



# 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 7, 2020 Minutes

**Board Present:** Anna Perna (Chair), Amber Oakes (Vice Chair), Michelle Ames, Roxanne Baker, Lisette Belanger, Robin Foster, Paula Matlins, Terry Morrell, Mike Pulsifer, Marena Thompson (student rep)

**Board Excused:** Corda Kinzie, issues with technology

**Guests:** Tommy Minch

**Administration:** OJ Logue, Rebecca Falbo, Cathy Murphy, Karen Hopkins, Kevin Bohlin

**Interpreters:** Marisa Zastrow, Julia Schafer

5:00pm I. **Call to Order/Roll call**, review of virtual meeting protocol

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

“I motion to approve the agenda with changes.”

“I second the motion.

Robin Foster **motioned**. Terry Morrell **seconded**.

**Discussion:** 1. In the Executive Director report add approval of new staff member

2. Applications for host family extended to May 29, 2020

3. Adjust numbering sequence

4. In the Executive Director report add the retirement of Rebecca Falbo, *Director of Mainstream and Deaf Programs*

**9 In favor. 0 Opposed. 0 Abstained.**

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

5:06 pm IV. **Approval of Minutes** – April 2, 2020.

“I motion to approve the minutes of April 2, 2020 with changes.”

“I second the motion.”

Michelle Ames **motioned**. Paula Matlins **seconded**.

**Discussion:** 1. Second bullet; remove the first word “Add”

2. Lisette Belanger did not motion the 3<sup>rd</sup> year probationary contract

3. Remove Jennifer Opperman from 2<sup>nd</sup> year probationary contract list

4. Remove Jennifer Gaulin from board roster and remove all of her votes as she is not on the board at this time.

**9 In favor. 0 Opposed. 0 Abstained.**

5:15pm V. **Committee Reports**

- **Policy Committee** One policy for 2nd reading tonight
- **Strategic Planning** Nothing to report



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- **Human Resources & Finance (including the Executive Director search committee)** the committee gathered 83 responses from the Executive Director search survey. The results will be shared with the board and posted to the website. The applicant pool has been narrowed down from six candidates to four candidates.

The first interview for Executive Director, date to be determined, will be held by a panel of the following. They will choose a candidate(s) to send to the board:

- Two board members
- Two parents, one from the north and one from the south.
- Two teachers of the deaf, one from the north, one from the south.
- One administrator

The second interview, on June 4, 2020, the committee will send 1 or 2 candidates to the full board

On June 16, 2020, during our regular meeting, the board will vote to approve and hire a new Executive Director.

- **Board Development** Nothing to report
- **Member Recruitment & Retention** Nothing to report
- **Legislative Action** Nothing to report
- **Bylaws** The board will vote tonight on changes to the board bylaws

#### 5:32pm VI. **Policy, 2nd reading**

##### **JICK - Bullying**

“I motion to approve the second reading of policy **JICK**.”

“I second the motion.”

Mike Pulsifer **motioned**. Roxanne Baker **seconded**.

*Discussion:* none

**9 In favor. 0 Opposed. 0 Abstained.**

#### 5:38pm VII. **Recommended changes to school board bylaws.**

“I motion to approve the recommended changes to the school board bylaws.”

“I second the motion.”

Recommended changes:

- ARTICLE II – Organization of the Board
  - Change Section 2 to read: “The Board shall appoint the Executive Director *or the appointed designee* as its Secretary.
- ARTICLE IV – Meetings
  - Add a Section 8: Bylaws to be updated every two years.
  - Add a Section 9: Prior to becoming a member of the Board, one must attend at least 4 meetings.

Paula Matlins **motioned**. Michelle Ames **seconded**.



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**Discussion:**

Paula Matlins: What if there is a financial impact in attending 4 meetings when traveling from a distance?

Paula Matlins: I know someone interested but they would have to travel a distance. If they came 4 times before joining, it could be a financial impact for them.

Terry Morrell: I think we would need to make it accessible for the person.

Mike Pulsifer: what about ARTICLE IV, Section 1, “*At least one meeting each year may be held outside Cumberland County*”?

Terry Morrell: that’s not a requirement of the Bylaws, states “*may be*”.

OJ: question of continuing virtual meetings without impact to voting regulations. Right now a quorum has to be here on island. Maybe this can change. Then we could have members in the county as well. Something to present to the Attorney General.

Roxanne: It is also nice to have members join in person when possible. Use virtual when there is inclement weather or prohibitive for people to travel. Limit the number of times we use technology.

**9 In favor. 0 Opposed. 0 Abstained.**

5:51pm VIII. **Approval of Board Staff Survey**

“I motion to approve the Board Staff Survey.”

“I second the motion.”

Amber Oakes **motioned**. Robin Foster **seconded**.

