



# 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

May 6, 2021

### Minutes

- 5:00pm I. **Call to Order and Roll Call of Board Members – Lisette Belanger, Chair**
- Michelle Ames, Roxanne Baker, Lisette Belanger, Robin Foster, Jennifer Gaulin, Corda Kinzie, Paula Matlins, Tommy Minch, Amber Oakes, Anna Perna, Mike Pulsifer
- Board Excused:** Terry Morrell
- Student representatives:** Sherry Foster
- Board nominees:** Jaime Guerette, Sandra Wood
- Administration:** Karen Hopkins, Cathy Murphy, Kaitlyn Millen
- Staff:** Melanie Bowlus (staff nominee), Steve Kimball
- Interpreters:** Julia Schafer, Cid Pollard, Chandler Guptil (student interpreter)
- 5:06pm II. **Motion to approve April 1, 2021 minutes**
- “I move to approve the minutes of April 1, 2021 without changes.”
- Tommy Minch **motioned**. Paula Matlins **seconded**.
- 10 In favor. 0 Opposed. 1 Abstained.** Mike wasn't at April meeting
- 5:08pm III. **Adjustments to the Agenda**
- “I move to approve the agenda without changes.”
- Roxanne Baker **motioned**. Robin Foster **seconded**.
- 10 In favor. 0 Opposed. 0 Abstained.**
- 5:09pm IV. **Public Comments** none
- 5:10pm V. **Budget Update**, Catherine Murphy, *Director of Operations and Human Resources*
- Revenue: 9.5 million, budget is 9.8 million, we have collected the majority of our revenues. We have received all payments for our state allocation.
- Expenses: 6.5 million against budget of 9.8 million, we have not spent 3 million so far and it is highly unlikely that we will spend that between now and the end of the school year. This is due mainly to the COVID-19 pandemic.
- Capital Reserve Account added to revision of Chapter 304. If passed, it will allow the board the ability to transfer excess money at the end of the year to a Capital Reserve Account. For example: we have \$200,000 left at the end of the year, that would normally fall back into our fund balance, but if we had a Capital Reserve Account the board could vote to move some of it into that account. So we move money in each year and it grows and grows and eventually you have monies for capital maintenance expenses and major repairs such as replacing a blown boiler. We would need board approval to take money out of that account.
- As reported last month, we have been flat-funded for the next 2 years so some of the fund balance will be used during that time.
- 5:20pm VI. **Executive Director's Report**, Karen Hopkins, *Executive Director*
- One preschool classroom was closed last week due to COVID, it was contained
  - We have 3 MOUs (Memorandum of Understanding)



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- Child Development Services (CDS), we are updating to make sure our services are adequately and appropriately happening across the state
- Portland Site-based program, we are starting that discussion
- Brewer Site-based program, hopefully only minor changes
- Legislative updates
  - Kindergarten Readiness Bill, May 19<sup>th</sup>
    - Testimony from Darlene Freeman, Katie Duncan, Liz Seal and myself will present on the evaluation process that will happen for 0-5 year olds
    - 0-3 years old is a different process because of how they do assessments, how they will be monitored and what the state requires
    - The new system for tracking and monitoring connects to the federal government program and we were recently trained in this program
    - Ability to pull out data specific to Maine from a national database and make comparisons
    - Look at different modalities and what's being used
    - We will be able to track what is and is not working
  - Chapter 304, LD-1632, the law that refers to MECDHH/GBSD, it dictates what we do
    - Also proposed on May 19<sup>th</sup>
    - Will show that we will provide direct services and those services listed on the IFSP, IEP and 504 for d/hh students statewide
    - Explains the different services for the site-based programs as well as outreach programs
    - Address transportation with the hope that costs will be partly covered by us and partly by the LEAs
- Strategic plan
  - Lisette and I meet with Shane Feldman of Innivee Strategies every week
  - There is a sub-committee that will work on the vision, mission and values
  - Focus groups: Students and staff groups will meet on May 13<sup>th</sup>
  - Other groups will participate in June
    - North LEA
    - South LEA
    - Doctors/medical professionals
    - Deaf community
    - Parents
    - Board
  - A survey will be sent to anyone involved with MECDHH/GBSD currently or in the past
- Search for host families
  - 2 students outside the 25 mile range of PHS need housing



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### 5:49pm VII. Committee Reports

