Board wishes to take regarding approval of the updated HOS Evaluation Framework

Tabled to November meeting

Motion:

Second:

Result:

1. Information Sharing
2. Other
3. Prep for next Meeting
   1. Nov 16, 2023
4. Adjourn

Motion: Bob

Second: Erin

Result: Passed

Time Adjourned: 6:40