



**THE MAINE EDUCATIONAL CENTER FOR THE DEAF AND HARD OF HEARING**

GOVERNOR BAXTER SCHOOL FOR THE DEAF  
One Mackworth Island, Falmouth, ME 04105

**August 1, 2024  
Board Meeting  
ENCLOSURE LIST**

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# THE MAINE EDUCATIONAL CENTER FOR THE DEAF AND HARD OF HEARING

GOVERNOR BAXTER SCHOOL FOR THE DEAF

One Mackworth Island, Falmouth, ME 04105

## Board of Directors Meeting August 1, 2024 Agenda

5:00pm I. **Call to Order and Roll Call of Board Members – Lisette Belanger, *Chair***

Roxanne Baker, Lisette Belanger, *Acting Chair*, Jason Bubier, Beth Campbell, Barbara Millios, Tommy Minch, *Chair*, Anna Perna, *Vice Chair*, Mike Pulsifer, Liz Seal, Dawna Thorpe, Sandra Wood

**Excused:** Beth Campbell, Barbara Millios, Tommy Minch, Anna Perna

5:05pm II. **Adjustments to the Agenda**

“I move to approve the August 1, 2024 agenda [state with or without changes].”

“I second the motion.”

5:10pm III. **Motion to Approve the June 6, 2024 Board Minutes**

“I move to approve the minutes of the June 6, 2024 board meeting [state with or without changes].”

“I second the motion.”

5:15pm IV. **Public Comments**

### New Business

5:20pm V. **Staff Nomination**

“I move to accept the recommendation of Michael Varno for the position of *Outreach Consultant*, effective August 22, 2024, without changes.

5:21pm VI. **Staff Resignation**

“I move to accept the resignation of Alicia Pieper, *Site-based Teacher of the Deaf*, effective August 21, 2024 [state with or without changes].”

5:22pm VII. **Staff Resignation**

“I move to accept the resignation of Brittany Bubar, *Speech Language Pathologist*, effective August 21, 2024 [state with or without changes].”

5:23pm VIII. **Staff Resignation**

“I move to accept the resignation of Kristen Shorey, *Coordinator, Special Education and Related Services*, effective August 21, 2024 [state with or without changes].”

5:24pm IX. **Executive Session**

“I move to enter Executive Session to discuss the following:

- A request for leave of absence, pursuant to article 1 M.R.S.A. §
- Employment of officials/appointees/employees, pursuant to Article 1 M.R.S.A. §405 (6)(A).

“I second the motion.”

6:30pm X. **Announcements**

6:35pm XI. **Adjournment**

“I move to adjourn to **Thursday, September 5, 2024 at 5:30.**”

“I second the motion.”



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One Mackworth Island, Falmouth, ME 04105

Board of Directors Meeting  
June 6, 2024  
Minutes

5:34pm I. **Call to Order and Roll Call of Board Members – Lisette Belanger, Chair**

Roxanne Baker, Lisette Belanger, *Chair*, Jason Bubier, Beth Campbell, Tommy Minch, *Vice Chair*, Mike Pulsifer, Dawna Thorpe, Sandra Wood

**Excused:** Barbara Millios, Anna Perna, Liz Seal

**Also present:** Steve Connolly, Superintendent Consultant; Lori Levesque, Director of HR, Dean Flanagin, Director of Operations; Cathy Lushman, Culture and Longevity Consultant; Kim Spencer, Executive Assistant; Rich Foisy, Information System Support Specialist; David Hillier, Administrative Assistant; Evah Hellewell, Interpreter; Grace Cooney, Interpreter; Amy Richardson, Interpreter; Kevin O'Mara, School Exec Connect; Dan Michaud, Kristen Shorey, Kevin Bohlin, Claire Jeffers, Cathy Glover

5:35pm II. **Adjustments to the Agenda**

"I move to approve the June 6, 2024 agenda without changes."

"I second the motion."

Sandra **motioned**; Dawna **seconded**.

**8 in favor. 0 opposed. 0 abstained.**

5:37pm III. **Motion to Approve the May 2, 2024 Board Meeting Minutes**

"I move to approve the minutes of the May 2, 2024 board meeting with changes."

