



THE MAINE EDUCATIONAL CENTER FOR THE DEAF AND HARD OF HEARING

GOVERNOR BAXTER SCHOOL FOR THE DEAF

One Mackworth Island, Falmouth, ME 04105

**February 1, 2024
Board Meeting
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Board of Directors Meeting February 1, 2024 Agenda

5:30pm I. **Call to Order and Roll Call of Board Members – Lisette Belanger, *Chair***

Roxanne Baker, Lisette Belanger, *Chair*, Jason Bubier, Tommy Minch, *Vice Chair*, Anna Perna, Mike Pulsifer, Liz Seal, Sandra Wood

5:33pm II. **Adjustments to the Agenda**

“I move to approve the February 1, 2024 agenda [state with or without changes].”

“I second the motion.”

5:35pm III. **Motion to Approve the January 10, 2024 Board Meeting Minutes**

“I move to approve the minutes of the January 10, 2024 board meeting [state with or without changes].”

“I second the motion.”

5:37pm IV. **Public Comments**

5:40pm V. **Facilities Update** Dean Flanagin, *Director of Operations*

5:55pm VI. **Departmental Report** Cathy Lushman, *Preschool Coordinator*

New Business

6:15pm VII. **Staff Nomination**, Kim Matthews-Hermans, *Family and Peer Programming Coordinator*

“I move to accept the recommendation of Kim Matthews-Hermans for the position of *Family and Peer Programming Coordinator* effective January 22, 2024 [state with or without changes].”

“I second the motion”

6:17pm VIII. **Committee Reports**

- Policy
- Strategic Planning
- Human Resources
- Finance
- Facilities
- Board Development
- Member Recruitment & Retention
- Legislative Action
- Bylaws

6:20pm IX. **Executive Session**

“I move to enter Executive Session to discuss the following:

- Executive Director search applications, pursuant to Article 405(6)A;

“I second the motion.”

7:20pm X. **Announcements**

7:30pm XI. **Adjournment**

“I move to adjourn to **Thursday, March 7, 2024 at 5:30pm.**”

“I second the motion.”



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Board of Directors Meeting January 10, 2024 Minutes

5:32pm I. **Call to Order and Roll Call of Board Members – Lisette Belanger, *Chair***

Present: Roxanne Baker, Lisette Belanger, *Chair*, Jason Bubier, Tommy Minch, *Vice Chair*, Anna Perna, Mike Pulsifer, Liz Seal, Sandra Wood

Also present: Directors Dean Flanagan, Lori Levesque, Susie Tiggs; Executive Assistant Kim Spencer, Interpreters Grace Cooney and Evah Hellewell

5:34pm II. **Adjustments to the Agenda**

“I move to approve the January 10, 2024 agenda without changes.”

Tommy Minch **motioned**; Sandra Wood **seconded**.

6 in favor. 0 opposed. 0 abstained.

Liz and Sandra arrived after this vote.

5:35pm III. **Motion to Approve the January 4, 2024 Board Minutes**

“I move to approve the minutes of the January 4, 2024 board meeting without changes.”

Tommy Minch **motioned**; Sandra Wood **seconded**.

7 in favor. 0 opposed. 1 abstained.

New Business

5:38pm IV. **Executive Session**

“I move to enter Executive Session to discuss the following:

- Employment of officials/appointees/employees, pursuant to Article 1 M.R.S.A. §405 (6)(A); and,

Mike Pulsifer **motioned**; Jason Bubier **seconded**.

8 in favor. 0 opposed. 0 abstained.

7:08pm V. **Announcements - None**

7:09pm VI. **Adjournment**

“I move to adjourn to **Thursday, February 1, 2024 at 5:30pm.**”

Tommy Minch **motioned**; Sandra Wood **seconded**.

8 in favor. 0 opposed. 1 abstained.



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Board of Directors Meeting January 4, 2024 Minutes

5:30pm I. **Call to Order and Roll Call of Board Members – Lisette Belanger, Chair**

Present: Roxanne Baker, Lisette Belanger, *Chair*, Jason Bubier, Tommy Minch, *Vice Chair*, Anna Perna, Mike Pulsifer, Liz Seal, Sandra Wood

Also present: Superintendent Consultant Steve Connolly; Directors Dean Flanagin, Lori Levesque, Susie Tiggs; Preschool Coordinator Cathy Lushman, Executive Assistant Kim Spencer; Information System Support Specialist Rich Foisy; Tim Gill, CPA, Runyon Kersteen Ouellette; Interpreters Grace Cooney, Evah Hellewell, Amy Richardson; Early Intervention and Family Services Coordinator Amy Spencer; Board candidates Beth Campbell and Dawna Thorpe.

