
Maryland School for the Deaf Board of Trustees

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David Martin, President
Julie Bourne, Vice-President
Sheryl B. Cooper, Ph.D., Secretary
Dennis Galvan, Ph.D., Treasurer

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

Meeting Minutes
September 9, 2016
Columbia Campus

MEMBERS PRESENT: Julie Bourne; Sheryl B. Cooper, Ph.D.; Robert Davila, Ph.D.; John Ertel, Ph.D.; Dennis Galvan, Ph.D.; Ricardo Hernandez, Ph.D.; Stephen Hlibok; Robin Kittleman; David Martin; Cynthia Neese-Bailes, Ph.D.; John Olumoya; Robert Padden, Debra Patkin, Esq.; Kirsten Poston, Jennifer Smart, Ph.D.; Tania Thomas-Presswood

SUPERINTENDENT: James E. Tucker

ASSISTANT ATTORNEY GENERAL: William Fields

RECORDING SECRETARY: Samantha Brooks

INTERPRETERS: Myra Foley and Char Anderson

President Martin called the meeting to order at 9:13 am. President Martin welcomed three new Board members, Mr. John Olumoya, Ms. Kirsten Poston, and Ms. Tania Thomas-Presswood.

The Board broke out into their committees to meet.

The Board reviewed the agenda. President Martin suggested adding an additional subcategory under Officer's Reports for the Foundation Liaison. Mr. Stephen Hlibok will report for this category.

A **MOTION** was made to approve the Agenda with amendment as noted – **SECONDED – PASSED.**

Ms. Bourne proposed adding a percentage sign to the school budget increase amount listed in the previous meeting Minutes. A suggestion was made to change the wording from ".7" to "0.7%".

A **MOTION** was made to approve the May 2016 Minutes with amendment as noted – **SECONDED – PASSED.**

President's Report: President Martin again welcomed the Board's three new members and shared that several other vacancies will need to be filled.

President Martin shared that he represented the Board at two events recently. In June he attended MSD's graduation ceremony. In August he attended MSD's opening Staff Day. President Martin reminded the Board that they are always welcome to attend MSD's graduation ceremony.

President Martin mentioned that parent involvement in committee meetings would be discussed later in the afternoon during New Business.

Vice President's Report: Ms. Bourne shared that the farewell gifts for Jennifer Lake and Suzanne Schwertman should be finalized and ordered soon.

Ms. Bourne shared a reminder that committee chairpersons should send their agenda to Superintendent Tucker's office one week before Board meetings.

It was announced that the Board will need a new secretary to replace Ms. Roslyn Hannibal-Booker. A discussion took place about the specific duties of the Board Secretary position. It was suggested that the Board consider a new title for this position. Dr. Sheryl Cooper volunteered to assume this position, and there were no objections.

Treasurer's Report: Dr. Galvan shared that he has not yet received a debit card for the BB&T account due to an issue with the shipping address. The account's current balance is \$450, but that amount will be reduced after the farewell gifts for Jennifer Lake and Suzanne Schwertman are purchased. Dr. Galvan also purchased checks for the BB&T account, which will further reduce the account's funds. Dr. Galvan mentioned exploring the possibility of transferring funds from the Foundation to increase the balance in this account.

MSD Foundation Liaison's Report: Mr. Hlibok introduced himself as the liaison for the MSD Foundation Board and shared that the Foundation's Board meeting will be this Monday, September 12, 2016.

Mr. Hlibok mentioned that the MSD Foundation supports the school by providing funds for emergency requests, technology requests, student scholarships, and more. A discussion took place about MSD Foundation funds and the decision process for awarding funds.

Mr. Hlibok announced that the MSD Foundation's next fundraiser will be their annual Golf Tournament on September 16, 2016.

Superintendent's Report: Superintendent Tucker announced that planning has already begun for MSD's 150th year celebration. A committee has been established to plan events for the celebration.

All seven positions of the Orioles Leadership Team (OLT) have been filled. Superintendent Tucker's Executive Assistant position is currently vacant.

Superintendent Tucker shared that the MSD's enrollment number is healthy and that the school is continuing to receive new admissions applications.

MSD's budget is also healthy and eleven new PINs were added. A discussion took place about benefits for PIN and non-PIN staff.

Superintendent Tucker updated the Board on Senate Bill 21. On October 5, 2016, Superintendent Tucker will present a recommendation to the General Assembly. The recommendation will be to offer staff "permanent status" after three years instead of "tenure". A discussion took place about how this employment classification could impact MSD.

The 15 Year Facilities Master Plan will be presented to the Board for review during the next meeting in November. The last round of feedback will be collected and finalized soon. A discussion took place about upcoming projects for both campuses.

Superintendent Tucker shared that he is no longer the CEASD president, but that he has taken on two new extracurricular activities. Superintendent Tucker will join a group of writers to write the third edition of the NASDE guidelines. Superintendent Tucker is also trying to establish a sister-school relationship with a school in Beijing. Kevin Strachan and Stacey Bundy will join Superintendent Tucker to visit in the school in October to develop an MOU.

