



**MARYLAND SCHOOL FOR THE DEAF
BOARD OF TRUSTEES
Meeting Minutes
February 11, 2011
Columbia Campus**

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Established 1973*



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MEMBERS PRESENT: Benjamin Bahan, Ph.D.; Cynthia Neese-Bailes, Ph.D.; Sheryl B. Cooper, Ph.D.; Laurie Corcoran; John Ertel, Ph.D.; Ernest Hairston, Ph.D.; Rosalyn Hannibal-Booker; Ricardo Hernandez, Ph.D.; Robin Kittleman; David Martin

MEMBERS ABSENT: Sandra Harriman; Angela McCaskill, Ph.D.; Khadijat Rashid, Ph.D.; Heather Zeolla

ASSISTANT ATTORNEY GENERAL: Demetria Tobias, Esq.

INTERPRETERS: Bobbie Quinn; Brenda Kelly-Frey

President Benjamin Bahan called the meeting to order at 9:25 a.m.

A **MOTION** was made to approve the Agenda – **SECONDED – PASSED.**

Correction needs to be made on page 3 of the current version of the September 2010 Open Session meeting minutes where Ms. Corcoran’s first name, Laurie, is incorrectly spelled Laura.

A **MOTION** was made to approve the September 2010 Open Session Minutes with the correction discussed – **SECONDED - PASSED.**

Correction needs to be made on page 1, 6th paragraph of the current version of the September 2010 Closed Session meeting minutes. The word “lawn” should be replaced with the word “law.”

A **MOTION** was made to approve the September 2010 Closed Session Minutes with the correction discussed – **SECONDED - PASSED.**

A **MOTION** was made to approve the November 2010 Open Session Minutes–**SECONDED – PASSED.**

A **MOTION** was made to approve the November 2010 Closed Session Minutes–**SECONDED – PASSED.**

President’s Report: President Benjamin Bahan stated that the Treasurer position and the Secretary position were now vacant due to recent board member resignations and so the Board would need to nominate and vote on candidates. MSD will host the ASDC Conference this summer and they have asked the Board to offer some financial support. A discussion regarding this will be held under new business. A discussion regarding a board retreat also needs to take place. It would be nice to have 5 seats filled before having the retreat.

Vice President's Report: No report.

Secretary's Report: No report.

Treasurer's Report: No report.

Dr. Ertel, as liaison for the Board and MSD Foundation stated that there is a statement available for the Board's funds and the Board needs to be careful how they spend the funds. Dr. Ertel initiated a discussion regarding a better means in which to record the board meeting minutes, perhaps with audio technology.

Dr. Neese-Bailes indicated that an audio recording of the minutes would not be appropriate for the deaf members of the board.

Dr. Bahan stated that the secretary's job is not to record the open session meeting minutes, but rather to record the closed session meeting minutes in which Jennifer Lake cannot attend. The treasurer monitors the Board's funds and reports to the Board. The MSD Foundations is to provide the financial reports to the treasurer. Nominations for secretary were asked for.

Dr. Cooper clarified that whoever held the position of secretary would also be required to serve on the Executive Committee.

A **MOTION** was made to nominate Rosalyn Hannibal-Booker for position of secretary– **SECONDED – PASSED.**

Dr. Bahan asked for nominations for Treasurer.

A **MOTION** was made to nominate John Ertel, Ph.D. for position of Treasurer– **SECONDED – PASSED.**

A **MOTION** was made to nominate Laurie Corcoran and David Martin to serve on the Executive Committee– **SECONDED – PASSED.**

Education Committee Report: Ms. Kittleman stated that she receives regular emails from Marcia Virts regarding Accreditation. Unfortunately Ms. Kittleman is not able to attend the meetings but it appears that the Accreditation Team is steadily working and meeting. Ms. Kittleman just wanted to make the Board aware and express her appreciation for all of the work being done. Ms. Kittleman and Dr. Ertel were discussing the recertification process, it's important that MSD be able to say that all of the teachers are certified. There was some discussion and clarification regarding the Tuition Reimbursement Program at MSD and the need to prioritize who receives funds from the program to ensure that teachers who are taking classes for certification are reimbursed. The key change for the upcoming school year is that if a teacher is not certified then MSD will reduce their salary by \$5,000 just as public schools do.

FM/FM Report: The FM/FM committee did not meet however Dr. Ertel referred to the hand-out provided by the MSD Foundation regarding the Board's funds.

Personnel Committee: No report at this time. The committee will meet at noon today and they will share their report with the Board after lunch.

Student Life Committee: No report. The committee needs a new chair and new board members have been added to the committee.

Trusteeship Committee: No report. The Board needs to fill 5 seats so nominations for prospective members are needed. Please contact either Ms. Harriman or Ms. Corcoran with any nominations.

Superintendent's Report: Superintendent James E. Tucker stated in the past few weeks he has been in Annapolis meeting with members of both the House and Senate. Many state agencies will experience cuts to their operating budgets. The General Assembly goes until mid-April and it looks like MSD will be flat funded again for Fiscal Year 2012. As I shared with you in November, the IDEA's Maintenance of Effort requirement, mandates that our school budget not be cut or we run the risk of losing Federal Funds. There are some proposals up for consideration that will not impact the school's operating budget but may impact state employees benefits. MSD employees may have to pay more towards their health insurance and pensions. A one-time Cost of Living Adjustment of \$750 to all employees is up for consideration. For the fourth straight year there will be no step increases. All in all, MSD appreciates the ongoing support of the Governor and the Department of Budget and Management.

