



**MARYLAND SCHOOL FOR THE DEAF  
BOARD OF TRUSTEES  
Meeting Minutes  
September 20, 2013  
Columbia Campus**

FREDERICK CAMPUS  
101 Clarke Place  
P.O Box 250  
Frederick, MD 21705-0250

301.360-2000  
301.360.2001 TTY  
301.360.1400 FAX  
www.msds.edu



*Frederick Campus  
Established 1868*

*Columbia Campus  
Established 1973*



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basis of race, color, sex, age,  
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disability in matters affecting  
programs, activities, or  
employment practices.

**MEMBERS PRESENT:** Julie Bourne; Sheryl B. Cooper, Ph.D.; John Ertel, Ph.D.; Dennis Galvan, Ph.D.; Ernest Hairston, Ph.D.; Ricardo Hernandez, Ph.D.; Robin Kittleman; David Martin; Angela McCaskill, Ph.D.; Cynthia Neese-Bailes, Ph.D.; Khadijat Rashid, Ph.D.; Joseph Smail, Ph.D., NCSP

**MEMBERS ABSENT:** Benjamin Bahan, Ph.D.; Laurie Corcoran; Roslyn Hannibal-Booker; Sandra Harriman; Heather Zeolla

**SUPERINTENDENT:** James E. Tucker

**RECORDING SECRETARY:** Jennifer Lake

**INTERPRETERS:** Myra Foley and Brenda Kelly Frey

At 9:05am President Martin called the meeting to order. President Martin welcomed everyone and introduced two new members, Dr. Dennis Galvan and Ms. Julie Bourne.

**Recognition by the Board:** Columbia Campus Principal, Ms. Jennifer Yost Ortiz shared with the Board that Mr. Jason Johnson, who is a dorm supervisor in the Columbia Campus student life program was being recognized today because of his dedication and service to MSD. Ms. Ortiz interviewed Ms. Linda Stoltz who works with Mr. Johnson in the student life program and she shared that most dorm staff you hardly see due to their work hours but Mr. Johnson you see day and night at MSD. He is a hard worker and is very detail oriented. Last year the student life department went through some rough times and Mr. Johnson was there to offer support to the staff and the students. Both staff and students look up to him. Every Thursday Mr. Johnson wears the school colors to show his school spirit. Ms. Ortiz shared that when she applied for the position of Principal, Mr. Johnson was on the interview committee and she really appreciated his energy. President Martin thanked Mr. Johnson for all of his hard work and dedication to MSD.

President Martin announced that the Board would be breaking up into committees to meet but first sought out volunteers to join the FM/FM committee. Dr. Galvan volunteered to join the FM/FM committee. Ms. Bourne was assigned to the Trusteeship committee.

**Presentation of the FY15 Budget by Suzanne Schwertman, Chief Operating Officer:** Ms. Schwertman presented a PowerPoint presentation to the Board regarding the FY15 budget request. Ms. Schwertman also reviewed the current FY14 budget with the Board. A brief discussion took place on each budget. Ms. Schwertman shared with the Board that the new bus loop would be in operation at the Frederick Campus on Monday and that an engineer firm has been selected for the new mass emergency notification system. Superintendent Tucker thanked Ms. Schwertman for her leadership with the bus loop project. Ms. Schwertman thanked Mr. Kuckels for his work on the budget.

Superintendent Tucker shared with the Board that the Assistant Attorney General's office just recently reorganized its staff so Assistant Attorney General, Bill Fields, will now represent MSD.

**OPEN FORUM:** No one signed up.

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

A **MOTION** was made to approve the May 2013 Minutes as currently printed – **SECONDED - PASSED.**

**President's Report:** President Martin reported that he attended the MSD Graduation and that it was very nice. Some of the graduating students he taught when they were in Kindergarten. He was invited to speak at an Alumni event and his presentation was about the Board of Trustees roles, members, etc. He also spoke briefly at MSD's Opening Day. President Martin asked that from this point forward members only RSVP if they are not able to attend the meeting. There was a discussion regarding the certificates that the Board awards and how they should be handled in the future, should all members sign the certificate or just the President. President Martin will resolve the matter.

**Vice President's Report:** No report.

**Secretary's Report:** No report.

**Treasurer's Report:** Dr. Ertel stated that everyone should have received a copy of the financial statements. The organization managing the Board's funds appears to be doing an excellent job. Dr. Ertel recommended leaving the funds under the management of the current organization.

**Superintendent's Report:** Superintendent Tucker shared with the Board that the school year is off to a great start with a 124 students enrolled at the Columbia Campus which is a record number.

The budget is healthy and the economy seems to be doing a little better. The Bus Loop will be open on Monday and now work on the Mass Emergency Notification System will begin. The next project will be the dorms. Currently there are only 4 Middle School students at the Frederick Campus that reside in the dorms so a discussion has begun that maybe the middle school departments at both campuses should be combined into one middle school program at the Frederick Campus.