"I second the motion."

*Add Dan Michaud to the list of people present.*

Beth **motioned**; Sandra **seconded**.

**8 in favor. 0 opposed. 0 abstained.**

5:41pm IV. **Budget & Facilities Update - Dean Flanagin, Director of Operations**

6:14pm V. **Update on Executive Director Search - Kevin O'Mara, School Exec Connect**

6:20pm VI. **Public Comments - Claire Jeffers offered to help get the word out to the state about improvements needed around the campus. She will talk to the PTO.**

**New Business**

6:23pm VII. **Motion to Approve the FY 25 Budget**

"I move to approve the FY 25 Budget of \$11,416,045.00 without changes."

"I second the motion."

Tommy **motioned**; Roxanne **seconded**.

**8 in favor. 0 opposed. 0 abstained.**



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Board of Directors Meeting  
June 6, 2024  
Minutes

6:30pm VIII **Proposal to Increase the Front Office Receptionist Position From Part-time to Full-time**

“I move to increase the front office receptionist position from part-time to full-time.”

“I second the motion.”

Dawna **motioned**; Roxanne **seconded**.

**8 in favor. 0 opposed. 0 abstained.**

6:32pm IX. **Nominations of Board Officers**

“I move to **nominate** Tommy Minch for Board Chair.”

Jason **motioned**; No one **seconded**.

Tommy **accepted**.

**5 in favor. 0 opposed. 3 abstained.**

“I move to **nominate** Anna Perna for Board Vice Chair.”

“I second the motion.”

Beth **motioned**; Dawna **seconded**.

Anna **accepted**.

**8 in favor. 0 opposed. 0 abstained.**

7:09pm X. **Review of Board Remote Participation Policy**

“I move to review the Board Remote Participation Policy.”

“I second the motion.”

Tommy **motioned**; Sandra **seconded**.

**8 in favor. 0 opposed. 0 abstained.**

7:11pm XI. **Review of Board Bylaws**

“I move to review the Board Bylaws.”

“I second the motion.”

Dawna **motioned**; Jason **seconded**.

**8 in favor. 0 opposed. 0 abstained.**

7:12pm XII. **Approval of 2024-25 School board Calendar**

“I move to approve the 2024-25 School Board Calendar without changes.”

“I second the motion.”

Roxanne **motioned**; Dawna **seconded**.

**8 in favor. 0 opposed. 0 abstained.**



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June 6, 2024  
Minutes

7:13pm XIII. **Staff Nominations**

“I move to accept the nomination of **Julian Bartlett** for the position of Teacher of the Deaf - Site-Based, effective August 22, 2024 [state with or without changes].”

“I second the motion.”

Tommy **motioned**; Sandra **seconded**.

**8 in favor. 0 opposed. 0 abstained.**

“I move to accept the nomination of **Kim Matthews** for the position of Assistant Director of Statewide Education and Family Services, effective July 1, 2024 [state with or without changes].”

“I second the motion.”

Dawna **motioned**; Roxanne **seconded**.

**7 in favor. 0 opposed. 1 abstained.**

“I move to accept the nomination of **David Hillier** for the position of Information System Support Specialist, effective June 17, 2024 [state with or without changes].”

“I second the motion.”

Sandra **motioned**; Tommy **seconded**.

**6 in favor. 0 opposed. 2 abstained.**

“I move to accept the nomination of **Taylor Markie** for the position of Teacher of the Deaf - Outreach, effective August 22, 2024 [state with or without changes].”

“I second the motion.”

Mike **motioned**; Roxanne **seconded**.

**7 in favor. 0 opposed. 1 abstained.**

7:30pm XIV. **I move to enter Executive Session to discuss the following:**

- Employment of officials/appointees/employees, pursuant to Article 1 M.R.S.A. §405 (6)(A); and,

“I second the motion.”

Tommy **motioned**; No one **seconded**.

**8 in favor. 0 opposed. 0 abstained.**



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June 6, 2024  
Minutes

I move to extend Steve Connolly's contract with the school until December 31st, 2024 for 30 hours per month, or until an Executive Director is hired.