Last year the Governor waived us from furlough and service reduction days but kept the 2% salary decrease. However in 2012 salaries will go back to what they were before the decrease.

I attended the Governor's Inauguration and his State of the State speech as well as the reception after the State of the State speech.

We have put in a capital budget request for our Emergency Notification System. The design money will be included in the FY2012 budget and the funds for implementation will be included in the FY2013 budget. The new bus loop project will hopefully begin in the fall. We have held up the new athletic field and parking lot at the Columbia Campus because of weather. Hopefully both projects will be done by the summer.

We have currently posted vacancy announcements for the Columbia Campus Principal position. Current principal John Snavlin will retire but will come back as the Middle School Assistant Principal. Ms. Mary Lynn Lally, our current Frederick Campus Elementary Assistant Principal will retire this summer after 39 years. Currently the Frederick Campus does not have a Principal but the Frederick Campus Administrative Team has done a great job filling in.

We hope you all can come to the spring play, "Sleeping Beauty". It's going to be a great show.

Update on Accreditation presented by Marcia Virts, Lead Internal Coordinator for 2010-2011 Accreditation Planning Team: Ms. Virts thanked the Board for their time. Ms. Virts stated that there is a team of 4 Internal Coordinators, 2 Internal Coordinators are from the Columbia Campus, Mr. Rick Ballard and Ms. Elizabeth Reed. Ms. Virts introduced Mr. Ballard to the Board and thanked him, and all the members of the accreditation team for their hard work. Ms. Virts read through a handout that she had prepared. Ms. Virts read the new proposed mission statement to the Board. Ms. Virts spoke about

the 10 indicators that pertain to the Board and shared that artifacts will need to be collected and submitted to show that the indicators are being met. Ms. Virts explained that MSD needs to receive 3's or 4's on the rubrics in order to be considered for accreditation. Ms. Virts read through each indicator that pertained to the Board.

A discussion began about the language used in the new mission statement. The word "equitable" needs to be added to the statement. The statement should be modified to read "The Maryland School for the Deaf, a diverse, bilingual community, in partnership with families, provides an equitable and exemplary education in a nurturing, engaging, and challenging environment to ensure our students achieve personal excellence and become responsible lifelong learners."

A **MOTION** was made to approve the new mission statement with the amendment discussed – **SECONDED - PASSED.**

A discussion began on how to address the indicators that Ms. Virts read through with the Board. Is adequate training provided when someone joins the Board? The general consensus was no and that better procedures need to be put into place; clearer information should be available as to the roles, functions, and purpose of the Board; and a measurable way to account for the Board's effectiveness should be implemented. It was decided that at the end of each meeting a short informal evaluation would be completed to determine the board's effectiveness. It was suggested that new members be invited to tour the campuses, have time to interact with MSD staff and learn about the school and its programs, and meet with members of the Board to learn about the roles and functions of the Board and its committees.

Open Forum: No one signed up.

President Bahan presented a gift to Assistant Attorney General Demetria Tobias: President Bahan and the Board congratulated Ms. Tobias on the birth of her daughter and welcomed her back after her time away on maternity leave. Ms. Tobias thanked the Board and shared with them that the baby was doing well.

Personnel Committee Report: Dr. Hernandez summarized the personnel committee's meeting that occurred during the lunch break. The personnel committee recommended that the Board accept the proposed Teacher Certification policy.

A **MOTION** was made to approve the Teacher Certification Policy– **SECONDED - PASSED.**

A **MOTION** was made to approve the Superintendent's Goals – **SECONDED - PASSED.**

Old Business: A new treasurer was appointed earlier in the meeting. A discussion began about the plans for a board retreat. It was decided that plans for the retreat would move forward since the retreat needed to happen by fall of 2011, but in the meantime every effort should be made to recruit 5 new board members.

New Business: A discussion began about the Board donating money to the ASDC Conference. The dollar amount and for what purpose were discussed.

A **MOTION** was made to donate \$5,000 to the ASDC Conference-**MOTION WAS AMENDED-** donate \$6,000 to the ASDC Conference with the priority given to Maryland families-**SECONDED-PASSED.**

Mr. Tucker will provide the list of names to the Board who benefited from the Board's generosity.

A **MOTION** was made to propose/investigate a statutory amendment regarding quorum-**SECONDED-PASSED.**

A **MOTION** was made to close New Business-**SECONDED-PASSED.**

An informal evaluation was conducted with each remaining Board member verbally rating the effectiveness of the meeting based on a scale of 1-5 with a rating of 1 being not effective and a rating of 5 being effective.

Dr. Hernandez – 4 We accomplished a lot.

Dr. Cooper – 4 I'm new, not exactly sure about my role, the Board's role.

Dr. Hairston – 4 I see your points but as a relatively new person I'm still sitting back some.

Ms. Corcoran – 3 Felt we got hung up on some issues and got stuck on procedure things. It could have been more beneficial to move on with regards to the mission statement it went round and round.

Ms. Kittleman – 4 I appreciate Marcia coming, it brought to light things we need to work on.

Dr. Neese-Bailes – 3.5 At some points we did go off point. I would like us to be more smooth and efficient and make the setup of the meetings for deaf friendly, more visual.

Dr. Ertel – 3.75

Mr. Martin – 3 I'm new so sitting back. I'm still struggling with how I can individually contribute.

Dr. Bahan – 3.5 I feel at some points we got stuck. I'm not sure if I should pull in the reins or let it go. I wasn't sure what you wanted me to do. At the next meeting I will take more control.

A **MOTION** was made to adjourn at 2:11 p.m. – **SECONDED – PASSED.**

Respectfully,

Rosalyn Hannibal-Booker