5:32pm II. **Adjustments to the Agenda**

“I move to approve the January 4, 2024 agenda without changes.”

Roxanne Baker **motioned**; Liz Seal **seconded**.

8 in favor. 0 opposed. 0 abstained.

5:33pm III. **Motion to Approve the December 7, 2023 Board Minutes**

“I move to approve the minutes of the December 7, 2023 board meeting without changes.”

Roxanne Baker **motioned**; Liz Seal **seconded**.

8 in favor. 0 opposed. 0 abstained.

5:34pm IV. **Public Comments - none**

5:35pm V. **Auditor’s Report**, Timothy Gill, *Runyon Kersteen Ouellette*

6:21 - 6:35 *Discussion about audit report*

6:35pm VI. **Departmental Report** Amy Spencer, *Early Intervention and Family Services Coordinator*

7:09 - 7:17 *Break*

New Business

7:17pm VII. **Staff Resignation**

“I move to accept the resignation of Kimberly Leong, *Early Intervention Specialist*, effective January 5, 2024, without changes.”

Roxanne Baker **motioned**; Liz Seal **seconded**.

7 in favor. 1 opposed. 0 abstained.

7:23pm VIII. **Committee Reports**

- Policy - Mike reporting; nothing to report
- Strategic Planning - Roxanne reporting; nothing to report
- Human Resources - Tommy reporting; nothing to report
- Finance - Tommy reporting; nothing to report, looking for others to join, only 2 on committee right now
- Facilities - Liz reporting; nothing to report
- Board Development - Anna reporting; retreat scheduled for April 5-6, 2024 at Lucerne Inn, Dedham



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Board of Directors Meeting January 4, 2024 Minutes

- Member Recruitment & Retention - Anna reporting; board candidates as well as members being reinstated should be sworn in by February
- Legislative Action - Roxanne reporting; nothing to report
- Bylaws - Tommy reporting; nothing to report

7:28pm IX. **Executive Session**

"I move to enter Executive Session to discuss the following:

- Employment of officials/appointees/employees, pursuant to Article 1 M.R.S.A. §405 (6)(A); and,
Sandra Wood **motioned**; Liz Seal **seconded**.

8 in favor. 0 opposed. 0 abstained.

8:30pm X. **Announcements**

8:31pm XI. **Adjournment**

"I move to adjourn to **Wednesday, January 10, 2024 at 5:30pm.**"

Sandra Wood **motioned**; Liz Seal **seconded**.

8 in favor. 0 opposed. 0 abstained.



January 2024 Board Report
for February 1, 2024 meeting

Dean Flanagin - Director of Operations

Business and Human Resources

Work continues with monthly general ledger account reconciliations. Special attention is given to transactions that create a balance within accounts payable and accounts receivable. Documentation is reviewed for any transaction creating a balance which is not cleared within the same month.

Facilities projects/improvement

MECDHH is moving forward with repairs in Greenlaw (Building D). Room 107 and 110 received new paint and new flooring. The flooring looks great and is water resistant nylon composition carpet squares. Each square is attached at all 4 corners with an AFFIXX Velcro system. If a square needs to be replaced for any reason, it can easily be removed and a new piece installed. Over the next 3 weeks we will be re-installing smart boards, white boards, and cork boards in those rooms.

FM2 Construction has started the process of removing wallboard on the exterior walls in rooms G01, G02, and G03. They have also started sanding, priming, and preparing other walls in those rooms for new paint.

One of the leaks in room G01 was found to be originating from the roof. Proper roof repair has been made by G&E Roofing which has stopped the leak which was traveling down the wall and appearing at the corner of the foundation. There is a leak at the masonry joint on the exterior wall. Masonry Tech and Waterproofing has been contacted to make the repair and fill in concrete blocks where the unit ventilators have been removed. New flashing and new exterior doors are proposed to prevent water leaks at the doors and windows on the exterior wall in G01, G02, and G03.