Mike **motioned**; Roxanne **seconded**.

**8 in favor. 0 opposed. 0 abstained.**

I move to pay Steve Connolly for an additional 10 hours per month retroactively, for a total of 70 hours of pay.

Mike **motioned**; Dawna **seconded**.

**8 in favor. 0 opposed. 0 abstained.**

8:09pm XV. **Announcements** - Our August meeting will be held in Auburn at CMCC - same place as last year. There will be no Zoom option; all will be expected to attend in person.

8:12pm XVI. **Adjournment**

"I move to adjourn to **Thursday, August 1, 2024 at 5:30pm.**"

"I second the motion."

Mike **motioned**; Sandra **seconded**.

**8 in favor. 0 opposed. 0 abstained.**

DRAFT



**THE MAINE EDUCATIONAL CENTER FOR THE DEAF AND  
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One Mackworth Island, Falmouth, ME 04105

Board of Directors Meeting  
May 2, 2024  
Minutes

- 5:32pm I. **Call to Order and Roll Call of Board Members – Lisette Belanger, *Chair***  
Roxanne Baker, Lisette Belanger, *Chair*, Jason Bubier, Beth Campbell, Barbara Millios,  
Tommy Minch, *Vice Chair*, Anna Perna, Mike Pulsifer, Liz Seal, Dawna Thorpe, Sandra Wood

**Also present:** Steve Connolly, Superintendent Consultant; Lori Levesque, HR Director; Dean Flanagin, Director of Operations; Susie Tiggs, Director of SEFS; Kim Spencer, Executive Assistant; Cathy Lushman, Culture and Longevity Consultant; Evah Hellewell,, Interpreter; Grace Cooney, Interpreter; Amy Richardson, Interpreter; Rich Foisy, Information System Support Specialist; Dan Michaud, Maintenance Mechanic.

- 5:35pm II. **Adjustments to the Agenda**

“I move to approve the May 2, 2024 agenda without changes.”

“I second the motion.”

Tommy **motioned**; Roxanne **seconded**.

11 **in favor**. 0 **opposed**. 0 **abstained**.

- 5:36pm III. **Motion to Approve the April 5, 2024 Board Meeting Minutes**

“I move to approve the minutes of the April 5, 2024 board meeting without changes.”

“I second the motion.”

Liz **motioned**; Roxanne **seconded**.

11 **in favor**. 0 **opposed**. 0 **abstained**.

- 5:38pm IV. **Capital Projects Updates - *Dean Flanagin, Director of Operations***

- 5:56pm V. **Report on CEASD Conference - *Susie Tiggs, Director of Statewide Education and Family Services***

- 6:08pm VI. **Public Comments - None.**

**New Business**

- 6:09pm VII. **Motion to Approve the 2024-25 Academic-year Calendar**

“I move to approve the 2024-25 Academic-year Calendar without changes.”

“I second the motion.”

Liz **motioned**; Roxanne **seconded**.

11 **in favor**. 0 **opposed**. 0 **abstained**.

- 6:10pm VIII. **Motion to Approve the Proposed Interim Assistant Director Position**

“I move to approve the proposed Interim Assistant Director position.”

“I second the motion.”

Dawna **motioned**; Anna **seconded**.

11 **in favor**. 0 **opposed**. 0 **abstained**.



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Board of Directors Meeting

May 2, 2024

Minutes

6:38pm IX. **Motion to Approve the 2024-2025 Mackworth Island Preschool Handbook**

“I move to approve the 2024-2025 Mackworth Island Preschool Handbook with changes.”

- *Board member page needs to be updated.*

“I second the motion.”

Liz **motioned**; Roxanne **seconded**.

**11 in favor. 0 opposed. 0 abstained.**

6:41pm X. **Motion to Approve the MECDHH/GBSD Employee Handbook**

“I move to approve the MECDHH/GBSD Employee Handbook without changes.”

“I second the motion.”

Tommy **motioned**; Jason **seconded**.

