



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 January 7, 2021 Minutes

Board Present: Lisette Belanger, *Chair*, Mike Pulsifer, *Vice Chair*, Roxanne Baker, Robin Foster, Jennifer Gaulin, Corda Kinzie, Paula Matlins, Tommy Minch, Terry Morrell, Amber Oakes, Anna Perna

Board Excused: Michelle Ames

Student Representatives: Sherry Foster

Administration: Owen J. Logue, Cathy Murphy, Karen Hopkins, Kaitlyn Millen

Staff: Shana Kelley-Cohen, Katie Duncan, Darleen Hutchins, Kristen Shorey, Kevin Bohlin, Cathy Lushman

Interpreters: Marissa Zastrow, Julia Schafer

5:00pm I. **Call to Order and Roll Call of Board Members – Lisette Belanger, *Chair***

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

“I motion to approve the agenda with the addition of a second Staff Nomination added to the Executive Director’s report.”

Paula Matlins **motioned**. Amber Oakes **seconded**.

Discussion: none

11 In favor. 0 Opposed. 0 Abstained.

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

5:06pm IV. **Motion to approve December 3, 2020 minutes**

“I motion to approve the minutes of December 3, 2020 without changes.”

Roxanne Baker **motioned**. Anna Perna **seconded**.

Discussion: none

11 In favor. 0 Opposed. 0 Abstained.

5:08pm V. **Committee Reports**

- Policy: Mike Pulsifer reporting, nothing to report
- Strategic Planning: Lisette Belanger reporting, nothing to report
- Human Resources & Finance: Terry Morrell reporting, we met with Cathy Murphy to discuss the budget. All information was shared with the board via email.
- Facilities: Lisette Belanger reporting, nothing to report
- Board Development: Lisette Belanger reporting, nothing to report
- Member Recruitment & Retention: Anna Perna reporting, nothing to report
- Legislative Action: Robin Foster reporting, nothing to report
- Bylaws: Terry Morrell reporting, nothing to report



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5:11pm. VI. **Executive Director's Report**

- Entry plan: Listen. Learn. Lead.
 - Meet with all departments to determine what is working, what is not, hopes for the future
 - Exiting Executive Director, Owen Logue worked with Karen Hopkins over the last month to ensure a smooth transition
 - High expectations of students, have them involved in the conversation, examine school culture
 - HRSA funds available to update the website
 - Work with Cathy Murphy, Director of Business Operations and HR, to fully understand the budget, facilities needs
 - Uphold legislative connections
 - New strategic plan; work with the board, staff, families and the community
 - Continued visibility in the community
 - Combine Public School Outreach (PSO) and site-based programs (Falmouth and Brewer) to be more collaborative, pairing the right staff with the right child
 - Reviewed the Director, Coordinator and Consultant job descriptions within the new organizational structure
- HRSA Grant progress report, funding for the next 4 years, kudos to Katie Duncan for her work
- Update on Chapter 304 rewrite, next meeting planned for mid-January
- Update on Kindergarten Readiness task force
- New organizational structure
- **Staff Nomination:** Justine Higgins, TOD East End Community School
"I motion to accept the nomination of Justine Higgins for the position of fulltime TOD South effective January 4, 2021 without changes."
Mike Pulsifer **motioned**. Corda Kinzie **seconded**.
Discussion: Karen was asked to share more information of Justine's background.
11 In favor. 0 Opposed. 0 Abstained.
- **Staff Nomination:** Catherine Lushman, Coordinator, PreK-Grade 5
"I motion to accept the nomination of Catherine Lushman for the position of Coordinator, PreK-Grade 5, effective January 4, 2021, without changes."
Roxanne Baker **motioned**. Tommy Minch **seconded**.



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Discussion: Catherine Lushman expressed her gratitude and excitement in this new role.

11 In favor. 0 Opposed. 0 Abstained.

– Karen Hopkins, *Executive Director*, expressed heartfelt thanks and appreciation for Owen Logue, outgoing *Executive Director*. The board presented Owen with a parting gift.

5:52 pm VII. **Motion to Exit Public Meeting and Enter Executive Session, Temporary Policy Waiver Request**

“I motion to exit the public meeting and enter Executive Session as per article MRS 405-6A at [553] to request a temporary policy waiver.”

Tommy Minch **motioned**. Paula Matlins **seconded**.

Discussion: None

11 In favor. 0 Opposed. 0 Abstained.

6:29 pm VIII. **Motion to Exit Executive Session and Enter the Public Meeting**

“I motion to exit Executive Session and enter the public meeting at **6:29**.”

Anna Perna **motioned**. Terry Morrell **seconded**.

Discussion:

11 In favor. 0 Opposed. 0 Abstained.

6:31 pm X. **Announcements**

Congratulations given to Owen Logue from members of the board.

6:33pm XI. **Adjournment**

“I motion that the meeting adjourn to **Thursday, February 4, 2021**.”

Tommy Minch **motioned**. Amber Oakes **seconded**.

Discussion: none

11 In favor. 0 Opposed. 0 Abstained.