
Maryland School for the Deaf Board of Trustees

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Frederick Campus *Established 1868*
Columbia Campus *Established 1973*

Meeting Minutes
May 8, 2015
Frederick Campus

MEMBERS PRESENT: Benjamin Bahan, Ph.D.; Julie Bourne; Sheryl B. Cooper, Ph.D.; John Ertel, Ph.D.; Ernest Hairston, Ph.D.; Roslyn Hannibal-Booker; Ricardo Hernandez, Ph.D.; Stephen Hlibok; David Martin; Cynthia Neese-Bailes, Ph.D.; Debra Patkin, Esq.; Denise Perdue; and Jennifer Smart, Ph.D.

SUPERINTENDENT: James E. Tucker

ASSISTANT ATTORNEY GENERAL: William Fields

RECORDING SECRETARY: Jennifer Lake

INTERPRETERS: Myra Foley and Rachel Willard

President Martin opened the meeting at 9:15am. The Education and Student Life committees will combine to review the proposed 2015-2016 MSD Handbook and the 2015-2016 Staffing Plan.

A revision to the agenda was made to allow for Ms. Denise Phelps, Maryland School for the Deaf Foundation President to present at 3:00pm today.

President Martin provided a presentation on the Columbia Campus (see file for copy of the presentation).

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

A **MOTION** was made to accept the February 2015 Minutes – **SECONDED- PASSED.**

President's Report: President Martin offered congratulations to Dr. Hernandez regarding his daughter Leah Katz-Hernandez' new position as a receptionist at the White House. Leah graduated from MSD in 2005. About two months ago President Martin represented the Board at Veditz Day.

Vice-President's Report: The Succession Plan Committee met and we agreed to make recommendations which will be discussed later.

Secretary's Report: Ms. Hannibal-Booker stated that there was no report but that she sent out a draft letter for the board members to review. The letter expresses the Board's appreciation to staff.

Treasurer's Report: There is approximately \$500 in a separate account with BB&T that the Board does not currently have access to. The Board should consider putting two names on the account. After some discussion it was decided that the Board President should do the letter. The Board should have electronic letterhead that displays the names of the current officers.

Superintendent's Report: A final decision for FY16 School Budget will be made at around June 8th. It could be a 1% or a 1.35% increase for MSD.

MSD sent 40 student-athletes to Annapolis to be recognized. The athletes received a standing ovation from both Houses. Senate President Mike Miller added a comment that the Maryland public schools refuse to play the MSD teams because the MSD teams are formidable opponents.

At the recent Open House, there was some frustration as 3 of the 6 families that attended had never heard of MSD. Discussion on how to make sure that the right information gets to families took place. Dr. Smart expressed the need to reach out to the local Departments of Health regarding a possible addendum to the letter that they send out. Dr. Smart will speak with her contact, Ms. Tanya Green. Both Ms. Hannibal-Booker and Mr. Hlibok expressed concern that the law needs to be tweaked to make it more effective. Superintendent Tucker suggested that President Martin and a small group from the Board meet with a member of the Maryland State Board of Education.

Superintendent Tucker also shared that there have been many challenges this school year, with the PARCC test being one of the biggest. The amount of time and money spent on the online test is a real concern. Another challenge is current Teacher Certification requirements which are sometimes challenging on younger teachers.

The riots in Baltimore impacted MSD because some students couldn't come to school for 2 days. Also some MSD staff members live in Baltimore.

Superintendent Tucker asked that his job description be revised so that his effectiveness at the Columbia Campus be measured by his visibility and attendance at functions, not by a locked percentage of time.

The first 150th Anniversary Planning Committee meeting was held the other week. The Co-chairs of the Committee are Mr. Billy Bowman and Ms. Lori Bonheyo. Dr. Bahan asked that the celebration recognize the graduates from Overlea as well.

Forty students will graduate this year. Mr. Patrick Robinson is the commencement speaker. There will be a reception in his honor Friday evening at 7:00pm at the Bjorlee Museum. Graduation is at 11:00am on Saturday, if you need tickets please let Jennifer know.