**11 in favor. 0 opposed. 0 abstained.**

6:43pm XI. **2nd Year Probationary Contracts**

- Agnes Adams
- Cara Hoppis
- Daniel DeLuca
- Jennifer Sisto
- Jillian Thuringer
- Jolene MacDonald
- Joshua Gray
- Leigha Inskeep

“I move to approve a 2nd-year probationary contract for Agnes Adams, Cara Hoppis, Daniel DeLuca, Jennifer Sisto, Jillian Thuringer, Jolene MacDonald, Joshua Gray, and Leigha Inskeep.”

“I second the motion.”

Liz **motioned**; Anna **seconded**.

**11 in favor. 0 opposed. 0 abstained.**

6:44pm XII. **3rd Year Probationary Contracts**

- Alicia Pieper
- Amy Olson
- Angel King
- Eleanor Gettman
- Erin Bunce
- Jennifer Hickey
- Katie Bucklin
- Stephanie Hughes

“I move to approve a 3rd-year probationary contract for Alicia Pieper, Amy Olson, Angel King, Eleanor Gettman, Erin Bunce, Jennifer Hickey, Katie Bucklin, and Stephanie Hughes.”

“I second the motion.”





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Liz **motioned**; Tommy **seconded**.

**11 in favor. 0 opposed. 0 abstained.**

6:46pm XIII. **Continuing Contracts**

- Christa Cook McKinney
- Leia Burns
- Marsha Ames
- Megan Garrity
- Melanie Bowlus

“I move to approve a continuing contract for Christa Cook McKinney, Leia Burns, Marsha Ames, Megan Garrity, and Melanie Bowlus.”

“I second the motion.”

Roxanne **motioned**; Lix **seconded**.

**11 in favor. 0 opposed. 0 abstained.**

6:47pm XIV. **Staff Resignation**

“I move to accept the resignation of Alyssa Guldager, Itinerant Teacher of the Deaf, effective June 17, 2024.”

“I second the motion.”

Tom **motioned**; Dawna **seconded**.

**11 in favor. 0 opposed. 0 abstained.**

6:48pm XV. **Announcements - None**

6:49pm XVI. **Adjournment**

“I move to adjourn to **Thursday, June 6, 2024 at 5:30pm.**”

“I second the motion.”

Tommy **motioned**; Liz **seconded**.

**11 in favor. 0 opposed. 0 abstained.**



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### **Directors' Report : 8-1-2024**

#### **Dean Flanagin, Director of Operations**

##### **Business and Human Resources:**

Work continues to finalize the trial balance for the end of FY24. All transactions will be posted by the end of July and reconcile any vendor balances.

##### **Facilities projects/improvement:**

###### **Update on Greenlaw (Building D):**

Installation of flooring has begun in the Greenlaw Building. The new flooring in the hallways look great! Moving of furniture and learning materials will continue through August as offices located in Brewster Hall are moving into Greenlaw.

FEMA officials visited Mackworth Island on July 2<sup>nd</sup> to assess damage from two storms that impacted the island on January 10<sup>th</sup> and January 12<sup>th</sup>. We are looking at damages to Greenlaw Building, the stone Pier, and the Causeway. The process of documentation is very specific to damages related to those two storms and requires detailed documentation. The State of Maine Bureau of General Services is leading this effort, which could take up to 90 days. On a parallel track, John Perry of Colonial Adjustment is working to determine damages and find costs eligible for coverage under MECDDH/GBSD property insurance. We have been working with G&E Roofing to assess damages that occurred during the winter storms and the long range condition of the roof. Funding for renovations to Greenlaw will be requested through the next biennial State budget. A start date for roofing work will depend upon the amount of available insurance reimbursement. Renovations will include a new roof, siding work, and repointing of masonry. Harriman Architects are working with BGS to get bid specifications written and put the project out to bid to select contractors. In the interim, MECDDH is working with a flooring contractor to finish carpet replacement in 2 rooms on the second floor and the hallway on the ground floor.