Our next steps for Building D (Greenlaw):

- Develop cost estimate and schedule for exterior masonry repairs
- Develop cost estimate and schedule for new flashing and new exterior doors in rooms G01, G02, G03.
- Develop estimates for flooring in hallways for ground level and 1st floor hallway
- Based on discussion with BGS and Harriman engineers, we are recommending Planiprep PSC flooring compound for ground level rooms.
- Finish work continues in rooms 107 and 110.
- A deep cleaning of the building will take place after all work is complete
- Post-repair air testing will be done at completion



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Facilities projects/improvement: Causeway

The State Bureau of General Services has documented the condition of the causeway and is aware that there are two dips that are low spots in the causeway. Any time that we have high tides combined with wave action, water is likely to flood over the causeway at these 2 low points. We monitor the weather forecasts to predict flooding of the causeway. Information from local forecasts, tide charts, NOAA, and the National Weather Service are used to collect the data and predict impacts on the causeway. We also consult with the Falmouth Fire Department to assess potential flood risks during coastal storms. When a storm is forecast, and the tides are predicted to be higher than normal, we will cancel school as a safety measure to assure that we are not on the island when flooding is likely. Other considerations such as electricity outages and road conditions also factor into a decision to cancel school on the island.

After each storm, the MECDHH maintenance department does a safety check of the causeway to assess any potential changes or storm damage. As part of the State's assessment, the engineers at GEI Engineering have done a drone survey of the causeway. The drone survey is important to document any change to the causeway that may happen over a longer period of time. Included in this work, GEI confirmed the bridge capacity which is rated for 22 tons. This fall an image scan was done on the causeway as part of a pavement repair for a hole in the pavement. No other holes or erosion damage were found in the roadway.

While the continued maintenance of the causeway is important, the long term is a more comprehensive repair which will mitigate the flooding risks. Safety of students and staff are the number one priority for MECDHH. We will continue to advocate for the long term upgrade to the causeway.

On January 23rd, the Maine Department of Transportation did an inspection of the causeway bridge. I spoke with 3 MDOT workers that were inspecting the bridge. The purpose of their visit was to inspect the bridge and tighten the suspension rods which connect the support beams. Maine DOT does an annual inspection and tightens components as necessary.

Given our three recent storms and reports of water cresting the road, DOT sent a crew out now instead of waiting until later in the year. They do a visual inspection for erosion. The crew tightens the suspension rods on each side of the bridge to be sure that the beams are carrying an equal share of the weight load. Ideally, the suspension rods will be tight enough to displace the weight of crossing traffic, but not too tight, as to allow the bridge to distribute the weight across the span of the bridge.

Facilities projects / improvement: Master Plan

On January 18th we had a meeting with Will Gatchell of Harriman, Kelly Stanford of Harriman, Frank Crabtree of Harriman, Arno Skalski of Gale Engineering, and Deane Rykerson of State of Maine BGS. The purpose of the meeting was to find a suitable location for a staging site for contractors that would be doing demolition and site work as part of the master plan. There was also on site confirmation of power and data lines and related connections. Deane Rykerson



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expects work to begin in the spring. During the meeting, I emphasized the causeway needs to be a priority. Construction vehicles can have a significant impact to the causeway and we may need to consider the timing of any causeway improvements. Additionally, I stressed the value of Taylor Building (Building C) as a place to facilitate overnight stays in support of student activities such as Kids Like Me. MECDHH students are spread out throughout the State of Maine and need opportunities to come together with other deaf and hard of hearing students.

Kids Like Me offers social and emotional learning to students state-wide to meet and communicate with other deaf and hard of hearing students. The program introduces students to various outdoor activities available in the State of Maine (camping, kayaking, identifying wildlife, and visits to State parks). The programming offered by Kids Like Me is required by statute. Providing the space to facilitate the program at a very reasonable cost is essential. If the Taylor Building is demolished, the cost to house students and chaperones for overnight experiences will be significant. I stressed that the Taylor Building functions as both a dorm and a source of rental income.



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Mackworth Island Preschool - Cathy Lushman, Coordinator

In January, our students explored the world of color and the colors in their world. They learned about the functionality of color: color communicates information and ideas and is an identifying feature in art and nature. We learned about the world of color and had many hands-on activities. They were inquisitive about mixing colors and dying to make new colors. They learned about permanent and temporary colors, staining, and fading, and they dramatized washing and drying by creating a Laundromat. They learned that color names can be inspired by objects, emotions, and experiences. They explored the concepts of same & different, the richness of diversity, and the aesthetic appeal of color. They also learned colors, feelings, attitudes, and perspectives. They talked about colors with enthusiasm in play and conversations.





