



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 March 5, 2020 Minutes

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

Board Excused: Robin Foster

Administration: OJ Logue, Rebecca Falbo, Cathy Murphy, Kevin Bohlin

Guests: Tommy Minch, Adam, friend of Tommy Minch, Anna Flanagan, Jane Hecker-Cain, Jennifer Gaulin

Interpreters: Marisa Zastrow, Julia Schafer

5:00pm I. **Working Dinner**

5:13pm II. **Call to Order**

Introductions of new board members.

- Jennifer Gaulin
- Corda Kinzie
- Paula Matlins (Paula was FTQ, sworn in and signed oath September 3, 2020)
- Tommy Minch (Tommy was FTQ, as of September 9, 2020 has not signed oath)

5:21pm III. **Adjustments to the Agenda**

“I motion to approve the agenda [state with or without changes].”

“I second the motion.

Michelle Ames **motioned**. Terry Morrell **seconded**.

Discussion: None

9 In favor. 0 Opposed. 0 Abstained.

5:pm IV. **Public Comments none**

5:pm V. **Approval of Minutes** – January 8, 2020

“I motion to approve the minutes of January 8, 2020 [state with or without changes].”

“I second the motion.”

Terry Morrell **motioned**. Lisette Belanger **seconded**.

Discussion: None

7 In favor. 0 Opposed. 2 Abstained Jennifer Gaulin, and Corda Kinzie did not attend January 8, 2020 meeting as board members.

5:34pm VI. **Committee Reports**

- Policy: Scheduling next policy meeting after tonight’s meeting
- Strategic Planning: nothing to report



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- Human Resources & Finance: Worked with Cathy Murphy, *Director of Operations and HR* to reconcile checks and budgets.
- Facilities: nothing to report
- Board Development: looking to the next board retreat
- Member Recruitment & Retention: nothing to report
- Legislative Action: nothing to report
- Bylaws: will have a report next month on updating the bylaws

5:40pm VII. **Policy Readings**

2nd Reading

- **ACAA** Harassment & Sexual Harassment of Students
 - **ACAA-R** Student Discrimination & Harassment Complaint Procedure
 - **ACAB** Harassment & Sexual Harassment of School Employees
 - **ACAB-R** Employee Discrimination & Harassment Complaint Procedure
 - **ACAD** Hazing
 - **ADC** Tobacco-free Schools: Use & Possession of Tobacco & Electronic Smoking Devices
 - **JEA** Compulsory Attendance
- “I motion to accept the second reading of policies *ACAA; ACAA-R; ACAB; ACAB-R; ACAD; ACD and JEA* [state with or without changes].”
“I second the motion.”

Mike Pulsifer **motioned**. Terry Morrell **seconded**.

Discussion: A student has to graduate by age 20. The board could approve a student to come back to MECDHH for services however the school department is responsible for Free Appropriate Public Education (FAPE) so a student could not return to MECDHH, they would have to go back to their home district for services.

8 In favor. 0 Opposed. 1 Abstained — Paula Matlins did not attend last meeting.

5:51pm VIII. **Approval of Accounting Handbook**

Cathy Murphy, *Director of Operations and Human Resources*

“I motion to approve the Accounting Handbook [state with or without changes].”
“I second the motion.”

Roxanne Baker **motioned**. Michelle Ames **seconded**.

Discussion: None

9 In favor. 0 Opposed. 0 Abstained.



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6:00pm IX. **Budget Update**

Cathy Murphy, *Director of Operations and Human Resources*

Presented budget general fund to date against expected targets. Expect to come in under budget at end of year.

6:05pm X. **Executive Director's Report**

- Attended swearing in of 4 new board members on February 20, 2020
 - Corda Kinzie
 - Paula Matlins
 - Jennifer Gaulin
 - Tommy Minch
 - Two board member renewals on February 20, 2020
 - Amber Oakes
 - Robin Foster
 - One board renewal on February 24, 2020
 - Anna Perna
 - Governor's supplemental budget hearing for request of \$500,000 toward Brewer program, February 26, 2020
 - New Hire, Katie Bucklin, part-time Ed Tech III
 - New Hire, Stephanie Crowley, full-time Ed Tech III, EECS
 - Staff Nomination, Jennifer Opperman, full-time Itinerant Teacher of the Deaf/Public School Outreach Consultant
- “I motion to approve the nomination of Jennifer Opperman for the position of full-time Itinerant Teacher of the Deaf/Public School Outreach Consultant.”

~~Jane Hecker-Cain motioned.~~ Jane Hecker-Cain was not a member of the board at the time of this meeting. A new vote to approve Jennifer Opperman was set in motion during the April 2, 2020 meeting under item 'New Business'.

- Vacated PSO Consultant position
- Attended COPSD meeting in Miami, February 9-11, 2020
- American School for the Deaf article

6:36pm XI. **Announcements**

Drag show for the Deaf, tomorrow night at the University of Southern Maine
Board members signed code of ethics document

(Break)



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7:08pm XII. **Executive Session**

“I motion that the meeting enter Executive Session with Cathy Murphy, *Director of Operations and Human Resources*, for the purpose of discussing the Executive Director search per article MRS 405-6A at 7:08PM.”

Mike Pulsifer **motioned**. Terry Morrell **seconded**.

Discussion: None

9 In favor. 0 Opposed. 0 Abstained.

7:19pm XIII “I motion to come out of Executive Session into Public session.”

Amber Oakes **motioned**. Lisette Belanger **seconded**.

“I motion to approve the HR/Finance Committee, aka Executive Director Search Committee (Anna Perna, Mike Pulsifer, Cathy Murphy, Thomas Minch, Terry Morrell), to spend money, publicize, etc., for the next eight (8) months to recruit a new Executive Director.”

Mike Pulsifer **motioned**. Corda Kinzie **seconded**.

Discussion: Discussion of specific actions, budget, travel expenses, and reminder of confidentiality in the Executive Director search. Hire MSMA assistance with 2 forums, online survey and data compilation for a new Executive Director profile? Cathy Murphy to present a timeline at upcoming All Staff meeting. Board members not on the search committee may be asked to sit on the interview committee.

7 In favor. 0 Opposed. 2 Abstained.

7:30pm XIII. **Adjournment**

“I motion that the meeting adjourn to Thursday, April 2, 2020.”

Amber Oakes **motioned**. Lisette Belanger **seconded**.

Discussion: None

9 In favor. 0 Opposed. 0 Abstained.