



# THE MAINE EDUCATIONAL CENTER FOR THE DEAF AND HARD OF HEARING

GOVERNOR BAXTER SCHOOL FOR THE DEAF

One Mackworth Island, Falmouth, ME 04105

Board of Directors Meeting

June 1, 2023

Minutes

5:35pm 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

Jennifer Gaulin - not present

Also present: Executive Director Karen Hopkins; Directors Dean Flanagin, Susie Tiggs, and Lori Levesque; Executive Assistant Kim Spencer; Public Relations Specialist Claire Jeffers, Interpreters Marisa Zastrow, Grace Cooney, and Amy Richardson; Board Candidates: Ronnie Hanson, Mel Stamp, and Dawna Thorpe

5:36pm II. **Adjustments to the agenda**

“I move to approve the June 1, 2023 agenda with changes.”

*Article IX should be corrected to reference the 2024 budget, not 2023.*

Mike Pulsifer **motioned**. Liz Seal **seconded**.

**8 in favor. 0 opposed. 0 abstained.**

5:37pm III. **Motion to approve May 4, 2023 board minutes**

“I move to approve the minutes of the May 4, 2023 board meeting without changes.”

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

**8 in favor. 0 opposed. 0 abstained.**

5:38pm IV. **Public Comments - None.**

5:39pm V. **Executive Director’s Report/Year in Review** Karen Hopkins, *Executive Director*

- Update from Claire Jeffers: She met with the Portland Press Herald Managing Editor and they will be removing the language about abuse from the article published in March.
- Clerc Center visitors from Gallaudet were here in May. Visited our programs; they have \$2.5 million available - looking to find ways for them to share with us as an organization.
- Colorado School for the Deaf also visited. Looking to follow our model.
- Kids Like Me having a weekend event on the island this weekend.
- Recap of school year in pictures.

5:53pm VI. **Departmental Report**, Lori Levesque, *Director of Human Resources*

6:24pm VII. **Budget Update** Dean Flanagin, *Director of Operations*

6:39pm VIII. **Committee Reports**

- Policy - Mike Pulsifer reporting; nothing to report
- Strategic Planning - Roxanne Baker reporting; nothing to report
- Human Resources - Tommy Minch reporting; nothing to report
- Finance - Jennifer Gaulin not present; no report



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## Board of Directors Meeting June 1, 2023 Minutes

- Facilities - Liz Seal reporting; nothing to report
- Board Development - Anna Perna reporting; committee met at 4pm today. Retreat not happening in August. Everything is booked or prohibitively expensive. The board will still meet August 4 but will not have a retreat.
- Member Recruitment & Retention - Anna Perna reporting; swearing in of new board members is postponed until fall.
- Legislative Action - Roxanne Baker reporting; nothing to report
- Bylaws - Tommy Minch reporting; will be voting on our bylaws again this evening.

### New Business

#### 6:45pm IX. **Motion to Approve the FY 2024 Final Budget**

"I move to approve the FY 2024 Final Budget without changes."

Mike Pulsifer **motioned**. Anna Perna **seconded**.

**8 in favor. 0 opposed. 0 abstained.**

#### 6:47pm X. **Nomination of Board Officers for 2023-2024**, term begins August 1, 2023

"I'd like to make a nomination of Lisette as the Board Chair for next year".

Mike Pulsifer **nominated**. Liz Seal **seconded**.

"I move to accept the nomination of Lisette Belanger for board chair effective August 1, 2023, without changes."

Liz Seal **motioned**. Jason Bubier **seconded**.

**7 in favor. 0 opposed. 0 abstained.**

"I nominate Tommy for vice chair."

*Tommy accepts the nomination.*

"I move to accept the nomination of Tommy Minch for board vice chair effective August 1, 2023, without changes."

Liz Seal **motioned**. Mike Pulsifer **seconded**.

**7 in favor. 0 opposed. 0 abstained.**

#### 6:51pm XI. **Review/Approve 2023-2024 School Board Calendar**

"I move to approve the 2023-24 School Board Calendar with changes."

*Change August board retreat to a meeting on August 4.*

Anna Perna **motioned**. Roxanne Baker **seconded**.

**8 in favor. 0 opposed. 0 abstained.**

#### 6:53pm XII. **Review/Approve Board Remote Participation Policy**

"I move to review the Board Remote Participation Policy without changes."



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Sandra Wood **motioned.** Roxanne Baker **seconded.**

**8 in favor. 0 opposed. 0 abstained.**

6:54pm XIII. **Review/Approve Board Bylaws**

“I move to approve the Board Bylaws without changes.”

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

**8 in favor. 0 opposed. 0 abstained.**

6:55pm XIV. **Staff Nomination,** Sarah Littlefield, *EIFS Specialist*

“I move to accept the recommendation of Sarah Littlefield for the position of *EIFS Specialist* effective July 1, 2023 with changes.

*Need to add all names of the interview team to the nomination form and update salary.*

Sandra Wood **motioned.** Roxanne Baker **seconded.**

**7 in favor. 0 opposed. 1 abstained.**

6:58pm XV. **Staff Resignation,** Jessica Reed, *Occupational Therapist*

“I move to accept the resignation of Jessica Reed, Occupational Therapist, effective August 18, 2023 without changes.

Tommy Minch **motioned.** Roxanne Baker **seconded.**

**8 in favor. 0 opposed. 0 abstained.**

7:00pm XVI. **Executive Session**

“I move to enter Executive Session to discuss a Union grievance, pursuant to article 1 M.R.S.A. §405 (6)(A) at 7:00pm.”

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

**8 in favor. 0 opposed. 0 abstained.**

8:17pm XVII. **Announcements - None**

8:20pm XVIII. **Adjournment**

“I move to adjourn to **Friday, August 4, 2023** at 8:20pm”

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

**8 in favor. 0 opposed. 0 abstained.**