

Maine Educational Center for the Deaf and Hard of Hearing
The Governor Baxter School for the Deaf
School Board Meeting
January 25, 2018

Board Present: Michelle Ames, Laurel Keith, Roxanne Baker, Terry Morrell, Samantha Hebert, Jason White, Robin Foster, Emma Foster

Board Absent/Excused: Anna Perna, John Shattuck, Amber Oakes

Administration: Karen Hopkins, Traci Drake, O.J. Logue

I. CALL TO ORDER: The meeting was called to order at 5:30

II. CHANGES TO THE AGENDA: No changes to Agenda

III. PUBLIC COMMENT: No public comment.

IV. APPROVAL OF MINUTES: DECEMBER 7, 2017

Motion to approve December Meeting Minutes, as written, by Robin Foster and as seconded by Michelle Ames.
Vote: All in Favor, 0 Opposed

V. LEADERSHIP RESTRUCTURE PROPOSAL

- New Structure Proposal Org Chart was presented to the full School Board subsequent to the HR Committee.
- Discussion related to the current model and the impact it has had on the school thus far and recognizing the need for a restructure that will remove the silos providing a more collaborative working model.
- MECDHH/GBSD plans to maximize the talents of the staff and try to reach more students and parents, increase opportunities for Fee for Service, and work on more Webinars, Research, New Grant Proposals, Foundations, etc.
- The School Board HR Committee was presented with revised structure proposal at three separate meetings to discuss recommendations on the models, and agreed to bring this proposed restructure model to the full board and will need a vote to approve. The School Board HR Committee feels model presented does comply with concerns that were brought forth and will meet everyone's needs, including Department of Education requests.
- Board discussion related to effective dates and interim plan pending recruitment. Job Description for PSO Coordinator and Director of Education have been in development with Leadership Team and once it is finalized, they will be posted by first week of February. Director of Education might be harder to fill because folks may not be able to leave their jobs until the end of the school year. Interim plan is for Karen to stay in place the way it is. There are some outstanding Lead Teachers at the High School right now allowing for a smooth transition such that Angie Bruno's return will be less likely.
- Clarification that the Director of Statewide Education Services position is occupied by Karen, Executive Director position is occupied by OJ and Director of Education is a vacancy right now.

Motion to approve Proposed Restructure, as Presented, by Terry Morrell and as seconded by Samantha Hebert
Vote: All in Favor 0 Opposed

VI. EXECUTIVE DIRECTOR'S REPORT

- **Board Member Resignations:** Announced receipt of two Board Member resignations effective immediately: Debbie Camire, Frances Frost, and Fran Jacques. A recognition celebration will be held at end of school year for those who have resigned/retired this past FY. School Board Member enrollment is down driving a call for recommendations for potential candidates.
- **Building C Update:** Presentation was made to the Legislature to revise the 2009 ACT allowing space rental on Mackworth Island to be granted only to classroom entities. DRM currently occupies space in Building C and we were successful in that LD 1756 is now a Bill and allows DRM to occupy space for office.
- Due to the success of LD 1756, MECDHH plans to move forward with assessing the space and lease/rental opportunities it can provide non-profit organizations, as well as revenue for the school. Board member discussion related to concerns about the Preschool students on Island, with others coming in the rent space. Questions regarding precautions and controls in place to ensure students are safe. MECDHH shared those are all being taken into consideration during the process of planning for use of the space available, i.e. security, access, etc.

