



Board of Directors Meeting  
November 5, 2020  
Minutes

**Board Present:** Lisette Belanger, *Chair*, Mike Pulsifer, *Vice Chair*, Michelle Ames, Roxanne Baker, Robin Foster, Jennifer Gaulin (arrived late), Corda Kinzie, Paula Matlins, Tommy Minch, Terry Morrell, Amber Oakes, Anna Perna,

**Student Representatives:** Sherry Foster

**Administration:** OJ Logue, Cathy Murphy, Karen Hopkins

**Staff:** Katie Duncan, Denise Adams, Cathy Glover, Kerry Fitzgerald

**Public:** Tracey Miller, Timothy Gill (accountant), Rosie Hoffman

**Interpreters:** Marisa Zastrow, Julia Schafer

5:07pm I. **Call to Order/Roll Call – Lisette Belanger, Chair**

5:02pm II. **Adjustments to the Agenda**

“I motion to approve the agenda without changes.”  
Tommy Minch **motioned**. Paula Matlins **seconded**.

*Discussion:* none

**11 In favor. 0 Opposed. 0 Abstained.**

5:05pm III **Public Comments** none

5:10 pm IV. **Approval of October 1, 2020 Minutes**

“I motion to approve the minutes of October 1, 2020 [state with changes].”  
Roxanne Baker with changes **motioned**. Robin Foster **seconded**.

*Discussion:* none

**10 In favor. 0 Opposed. 1 Abstained.** Tommy Minch, not on the board in October

5:18pm V. **Financial Audit Review** Tim Gill, CPA, Runyon Kersteen Ouellette

MECDHH/GBSD received an unmodified financial statement opinion.

**Three levels of concerns:**

1. Material weakness: something really wrong
  - none
2. Significant deficiency: an area that needs attention
  - Second set of eyes needed on financial transactions
3. General comments: offered to improve efficiency of procedures
  - Follow procedures: supervisor signatures on payroll time cards
  - Cash disbursement processes: whether recurring or not, need documentation and approval

**Unassigned fund balance**, assets minus liabilities or what you have leftover to spend

- Nine percent (9%) unassigned fund balance in 2020
- Sharp increase compared with 2018’s deficit position, turned around in 2 years
  - State allocation exceeded what was originally planned
  - Savings due to unfilled positions



Board of Directors Meeting  
November 5, 2020  
Minutes

- Impact of COVID-19, especially with regards to transportation costs
- State requires no more than 3% fund balance but the law provides 3 years to bring the percentage down
- Over-budget areas
  - Facilities maintenance, aging buildings to maintain and keep up to code, contracting and professional services required
  - Student and staff support, caused by reallocations of some expenditures, budgeted in one expense line but charged and expended in another
- General Fund
  - Intergovernmental, largest percentage comes from the state
  - Charges for services, 10% of revenue
- Expenditures, reflects reallocation of expense lines to better represent where funds are being spent
  1. Special education, +3%
  2. System administration, -3%

“I motion to approve the audit report without changes.”

Mike Pulsifer **motioned**. Tommy Minch **seconded**.

**Discussion:** Mike Pulsifer questioned how to segregate duties more efficiently regarding timecard approval, and purchasing review and approval. Suggested bringing the issue before the Finance committee and then they could make recommendations to the full board? Cathy Murphy, *Director of Operations and HR*, was agreeable to this suggestion.

**12 In favor. 0 Opposed. 0 Abstained.**

5:49pm V. **Committee Reports**

- Policy: Mike Pulsifer reporting, October 28, 2020 meeting notes attached to packet. Board to vote on first reading of ADC Tobacco policy later in the meeting
- Strategic Planning: Michelle Ames reporting, the committee met with the leadership team just before tonight’s board meeting to review the current Strategic Plan. The leadership team will present a summary of all accomplished items and those not yet met. We will review the summary document before the December board meeting.
- Human Resources & Finance: no report
- Facilities: no report
- Board Development: Michelle Ames reporting. Mike Pulsifer will share a board orientation presentation during the December meeting
- Member Recruitment & Retention: Anna Perna reporting, October 21, 2020 meeting notes are in your packet. All documentation for member reappointments has sent to Augusta. Roxanne Baker had a recommendation for the Member of the General Public with Expertise in Deaf Education seat, but we have not yet had a response from the candidate.
- Legislative Action: no report
- Bylaws: no report



Board of Directors Meeting

November 5, 2020

Minutes

5:57pm VIII. **Policy Readings**

**1st Reading**

– **ADC Tobacco-free Schools: Use and Possession of Tobacco and Electronic Smoking Devices**

“I move to accept the first reading of the policy *ADC Tobacco-free Schools: Use and Possession of Tobacco and Electronic Smoking Devices* (state with or without changes)”.

Robin Foster **motioned**. Corda Kinzie **seconded**.

**Discussion:** none

**11 In favor. 0 Opposed. 1 Abstained.** Tommy Minch

6:00pm. IX. **Executive Director’s Report**

– Rebecca Falbo’s resignation as Director of Mainstream and Deaf Education Programming, effective October 1, 2020.

“I motion that the board accepts Rebecca Falbo’s resignation as Director of Mainstream and Deaf Education Programming effective October 1, 2020.”

Paula Matlins **motioned**. Robin Foster **seconded**.

**Discussion:** Tommy Minch requested information around Rebecca’s resignation. Owen Logue clarified that it was her decision because of personal reasons, to leave the organization.

**12 In favor. 0 Opposed. 0 Abstained.**

– Staff hires:

- Kathleen Bucklin moving from part-time Ed Tech III to full-time Ed Tech III
- Leslie Gil moving from substitute teacher to part-time Ed Tech III position vacated by Kathleen Bucklin
- Alison Munson hired as part-time Ed Tech III

– Discussion about the director positions with slides. Karen Hopkins, *Director of Statewide Educational and Family Services*, presenting

– Staff Nomination: Kaitlyn Millen, Director of Deaf Education Programming effective December 1, 2020

“I motion to approve the nomination of Kaitlyn Millen for the position of Director of Deaf Education Programming effective December 1, 2020 virtually, and onsite January 4, 2021 [state with or without changes].”

Tommy Minch **motioned**. Roxanne Baker **seconded**.

**Discussion:** questions

**12 In favor. 0 Opposed. 0 Abstained.**

– State requirement to complete Freedom of Information Act (FOIA) by next board meeting (December 3, 2020) for these members:



Board of Directors Meeting  
November 5, 2020  
Minutes

- Paula Matlins
- Jennifer Gaulin
- Anna Perna
- Amber Oakes
- Robin Foster
- Tommy Minch

All others will complete the training following their reappointment to the board.

Training consists of reading/studying the FOA *Frequently Asked Questions* (FAQ) page and links found here:  
(<https://www.maine.gov.foaa/faq/index.shtml>) Suzy will email you a form to sign and return to her signifying your completion of the training.

6:54 pm X. **Announcements**

Tommy Minch requested to join the Finance/HR, and Bylaws committees.

Owen Logue updated the board on the Percival P. Baxter Foundation's collaboration with Ravi Nova to distribute free clear masks to d/hh students and their families and individuals working with d/hh students throughout the state. Each school will be allotted the 'purchase' of 10 masks, The masks will be available for the next 3 months.

7:02pm XI. **Adjournment**

"I motion that the meeting adjourn to **Thursday, December 3, 2020.**"

"I second the motion."

Tommy Minch **motioned**. Paula Matlins **seconded**.

**12 In favor. 0 Opposed. 0 Abstained.**