



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 August 6, 2020 MINUTES

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

Excused: Anna Perna, Paula Matlins excused at 7:00PM.

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

Staff: Cathy Glover, Darleen Michela, Alicia Pieper, Denise, Jonathan Connick, Justine Higgins, Katie Duncan, Kerry Fitzgerald, Megan Garrity, Peggy Levy, Kevin Bohlin, Kirsten Lewis

Public: Laura Peterson, Tommy Minch

Interpreters: Marisa Zastrow, Julia Schafer

5:00pm I. **Call to Order – Lisette Belanger, Chair, takes roll call**

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

“I motion to approve the agenda without changes.”
Roxanne Baker **motioned**. Michelle Ames **seconded**.

Discussion: None

9 In favor. 0 Opposed. 0 Abstained.

5:05 pm III. **Approval of Minutes – June 16, 2020.**

“I motion to approve the minutes of June 16, 2020 with changes.”
Michelle **motioned**. Terry Morrell **seconded**.

Discussion: In item VII, Budget Update, the second bullet should read 250,000

9 In favor. 0 Opposed. 0 Abstained.

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

- Policy: Mike Pulsifer reported that since the committee’s last meeting the Executive Director received an update from the policy department at Maine School Management with recommended changes; our policies already reflect those changes. Unless new changes come from Augusta, we are all set.
- Strategic Planning: Michelle Ames reported that the committee met recently and agreed to meet with the leadership team to review the strategic plan, approved by the board in 2019, and discuss plans moving forward as regards to COVID-19.
- Human Resources & Finance: nothing to report.
- Facilities: Lisette Belanger reported that the committee will setup a meeting with Philip Sleeper, the new Maintenance Supervisor, prior to the September Board meeting.
- Board Development: Michelle Ames reported that the committee is researching possible virtual board retreat options.
- Member Recruitment & Retention: nothing to report
- Legislative Action: Robin Foster reported that because of the passage of Question 1 on July 14, 2020 regarding internet infrastructure, there will be bond information to follow.
- Bylaws: nothing to report



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5:30pm V. **Budget Update** Catherine Murphy, *Director of Operations and Human Resource*

- Budgeted revenues: \$9.4 million
- Actual revenues: \$9.6 million, the majority of that overage is due to the additional state subsidy we received for our Brewer program
- Budgeted expenses: \$9.149 million
- Actual expenses: \$8.74 million
- Under budget \$679,000
 - Covid-19 related, fewer contracted services, less transportation, fewer people on the island (lower utilities)
- \$205,000 over in revenues
- Adding close to \$900,000 to our fund balance
- Current cash balance: \$758,000
- Benefits under \$598,000
 - We had unfilled positions this year. Benefits can run up to 60% of the cost of any salary. For instance, if we had an unfilled position with a salary of \$60,000, benefits could easily be \$36,000, so the savings between salary and benefits is significant.
- Maintenance was over by around \$43,000 due to unanticipated projects
 - HVAC work in H building
 - Disability Rights Maine space brought up to ADA compliance and we put in air conditioning in those offices
- Projected fund balance as of June 30, 2020 is \$999,000
 - this will help over the course of the next couple of years where we may see budget cuts from the state or we become flat funded
- Virtual audit took place the week of July 20, 2020, a first for Cathy Murphy and the auditor, extremely tedious for business office staff as all documents had to be scanned, uploaded and emailed to the auditor
- We have an excellent handle on our financial situation and currently Cathy is working on the biennial budget for 2021-2022 and 2022-2023
- First will be a status quo budget
 - We are not going to plan for any big program changes
 - Take what we have currently for staffing and programming and move it forward over the next 2 years
- Governor Mills plans to cut 10% of budgets this year
 - We haven't heard anything from the DOE or that the state is cutting any state subsidy to schools



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5:40pm VI. **Approval of the 2020-2021 Preschool Handbook**

“I motion to approve the 2020-2021 *Preschool Handbook* without changes.”

Robin **motioned**. Amber **seconded**.

Discussion: None

9 In favor. 0 Opposed. 0 Abstained.

5:45pm VII. **Approval of the fall 2020 COVID-19 Guidelines: Return to Work Rules and Expectations for All Employees: PowerPoint presentation**

Owen Logue, *Executive Director*

Karen Hopkins, *Director of Statewide Education and Family Services*

Rebecca Falbo, *Interim Director of Mainstream and Deaf Education Programs*

Catherine Murphy, *Director of Operations and Human Resources*

“I motion to approve the fall 2020 *COVID-19 Guidelines: Return to Work Rules and Expectations for All Employees*” with the following changes: page 10, middle of the chart, change AESOP to WEBSSENSE; page 11, left hand side of chart, change BSD to MECDHHH/GBSD; page 13, item 2, add “assigned duty location” after “building”.