**Discussion:** none

**8 In favor. 0 Opposed. 1 Abstained**, Lisette Belanger.

5:54pm IX. **Budget Update** Catherine Murphy, *Director of Operations and Human Resources*

- Revenues to date: Looking at the budget at the end of April, our budgeted revenues are 9.4 million.
  - o So far to date we received 9.442 million
  - o Which means we are already over on our revenue budget
  - o The reason being, we received additional \$250,000 of state revenue for the Brewer program. Hope to set that aside for Brewer
  - o Received \$250,000 for Brewer, which put us over budget in our revenues for the year. Which is good because we may be under in some of our other revenues we typically invoice for, such as preschool tuition, or CINC services.
- Expenses to date: again our expenses budget is \$9.4 million
  - o So far we have spent \$6.9 million which puts us at 74% left in the budget, at 7% above what we should have, so we have spent less than budgeted. Number of reasons for that:
    - Open vacant positions
    - Some expenses not as high as they would be because we are not having face-to-face learning
  - o Cash balance right now is \$2.1 million, which will go down quite a bit between now and the end of the school year



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- Health insurance increase of 2% in 2021
  - o MECDHH/GBSD spends about \$1,250,000/year on health insurance for employees, 2% will be an increase of \$25,000 next year. We can certainly absorb that amount.
  - o MECDHH/GBSD spends \$40,000 on dental insurance, a 2% increase would be \$1,000, also very easy to absorb.
- Just for a bit of information on our health coverage, fairly big percentage of our overall budget.
  - o If we have an employee and they chose family health coverage next year in '20-21 it would cost us \$21,000. The employee pays \$7,000. That is pretty standard for any school district or really any organization that might have an organized union.
  - o If we have an employee who picks single coverage, that will cost us almost \$11,000. Their contribution depends on how much they earn.
  - o Fairly big percentage of our overall budget.

#### 6:03pm X. **Nominations of Board Officers for 2020-2021**

##### **Chair of the Board, 2020-2021 School Year**

Mike Pulsifer nominates Lisette Belanger. Lisette accepts the nomination. No other nominees.

**9 In favor. 0 Opposed. 0 Abstained.**

##### **Vice Chair of the Board**

Terry Morrell nominates Tommy Minch, Tommy accepts (unknown to the board at this time, Tommy Minch was ineligible to be nominated, therefore the vote for vice chair was not legitimate and the position remained vacant until September 3, 2020 board meeting.)

Lisette Belanger nominates Terry Morrell, Terry respectively declines

Michelle Ames nominates Robin Foster, Robin declines

**9 In favor. 0 Opposed. 0 Abstained.**

#### 6:18pm. XI. **Review and approve 2020-2021 Academic Year Calendar**

"I motion to approve the 2020-2021 Academic Year Calendar with changes."

"I second the motion."

**Mike Pulsifer** motioned with amendment. **Lisette Belanger** seconded.

**Discussion:** Change/amendment: Update Calendar to consistently state 183 staff days throughout  
We follow Portland High School, if they allow virtual learning on snow days we would follow suit.

North and South region school calendars could look different

**9 In favor. 0 Opposed. 0 Abstained.**



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#### 6:33pm. XII. **Executive Director's Report**

- Annual Report will be presented at the June board meeting.
- Leadership Team is spending a lot of time on the Chapter 304 rewrite
  - o Will have meetings with stakeholders and special educators, superintendents and legislators
  - o Will present the rewrite in November immediately after the election
- Currently recruiting applicants for Host families for 2 students living outside a 50-mile radius of Portland with a May 29, 2020 deadline
- Informational only: Jon Connick will become the ASL teacher for Portland's middle school and high school. Rob Gilles will move from Portland High School to an open position as Public School Outreach Teacher of the Deaf
- Interviewing for a Supervisor of Maintenance
- Executive Director's annual review will be waived as he is retiring half way through next school year
- ADJUSTMENT: Meghan Dube nomination  
"I motion to approve the nomination of Meghan Dube, for the position Teacher of the Deaf at Portland High School."  
Paula Matlins **motioned**. Terry Morrell **seconded**.

**Discussion:** None

**9 In favor. 0 Opposed. 0 Abstained.**

- ADJUSTMENT: Rebecca Falbo, *Director of Mainstream and Deaf Education Programs*, has submitted her plan to retire, effective July 1, 2020

#### 7:00pm XIII. **Announcements**

- Reminder: if you're interested in being on the interview committee email Anna Perna by Friday at 5PM.
- Late incoming public comment via email:  
"I am wondering, moving forward, and speaking on behalf of myself and other ASL Interpreters who work as Independent Contractors for MECDHH, will there be considerations and/or parameters put in place in the future to protect interpreters from losing their entire income if there is another outbreak of COVID-19, resulting in school closure, or any other extenuating circumstance that would result in school closure?"

Paula Matlins: this is the first time this has happened. It's important discussion, consider for another time. Next meeting.

Rebecca Falbo: In my experience, public comments are not expected to be considered immediately.



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7:02pm XIV. **Adjournment**

“I motion that the meeting adjourn to **Tuesday, June 16, 2020.**”

“I second the motion.”

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

**9 In favor. 0 Opposed. 0 Abstained.**