###### **Update on Building B (Young) and Building G (Carter Hall):**

State Bureau of General Services estimates that demolition of those buildings will begin in the fall of 2024. All identified lead and asbestos will need to be removed from those buildings before demolition begins. We do not expect the demolition to impact Deaf Culture Festival, which takes place in September. All contractors and subcontractors will secure the work site to maintain safety for all visitors to Mackworth Island. The MECDDH Maintenance Department has begun identifying fixtures that can be removed for use in other buildings.

###### **Update on summer programming:**

Summer programming is finished July 26. Starting July 29, staff offices located in Brewster will begin the move to Greenlaw Building, now that flooring in Greenlaw office spaces are 95% complete. The goal is to minimize staff moves and be less disruptive as the renovation work to Greenlaw is planned for summer and fall of 2024. We continue to work with State of Maine BGS to develop those plans which include a new roof, siding work, and repointing of masonry.



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MECDHH maintenance staff have been very helpful to Harriman Architects in planning the Phase 1 improvements.

### **MOLI (Maine Outdoor Learning Initiative)**

**UPDATE:** The concrete and rebar installation went as planned, with the concrete passing all density and strength tests. The framing and assembly are expected to be complete on 7/25/24 with roofing starting on 7/29/24.

**Background of MOLI Project:** The State of Maine Department of Education received a grant from the Federal Department of Education in support of outdoor learning. As part of the MOLI grant, the State of Maine Bureau of General Services has authorized the construction of a pavilion on Mackworth Island in support of outdoor learning. The structure will be approximately 30' X 60" to provide a space for outdoor learning. Construction started in June and will be complete by September 1st. Benchmark Construction has been hired as the general contractor to build the structure and any related earthwork, tree removal, utilities and landscaping. The structure will be on the site of the old basketball court. It will include lighting, seating, internet/Wi-Fi, and improvements to the walkways and access road. MECDHH students as well as students from around the State will be eligible to participate in the program. The program is focused on providing access to the outdoors, primarily, but not exclusively, for grades 6-12. The Pavilion can be used during three seasons of the year and possibly more depending upon weather.

A walk-through with Harriman Architects, Elaine Clark of BGS and Commissioner Pender Makin was done on April 10<sup>th</sup> to look at space for the proposed Pavilion, as part of the Maine Outdoor Learning Initiative (MOLI). In addition to the Pavilion, space would be utilized in the gym annex. An office for the MOLI Coordinator is anticipated to be housed in the Mansion. On May 7<sup>th</sup>, the Falmouth Planning Board approved the site plan for the Pavilion.

**MOLI Schedule Update:** Weekly construction meetings are held every Wednesday morning at 8AM in the gym annex. Substantial completion is expected August 15th.

- Site prep, tree removal 6/3/24 – 6/11/24 (complete)
- Earthwork, drainage 6/4/24 – 6/24/24 (complete)
- Concrete and rebar 6/25/24 – 7/8/24 (complete)
- Framing and assembly of structure 7/15/24 – 7/25/24 (complete)
- Roofing 7/29/24 – 8/1/24
- Landscaping, asphalt, precast stairs, bollards 7/31/24 – 8/15/24
- Electrical work 7/31/24 – 8/15/24
- Punch list 8/15/24 – 8/31/24



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### **Other Updates:**

#### **Patrick Hall:**

In June, Patrick Hall experienced a significant waste water blockage and flooding, which required the building to be closed for several days for cleaning purposes. ServPro was hired to perform the emergency cleanup. ServPro did an excellent job of cleaning the impacted areas, which included 4 offices and the main lobby. As part of the cleanup, carpets were removed from four offices. During the cleanup, ServPro personnel removed asbestos tile in one office (room #11) in their effort to remove the carpet. An air test revealed that no fibers were released into the air. However, a thorough cleaning of the area was needed using HEPA vacuums while putting the room under negative pressure to keep any fibers contained. Maine DEP was notified and consulted to prepare for the work. A licensed asbestos contractor was hired by ServPro to do the work as prescribed by DEP. Offices have been cleaned. Final clearances are expected on Monday 7/29/24. Carpet installation in the four impacted offices is expected to start on August 1<sup>st</sup>.

Related to the flooding issue, Waltz Plumbing was hired to install an additional inspection/clean out fitting to prevent large flooding issues when there is a blockage in the wastewater line.

