



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

November 18, 2022

Minutes

- 6:01pm I. **Call to Order and Roll Call of Board Members – Lisette Belanger, Chair**
Board Present: Roxanne Baker, Lisette Belanger, Jason Bubier, Jennifer Gaulin, Corda Kinzie, Paula Matlins, Tommy Minch, *Vice Chair*, Terry Morrell, Amber Oakes, Anna Perna, Mike Pulsifer, Liz Seal
Board Excused: Sandra Wood
Student Representative excused: Keyana Kassa
- 6:04pm II. **Adjustments to the agenda**
“I move to approve the November 18, 2022 agenda the change of adding an Executive Session after item XXVI. Announcements.”
Tommy Minch **motioned.** Jennifer Gaulin **seconded.**
12 In favor. 0 Opposed. 0 Abstained.
- 6:08pm III. **Motion to approve October 20, 2022 board minutes**
“I move to approve the minutes of the October 20, 2022 board meeting without changes.”
Jennifer Gaulin **motioned.** Roxanne Baker **seconded.**
12 In favor. 0 Opposed. 0 Abstained.
- 6:10pm IV. **Public Comments** None
- 6:10pm V. **Executive Director’s Report** Karen Hopkins, *Executive Director*
- Update on Kindergarten Readiness Process and the new Milestones document created by the Kindergarten Readiness legislation
 - Insurance premium savings benefits to staff
 - Claire Jeffers PR contractor
 - Kids Like Me coming back
 - Energy Crisis/Remote Work MOU
 - Co-ed Basketball team
 - Djenne will present at the December 14th All Staff meeting and continue her DEI work with families and staff in December.
- 6:37pm VI. **Operations/Budget Report** Dean Flanagan, *Director of Operations*
- 7:00pm VII **Department Report**
Donna Casavant, *Coordinator, Outreach Coordinator*
Kristen Shorey, *Coordinator, Special Education & Related Services*
A motion was issued to add the Energy Crisis/Remote Work MOU, mentioned in the Executive Director’s report, to the agenda as New Business before item XXVI., Announcements.
“I move to approve that the Energy Crisis/Remote Work MOU be added to the agenda before the under new business before item XXVI., Announcements
Roxanne Baker **motioned.** Jason Bubier **seconded.**
12 In favor. 0 Opposed. 0 Abstained



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7:34pm VIII. Committee Reports

- **Policy** Mike Pulsifer reporting: we've been busy and there are notes attached to the packet, a lot of information and I hope you read them
- **Strategic Planning** Roxanne Baker reporting: the committee met and Karen updated us regarding plans for meeting the timelines in the next three months. The new Leadership Team will be involved carrying out various activities. It is nice to have more involvement from staff. Most items have been completed and those that were not, due to organizational restructure and priority changes. We are excited to see such movement.
- **Human Resources** Chair not yet chosen
- **Finance** Tommy Minch reporting, nothing to report
- **Facilities** Lisette Belanger reporting: nothing to report
- **Board Development** Anna Perna reporting: nothing to report.
- **Member Recruitment & Retention** Anna Perna reporting: nothing to report
- **Legislative Action** Roxanne Baker reporting: nothing to report
- **Bylaws** Tommy Minch reporting: nothing to report

Old Business

7:42pm IX. 1. Policy, 2nd Reading

- **AC Nondiscrimination/Equal Opportunity & Affirmative Action**

"I move to approve the second reading of policy **AC Nondiscrimination/Equal Opportunity & Affirmative Action** without changes."

Liz Seal **motioned**. Corda Kinzie **seconded**.

12 **In favor**. 0 **Opposed**. 0 **Abstained**.

7:43pm X. 2. Policy, 2nd Reading

- **ACAAA Transgender and Gender Expansive Students**

"I move to approve the second reading of policy **ACAAA Transgender and Gender Expansive Students** without changes."

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

12 **In favor**. 0 **Opposed**. 0 **Abstained**.

7:43pm XI. 3. Policy, 2nd Reading

- **ACAB Harassment and Sexual Harassment of School Employees**

"I move to approve the second reading of policy **ACAB Harassment and Sexual Harassment of School Employees** without changes."

Roxanne Baker **motioned**. Terry Morrell **seconded**.

12 **In favor**. 0 **Opposed**. 0 **Abstained**.



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7:44pm XII. 4. **Policy, 2nd Reading**

– **ACAB-R Employee Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedure**

“I move to approve the second reading of policy **ACAB-R Employee Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedure** without changes.”

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

12 **In favor**. 0 **Opposed**. 0 **Abstained**.

7:45pm XIII. 5. **Policy, 2nd Reading**

– **BCB Board Member Conflict of Interest**

“I move to approve the second reading of policy **BCB Board Member Conflict of Interest** without changes.”

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

12 **In favor**. 0 **Opposed**. 0 **Abstained**.