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Elementary - Melanie Bowlus, Coordinator

East End Community School

January has flown by at EECS! During Foundations For Literacy (FFL) K-2 students enjoyed a two week hiatus, dedicated to hands-on and interactive games for review. Such activities included: snowball BINGO, bean bag toss with vocabulary, and even using shaving cream to practice spelling! We have since then resumed FFL and are now focusing on rhyming as well as word families.

For East End Community School's curricula, K students are studying Push and Pulls, 1st grade students are studying Lights and Sounds, 2nd and 3rd grade students are studying 2 units simultaneously: Fossils and Rainforests.

Our ASL specialist, Amy, has been busy focusing on a Fairy Tale unit with students, strengthening students' comprehension of story elements and what fairy tales entail. Amy has read in ASL, shown ASL videos, and even participated with students in a short "Reader's Theatre" of each story, including The 3 Little Pigs and Goldilocks and the 3 Pigs. We will continue this Fairy Tale unit in an exciting upcoming project!

The MECDHH/GBSD special education team is working hard to increase the independence of our students this month. We've added additional jobs into our classroom routines and are encouraging independent transitions throughout the school day. The opportunities have also helped increase our social skills as they have provided additional experiences to our days and opportunities to practice with different conversation partners.

Students enjoyed a visit from Portland Stage (theater for kids), who performed dramatic readings and led small group workshops.

Last, but not least, we are doing a daily count of each day we've been present in school. We are nearing the 100th day of school! Stay tuned for more on our fun 100th day celebration.





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Brewer Community School



Second graders had to write the story of the three little pigs from one of the characters' perspective. We used pictures drawn by a former student (more than a decade ago) to help organize our thoughts.

Students have been working on counting by 5. We got the giant 100s chart, marked all the multiples of 5, then did the full body dance of 5, 10, 15, 20...

On a day when sitting still wasn't working, we got out the big number line and showed answers by moving to the answer.



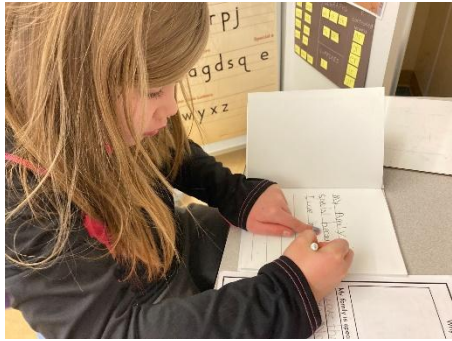
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Second graders made books as a gift for their families. Our student worked very hard through the first and final drafts to make her book beautiful.



Third grade earned a fun day and they voted to have a face painting party. Look at that adorable dog!



On Jan 9 we had another gathering of Power of Peers (POP.) Fourteen students came together for fun, friendship, introspection, learning, and discussion. We talked about different listening situations and how easy or hard it is to understand the teacher or friends or interpreter in those situations. We had a "petting zoo" of equipment so kids could see what the inside part of a CI looks like, touch a BAHA, etc. We had time in the gym for free play and we have some beautiful friendships developing! (pictures on the next page).



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Middle School and High School - Erin Bunce, Coordinator

BOUNCING NEWS FROM GSDB SEAGULLS! By Coach Matt Welch

In December 2023, basketball practices began two times a week. I, along with assistant coach Megan Garrity, have been working alongside the students, with their skills. The students have been working hard with practicing skills as well as teamwork. It has been wonderful to see the students grow together as a team. We had our first basketball game on Wednesday December 17, against Rhode Island School for the Deaf. The Seagulls won with the final score of 42 - 25! Team Manager Dierk had his first opportunity working the drum signal. He shared it was challenging at times but thoroughly enjoyed the task of following the referee and banging on the drum to share the ref's signals! The next game is Wednesday, January 31, 4:30 PM vs. Pine Tree Academy at the MECDHH/GBSD gym in Falmouth. Come and watch us play ball!

Lastly, the team wants to thank the board for all their support with making the basketball team possible!

Happy New Year! I've seen many wonderful moments here and there at both Portland High School and Lyman Moore Middle School.