#### **Security Access:**

A new swipe entry keypad was installed at Door H2 at Brewster Hall for the purpose of making access to the playground easier for staff. Additional exterior security cameras are being sought to cover the Carter Hall areas, due to recent vandalism.



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### Mackworth Island Preschool - Cathy Lushman, Coordinator

ESY has been an amazing experience focused on the theme of "Camping." Our children have been participating in numerous fun activities related to this theme, and their favorite has been the water day with a soap slide!





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### Elementary - Melanie Bowlus, Coordinator

#### East End Community School

The elementary students on Mackworth Island are learning all about the sun and weather during ESY this summer. Science experiments have included the following activities: Why Do We Need Sunscreen, Making and Launching Rockets, Making Sun Prints, Sun vs Shade Experiment, Making a Hurricane, Sink and Float Activity, and How Many Drops of Water Fit on a Penny. On one of the really hot days, the students enjoyed a fun filled water day with the ever popular slip-n-slide! We've taken advantage of our beautiful island and enjoyed a special island walk and added to the cool fairy houses. We love joining the preschool students for ASL storytime everyday before recess and have been reading about camping adventures. We made homemade ice cream and it turned out quite yummy! It's been a fun-filled summer so far with lots of language opportunities. Students continue to receive services from various service providers including OT, ASL, PT, SLP, and social work.





## Brewer Community School

Brewer students have been enjoying the Extended School Year tremendously! This year's ESY theme is "Living Things in the Animal Kingdom." Students made a beautiful poster with columns comparing each animal category/classification chart (mammals, birds, reptiles, amphibians, and fish) and watched educational videos. They also participated in hands-on science experiments learning about the basic needs of plants.

Students have been reading "Little Bear's Visit" using various strategies for comprehension, including determining the meaning of words in context and answering text-based questions, while focusing on identifying the main idea and supporting details in a story. We are also working through the Bilingual Grammar Curriculum, studying parts of speech.

In math, our students are working on operations to solve a variety of word problems. Our kindergartener's class is doing different themes each week for ESY. This week's theme is "Under the Rainbow," so they are focusing on colors. All of their activities, such as sensory bins, sorting games, and crafts are centered around the theme of the week.

Our ASL specialist discovered that food was an incredible motivator for our students! As such, he incorporated ASL literacy goals into various fun contexts with storytelling and the preparation and enjoyment of some yummy summer foods. Following written directions, stories, and informational texts then discussing and interpreting them into an equivalent message in ASL is an activity that strengthens facility in both languages.







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### Middle School and High School - Erin Bunce, Coordinator

The MS/HS ESY program has been climbing high this month! The students have been actively engaged in learning about the Deaf mountain climbers, Shaya Unger and Scott Lehmann's climbing journey as well as Roger Poulin's journey of hiking the Appalachian Mountain trails. Julian Bartlett, Alicia Pieper and Brian Dieztel have been engaged in the powerful topic of having a goal and working towards that goal by using Scott, Shaya, Roger and C.J. Jone's stories of accomplishments using a variety of non-fiction texts as well as videos. Will we one day see our students climbing mountains or hiking the Appalachian Trail? If they do, it is because they remember the lessons that Brian, Julian and Alicia shared this summer!

### Part B Outreach - Donna Casavant, Coordinator

Things move at a slower pace in the summer months, especially in Outreach. I wish I had cool kids pictures to share. Unfortunately, I don't. What I do have is:

**Gratitude** for the following people:

- To Outreach staff **Christy LoCicero-Mackey, Shannon Locke, Jolene MacDonald** and **Jennifer Sisto** for staying connected with the 33 outreach students who have Extended School Year (ESY) hours to be served. A shout out too for **Cathy Glover, Linda Koehler, Taylor Markie, and Dan DeLuca** who are not outreach staff but serving an important need with ESY.
- To **Denise Adams** whose support and experience are helping to shift Outreach responsibilities to be more equitably assigned even when she is not officially working this summer.
- To **MaryJane Sturtevant** who is navigating the shift of student folders as the students transition to a new phase in their educational opportunities.

