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**Maryland School for the Deaf Board of Trustees**

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*Engage. Challenge. Achieve.*

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**David Martin, President**  
**Julie Bourne, Vice-President**  
**Roslyn Hannibal-Booker, Secretary**  
**Dennis Galvan, Ph.D., Treasurer**

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

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**Meeting Minutes**  
**September 11, 2015**  
**Columbia Campus**

**MEMBERS PRESENT:** Benjamin Bahan, Ph.D.; Julie Bourne; Sheryl B. Cooper, Ph.D.; John Ertel, Ph.D.; Dennis Galvan, Ph.D.; Ernest Hairston, Ph.D.; Ricardo Hernandez, Ph.D.; Stephen Hlibok; Robin Kittleman; 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 Athena Crosby Wilding

Vice-President Bourne opened the meeting at 9:01am. The board members held their committee meetings.

The Board elected to wait until the November meeting to have the board picture taken.

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

A **MOTION** was made to approve the May 2015 Open Session Minutes – **SECONDED-DISCUSSION** - with revisions - **PASSED**.

A **MOTION** was made to approve the May 2105 Closed Session Minutes – **DISCUSSION** – revise minutes to reflect a summary of what was discussed – **SECONDED – PASSED**.

**President and Vice-President's Report:** Committees should make motions when they provide their report to the full Board so that the Board can vote at that time on the motion. Parliamentary procedures will be used for the agenda and for things that need to be documented, for everything else the Board will function as a working group. The Executive Committee will discuss the office of Treasurer.

**Secretary's Report:** None at this time.

**Treasurer's Report:** Dr. Ertel stated that MSDF continues to do a good job managing the money. The funds in the BB&T account still need to be transferred over to the larger account.

**Superintendent's Report:** Enrollment is healthy at about 495 students' total. This year's graduating class is a large one at 40 students. This year's budget is healthy and the new liaison to the Governor is Amanda O'Malley, Deputy Chief of Staff.

Superintendent Tucker met with President Martin and Vice-President Bourne last week. Part of the discussion concerned the MSD Handbook and when changes can be made to it. President Martin and Vice-President Bourne would like to proceed as usual with proposed changes presented at the spring meeting unless a change cannot wait and for those situations they gave the Superintendent executive power to proceed. A lengthy discussion took place. A **MOTION** was made that any proposed changes to the handbook must be brought to the Board for approval and communicated right away with the community, however the standard practice of changes being brought to the Board in May for review and approval will continue. In other words the handbook process remains the same - **SECONDED – PASSED.**

Superintendent Tucker shared that State Superintendent Lowery resigned. Superintendent Lowery was a strong supporter of PARCC.

The ICED conference was very good, in spite of the shortage of sign language interpreters. Superintendent Tucker thanked the Board for their support. The buzz word of the conference was "co-enrollment".

This is Superintendent Tucker's second year as President of CEASD. A policy was written USDOE and USHHS to propose that all child day cares accept all disabled children. CEASD has offered feedback on it and hopefully the policy will be modified to support day cares that specialize in students with disabilities. Joe Finnegan and Superintendent Tucker also met with USDOE's OSEP Director Melody Musgrove and Larry Drexler and asked for financial support to do a 3<sup>rd</sup> edition of the NASDSE guidelines. There will be another introduction of the Cogswell/Macy Act which now has bipartisan sponsorship.

The MSDF Golf tournament is on September 18<sup>th</sup> and there are two team slots left.

MSD's homecoming is on October 10<sup>th</sup> at 2:00pm.

**Recognition Event:** Principal Oritz introduced the Girls on the Run Team coaches and explained the program. The Board watched a short video of the team. Vice-President Bourne stated that this was the Board's favorite part of the meeting and thanked the coaches for contributing to the mission of the school which is to teach the students to become lifelong learners. Pictures were taken.

**Open Forum:** No one signed up.

**Presentation of the FY17 Budget by Suzanne Schwertman, Chief Operating Officer:** A copy of Ms. Schwertman's presentation is in the file. A discussion on RCYCP term/status, PINs/Contractual positions took place.

A **MOTION** was made to approve the FY17 budget as shown – **SECONDED – DISCUSSION – PASSED.**

A **MOTION** was made to accept the Faculty Pay Plan as shown – **SECONDED – DISCUSSION – PASSED.**

**Executive Committee Report:** The committee agreed to take it to a vote to elect a new Treasurer. A **MOTION** was made to nominate Dr. Galvan as Treasurer. Dr. Galvan accepted the nomination. All in favor of the Treasurer nomination – **SECONDED - PASSED.** First order of business is for the BB&T account to be dealt with as previously voted on.

**Education Committee Report:** IEP's are more student focused now. PARCC assessments and PIN's were discussed too. Attendance has been limited so far at the Open House for current families. A discussion took place on possible ways to increase attendance at the Open House for current families.

**FM/FM Committee Report:** Report was provided earlier when FY17 budget was discussed and voted on.

**Personnel Committee Report:** Dr. Hernandez shared that there are several things that are contingent upon unfinished business with the first being the job description for the Superintendent. The committee needs to present a draft to the Board for review and approval. Survey Monkey could be used to collect information to answer a series of questions regarding the Superintendent's evaluation. The succession planning for all of the top administrative positions at MSD still needs to happen. The committee has no actions to bring to the Board at this time. Vice-President Bourne issued an open invitation to those board members who are not currently on the Succession Planning Committee to join the committee. Superintendent Tucker designated the Frederick Campus Principal, Kevin Strachan, as his #2 to serve as acting Superintendent until the Board could meet and make the necessary arrangements.

**Student Life Committee Report:** No report at this time.

**Trusteeship Committee Report:** Dr. Cooper shared that there are a total of 5-6 vacancies to fill. If anyone on the Board has suggestions please submit them to Dr. Cooper. The goal is to have a diversified board.

Superintendent Tucker and Ms. Lake were excused while Vice-President Bourne presented the minutes from the Board's emergency closed session meeting.

A **MOTION** was made to adjourn for the day - **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 4.7. The strengths that the Board expressed regarding the meeting were that the Vice-President managed the meeting well and the discussions were important and helpful. The weakness that the Board expressed regarding the meeting was the need for the Committee Chairs to develop an agenda for their meetings and for the committees to evaluate themselves.