Many students returned from their break rested and ready to learn! At Lyman Moore Middle School the students have been learning to work with a new teacher, Rob Gillies. In order for students to learn and thrive in the classroom, relationships must be made and I am happy to share that the students are connecting with Mr. Gillies wonderfully!

Portland High School just wrapped up a week of midterms, thus ending the quarter. The GBSD classroom at PHS was a flurry of activity as the students prepared for their midterms. It was an all hands on deck event with Kirsten Lewis (OT), Emliy Blachley (ASL), and Shana Kelley-Cohen (Social Worker) supporting Alicia Pieper and Morgan Gaveltez with helping students study and prepare for various midterm tasks - tests, presentations and projects. Additionally, the interpreting team was heavily involved with assisting students, especially with the various schedule changes that Midterm week brings. As I type this, many of the students' test, projects and presentations are being graded by their teachers. However, one student has already shared that they got an A on their midterm project! I am confident that other students did wonderfully too!

Early Intervention and Family Services - Amy Spencer, Coordinator

The winter months can sometimes feel dark and hard to move through. With ongoing shifts in scheduling due to illnesses, it can feel like EIFS providers are changing their schedules more than maintaining them. EIFS providers have been accommodating and flexing to family needs by providing virtual services and rescheduling as much as possible. Delays in meeting with families



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sometimes lead to late assessments, untimely meetings, and the feeling of helplessness in our ability to help families meet their outcomes. There are moments we all feel like we are not doing enough. Then we get a glimmer of hope through a text message from a family telling us their child signed MILK today on their own or that they finally found consistent housing for the winter. We might receive a video of a giggling child watching their sibling singing their favorite song or receive the below card. This is the WHY of EIFS. We all need these reminders from time to time to keep the momentum going.

This month, our work in Exploring Language and Communication Opportunities (ELCO) and the Earliest Interactions Website were featured by NCHAM on their Earworm Podcast. Soon NCHAM will interview a parent from Maine to gain their perspective on the family's early journey in having a child who is Deaf or hard of hearing. They will dive into how other providers, family members, and friends can support this journey in an authentic and respectful way. We are grateful to be recognized as having a positive approach for families and their Deaf and hard of hearing children.

The EIFS Team is hopeful for a healthy February with the coming of the light and some sweet winter snowfall! It is truly an honor to be part of so many families' lives and we continue to evolve to improve our work with families, decrease barriers to services, and provide as many opportunities for family engagement as possible.





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Part B Outreach - Donna Casavant, Coordinator

Outreach update (sorry no pictures today)

- We welcome Megan and Jenn to Outreach for the greater part of their days.
- Thank you to the outreach team for a great in person meeting on January 19. Sorry I didn't think to capture pictures of the work we did.
 - Donna showed up in Augusta just in time after shoveling a week's worth of snow from the Bangor state car. 😊
 - Shana spent 90 minutes building our capacity for utilizing information from the Regulated Classroom curriculum.
 - We learned about activators, connectors, settlers and affirmations. We played and interacted and shared our different experiences with these simple but powerful tools.
 - We look forward to learning more about how to incorporate these strategies to help with our unique interactions with students in the mainstream.
 - Thank you Shana for an excellent presentation.
 - Katie and Stacia worked with us for 60 minutes sharing audiological updates
 - We discussed audiological reviews
 - We discussed expanding the term *functional listening evaluation* to be an umbrella term to provide even more useful information to our teams.
 - Thank you Katie and Stacia for an informative update.
 - The team spent the remaining time exploring caseload balances with respect to direct service, consultation, school districts, and travel time. With the renewal of LD 1769, we are asked to do more across the districts. This requires constant re-evaluation and reconsideration. We are improving providing the expected services and showing documentation of that.
- Thank you for your patience with this update ... It lacks details of past updates because I am just returning from leave.

Special Education & Related Services - Kristen Q. Shorey, Coordinator

A handful of Teachers of the Deaf in EIFS and SEFS including ASL Specialists are using the ASL at Home Curriculum with families and it has been a great tool to share/use with families. We are also sharing additional opportunities for families to access online ASL classes provided by the American Society for Deaf Children in February and March. There is a fee for these classes, however the Percival P. Baxter Foundation for Maine's Deaf and Hard of Hearing Children has funds available for parents to request funding to cover the cost.

