MINUTES

**Board Present:** Michelle Ames, Terry Morrell, Jason White, Robin Foster, Roxanne Baker, Emma Foster, John Shattuck

**Administration**: Traci Drake, O.J. Logue

**Absent/Excused**: Amber Oakes, Karen Hopkins, Samantha Hebert, Anna Perna

1. **Call to Order:**

* Meeting called to order at 5:30pm

1. **Announcements**

* Introduction & welcome to USM Interpreting for ASL Students present.

1. **Adjustments to the Agenda**

* One adjustment request to the Agenda to Table Section VI. First Reading of the Policies. They are not completely developed with updated versions to include laws that are applicable.
* Motion for Adjustment to Agenda – All in Favor (5), No opposed (0)

1. **Public Comments:**

* No public comments

1. **Approval of February BOD Meeting Minutes**

* Motion to Approve the BOD Minutes for the February Meeting – All in Favor (4), No Opposed (0), Abstain (1) *Roxanne*

1. **Budget Review**

* $105K of HRSA Grant expenses have been expended. There have been electronic barriers over the past couple of months causing a delay in the ability to draw down funds to MECDHH from the government. We continue to work through the process and the barriers and hope to obtain the funds by next week.
* MECDHH received notification that we will receive $89K of the expected funds of $250K. The Grant funds are for the time period of April 1-March 31. The $89K will be paid in April for the next FY. It is worth noting the other recipients of the Grant received the same notification, and it is expected that the entire award of $250K will be paid to recipients.
* MECDHH is currently in the final stages of the process to transfer its accounts to a Positive Pay system with TD Bank, which will place higher fraud protections in place.

1. **Planning for FY 18-19 Presentation**

ED Announcements

* Garnet will be transitioning out of her role as Administrative Assistant to the Executive Director and the position has been posted.
* Emma Foster has been granted the Hardy Girl’s Rock Award, which will be presented at a ceremony on 3/2.
* Academic Bowl outcomes summary shared by Emma Foster.
* The PSO Coordinator position was offered to a candidate, however the offer was declined. Recruitment for the position will continue.
* ED recommend Karen Hopkins officially assume position of the Director of Education and Family Services effective Monday, March 5th.

Presentation

* MECDHH Vision Statement shared with the addition of “recognized as a state, national and international leader in Deaf education”
* Accomplishments for MECDHH since June 2017 were shared, noting the Union Contract, PPB Foundation Development, HRSA Grant Award, New Leadership Model, Staff Recruitment, Lease Agreements, Residential RFP, Regionalization Initiatives, EECS Integration and National and International Recognition.
* Barriers for moving forward for MECDHH were shared and discussed, noting:
  + Enrollment is currently 26 students in EECS, LMMS and High School, with the potential for no Middle School Students next Fall, which affects Dorms and High School. Discussion of the anticipated Roxanne forecast of whether this will be the new reality or is the potential for the preschool students to eventually fill the spots. The general approach appears to be that students who are able to thrive academically in a mainstream school setting are doing so, leaving the population in need being students who have significant developmental needs outside of Deaf support. MECDHH takes the position of respect for the parent’s choices and feel it is important for the future of the school to initiate its place in serving the students with the needs not being met.
  + LD1756 is still Tabled and is necessary to provide an opening to the ability of the organization to Lease Space, which would result in revenue. There is still time for people to reach out to Representatives to voice support for the Bill to be able to continue the Lease with DRM.
  + The 3-5-year-old program may take effect in the Fall of 2018, which affects CYNC reimbursement to MECDHH. It was not expected for this to occur in 2018.
  + Recruitment of ASL staff who are fluent is difficult due to the criteria of experience expected.
  + The Residential Program may be in jeopardy due to lack of Bidders for the RFP. The current contractor, Spurwink, did not submit a bid, but is willing to consider continuing. MECDHH has concerns that would need to be addressed to consider this. Conversation with BOD to discuss potential alternative approaches is requested.
  + The Strategic Plan for MECDHH ends in June 2018. There is a need for one to be developed.
* Potential Revenue Sources were shared, noting Local Entitlement Funds, ERate Discount, HRSA Grant, Pilot Program Funding and Assessment Center initiative.

1. **Executive Directors Report**

* Content covered during Planning for FY 18-19Presentation

1. **Review: First Reading:**

* Tabled

1. **Other**

Initiate Executive Director’s Evaluation Process

* The ED is up for review in June and process will be reviewed internally with the Leadership Team. Board Evaluation process of ED will be discussed through the HR Committee Meeting.
* BOD Member shared past 360 Surveys sent to staff, parents, students, which was separate from ED Evaluation. It was a good exercise to check in with stakeholders.

April Committee Meetings

* Committees are open to anyone who chooses to be present at a meeting however, committee members who are not board members are members without a vote. Chairs of Committees are still a need. When not a Chair of the Committee, Jason White and Michelle Ames will be added as Ex Officio Members of each Committee.
* Strategic Planning Committee: Roxanne Baker offered to be the Chair. Add Karen Hopkins and Traci Drake.
* Policy Committee: Terry Morrell and John Shattuck offered to sit on the Committee.
* HR Finance Committee: Request for a Chair, with no volunteers. Jason will remain Chair.
* Facilities Committee: Jason White will remain Chair. Open for members.
* Legislative Action Committee is an Ad Hoc Committee, which is Chaired by Anna Perna.
* Discussion related to merging Committees. ByLaws and Committee Definitions were reviewed by Jason White with the BOD.
* Board Development Committee will merge with Board Recruitment and Retention Committee.
* Board at Large recruitment will be mentioned at the MEAD Meeting on Saturday 3/3.

Strategic Planning

* Noted the need for a new Strategic Plan. BOD will begin development through the Strategic Plan Committee.

Ad hoc Confidential Employee Contract Negotiation

* MECDHH made request for the review and ratification of the current Confidential Employee Contracts. BOD members on the Ad Hoc Committee to review and discuss will meet with the Leadership Team prior to the full BOD Meeting in April. Attendees anticipated are: Jason White, Michelle Ames, John Shattuck, OJ Logue, Karen Hopkins and Traci Drake.

**XI Adjournment**

* Motion for Adjournment at 7:10pm – All in Favor, 0 Opposed