MSD lost 11 school days this year. A total of 10 days were built into the calendar so MSD has 1 day to make up however it would require that bring students in on Monday. Superintendent Tucker asked for a one day waiver, so MSD's last day of classes would be Friday, June 19.

Recognition Event: Ms. Schwertman introduced Wayne Smith, Supervisor of the Housekeeping Department for the Frederick Campus. Ms. Schwertman shared that Mr. Smith is one of those employees who shows up faithfully to work and does what needs to be done without complaining. That he sees his work as what is needed for the students and not for his own gain. Mr. Hughes, Mr. Smith's direct supervisor shared that Mr. Smith does not view his work as a job, but rather as a calling. Mr.

Hughes shared that Mr. Smith jumps in whenever he sees a need and does work that is not even his to do because what's important to him are the students and MSD. Mr. Smith stated that he loves MSD and loves working with the kids. President Martin shared that Mr. Smith worked here when he was a student and he remembers him well.

President Martin will work on obtaining funds from the BB&T account and purchase the gift cards for the May 26th staff day.

Open Forum: No one signed up

Executive Committee: President Martin shared that the committee met during lunch and decided to purchase MSD employees a \$5 gift card to show the Board's appreciation. President Martin and Ms. Hannibal-Booker will work on a letter. Ms. Bourne spoke with Mr. Fields regarding the request for data at the state level for all of the counties. A report based on student's who primary disability is coded as deafness by County can be run however the cell size, or n, cannot be below a certain amount due to confidentiality concerns. Mr. Hlibok suggested that MSD take the leadership role for deaf education of all deaf students in Maryland and for those students whose families who want their child to stay local, MSD should provide them with support, resources, training, etc.

Education Committee: President Martin shared that the committee looked over the proposed changes to the Handbook and Staffing Plan.

Fiscal Matters/Facilities Management Committee: Mr. Hlibok shared that Ms. Schwertman met with the committee and feels good about the continuance of the 2% COLA and that the school will see a 1-1.35% increase in their FY16 School Budget. There are 2 Out-of-State students this year, both day students. Teacher salaries are an average of Frederick and Howard Counties teachers' salaries. Work continues on the Mass Emergency Notification system project. Superintendent Tucker shared that the Legislative Auditors are at MSD now and will be here for 3-4 months.

Personnel Committee: Dr. Hernandez shared that there are no things that the Board needs to do, it's all State mandated.

Student Life Committee: Same as Education Committee report.

Trusteeship Committee: Dr. Cooper shared that there are 19 seats but only 16 seats filled. We have a bunch of possible recruits so we will reach out to those people. Jen will be emailing the members who will need to renew this fall.

Dates for next year's board meetings are:

- Friday, September 11, 2015 at CC
- Friday, November 13, 2015 at FC
- Friday, February 19, 2016 at CC
- Friday, May 6, 2016 at FC

Student Achievement Update by Ms. Stacey Bundy, Directory of Student Achievement: Ms. Bundy shared information for the mid-cycle accreditation report with the Board (see file for report).

Old Business:

President Martin shared that the Succession Planning committee has identified the different groups - stakeholders, parents, Alumni's, and teachers - to decide who the next Superintendent would be. The committee would like for a plan to be developed to help develop and train leadership. The current organization chart was also discussed. The committee strongly feels that 1 person needs to be identified to be the decision maker. Superintendent Tucker will identify a number 2 by name, not position. The Board would like for this to be done for all positions at MSD. The committee will continue to meet. By fall, the committee will have a report for the Board.

A **MOTION** was made to go into closed session at 2:34 p.m. – **SECONDED – PASSED.**

A **MOTION** was made to come out of closed session at 3:01 p.m. – **SECONDED – PASSED.**

Presentation on the Maryland School for the Deaf Foundation by President Denise Phelps:

President Phelps distributed Foundation documents to the Board (see file). The Foundation works to build awareness throughout the community. The Foundation also offers ASL classes at local community businesses. The main fundraising efforts are through the Annual Giving Campaign, Grants, and the Annual Golf Tournament. The endowment has grown to over 1.2 million from the original \$75,000 given by the Board of Trustees.

