



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 June 16, 2020 Minutes

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

Administration: OJ Logue, Rebecca Falbo, Cathy Murphy, Karen Hopkins

Staff: Katie Duncan, Steva Fier-Scarpelli, Kristen Shorey, Kerry Fitzgerald, Cathy Glover, Kevin Bohlin, Megan Kish, Donna Cassavant, Denise Adams, Stacia Thomas, Rich Foisy, Corri O’Brion, Amy Spencer, Kim Matthews, Erin Hansen

Guests: Byron Oakes, Tommy Minch

Interpreters: Marisa Zastrow, Julia Schafer

5:00pm I. **Call to Order –roll call and review of Zoom norms**

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

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

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

Discussion: None

10 In favor. 0 Opposed. 0 Abstained.

5:04pm III **Public Comments** none

5:05 pm IV. **Approval of Minutes** – May 7, 2020.

“I motion to approve the minutes of May 7, 2020 [state with or without changes].”

Terry Morrell **motioned** to approve the agenda for May 7, 2020 and the minutes from the June 4, 2020 and June 9, 2020 special sessions.

Roxanne Baker **seconded**.

Discussion: Reminder that the board bylaws condone holding one meeting a year in another local. The suggestion was a meeting at a northern site in the coming year.

With regard to a public comment that came in after May’s meeting, the chair’s understanding is that comments do not require a response, but that we do need, and will, respond. Further discussion may occur at a later date.

10 In favor. 0 Opposed. 0 Abstained.

5:11pm V. **Committee Reports**

– **Policy:** Nothing to report

– **Strategic Planning:** Nothing to report. Corda Kinzie has joined this committee

– **Human Resources & Finance:** Vote to approve two candidates tonight, Director of Mainstream and Deaf Education Programs and Executive Director.

– **Facilities:** Nothing to report.

– **Board Development:** Nothing to report.

– **Member Recruitment & Retention:** Nothing to report. Roxanne Baker joined this committee.



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- **Legislative:** Question #1 on the July 14 ballot addresses upgrading internet access in rural Maine. Some of our students live where access is limited so important for MECDHH/GBSD to support. Suggestion by Terry Morrell that the Legislative Committee focus on the Bylaws and anything happening in Augusta that affects MECDHH/GBSD be it financial or otherwise.
- **Bylaws:** Nothing to report.

5:19pm VI. **Review results of Board Staff survey** Owen Logue, *Executive Director*

- Part of Union negotiations was to create an annual survey for staff assessing the Leadership Team
- Fifty-one responses
- Strong areas (86-100%):
 - o Our Leadership team and coordinators have strong working knowledge of the strengths and challenges of the organization. 90% Agree/Strongly Agree
 - o Based on what I observe I believe our leaders use organizational mission, vision and goals to guide our work and decision making as an organization. 90% Always/Most of the time
 - o Our organization leaders promote a productive and positive climate. 92% Always/Most of the time
 - o I feel comfortable going to at least one member of the leadership team if I have a problem. 87% Agree/Strongly Agree
 - o Leadership team and coordinators, model commitment in improving our organization. 96% Agree/Strongly Agree
 - o I feel comfortable going to at least one member of the leadership team if I have a problem. 87% Agree/Strongly Agree
 - o The Leadership team, coordinator, model commitment in improving our organization and its programs. 96% Agree or Strongly Agree
- Weak areas (85% and below):
 - o I feel communication in our organization continues to improve. 82% Agree/Strongly Agree
 - o I feel communication within my department continues to improve. 80% Agree/Strongly Agree
 - o I see consistency in the way policies and procedures are implemented. 84% Always/Most of the time
 - o My team's relationships are built on trust, collaboration and mutual respect. 81% Agree/Strongly Agree
 - o Staff members are encouraged to take leadership roles. 74% Always/Most of the time



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- School leaders seek input from the staff.
85% Always/Most of the time

5:42pm VII. **Budget Update as of May 31, 2020**

Catherine Murphy, *Director of Operations and Human Resource*

- Revenues in total are over budget due to additional state subsidy, 9.419 million budget vs. 9.548 million actual
- \$250,000 state subsidy for Brewer program so revenues were already over budget
- 80% spent, at this point in the year should be roughly 90%
- Accruing summer salaries in June so there will be a spike at that time
- No cash flow issues
- Revenues, excluding state subsidy, will be under budget mainly due to COVID-19
- Summer school cost center will be over budget by about \$15,000, this is because as a new employee, I missed some wages last year, very small impact on overall budget
- Maintenance cost center may be over because of unanticipated expenses in our tenants' buildings.
- Transportation cost center will be under budget, again, because of the pandemic

5:46pm. VIII. **Executive Director's Report**

- Announcement of host family, Lisa and Jeff Lederer, for students living beyond a 20-mile radius of PHS, selected for Academic year 2020-2021
- Announcement of new Maintenance Supervisor, Phillip Sleeper, effective July 1, 2020
- Approval of new Director of Mainstream and Deaf Education Programs
“I motion to approve Kim Matthews as Director of Mainstream and Deaf Education Programs effective July 7, 2020.”

Paula Matlins **motioned**. Terry Morrell **seconded**.

Discussion: none

10 In favor. 0 Opposed. 0 Abstained.

- Status report of Extended School Year and reopening of school for Fall 2020, no concise direction from DOE yet
- Final meeting for student representative, Marena Thompson, recipient of the John Hawkes award for \$17,500 for her first year of college at the National Technical Institute of the Deaf in Rochester, NY
- Acknowledgement of Rebecca Falbo's vast contribution working with MECDHH and PPS staff and creating a strong self-motivated team



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- MECDHH/GBSD Mackworth Island tenant, Hear Me Now, will not be renewing their lease, leaving July 1, 2020
- Addressing racial inequality. A full day workshop is planned on staff return, virtual or face-to-face, in the fall
- Heartfelt thanks to Anna Perna and Amber Oakes for their commitment as chair and vice chair of the board

6:04 pm IX. **Announcements**

Disabilities Rights Maine is hosting a deaf rights meeting on zoom at 1PM contact Michelle Ames for information

6:08 pm X. **Enter Executive Session**

“I motion to leave the public meeting to enter Executive Session as per article MRS 405-6A at 6:08PM.”

Lisette Belanger **motioned**. Paula Matlins **seconded**.

10 In favor. 0 Opposed. 0 Abstained.

6:26 pm XI. **Exit Executive Session**

“I motion to leave Executive Session and enter the public meeting at 6:26PM.”

Terry Morrell **motioned**. Amber Oakes **seconded**.

10 In favor. 0 Opposed. 0 Abstained.

6:26 pm XII. **Approval of Executive Director Candidate**

“I motion to approve Karen Hopkins as Executive Director effective January 1, 2020.”

Robin Foster **motioned**. Roxanne Baker **seconded**.

10 In favor. 0 Opposed. 0 Abstained.

6:30pm XIII. **Adjournment**

“I motion that the meeting adjourn to **Thursday, August 6, 2020**.”
Paula Matlins **motioned**. Amber Oakes **seconded**.

10 In favor. 0 Opposed. 0 Abstained.