- **Policy** Mike Pulsifer reporting: 2nd readings of 3 policies tonight
- **Strategic Planning** Michelle Ames reporting: Karen updated strategic planning in her executive director's report
- **Human Resources & Finance** Tommy reporting: nothing to report
- **Facilities** Lisette Belanger reporting: nothing to report
- **Board Development** Michelle Ames reporting: nothing to report
- **Member Recruitment & Retention** Anna Perna reporting: nothing to report
- **Legislative Action** Robin Foster reporting: Karen covered Chapter 304 and kindergarten readiness. *LD1336, Act to Discontinue Use of Terms Handicapped and Hearing Impaired*, they are still accepting testimonies. *LD 18, Act to Clarify the American Sign Language Interpreters Licensing Laws*. The legislature decided to keep ASL, PI 3.5 as the score for interpreters to acquire professional licensing to work in the state.
- **Bylaws** Tommy Minch reporting: nothing to report

### Old Business

#### 5:54pm VIII. Policies, 2nd Readings

**ACAB-R** Employee Discrimination and Harassment Complaint Procedure

"I move to approve the second reading of policy *ACAB-R Employee Discrimination and Harassment Complaint Procedure* without changes."

Mike Pulsifer **motioned**. Anna Perna **seconded**.

**11 In favor. 0 Opposed. 0 Abstained.**

**BCC** Nepotism

"I move to approve the second reading of policy *BCC Nepotism* without changes."

Tommy Minch **motioned**. Corda Kinzie **seconded**.

**11 In favor. 0 Opposed. 0 Abstained.**

**JIBB** School Board Student Members

"I move to approve the second reading of policy *JIBB School Board Student Members*

Mike Pulsifer **motioned**. Tommy Minch **seconded**.

**11 In favor. 0 Opposed. 0 Abstained.**

### New Business

#### 5:57pm IX. Approval of transportation bid

"I move to accept the Luce-Safecare Transportation Bid without changes."

Tommy Minch **motioned**. Jennifer Gaulin **seconded**.

**11 In favor. 0 Opposed. 0 Abstained.**



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- 5:58pm X. **Staff Nomination** Melanie Bowlus, Teacher of the Deaf, EECS, K-5  
“I move to accept the nomination of Melanie Bowlus for the position of Teacher of the Deaf at East End Community School, effective May 3, 2021, without changes.”  
Roxanne Baker **motioned**. Tommy Minch **seconded**.  
**11 In favor. 0 Opposed. 0 Abstained.**
- 6:03pm XI. **Staff Nomination** Leia Giovannella, Teacher of the Deaf, Public School Outreach  
“I move to accept the nomination of Leia Giovannella for the position of Teacher of the Deaf, Public School Outreach, effective August 23, 2021, without changes.”  
Tommy Minch **motioned**. Paula Matlins **seconded**.  
**11 In favor. 0 Opposed. 0 Abstained.**
- 6:05pm XII. **Nomination of Board Officers for 2021-2022**, term begins August 2021  
Tommy Minch nominates Lisette Belanger.  
“I move to accept the nomination of Lisette Belanger for board chair effective August 2021, without changes.”  
Tommy Minch **motioned**. Roxanne Baker **seconded**.  
**10 In favor. 0 Opposed. 0 Abstained.**  
Paula Matlins nominates Tommy Minch. “I move to accept the nomination of Tommy Minch for board vice chair effective August 2021, without changes.”  
Paula Matlins **motioned**. Mike Pulsifer **seconded**.  
**11 In favor. 0 Opposed. 0 Abstained.**
- 6:09pm XIII. **Review and approval of 2021-2022 Academic Year Calendar**  
“I move to approve the 2021-2022 Academic Year Calendar without changes.”  
Tommy Minch **motioned**. Jennifer Gaulin **seconded**.  
**11 In favor. 0 Opposed. 0 Abstained.**
- 6:12 pm XIV. **Motion to Exit Public Meeting and Enter Executive Session to discuss an employee issue and union negotiations**  
“I move to exit the public meeting and enter Executive Session as per article MRS 405-6A at 6:12PM to discuss an employee issue and union negotiations  
Mike Pulsifer **motioned**. Tommy Minch **seconded**.  
**11 In favor. 0 Opposed. 0 Abstained.**
- 6:36pm XV. **Motion to Exit Executive Session and Enter the Public Meeting**  
“I move to exit Executive Session and enter the public meeting 6:36PM.”  
Tommy Minch **motioned**. Amber Oakes **seconded**.  
**11 In favor. 0 Opposed. 0 Abstained.**



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Board of Directors Meeting  
May 6, 2021  
Minutes

6:37pm XVI. **Announcements**

6:43pm XVII. **Adjournment**

“I move that we adjourn to **Thursday, June 3, 2021.**”

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

**11 In favor. 0 Opposed. 0 Abstained.**