<https://deafchildren.org/knowledge-center/asl-resources/online-asl-classes/>

The Percival P. Baxter Foundation

<https://www.ppbfme.com/grant-request>



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New England Consortium on Deafblindness

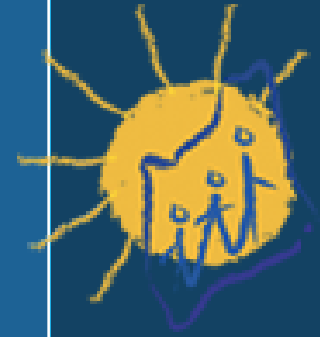
Did you know that MECDHH collaborates with the New England Consortium (NEC) on Deafblindness? NEC is our State's Deafblind Project. I am the Educational Consultant for Maine, providing technical assistance to educational teams across our state. NEC provides many professional development opportunities throughout the school year. Here is the link, check out what is available for parents, teachers, interpreters, related service providers and anyone interested in learning more about dual sensory loss.

<https://www.perkins.org/nec/events-training/>

Maintenance Department – Steve Kimball, Supervisor

First off, welcome Dan Michaud to our Maintenance Team, he comes to us with a lot of knowledge in many areas of maintaining grounds and buildings.

This month was extremely busy with the high tides, downed limbs, and dealing with many leaks caused by heavy rain and high wind storms this month. The windstorms also caused damage to the roof covering on Building D (Greenlaw Hall), which had to be resealed. With the amount of rain, it also brought the problem of maintaining and keeping roof drains open. Not much plowing so far this season; only a couple of bigger storms. The team had to deal with a backed up sewer in Building C (Taylor Hall) needing the team to locate manholes, find plumbing blueprints and then the task of cleaning and sanitizing areas. We end the month with painting on the middle floor of building D (Greenlaw Hall) and then preparing for the new floor covering.



The Maine Educational Center for the Deaf and Hard of Hearing/ Governor Baxter School for the Deaf

Board Presentation February 1, 2024



BUDGET GENERAL FUND THRU JANUARY 24, 2024

	2024 YTD	2024 Budget	Budget Balance	% Collected or Spent vs. Anticipated
Revenues	\$5,393,115	\$11,416,045	\$6,022,930	Actual 47% Target 52%
Expenses	\$5,556,294	\$11,416,045	\$5,859,751	Actual 49% Target 54%

REVENUES GENERAL FUND



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	2024 YTD	2024 Budget	Budget Balance	% Collected vs Anticipated
Allocation ME.	\$4,697,801	\$9,912,244	\$5,214,443	47/52
CDS&LEA's	\$600,161	\$875,000	\$274,839	69/52
Mainecare	\$9,792	\$50,000	\$40,814	20/52
Facility Rental	\$31,987	\$90,000	\$58,013	36/52
Tuition Pre-K	\$7,283	\$40,000	\$32,717	18/52
Miscellaneous	\$46,092	\$33,000	\$-13,092	140/52
Fund Balance	\$0.00	\$415,801	\$415,801	0/52
Total	\$5,393,116	\$11,416,045	\$6,022,929	47/52

EXPENSES GENERAL FUND

	2024 YTD	2024 Budget	Budget Balance	% Spent vs Anticipated
Regular Instruction	\$0	\$0	\$0	0
Special Education	\$3,748,434	\$8,129,389	\$4,380,955	46/54
Vocational Education	\$0	\$0	\$0	0
Other Instruction	\$40,721	\$244,117	\$203,396	15/54
Student/Staff Support	\$79,118	\$119,242	\$40,124	66/54
System Administration	\$722,089	\$1,059,227	\$417,700	68/54
School Administration	\$0.00	\$0.00	\$0	\$0.00

EXPENSES GENERAL FUND



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	2024 YTD	2024 Budget	Budget Balance	% Spent vs Anticipated
Transportation	\$333,453	\$690,132	\$356,679	48/54
Facilities Maintenance	\$632,479	\$1,173,938	\$729,657	54/54
Debt Service	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Total	\$5,556,294	\$11,416,045	\$6,788,721	49/54



BUDGET NOTES-Revenues

➤ Mainecare will be under budget by as much as \$15K

➤ Budget supplements have been approved in the amount of \$1,024,557

➤ Misc. revenue reflects investment income which has been positive thanks to a balanced approach



BUDGET NOTES-Expenses

- **Special Education –**
 - Increased interpreting costs (more student services, more deaf staff)
- **Extra-Curricular**
 - Now paying for transportation costs if in students IEP
 - Now paying for interpreting if in students IEP
- **Maintenance**
 - Holding off on spending due to Utilization Plan
 - Working with State of Maine BGS to repair Building D water damage
- **Transportation**
 - Now paying additional when cost goes above \$3.50 per gallon for gas



November 13, 2023

Management Response to FY23 Audit Comments.