Recognition Event: Dawniela Patterson introduced the Columbia Campus Secretaries and explained why their support is vital to the daily operations of the school. Jennifer Ortiz recognized each secretary for their individual contributions to the school. The secretaries in attendance were Samantha Brooks, Elise Dawkins, Iantha Dean, Peggy Dell, and Micia White.

President Martin asked new Board members to email an electronic copy of their signature to Superintendent Tucker's office so they could be added to the recognition certificates.

The Board broke for lunch.

President Martin welcomed the Board back from lunch and took a moment to recognize Superintendent Tucker for his contributions to MSD over the last 25 years.

Open Forum: No one signed up.

President Martin explained the purpose of the open forum to the new Board members. A discussion took place about how forums are publicized and about the time limit for individuals to address the Board.

Presentation of the FY18 Budget by Ann Miller, CFO/COO: President Martin introduced Ann Miller, MSD's new CFO/COO. Ms. Miller presented a PowerPoint presentation to the Board regarding the FY18 budget request. Ms. Miller also reviewed actual expenditures from FY16 and the current budget from FY17. A discussion took place about the Hessian Barracks in regards to capital improvement projects.

ASL Curriculum Progress Report by Kevin Strachan, Jennifer Ortiz and Dawniela

Patterson: Mr. Strachan and Mrs. Ortiz provided a brief summary of why MSD recognized a need to establish an ASL Curriculum. Mrs. Ortiz shared that during the last several years, the Columbia Campus has made great progress in regards to language development planning such as creating an ASL teacher position, establishing a Language Planning Committee, and developing an ASL rubric. Mr. Strachan also shared that students must now pass ASL Linguistics and ASL Literature classes in order to graduate. Mrs. Patterson shared that an ASL Framework subcommittee will be established this fall. A discussion took place about community outreach and services for families.

Executive Committee Report: The Executive Committee discussed the gifts for Jennifer Lake and Suzanne Schwertman and mentioned that they will be purchased soon.

Education Committee Report: Dr. Neese-Bailes reported for Dr. Davila. Dr. Neese-Bailes shared that the committee discussed the transition from Accreditation to Strategic Planning, but that they are not ready to present to the Board. A discussion took place about the possibility of committee members gathering between Board meetings to allow for additional discussion time. It was suggested that a meeting take place before the next Board meeting to discuss Strategic Planning. Mr. Fields will determine if committee members are permitted to meet outside of Board meetings.

Fiscal Matters/Facilities Management Committee Report: The BB&T account was discussed earlier.

Personnel Committee: Dr. Hernandez informed the Board that the Personnel Committee would like to discuss the evaluation of the Superintendent during the next Board meeting. A suggestion was made to include feedback from three groups (MSD's management team, school staff, and parents/community members) in the Superintendent's evaluation.

The Personnel Committee is in favor of approving two new activities for reimbursement, which would be added to the Activity Sponsorship Compensation Schedule. The proposed activity groups are the Cadet Corps and the Drama Road Show. A discussion took place about the Cadet Corps program. Approval for these activities will be proposed during New Business.

Student Life Committee: The committee had their first meeting with the new Dean of Student Affairs. More information from the committee will be shared during the November Board meeting.

Trusteeship Committee: Dr. Smart presented for Dr. Cooper. Dr. Smart informed the Board that there are five vacancies to fill. Five potential new members and one alternate member were discussed.

Old Business: Mr. Hlibok inquired about a previous discussion that took place in regards to hiring a specialist to discuss school climate. Superintendent Tucker shared that he is currently in discussions with a professor from Gallaudet University in regards to conducting a diversity assessment.

A **MOTION** to close old business – **SECONDED – PASSED.**

President Martin asked for two additions to the November agenda. The November agenda should note that the Education Committee will discuss Strategic Planning and that the Personnel Committee will discuss Evaluations of the Superintendent. The Board decided that one hour will be given to each the Education Committee and the Personnel Committee to present information about these two topics.

New Business: It was suggested that one parent from each campus join a subcommittee. A discussion took place about confidentiality. It was decided that parents would be asked to join the Student Life, Education, and FM/FM Committees.

Dr. Smart suggested that the title of “Board Secretary” be discussed. The Bylaws Committee agreed to discuss this title.

1. A **MOTION** was made to approve the addition of two new stipends to the Activity Sponsorship Compensation Schedule as discussed – **SECONDED – PASSED.**
2. A **MOTION** was made to approve the Fiscal Year 2018 budget – **SECONDED – PASSED.**

Dr. Hernandez asked if it was possible for Board members to be given MSD email accounts.

A **MOTION** to close new business – **SECONDED – PASSED.**

President Martin asked that a tour of Frederick Campus be added to the November agenda. The Board will tour the Columbia Campus during the spring meeting.

Respectfully,
Sheryl B. Cooper, Ph.D.

The Board evaluated itself on a scale of 0 to 5 with 0 being bad and 5 being excellent. The scores ranged from 4 to 5. The strengths that the Board expressed regarding the meeting were that members shared good information and stayed on topic. The weaknesses discussed were some technological issues related to WiFi and the food.