



THE MAINE EDUCATIONAL CENTER FOR THE DEAF AND HARD OF HEARING

THE GOVERNOR BAXTER SCHOOL FOR THE DEAF

One Mackworth Island, Falmouth, ME 04105

Board of Directors Meeting September 3, 2020 Minutes

Board Present: Lisette Belanger (Chair), Amber Oakes, Michelle Ames, Roxanne Baker, Robin Foster, Jen Gaulin, Corda Kinzie, Paula Matlins, Terry Morrell, Mike Pulsifer, Anna Perna

Administration: OJ Logue, Rebecca Falbo, Cathy Murphy, Karen Hopkins

Staff: Shana Kelley-Cohen, Kristen Shorey

Public: Sitara Sheikh

Interpreters: Marisa Zastrow, Julia Schafer

4:55pm Check-in with zoom technology

5:00pm I. **Call to Order – Lisette Belanger, Chair, takes roll call**

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

“I motion to approve the agenda without changes.”

Roxanne Baker **motioned**. Amber Oakes **seconded**.

Discussion: None

10 In favor. 0 Opposed. 0 Abstained.

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

5:07pm IV. **Approval of Minutes – August 6, 2020.**

“I motion to approve the minutes of August 6, 2020 without changes.”

Roxanne Baker **motioned**. Amber Oakes **seconded**.

Discussion: None

9 In favor. 0 Opposed. 1 Abstained. Anna Perna was excused from the August meeting.

5:10pm V. **Committee Reports**

- Policy: no report
- Strategic Planning: no report
- Human Resources & Finance: no report
- Facilities: no report
- Board Development: no report
- Member Recruitment & Retention: Anna Perna, reporting
 - Jen Gaulin signed an oath today before a dedimus justice securing her a seat on the board.
 - The committee reviewed information on current member reinstatement forms.
 - There are 5 vacant seats, the purpose of our next meeting will be to discuss possible candidates.
- Legislative Action: no report
- Bylaws: no report



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Minutes

5:20pm VI. **Budget Update** Catherine Murphy, *Director of Operations and Human Resource*

Review of the 2021-2023 biennial budget that the leadership team worked on over the summer. Given certain variables — Covid-19 and possible revisions to Chapter 304 — it was decided to move forward with a ‘status quo budget’.

2022 and 2023:

- Assumes we are post-covid-19 in 2022 and no changes to Chapter 304
- Total budget increase: \$238,434 or 2.3%
- Increased State Allocation request by 1%, or \$87,996
- Increased CINC (Child Development Services) revenue by \$75,000 based on 3 year history
- Additional revenues needed of \$59,438.47 came from increasing use of fund balance to \$365,801.26 (current fund balance \$999,000).
- No programming changes: reduced Special Education staff value of 1, decreased Maintenance staff value of .5 and Business Office staff by value of .5 (due to turnover)
- Wage increases: Directors +1.5%; Professional Staff +6% (step+3%); Ed Techs and Support Staff +5% (step+2%)
- Wage increase rational: salary study conducted by committee found that our teaching/professional salaries are in the 26th percentile in the state, making recruitment and retention problematic

5:52pm. VII. **Executive Director’s Report**

Because of some misunderstandings between Tommy Minch and Boards and Commissions in Augusta, it has come to the board’s attention that he did not complete the application process necessary for joining the board, therefore, his attendance from March through August is null and void. The board minutes of those months will be updated in the following manner: All motions/seconds made by Tommy will be replaced with the names of other, agreed upon, board members; Lisette Belanger, Terry Morrell and/or Michelle Ames; Tommy’s name will be removed from the list of Board Members and moved to the Public list. The board will nominate a new Vice Chair for the remainder of the term.

“I motion that any motions or seconds that Tommy Minch made in his unofficial capacity be replaced with Lisette Belanger, Michelle Ames, or Terry Morrell”.

Mike Pulsifer **motioned**. Paula Matlins **seconded**.

Discussion: None

11 In favor. 0 Opposed. 0 Abstained.



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Nomination of Vice Chair

Anna Perna nominated Mike Pulsifer

“I motion that Mike Pulsifer assume the role of Vice Chair for the remainder of the term.”

Anna Perna **motioned**. Robin Foster **seconded**.

11 In favor. 0 Opposed. 0 Abstained.

- Status report: reopening of school for fall 2020 will be a hybrid model

Portland Public Schools: Portland High School has allowed our students to follow an AAXBB configuration where group A attends Monday/Tuesday and group B attends Thursday/Friday. Wednesdays (X) would be virtual. Lyman Moore Middle School students will also follow an AAXBB configuration.

East End Community School (elementary) will operate with 2 pods of students in an ABXAB configuration. Pod A will attend Monday/Thursday with virtual learning on Tuesday, Wednesday and Friday. Pod B will attend live Tuesday/Friday with virtual Monday, Wednesday and Thursday virtual learning.

Preschool will open on the same schedule as last year and will offer after care as well. There are four separate classrooms with low numbers in each room. Tables have been outfitted with plexi-glass dividers for safety while still allowing social interaction. We will spend a lot of time outside, although the playground is closed.

Brewer opened on September 3, 2020 and is full time in person instruction. Reports have been positive.

Many of our birth to five children are back in preschool or daycare settings. The Early Childhood and Family Services (ECFS) staff provides virtual support to parents. They are also providing support to parents of students in our K-12 Public School Outreach (PSO) program.

- Approve revised 2020-2021 MECDHH/GBSD school calendar

“I motion to approve the revised 2020-2021 MECDHH/GBSD school calendar with the change of removing the slash that indicates No Students in Attendance as redundant, on October 9, 2020.”

Corda Kinzie **motioned**. Anna Perna **seconded**.

Discussion: None

11 In favor. 0 Opposed. 0 Abstained.

- Successful staff development week: professional development will continue with Andrea Sonnier Babin’s presentation ‘Critical Consciousness’.
- MSMA virtual fall conference: Friday and Saturday, October 30 and 31, from 8:30AM to 1:30PM (<https://www.msmaweb.com/o/msma/page/fall-conference>)
- Brightwheel: health screening application



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- Staff Nomination: Abigail Wilkins Bishop, full-time Public School Outreach/Speech Language Pathologist, Falmouth

“I motion to approve the nomination of Abigail Wilkins Bishop for the position of full-time fulltime Public School Outreach/Speech Language Pathologist effective August 24, 2020 without changes.”

Amber Oakes **motioned**. Terry Morrell **seconded**.

Discussion: None

11 In favor. 0 Opposed. 0 Abstained.

- Staff Hire: Lori Levesque, full-time Payroll/Human Resources Specialist
- Percival P. Baxter Foundation is hosting a virtual 5K on October 4, 2020 to raise funds. The foundation expressed an interest in assisting parents of students in the purchase of PPEs.

6:47 pm VIII. **Announcements** none

6:48pm IX. **Adjournment**

“I motion that the meeting adjourn to **Thursday, October 1, 2020.**”

Corda Kinzie **motioned**. Amber Oakes **seconded**.

Discussion: None

11 In favor. 0 Opposed. 0 Abstained.