Superintendent Tucker asked for the Board's support for the FY15 Budget and for the revised MSD Admissions Policy. The Maryland State Department of Education has agreed to fund a pilot program for deaf or hard of hearing children with autism at MSD.

MSD is proposing a new name for the Frederick Campus cafeteria. The name proposed is the Ijams-Vance Dining Hall. Ijams was the first student at MSD. She graduated and came back and taught for 45 years. Vance is the first student of color to graduate from MSD. If you approve of the name it will need to go to the Department of Public Works for approval. The Clarence Taylor trial is scheduled to begin on October 28, 2013.

**Executive Committee:** No report. The committee was supposed to meet on September 11, 2013 but Ms. Schwertman was able to obtain permission for an extension for the budget submittal so we did not meet.

**Education:** Dr. Hairston stated that the committee had a very productive meeting. The Admissions Policy was discussed. The committee is very interested in the Common Core Curriculum initiatives. MSD is ahead of a lot of the other public schools. Enrollment at MSD continues to grow so the committee discussed how to handle this.

**Fiscal Matters/Facilities Management:** Dr. Ertel stated that he asked Principal Ortiz if the increasing enrollment was due to the larger public starting to understand that the Least Restrictive Environment is where kids can develop language, but she does not feel that this explains the growing enrollment. Dr. Ertel stated that Ms. Schwertman does a wonderful job with the school's budget and he urged the Board to approve the FY15 budget as presented.

**Personnel Committee:** Dr. Hernandez shared that there were some very interesting and important issues discussed at the committee's meeting. Dr. Hernandez reminded the Board that the Board had received a letter in which they were asked to do something following the actions taken at MSD after the arrest of Mr. Taylor. A discussion regarding gauging the climate at both schools, perhaps by a third party, was discussed previously. The committee discussed was it time to move forward to do something more formal to assess the climate at both schools and between the two campuses. Dr. Hernandez shared with the Board that new state personnel procedures will require that an updated job description for the Superintendent be created. Dr. Hernandez called upon the Board for suggestions on what the goals of the Superintendent should be as those are in need of updating as well. The committee would like to search for what is the best practice for executive evaluations so that the Board can move forward with the Superintendent's evaluation.

President Martin expressed a need to schedule dates for the Town Halls. President Martin explained that while he will not force BOT attendance at them he would encourage BOT members to attend.

**Student Life Committee Report:** Dr. Smail shared that the committee discussed the small middle school dorm population at the Frederick Campus. There is a concern about nursing staff not being able to communicate with the students. The committee wondered if the Board could help support that need in any way.

**Trusteeship:** Dr. Cooper shared that the Board has a total of 19 seats and right now 17 of those seats are filled. The Board is supposed to be comprised of representatives from the different areas within the state. Dr. Cooper requested that any prospects should be forwarded to the committee and they will follow up with the individuals. Within the next 6 years, 4 members will be leaving.

Ms. Bourne asked about a Board Policy Manual. Dr. Ertel suggested that Ms. Bourne review the By-Laws.

**Old Business:** A **MOTION** was made to close Old Business – **SECONDED – PASSED.**

**New Business:**

**Approval of FY15 Budget:** A **MOTION** was made to accept the FY15 Budget as presented to the Board by Ms. Schwertman and Mr. Kuckles this morning - **SECONDED - PASSED**.

**Approval of revisions to MSD Admission Policy including new Pilot Program for Students with Autism Spectrum Disorder:** A discussion took place on why to begin the new pilot program and who will manage the program. A **MOTION** was made to pass the modified Admission Policy - **SECONDED - PASSED**.

**Approval of name for Frederick Campus Cafeteria:** A **MOTION** was made to name the cafeteria the Ijams-Vance Dining Hall - a brief discussion on the process for choosing the name took place - **SECONDED - PASSED**.

A **MOTION** was made to leave the Board's funds with the Maryland School for the Deaf Foundation - **SECONDED - PASSED - MOTION WITHDRAWN**.

The Maryland School for the Deaf Foundation's 10th Annual Golf Tournament was last Friday and it went very well.

A **MOTION** was made to approve the Personnel Committee to work with MSD staff to design and develop a potential climate survey - **SECONDED - PASSED**.

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

President Martin shared with the Board the PowerPoint presentation that he presented to the Alumni group last summer regarding the history of the Board.

The Board evaluated itself upon the conclusion of the meeting and the scores ranged from 4 to 5.5.

The strengths that the Board expressed regarding the meeting were the Board's flexibility with the schedule for the day; touring the campus and seeing the students and staff in action; allowing time for the committees to meet; President Martin kept the group focused, and the lunch prepared by the dietary staff in accordance with the new dietary guidelines was both nutritious and delicious.

The weaknesses that the Board expressed regarding the meeting were the number of members absent and not starting on time due to late arrivals.

**MOTION** to adjourn – **SECONDED - PASSED**. Meeting adjourned at 3:25pm.

Respectfully,

*Roslyn Hannibal-Booker*