Old Business continued:

- Quorum issue

Dr. Ertel made a **MOTION** to accept language written by counsel of the Assistant Attorney General, Liz Kameen – **SECONDED - DISCUSSION.** A **MOTION** was made to close the discussion – **SECONDED – PASSED.** All in favor of the **MOTION** to make the amendment to the By-Laws – **SECONDED - PASSED.** The By-Law committee will work to make the entire document read as if written by one person. Ms. Hannibal-Booker, Dr. Cooper, Dr. Ertel and Dr. Galvan will serve on the By-Law committee.

New Business:

A **Motion** was made to set a deadline of June 8, 2015 for the letter to be written to have the name on the account changed and funds turned back over to the Board of Trustees Treasurer – **SECONDED – DISCUSSION.** The letter will be written by the current Board President. Also a second name, that of the Board Vice-President will be placed on the account. All in Favor of motion – **PASSED.**

A **MOTION** was made to cover Superintendent Tucker's hotel expenses up to \$1500 US Funds for his attendance at the ICED conference - **SECONDED – DISCUSSION.** If the Superintendent needs more funds he can request more. All in favor – **PASSED.**

A **MOTION** was made to approve the request for a Waiver of 1 School Day – **SECONDED – PASSED.**

A **MOTION** for approval of the stated changes to the MSD Handbook was made – **DISCUSSION – A** discussion on parliamentary rules took place. Once a committee recommends to the board an approval it just goes straight to vote, no need for a motion or second. If a committee is recommending not to

approve then there has to be a second and a vote. Dr. Hernandez recommended that in the future, if a committee recommends an approval, the Board should vote at that time and not hold it to new business. Motion to accept Handbook – **PASSED**.

All in favor of approving the Staffing Plan – **PASSED**.

All in favor of approving the Code of Conduct – **PASSED**.

FM/FM committee motion to approve the Out-of-State Tuition – All in Favor – **PASSED**.

A **MOTION** to approve whatever portion is the Board’s fair share of the MSD Foundation Audit be approved – **SECONDED – DISCUSSION - PASSED**.

A **MOTION** to empower the President or Vice-President to look into where to get the gift funds from and to authorize them to use the money necessary to purchase them – **SECOND – DISCUSSION**. This is a one-time gift. The Board will emphasize that this year was an exceptionally hard year with the PARCC and the school really came together and that is why they are being recognized. – **PASSED**.

Board Elections:

- President: A **MOTION** to nominate Mr. David Martin continues as President – **SECONDED – Mr. Martin ACCEPTED** the nomination.
- Vice-President: A **MOTION** to nominate Ms. Julie Bourne continues as Vice-President – **SECONDED – Ms. Bourne ACCEPTED** the nomination.
- Secretary: A **MOTION** to nominate Ms. Roslyn Hannibal-Booker continues as Secretary – **SECONDED – Ms. Hannibal-Booker ACCEPTED** the nomination.
- Treasurer: A **MOTION** to nominate Mr. Stephen Hlibok – **DISCUSSION – Motion to close nomination since Mr. Hlibok cannot accept the nomination without approval from his work’s compliance department – A MOTION was made to proceed with the nomination and election of the treasurer pending on his compliance issues meaning if he’s cleared then it’s done if not then the Executive Committee will appoint someone as Treasurer. A Motion to close and accept nominations on the 3 positions, President, Vice-President and Secretary – Second - PASSED. MOTION to proceed with the nomination and election of treasurer pending his compliance issues was WITHDRAWN.**

All in favor of the President, Vice-President and Secretary Nominations – **SECONDED – PASSED**.

A **MOTION** was made to proceed with the nomination and election of treasurer pending his clearance with his compliance department. If he is not cleared, then the Executive Committee will appoint someone as Treasurer – **SECONDED –PASSED**.

A **MOTION** was made to close the meeting at 4:10pm – **SECONDED – PASSED**.

Respectfully,

Roslyn Hannibal-Booker

The Board evaluated itself on a scale of 0 to 5 with 0 being bad and 5 being excellent. The scores ranged from 3.5 to 5.

The strength that the Board expressed regarding the meeting was the amount of information/work covered.

The weakness that the Board expressed regarding the meeting was the confusion created from the many side conversations that were occurring and also whether or not the Board is a formal group and therefore should be following all parliamentary procedures or an informal working group.