7:46pm XIV. 6. **Policy, 2nd Reading**

– **BCC Nepotism**

“I move to approve the second reading of policy **BCC Nepotism** without changes.”

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

12 **In favor**. 0 **Opposed**. 0 **Abstained**.

7:46pm XV. 7. **Policy, 2nd Reading**

– **BEED-R Agenda Format**

“I move to approve the second reading of policy **BEED-R Agenda Format** without changes.”

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

12 **In favor**. 0 **Opposed**. 0 **Abstained**.

7:47pm XVI. 8. **Policy, 2nd Reading**

– **BEDH Public Participation at Board Meetings**

“I move to approve the second reading of policy **BEDH Public Participation at Board Meetings** without changes.”

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

12 **In favor**. 0 **Opposed**. 0 **Abstained**.



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New Business

7:48pm XVII. 1. Policy, 1st Reading

– **BBBDA Board Declared Vacancy Caused by Absenteeism**

“I move to approve the first reading of policy **BBBDA Board Declared Vacancy Caused by Absenteeism** without changes.”

Liz Seal **motioned**. Terry Morrell **seconded**.

12 In favor. 0 Opposed. 0 Abstained.

7:49pm XVIII. 2. Policy, 1st Reading

– **BCA Board Member Code of Ethics**

“I move to approve the first reading of policy **BCA Board Member Code of Ethics** without changes.”

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

12 In favor. 0 Opposed. 0 Abstained.

7:51pm XIX. 3. Policy, 1st Reading

– **BEC-R Executive Sessions Procedure** (replaces policy BEC-E)

“I move to approve the first reading of policy **BEC-R Executive Sessions Procedure** without changes.”

Tommy Minch **motioned**. Corda Kinzie **seconded**.

In favor. Opposed. Abstained.

7:52pm XX. 4. Policy, 1st Reading

– **BEDC Quorum**

“I move to approve the first reading of policy **BEDC Quorum** without changes.”

Tommy Minch motioned. Terry Morrell **seconded**.

12 In favor. 0 Opposed. 0 Abstained.

7:52pm XXI. 5. Policy, 1st Reading

– **BEDD Rules of Order**

“I move to approve the first reading of policy **BEDD Rules of Order** without changes.”

Jennifer Gaulin **motioned**. Tommy Minch **seconded**.

12 In favor. 0 Opposed. 0 Abstained.

7:52pm XXII. 6. Policy, 1st Reading

– **BHC Board Communication with Staff**

“I move to approve the first reading of policy **BHC Board Communication with Staff** without changes.”

Jennifer Gaulin motioned. Roxanne Baker **seconded**.

12 In favor. 0 Opposed. 0 Abstained.



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7:54pm XXIII. 7. **Policy, 1st Reading**

– **BIB Board Member Development Opportunities**

“I move to approve the first reading of policy **BIB Board Member Development Opportunities** without changes.”

Liz Seal **motioned**. Jennifer Gaulin **seconded**.

12 In favor. 0 Opposed. 0 Abstained.

7:55pm XXIV. 8. **Policy, 1st Reading**

– **KDB Board Public’s Right to Know/Freedom of Access**

“I move to approve the first reading of policy **KDB Public’s Right to Know/Freedom of Access** without changes.”

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

12 In favor. 0 Opposed. 0 Abstained.

7:55pm XXV. 9. **Policy, 1st Reading**

– **KE Public Concerns and Complaints**

“I move to approve the first reading of policy **KE Public Concerns and Complaints** without changes.”

Jennifer Gaulin **motioned**. Anna Perna **seconded**.

12 In favor. 0 Opposed. 0 Abstained.

7:56pm XXVI. **Motion to approve the Energy Crisis/Remote Work MOU**

“I move to approve the Energy Crisis/Remote Work MOU without changes.

Mike Pulsifer **motioned**. Tommy Minch **seconded**.

12 In favor. 0 Opposed. 0 Abstained

7:59pm XXVII. **Announcements**

December online Zoom classes available. A schedule was shared with board members and is also on the MECDHH/GBSD website under EVENTS.

8:00pm XXVIII. **Motion to Exit Public Meeting and Enter Executive Session**

“I move to exit the Public Meeting and enter Executive Session, as per article MRS 405-6A, to discuss personnel issues at 8:00pm.”

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

12 In favor. 0 Opposed. 0 Abstained.

8:42pm XXIX. **Motion to Exit Executive Session and Enter the Public Meeting**

“I move to exit Executive Session and reenter the public meeting at 8:42pm.”

Tommy Minch **motioned**. Mike Pulsifer **seconded**.

12 In favor. 0 Opposed. 0 Abstained.



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8:43pm XXX. **Adjournment**

“I move to adjourn to **Thursday, December 8, 2022 at 8:43pm.**”

Tommy Minch **motioned.** Terry Morrell **seconded.**

12 In favor. 0 Opposed. 0 Abstained.