2023-001: Untimely Reconciliation of Account Balances Resulting in Material Audit Adjustments.

Corrective Action: We will perform monthly reconciliations on all general ledger balances, much like we do with our cash reconciliations. We will also do a balance forward processing on a bi-weekly schedule at year end to maintain accurate balances.

Stipend Approvals : The \$100 stipend for educational support was not formally approved by the Board.

Corrective Action: We will have all stipends approved by the Board and a copy of the minutes held on file to document the action.

Segregation of Duties: Certain responsibilities should be segregated to achieve control over the transactions.

Corrective Action: We are using the Infinite Visions software to help segregate duties to the extent possible.

Reconciliation of bank accounts: reviewed and signed by Director of Operations

Collection and posting of cash receipts: To be entered by Accountant, posted by Director of Operations

Preparing bank deposits: prepared by Accountant, deposited by Accounts Payable Generalist

Preparing and posting of journal entries: Reviewed and signed by Director of Operations

Requisitioning, purchasing, and receiving goods or services: Separate employee to enter requisitions than those approving requisitions. Updated software security to employ this change.

Budget Approval and entry into the Accounting Software: In the 2023 review of the budget, a copy of board meeting minutes approving the budget were not able to be obtained. Also, the KLM budget had a negative budget.

Corrective Action: Copies of board minutes approving all future budgets, including the current FY24 budget, will be kept on file.

I have requested a software update, from Infinite Visions, not allowing negative budget entries, which are not part of Generally Accepted Accounting Practices.

Dean Flanagin, Director of Operations

MECDHH

Kimberly J. Matthews
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POSTSECONDARY EDUCATION

2007-Master of Arts – University of Arizona: Tucson, Arizona
*Special Education, focus in Deaf/HH Education

2002-Bachelor of Science- University of Maine: Orono, Maine
*Elementary Education, minor in Social Sciences

TEACHING EXPERIENCE

2023-present-Greater Houlton Christian Academy (GHCA) Houlton, ME
Secondary English Teacher, grades 7-12, hearing children.

2009-2023-Maine Educational Center for the Deaf and Hard of Hearing (MECDHH) Falmouth, ME

*2021-2023-Birth to 5 Outreach Consultant/K-12 Outreach Consultant-Contracted
*2016-2021: Birth to 5 Outreach Consultant/K-12 Outreach Consultant: In this position I support families with children ages birth to five with any degree of hearing loss, by providing consultative support in an unbiased method, connecting families with services, education, resources, etc. I also provide direct service to children and their families as IFSP/IEP indicates via home visits and Specially Designed Instruction from a TOD. I also provide consultation to student's teams in K-12 public setting. A great deal of collaboration with many parents and professionals in many different organizations and school districts is a big part of my position on a daily basis, to ensure quality education for these students/families.

*2013-2016-Mackworth Island Preschool Coordinator: Worked as Assistant Building Administrator, in the over all administration of a co-enrollment Preschool program for Deaf and Hard of Hearing children and hearing children, with a staff of 13-15 including teachers, educational technicians, therapists (speech, occupational, physical), and an audiologist, as well as oversight of the AfterCare program. Lead the creation and implementation of an online Assessment Portfolio for the Deaf and Hard of Hearing students, ensured updated information to the portfolio on a biweekly basis that included Academic Development, American Sign Language, Spoken Language and Pragmatics among others. Supported teachers and staff in the implementation of curriculum and schedules. Created a comprehensive 'Transition to Kindergarten' reporting system for the in-coming school district, facilitated the creation of individual language plans for all children dependent on their abilities and family outcomes, performed educational evaluations and assessments, including report writing, for incoming and outgoing students. Performed In-Services, as

needed, facilitated NAEYC standards portfolio creation and documentation to establish initial NAEYC program certification. Case managed all IEPs for children the program (15-20), extensive communication with families prior to entering program and throughout attendance, collaboration with five different Child Development Services sites to ensure appropriate services and communication between programs, attended all IEP meetings as School Administration Representative, co-supervised and co-evaluated teachers, therapists and audiologist, directly supervised and evaluated educational technicians, performed supervision meetings biweekly with educational technicians, interviewed and hired staff, facilitated weekly curriculum and 'KidTalk' meetings, oversight of training of substitute staff, reviewed Incident and Accident Reports, took appropriate action, updated Family Handbook yearly, assisted in Licensure process and tour with DHHS (Department of Health and Human Services), coordinated and provided tours to families, visitors, potential students and families

