

**Maine Educational Center for the Deaf and Hard of Hearing  
Governor Baxter School for the Deaf  
School Board Meeting  
Falmouth, Maine  
September 14, 2017**

**Board Present:** John Shattuck (Chair), Michelle Ames (Vice Chair), David Gaul, Don Miller, Roxanne Baker, Amber Oakes, Emma Foster, Anna Perna, Jason White, Laurel Kelly

**Board Absent/Excused:** Frances Frost, Robin Foster, Debbie Camire, Samantha Hebert

**Administration:** Karen Hopkins, Traci Drake, Angie Bruno, O.J. Logue

**Guests:** Terry Morrell

**I. CALL TO ORDER:** The meeting was called to order at 5:15PM.

**II. ANNOUNCEMENTS:** Joanna Spano, Administrative Assistant to the Executive Director, is retiring and her last day is September 29.

**III. ADJUSTMENTS TO THE AGENDA:** none

**IV. PUBLIC COMMENTS:** none

**V. APPROVAL OF MINUTES – August 17, 2017:**

Don Miller motioned to approve the minutes of August 17, 2017. Anna Perna seconded.

**Vote:**            **7 in favor**            **0 opposed**            **2 abstentions (Jason White, Laurel Kelly)**

**VI. BUDGET UPDATE:** The annual audit is taking place. The auditor will present to the board during the October 5 board meeting. A year-to-date income statement was handed out and reviewed.

**VII. EXECUTIVE DIRECTOR’S REPORT:** Some of the highlights include:

- We have a new ASL teacher who has not yet arrived
- Angie Bruno and Karen Hopkins have transformed the Portland Public Schools programs with their expertise
- A date will be set for John Shattuck and Michelle Ames to observe the programs
- A grant coordinator position has been posted
- The new foundation is up and running
- An RFP will be going out soon for the residential program

Other key points of the Executive Director’s Report were covered. A copy is enclosed in the Executive Director’s office.

**DINNER/BREAK**

**VIII. VOTE ON CHANGE IN STAFF HEADCOUNT:** David Gaul motioned to increase the staff headcount by .4 in order to make an existing part time ed tech III position into a full time position. Roxanne Baker seconded.

**Vote:**            **9 in favor**            **0 opposed**

