



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

August 3, 2023

Minutes

5:34pm I. **Call to Order and Roll Call of Board Members – Lisette Belanger, *Chair***

Roxanne Baker (arrived late), Lisette Belanger, *Chair*, Jason Bubier, Jennifer Gaulin, Tommy Minch, *Vice Chair*, Anna Perna, Mike Pulsifer, Liz Seal, Sandra Wood

Jason Bubier, Jennifer Gaulin – not present

Also present: Executive Director Karen Hopkins; Directors Dean Flanagin, Susie Tiggs, and Lori Levesque; Administrative Assistant Margaret Airey; Interpreters Marisa Zastrow, Grace Cooney, and Amy Richardson; Board Candidate: Beth Campbell; Barbara Millios

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

“I move to approve the August 3, 2023 agenda with changes.”

“I second the motion.”

Anna Perna **motioned**; Liz Seal **seconded**.

6 in favor. 0 opposed. 0 abstained.

5:37pm III. **Motion to approve June 1, 2023 board minutes**

“I move to approve the minutes of the June 1, 2023 board meeting without changes.”

“I second the motion.”

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

6 in favor. 0 opposed. 0 abstained.

5:37pm IV. **Public Comments - None.**

5:38pm V. **Executive Director’s Report** Karen Hopkins, *Executive Director*

- Update from Dean Flanagin on the preschool water damage and remediation; and causeway repairs.
- ESY recap: Students spent time interacting with the Deaf Seniors group which was beneficial and fun for all; the summer basketball camp returned and was a great success. Two students from the North attended and their families really felt like part of a community. On the last day of ESY, our house band played for the students. It was great, happy energy.
- Last weekend a family day was held at Camp Capella. Eight families attended.
- Discussed a research project she’s been working on with Elaine Gail and Julie Ramsfara regarding when families want to meet a deaf adult after their child has been found to be deaf. Research shows the preference is very early in the process (within three months). The research will be disseminated nationwide.

6:42pm VI. **Committee Reports**

- Policy, Mike Pulsifer reporting; nothing to report.
- Strategic Planning, Roxanne Baker reporting; nothing to report.
- Human Resources, Lisette Belanger reporting; nothing to report.
- Finance, Tommy Minch reporting; Jennifer Gaulin has finished her term and Tommy will be financial chair in her stead. Tommy and Jason will be doing a lot of catch up to review all checks.



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- Facilities, Liz Seal reporting; nothing to report.
- Board Development, Anna Perna reporting; Planning a retreat in November and will keep board members informed as planning goes forward.
- Member Recruitment & Retention. Anna Perna reporting; She is hoping that in September Beth Campell and Mel Stamp will be approved to join the board.
- Legislative Action, Roxanne Baker reporting; nothing to report.
- Bylaws, Tommy Minch reporting; nothing to report.

New Business

6:45pm VII. **Motion to Approve the Revised 2023-2024 Academic-year Calendar**

"I move to approve the 2023-2024 Academic-year Calendar without changes."

"I second the motion."

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

7 in favor. 0 opposed. 0 abstained.

6:47pm VIII. **Motion to Approve the 2023-2024 Preschool Handbook**

"I move to approve the 2023-2024 Preschool Handbook without changes.."

"I second the motion."

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

7 in favor. 0 opposed. 0 abstained.

6:47pm IX. **Motion to Approve the Employee Handbook**

"I move to approve the Employee Handbook without changes."

"I second the motion."

Sandra Wood **motioned**; Anna Perna **seconded**.

7 in favor. 0 opposed. 0 abstained.

6:48pm X. **Motion to Approve the MECDHH/GBSD Dress Code**

"I move to approve the MECDHH/GBSD dress code without changes."

"I second the motion."

Liz Seal **motioned**; Tommy Minch **seconded**.

7 in favor. 0 opposed. 0 abstained.

6:52pm XI. **Staff Resignation**, Heather Kanumalla, *Outreach Consultant*

"I move to accept the resignation of Heather Kanumalla from her position as Outreach Consultant effective September 14, 2023 without changes."

"I second the motion."

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

7 in favor. 0 opposed. 0 abstained.



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Board of Directors Meeting August 3, 2023 Minutes

- 6:53pm XII **Staff Resignation**, Allison Munson, *SLP*
- “I move to accept the resignation of Allison Munson from her position as SLP effective September 29, 2023. without changes”
- “I second the motion.”
- Liz Seal **motioned**; Anna Perna **seconded**.
- 7 in favor. 0 opposed. 0 abstained.**
- 6:53pm XIII. **Staff Nomination**, Leigha Inskeep, *EIFS Consultant*
- “I move to accept the recommendation of Leigha Inskeep for the position of *EIFS Consultant*, effective July 1, 2023 without changes.”
- “I second the motion.”
- Sandra Wood **motioned**; Tommy Minch **seconded**.
- 7 in favor. 0 opposed. 0 abstained.**
- 6:55pm XIV. **Staff Nomination**, Cara Hoppis, *Occupational Therapist*
- “I move to accept the recommendation of Cara Hoppis for the position of *Occupational Therapist*, effective July 17, 2023 without changes.”
- “I second the motion.”
- Roxanne Baker **motioned**; Liz Seal **seconded**.
- 7 in favor. 0 opposed. 0 abstained.**
- 6:55pm XV. **Staff Nomination**, Jolene MacDonald, *Itinerant TOD, South*
- “I move to accept the recommendation of Jolene MacDonald for the position of *Itinerant TOD, South*, effective July 31, 2023 without changes.”
- “I second the motion.”
- Liz Seal **motioned**; Roxanne Baker **seconded**.
- 7 in favor. 0 opposed. 0 abstained.**
- 6:57pm XVI. **Executive Session**
- “I move to enter Executive Session to discuss the following:
- Union negotiations, pursuant to Article 1 M.R.S.A. §405 (6)(D),
 - A Union grievance, pursuant to Article 1 M.R.S.A. §405 (6)(A) at [state time]
 - A review of the School Board Member Ethics Policy BCA
- “I second the motion.”
- Liz Seal **motioned**; Roxanne Baker **seconded**.
- 7 in favor. 0 opposed. 0 abstained.**
- 7:50pm XVII. **Announcements**
- “I move to accept the resignation of Karen Hopkins with regret.”
- “I second the motion.”



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

7 in favor. 0 opposed. 0 abstained.

Board members decided to meet on August 11 at 3:00 to discuss next steps for the Executive Director search. Lori Levesque will join them for HR support.

8:15pm XVIII.. **Adjournment**

“I move to adjourn to **Thursday, August 3, 2023 at 8:15pm.**”

“I second the motion.”

Anna Perna **motioned**; Sandra Wood **seconded**.

F E M N A L