

**Maine Educational Center for the Deaf and Hard of Hearing
Governor Baxter School for the Deaf
School Board Meeting
October 5, 2017**

Board Present: John Shattuck (chair), Michelle Ames (Vice Chair), David Gaul, Debbie Camire, Samantha Hebert, Roxanne Baker, Frances Frost, Emma Foster, Anna Perna, Laurel Kelly

Board Absent/Excused: Don Miller, Robin Foster, Jason White, Amber Oakes

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

Guest: Jim McCallum; Blake, Hurley, McCallum & Conley, LLC

I. CALL TO ORDER: The meeting was called to order at 5:35

II. ANNOUNCEMENTS: None

III. ADJUSTMENTS TO THE AGENDA: None

IV. PUBLIC COMMENTS: None

V. APPROVAL OF MINUTES-September 14, 2017:

David Gaul motioned to approve the minutes of September 14, 2017. Roxanne Baker seconded:

Vote: 6 in favor 0 opposed 3 abstentions (Frances Frost, Debbie Camire, Samantha Hebert)

VI. Review of Annual Financial Audit: A brief report was offered by Jim McCallum representing Blake, Hurley, McCallum & Conley, LLC. The results of the audit indicated that MECDHH was in full compliance of the Essential Programs and Services Funding act that govern the Center. There was some discussion regarding the funds that have been carried over from year to year; but it is the opinion of Jim McCallum that as long as the carry over balance does not become “extraordinary”, the Center should be able to maintain the carry over balance from year to year. OJ Logue did refer to the major expense for housing and transportation which needs to be addressed. The Board took a moment to congratulate Traci and her staff for the work they do to manage the schools finances.

VII. Executive Director’s Report: OJ Logue shared that documents confirming the rental space to Disability Rights Maine has been completed and signed with a lease to begin December 1, 2017. He also suggested some interest in additional space by Pine Tree Society who will be meeting with OJ to discuss possible rental opportunities. OJ also announced the hiring of two staff pending Board approval. Members of the Board requested that Traci offer an overview of the budget process and reporting. This will take place at the January meeting

The first recommendation for hire was Garnet Valliere for the position of Administrative Assistant to the Executive Director. Upon review of the resume:

Motion was made to authorize the hiring of Garnet Valliere for the position of Administrative Assistant to the Executive Director by Debbie Camire, Seconded by Laurel Kelly.

Vote in Favor: Unanimous

The second recommendation for hire was Corri O’Brion for the position of ECFS and HRSA Grant Coordinator. Upon review of the resume:

Motion was made to authorize the hiring of Corri O’Brion for the position of ECFS and HRSA Coordinator by Roxanne Baker. Seconded by Debbie Camire.

Vote in Favor 8 Abstention 1 (Debbie Camire absent)

MSMA Board Training with Steve Bailey: John Shattuck reminded the Board that Steve Bailey will be providing Board Training from 5:30-7:00 before an abbreviated Board meeting November 2, 2019.

Board Committees Meeting Schedule: John Shattuck shared that Committee assignments were in the October Board Packets, and suggested that Committees needed to meet soon to review their obligations for the coming year.

Adjournment: Motion to adjourn by Roxanne Baker, Seconded by Samantha Hebert

Vote in Favor: Unanimous

Meeting Adjourned at 6:53