*2011-2013: K-3 Classroom Teacher of the Deaf: Caseload consists of students with a varying degree of hearing levels, technology needs, communication needs (ASL and Spoken English), as well as additional cognitive, emotional and behavioral needs. Planned and implemented IEP goals and objectives aligned with state learning standards. Involvement in ongoing coordination and consultation with Speech Therapist, Occupational Therapist, Audiologist, other teachers and Administration personnel.

*Summer, 2010 Co-Director of Literacy Camp (ESY based literacy camp for deaf and hard of hearing students grades 3-12) managed a staff of 15

*2009-2011: Birth to 5 Outreach Consultant: In this position I supported families with children ages birth to five with any degree of hearing level, by providing consultative support in an unbiased method, connecting families with services, education, resources, etc. I provided direct service to some children age birth to five with hearing loss. I also consulted, educated and provided support to related agencies, audiologists, doctors, therapists and other professionals working with these families.

2005-2009

Arizona School for the Deaf and Blind (ASDB) Tucson, Arizona

*2007-2009: (South East Regional Cooperative) Itinerant Teacher of the Deaf and Hard of Hearing. During this time I served a school district that consisted of five elementary schools, one preschool, one middle school and high school, through ASDB. My caseload consisted of students in grades pre-kinder to 12th grade with varying degrees of hearing loss, academic needs, and technology and communication modalities. Consulted and collaborated with a variety of professionals to ensure opportunities for a quality education.

*2005-2009: (Residential Department) Dorm Staff, part time

2003-2005

M.S.A.D #30-Mt. Jefferson Jr. High, Lee, Maine

*8th Grade Literacy and Social Studies Classroom Teacher (Public School Regular Education) Class of 32-35 students. Taught literacy and social studies using a variety

of differentiated instruction. Planned and implemented lessons plans and units aligned with the State Learning Results. Collaborated with co-teacher, special education teachers, speech therapist, and other personnel to provide cross-curriculum educational opportunities.

Spring, 2003

Old Town School Department, Old Town, Maine

*Fifth grade Title 1 Math Teacher

CREDENTIALS

Current State of Maine Teaching Certificate(s)

- **K-8 Regular Education (080)
- *Teacher of the Deaf and Hard of Hearing, Birth-Age 21 (292)
- *Birth-5 Special Education (282)
- *Assistant Building Administrator (045) (recently lapsed)

ADDITIONAL RELEVANT EXPERIENCE

- *Solid skill set in lesson planning and goal setting and aligning IEP goals and lesson plans with the state and national standards
- *Fluent Expressive and Receptive ASL
- *Comfortable utilizing assessment instruments and developing comprehensive assessment profiles for Deaf /Hard of Hearing students
- *Thoroughly trained and confident supporting use of troubleshooting a variety of technology including hearing aids, FM systems, cochlear implants, etc.
- *Multiple trainings for educational assessments, specifically for Deaf and Hard of Hearing students as well as regular education/child and language development
- *Enjoys and thrives being part of a team of professionals collaborating together to provide a safe, nurturing environment where students can grow and learn
- *Extensive ongoing professional development
- *June, 2017- Assessing a Deaf Child's ASL 3 Day Training Participant-Gallaudet University
- *Summer, 2010 Attended CHOP PPCI Training- Professional Preparation for Cochlear Implants, 10 Day Training at Children's Hospital Philadelphia.
- *Certified INSITE training, 2016, New England Consortium of Deaf-Blind
- *PECS, Basic Training
- *SKI-HI Certificate, 2013

REFERENCES

- *Catherine Lushman, TOD, cathy.lushman@mecdhh.org, 207-409-9554 Text ONLY
- *Megan Stanley, Special Education Director, SAD 1, stanley@m@sad1.org, 207-764-3036

*Jan Neureuther, Special Education Director, MSAD #17, j.neureuther@msad17.org,
207-540-3485