



**Maine Educational Center for the Deaf and Hard of Hearing  
Governor Baxter School for the Deaf  
School Board Meeting, Falmouth, Maine  
September 6, 2018**

**Board Present:** Jason White (Chairperson), Terry Morrell (Vice Chair) Michelle Ames, Roxanne Baker, Robin Foster, Amber Oakes

**Board Excused:** Anna Perna

**Administration:** Traci Drake, Rebecca Falbo, Karen Hopkins, OJ Logue,

**Interpreters:** Julia, Margaret

**I. CALL TO ORDER** Jason White called the meeting to order at 5:32PM.

**II. ANNOUNCEMENTS**

- Request to speak clearly into the mic, state your name.
- Samantha Hebert has resigned from the board.
- Maine RID ASL immersion on October 12-14th at Pine Tree Camp in Rome, Maine.
- Annual Tea and Deaf Culture Awards, Thursday, September 20th from 2-4pm in the Hall of Flags. Former student board member, Emma Foster, is one of the individuals who will be recognized.

**III. ADJUSTMENTS TO THE AGENDA** None

**IV. PUBLIC COMMENTS** None

**V. APPROVAL OF MINUTES – August 2, 2018**

Changes: Michelle Ames was in attendance, Roxanne Baker was excused.

Approval with changes: Michelle Ames motioned, Robin Foster seconded.

**5 in favor. 0 opposed. 1 Abstained,** Roxanne Baker.

**VI. BUDGET UPDATE, Traci Drake**

FY 2018 audit

Therese Rouleau, an accountant on our staff, and myself have been going through all of the balance sheet reconciliations and getting those prepared for our auditor. Over the next month the auditor will spend a few days at a time at GBSD gathering and preparing for the audit. Information from the State will not be available until October 1st. If we do have all the information by October 1st, Traci should be able to have audited financial statements to the board by the next board meeting on October 4th. Reports have to go up to the State by October 15th. The backup plan, if necessary, is to pass a motion in October then conduct a virtual vote on the audited finance statements. Based on the statute and Robert's Rules this is permissible. Then in November the board will reconfirm that vote.

- OPEB is the employee portion of the retirement benefits.
- We received a HRSA grant for \$250,000.
- Hear Me Now signed 6-month lease, hopefully at the end of that period they will want to stay longer. Not sure of the reason why they asked only for a 6-month lease
- We received a rent payment from Disabilities of Maine, it went to the State and then to us so that is good news regarding the eviction notice. This year they will pay \$75,000. Last

year, in a goodwill gesture on our part, they paid around \$35,000/per month. Hopefully this will be resolved soon as we need a code of occupancy with the Town of Falmouth.

## VII. COMMITTEE REPORTS AND RECOMMENDATIONS None

## VIII. EXECUTIVE DIRECTOR'S REPORT

### Time Clock Plus

A purchase order was set up for its implementation in 2016 so it's not affecting this year's budget. The leadership team had legitimate concerns that staff were not clocking hours correctly and having no way of proving that. We piloted it in early August to work out the bugs. Message to the staff was that given our financial situation we needed to be absolutely efficient and accountable to taxpayers' dollars. Heightened scrutiny from the state requires us to be accountable. Will make it easier for payroll.

### Morrison Center

OJ went out to the residence this past Tuesday night. Students are happy, they're proud of their rooms. Female resident has her own bathroom. Mel Stamp (dorm parent) is doing a terrific job, she's a positive deaf role model. David Jenkins is a residential coordinator. Students are cooking meals with him. Very warm environment.

### Physician MOU

There has to be a physician overseeing the nurse. The contract is being tweaked and has to go to Maine Medical Center's attorneys. OJ hopes this will be presented at the October meeting.

### MSMA Conference (Maine School Management Association)

October 25th & 26th (Thursday & Friday). In the past some board members have attended. Board members are encouraged to go. Roxanne, Michelle, and Robin expressed interest in going on Friday. Request for an interpreter on Friday and CART services on Thursday and Friday.

### Preschool Educational Technician

We have a request for a .6 Educational Technician based on a child's education plan. .6 equals 3 days but it's all funded by CINC money. CINC is reimbursable. We would need to adjust our head count. Terry asked if the laid off ASL teacher could be moved into the .6 position. OJ explained that because former staff was a teacher, the union does not secure such a transfer. However, this person could apply for .6 Ed Tech position  
Approval of .6 Educational Technician: Roxanne Baker motioned, Amber Oakes seconded.

**6 in favor. 0 opposed.**

### Staff Update

Maura Heffernan recently resigned as PSO consultant.

Julie Clark, preschool certified TOD, resigned. Her last day is September 14<sup>th</sup>.

### Strategic Plan

We are prepared to present a strong draft to you at the November meeting. Rebecca's husband, Mark Falbo, will facilitate pro-bono with the leadership team. Because of the rapidly changing landscape of deaf education a 3-year plan will be presented.

### Assessment Center

The leadership team had a wonderful zoom session with Cameron Crane from the Ohio School for the Deaf with regards to the ins and outs of creating an assessment center in Carter Hall. Cameron heads the assessment center at Ohio. We have the internal resources. Two audiologists, an audiology booth, and therapists. Need to figure out the

psychologist piece. They are in high demand and expensive. We might do all except the psychological portion.

Jan Breton leaves in January but we have a strong advocate in Anne Belanger, a seasoned special education director. In January we will have new personnel to work with and we think we can move forward to become the go-to center for all deaf education services in the state.

#### Karen's Report

The state of NH asked us for early intervention training for their staff. Karen and staff will share our model. They are paying GBSD to provide training and materials. That training happens at the beginning of October with follow-up training in November. Six people from Utah will be here for training later this month. This is the fourth time the state has sent representatives to receive training. After that, they will need to start paying for our services.

Biggest problem is we are short staffed. While at conferences Karen is always on the lookout for qualified people to come to Maine and join us at GBSD!

Question regarding board members canvassing for the school and staff positions.

Board members can promote the school and approach qualified candidates but it is a delicate balance in that you don't want anyone to think your speaking with them about a position ensures their getting hired. Advise candidates to work directly with Human Resources and let them know you have no authority to hire them or put in a good word for them.

Question regarding splitting a full-time position.

Because of union procedures a full-time position cannot be split into 2 half time positions. Maybe if there weren't qualified candidates for the full-time position you could advertise for two ½ time positions and start the posting procedure from the beginning. Again, union protocol would have to be checked before doing that.

Question regarding possible barriers to people applying.

Housing market, no temporary housing available, land is state owned and we're not really setup for that. Not a place conducive to family living.

We don't pay for people to come for interviews.

PPBF Silent Auction and Wine Social, October 23<sup>rd</sup> from 4-6PM at the Cellardoor Winery on Thompson's Point in Portland.

Next meeting will be at the Morrison residence. A light agenda, pizza with the kids, informal meeting.

## **XII. EXECUTIVE SESSION**

6:50PM

The board moved into executive session to finalize Executive Director contract—1MRSA § 405 (6)(A)

## **XIII. ADJOURNMENT**

7:06 PM