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- **Budget Update:** MECDHH has been informed that it will be flat funded for the next school year budget. This was not an outcome that was expected as the organization was originally told to proceed with preparing and submitting a budget request. MECDHH was hoping to recover the overage on transportation costs, due to the 2015 Bill passed shifting transportation costs from the State to the School. The Request was denied, but MECDHH continues to bring it to the table for discussion in hopes to overturn the decision.
- MECDHH Leadership Team has been invited to Augusta to meet with the Department of Education Finance Team and Legislative Members to discuss some budget issues and other concerns related to operations. The Leadership Team looks forward to the opportunity to provide information and clarify any questions or concerns there may be and to discuss a successful plan moving forward.
- MECDHH originally scheduled the February 15th BOD meeting to discuss and approve a budget to submit. With the recent information regarding flat funding, the meeting will continue to be held on February 15th without the necessity of a budget approval.
- **Library Update:** There is no longer a need for the Library without a K-12 Program on Island. The plan is to transition the Library into a Conference Center by March 1st in hopes it will be a revenue opportunity with renting and leasing space without a lot of renovation.
- A significant effort has gone in to donating what was viable material in the Library to local schools, Charities and Ruth's Recyclables. Board Member inquiry regarding possible donation of books to families with D/HH children by having boxes of books available at certain events, i.e. Family Fun Day, Family Learning Day.
- **Residential Program RFP Update:** The RFP document has been completed after significant outreach for input by the MECDHH Deaf Council, Staff, Parents, and students. A meeting was held specifically with Students to engage their feedback and inquire about what kind of changes they would like to see. Success reaching parents for phone conversations has been difficult, but an alternative was proposed to send an email with questions in hopes to garner input.
- Public Announcement for proposal will be January 31st through local newspapers, MECDHH Website and blast emails to organizations who may be interested in submitting. During the selection process, current concerns that were relayed through the input garnered. A Review and Interview team will be selected with chosen Bidder being announced at April School Board Meeting, providing there are no unforeseen delays in the process.
- Board Member request to see a summary of the meeting with the Students to understand what they are looking for in their experiences as a GBSD Residential Student. OJ will provide a summary without compromising student identities.
- **Academic Bowl Update:** The funding for the student's plane tickets were provided by the PPBF, with students and teachers working through fundraising opportunities to potentially cover other costs. MECDHH/GBSD is very proud of the students who are going to the Academic Bowl to represent the school.

Grant Update Presentation

- MECDHH has applied and been awarded Grants to fund specific programs. Part of the requirements is to update the BOD every 6 months on the progress of initiatives.
- There are currently two grants in which MECDHH is operating under. One is a State Grant in collaboration with CDS/DHHS, having to do with Maine newborn and infant screening. The second is a Federal Grant awarded for a three-year period.
- The State Grant has recently increased the funds they originally awarded us. They increased based on contractor's rate of pay.
- The Federal Health Resources and Services Administration (HRSA) Grant is in the amount of \$250,000 annually for three years. MECDHH is able to apply again at the end of the term. There are only two states in the country that were awarded the HRSA Grant and MECDHH is one of them.

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- The National Center for Hearing Assessment and Management (NCHAM) will be highlighting our program nationally in February and we will develop a webinar. Karen has also been invited to Austria to speak about the model developed.
- The Grant has significant work product and deliverables requirements, including, but not limited to, data output, QAPI (Plan/Do/Study/Act Model), providing standards and training. MECDHH has to ensure there is collaboration across the participants in the Grant and be sure the hospitals are getting support they need for screening the newborns and early intervention.
- Grant funds provide Staff Salary and Benefits, Parent Guide Contracts, Conference Attendance(s), Professional Development, QAPI Support, Statewide Oversight and National Training.
- MECDHH received notification of an audit in relation to the Grant and needed to provide substantial information and documentation. Documentation was provided to the best of our ability, with the understanding there may be a request for more. A second request for more information was received requiring particular policies that we do not currently have. We shared the process of Policy implementation in our organization and requested the opportunity to be able to develop and implement what is required.
- Due to the request of Policy updates, the School BOD Chair recommends a Policy Committee Meeting be scheduled, with a call for members to serve on the committee due to decrease in number.
- School Board Members shared appreciation for the update and feel more informed and proud of the work and initiatives occurring.

VII. ADJOURNMENT

Motion to adjourn at 7:07pm by Samantha Hebert and as seconded by Robin Foster. Vote: All in favor 0
opposed

Reminder next BOD Meeting is Feb. 15th date