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

Discussion:

Are Early Childhood/Family Services (ECFS) and Public School Outreach (PSO) working from home when not on the road?

Yes, staff can work from home at this time during the pandemic.

Does MECDHH/GBSD provide information on confidential support outside of the organization for staff?

The state has an employee assistance program and Maine Behavioral Health will provide a presentation during staff development the week of August 24, 2020. We will also go over options available within the organization at that time.

If a person tests positive for COVID-19, how will that information be shared?

Cathy Murphy is taking a course recommended by the CDC on contact tracing.

Employee information is always confidential. A staff member can share information as they like, but the organization would never disclose that information. If an employee has COVID-19 we would let staff know by stating, “You have come in contact with a person with COVID-19”, names will never be mentioned.

9 In favor. 0 Opposed. 0 Abstained.



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6:28pm. VIII. **Executive Director's Report**

- Extend start of Kim Matthews as *Director of Mainstream and Deaf Education Programs* to January 1, 2021
- Request and approval for Rebecca Falbo to assume *Interim Director of Mainstream and Deaf Education Programs*, 4 days a week, through December 31, 2020

“I motion to approve Rebecca Falbo as *Interim Director of Mainstream and Deaf Education Programs* at 4 days a week effective August 1, 2020.”

Paula Matlins **motioned**. Roxanne Baker **seconded**.

Discussion: *Were staff members consulted regarding Rebecca Falbo's return?*
The Executive Director explained that swift action was required to secure and negotiate Rebecca Falbo's return, 4-days a week, effective August 1, 2020.

8 In favor. 0 Opposed. 0 Abstained. Paula Matlins left the meeting at 7PM

- Status report: reopening of school for Fall 2020
- PPE update
- Staff Professional Development plan for August 24-27, 2020 including presentations on racial inequality.
- Successful ESY (Extended School Year) program
- Signed MOU 2020-2021 with Portland Public Schools
- Approval of MECDHH/GBSD enrollment criteria
“I motion to approve the MECDHH/GBSD School Enrollment Criteria without changes.”

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

Discussion: None

9 In favor. 0 Opposed. 0 Abstained.

- Return to work, 3 scenarios, letter to staff from the Executive Director
- Approval of staff nominee Chelsea Alexander, full-time ECFS Consultant
“I motion to approve the nomination of Chelsea Alexander for the position of full-time ECFS Consultant effective August 24, 2020 without changes.”

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

Discussion: None

9 In favor. 0 Opposed. 0 Abstained.

- Response letter to Bryon Oakes' public comment
- Resignation: Alison Munson, Ed Tech III, Pre-school



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6:45 pm IX. **Public Comments**

Concerns over returning to school and the option of returning all students to the island as a possibility.

Appreciation to Rebecca Falbo for returning in an interim capacity, especially during this challenging time.

7:01pm X. **Announcements**

The Deaf Cultural Festival will be virtual this year with wonderful workshops and events. A website will launch soon with all information.

7:09 pm XI. **Enter Executive Session**

"I motion to leave the public meeting to enter Executive Session as per article MRS 405-6A at 7:09PM to talk about contract negotiations."

Mike Pulsifer **motioned**. Michelle Ames **seconded**.

Discussion: None

8 In favor. 0 Opposed. 0 Abstained.

7:20 pm XII. **Exit Executive Session**

"I motion to leave Executive Session and enter the public meeting 7:20PM."

Amber Oakes **motioned**. Corda Kinzie **seconded**.

Discussion: None

8 In favor. 0 Opposed. 0 Abstained.

7:25 pm XIII. **Approval of Memorandum of Agreement for Salary Schedule addition and Mileage Rate change**

"I make a motion to approve the memorandum of agreement which adds the "Payroll/Human Resource Specialist" pay scale to the MSEA support contract to the 2020-2021 year."

Amber Oakes **motioned**. Corda Kinzie **seconded**.

8 In favor. 0 Opposed. 0 Abstained.

7:30 pm XIII. **Approval of Mileage Rate change**

"I make a motion to approve the memorandum of agreement which changes the mileage rate in the existing contract from the Federal Government rate to the State mileage rate."

Amber Oakes **motioned**. Corda Kinzie **seconded**.

8 In favor. 0 Opposed. 0 Abstained.



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7:35 pm XIV. **Adjournment**

“I motion that the meeting adjourn to **Thursday, September 3, 2020.**”

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

Discussion: None

In favor. 0 Opposed. 0 Abstained.