



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 December 3, 2020 Minutes

Board Present: Lisette Belanger, *Chair*, Mike Pulsifer, *Vice Chair*, Michelle Ames, Roxanne Baker, Robin Foster, Jennifer Gaulin, Corda Kinzie, Paula Matlins, Tommy Minch, Terry Morrell, Amber Oakes, Anna Perna,

Student Representatives: Sherry Foster, Keyana Kassa

Administration: Owen J. Logue, Cathy Murphy, Karen Hopkins

Staff: Kristen Shorey, Denise Adams, Katie Duncan, Kevin Bohlin

Interpreters: Cid Pollard, Julia Schafer

5:00pm I. **Call to Order and Roll Call of Board Members – Lisette Belanger, *Chair***

5:04pm II. **Adjustments to the Agenda**

“I motion to approve the agenda without changes.”

“I second the motion.”

Tommy Minch **motioned**. Anna Perna **seconded**.

Discussion: none

12 In favor. 0 Opposed. 0 Abstained.

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

5:06pm IV. **Approval of November 5, 2020 Minutes**

“I motion to approve the minutes of November 5, 2020 without changes.”

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

Discussion: none

12 In favor. 0 Opposed. 0 Abstained.

5:07pm V **School Board Orientation presentation, Mike Pulsifer, *Co-chair***

Mike Pulsifer presented a Power Point presentation reviewing the *School Boards in Maine* orientation. Mike suggested the presentation be reviewed with a representative of the Maine School Management Association (MSMA) every 2 or 3 years, especially when there are new board members.

The presentation covered the following:

- Roles and Responsibilities
- Board Meetings
- Executive Session
- Confidentiality
- Interacting with the Public
- Ethics



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5:39pm VI. Committee Reports

- Policy: Mike Pulsifer reporting. Nothing to report.
- Strategic Planning: Michelle Ames reporting. The committee met again with the leadership team and reviewed their summary of met and unmet goals. The committee will meet in February to begin work on a new plan to present to the board at the April 2021 meeting.
- Human Resources & Finance: Terry Morrell reporting. The committee met and the meeting minutes are included in the Board packet. The audit findings were reviewed. Board members Mike Pulsifer and Tommy Minch, Cathy Murphy, *Director of Operations and HR*, and Karen Hopkins, *Executive Director* were selected to attend the 2021 union negotiations
- 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. Nothing to report, but would like to be kept up-to-date as to when the legislature becomes active again.
- Bylaws: Terry Morrell reporting. Nothing to report.

5:48pm VII. Policy Readings

2nd Reading

- **ADC Tobacco-free Schools: Use and Possession of Tobacco and Electronic Smoking Devices**

“I move to accept the second reading of the policy *ADC Tobacco-free Schools: Use and Possession of Tobacco and Electronic Smoking Devices* as presented.”

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

Discussion: none

12 In favor. 0 Opposed. 0 Abstained.

5:50pm VIII. Executive Director's Report

- Welcome to our new *Director of Statewide Educational and Family Services*, Dr. Kaitlyn Millen
- Suspension of hiring a *Director of Early Intervention and Family Engagement* until July 1, 2021

Motion to approve an Interim Plan including two stipend coordinator positions until a new director of *Early Intervention and Family Engagement* is hire .

I would like to motion to approve the interim stipend plan for the vacant director of early education and family engagement from December 7th to June 30th.

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



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Board of Directors Meeting

December 3, 2020

Minutes

Discussion: Clarification was requested as to whether they were voting on the plan or on the persons filling the interim positions. It was explained that the board was voting on both the plan and the staff members filling the interim positions. A new motion was entered.

Clarification: each coordinator will receive \$1000 per month.

“I would like to make a motion to approve the interim stipend plan for the vacant *Director of Early Education and Family Engagement* at \$1,000 per month, for Katie Duncan and Amy Spencer.”

10 In favor. 2 Opposed. 0 Abstained.

- Update on revision of Chapter 304
 - The board will receive the updated version as soon as it is complete
 - The new document will provide more clarity around what is essential for deaf or hard of hearing students versus what is not essential in the hope of achieving financial equity
- Update on PPBF Smile Mask program supplying masks to parents, students, and school districts statewide
 - Every family member will receive 2 masks
 - Each school district can order up to 10 masks
 - 132 orders as of December 3rd
 - Hope to add a third tier for hearing peers of deaf children to receive clear masks

Motion to approve check signing designees

“I move to accept the following changes to all bank accounts at T.D. Bank held by the Maine Educational Center for the Deaf and Hard of Hearing/Governor Baxter School for the Deaf as of January 1, 2021: Remove signers Cathy Murphy, Owen J. Logue, and Anna Perna, and add signers Karen Hopkins and Lisette Belanger. In addition, Cathy Murphy will retain current on-line access and administrative rights.”

Paula Matlins **motioned**. Tommy Minch **seconded**.

Discussion: none

12 In favor. 0 Opposed. 0 Abstained.

6:38 pm X. **Announcements**

6:40pm XI. **Adjournment**

“I motion that the meeting adjourn to **Thursday, January 7, 2021.**”

“I second the motion.”

Tommy Minch **motioned**. Paula Matlins **seconded**.

Discussion: none

12 In favor. 0 Opposed. 0 Abstained.