**Welcome** to Outreach to the following people. We're a great team who just got even better by your joining us.

- **Kimberly Matthews-Hermans** who will support Outreach and everyone else in her new Assistant Director role.
- **Agnes Adams, Katie Bucklin, Linda Koehler, Abby Kimball, and Taylor Markie** who are navigating a transition of their own from other teams to Outreach.
- **Xavier Fonseca** who will be filling David Hillier's administrative assistant role as David transitions to his new Tech position.
- Unfortunately, no welcome yet as far as I know, for Baby Burns, daughter of Leia Burns, who has yet to make her great summer entrance to the MECDDH family



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Now the boring stuff — As Outreach coordinator, I've been working (along with some help) on the following exciting projects:

- Outreach Handbook
- Outreach Shared Drive
- Resource clean up
- Database(s) clean up
- Planning for a smooth 24-25 academic year.



# Michael Varno

## Musician And Educator

Enthusiastic and passionate professional whose communication skills and drive provide consistency and success within the workplace. Certified in Maine to teach PK-12 Music.

### Contact

#### Address

Portland, ME 04102

#### Phone

(603) 762-8074

#### E-mail

michaelvarno@gmail.com

#### WWW

<https://bold.pro/my/michael-varno/572r>

### Skills

Classroom Management

Verbal and Written  
Communication

Lesson Planning

Team Collaboration

Juggling

Vocal Expertise

Proficient in Piano and  
Trumpet

### Work History

2022-07 -  
Current

#### Elementary Music Teacher

*Westbrook School District, Westbrook, ME*

- Delivers engaging, content-driven general music lessons to grades K-6.
- Cultivates lasting and meaningful relationships with students in order to understand their approach to learning.
- Ensures the success of each student while accommodating their needs.

2020-12 -  
2022-06

#### Music Teacher & Choir Director

*Fall Mountain School District, Langdon, NH*

- Created and executed engaging and developmentally appropriate lessons in the field of music for grades PK-12.
- Fostered a welcoming and accepting environment for students to learn.
- Managed classrooms of up to 24 students seamlessly.

### Education

2020-05

#### Bachelor of Arts: Liberal Studies With Concentration in Music

*Endicott College - Beverly, MA*

- Member of Phi Beta Kappa - Honor Society of Liberal Arts
- Relevant coursework in music, theatre, education, Italian, and the humanities
- Music Director of ECHO a cappella and Spotlight Drama for 4 years
- Thesis: Social Change, Music, and the Collective



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## Resignation

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From: **Alicia Pieper** <[alicia.pieper@mecdhh.org](mailto:alicia.pieper@mecdhh.org)>  
Date: Thu, Jun 27, 2024 at 8:20 AM  
Subject: Resignation  
To: Lori Levesque <[lori.levesque@mecdhh.org](mailto:lori.levesque@mecdhh.org)>

Good morning Lori,

I have accepted another position and will not be continuing with MECDDH in the fall. This is my 60 day notice.

I will see you all on Monday for ESY.

Thank you  
Alicia

Brittany Bubar  
71 Silk St  
Brewer, ME 04412

Susie Tiggs  
1 Mackworth Island  
Falmouth, ME 04105

Dear Susie,

I hope this email finds you well. I am writing to inform you of my intention to resign from my position as a Speech-Language Pathologist at MECDHH. After careful consideration and deliberation, I have decided to pursue a new opportunity that includes no travel, no summer hours, and will be at the same school as my children.

I would like to take this opportunity to say that this decision was a difficult one. I truly love my job and all my colleagues that I work with. I was not looking for a new position but when this opportunity presented itself, I could not turn it down. I would like to thank you and the leadership team for the support over the years. I have gained so much experience here and appreciate all that I have learned from the team and my students.

I understand that there is a 60 day notice of resignation but I am wondering if that is negotiable? With the start of the new school year fast approaching, I am not sure that it makes sense for me to stay on for a few weeks and then leave. I am willing to work with MECDHH to end on good terms. Please let me know your thoughts.

Sincerely,

Brittany Bubar

CC: Lori Levesque HR

July 18, 2024

Susie Tiggs, PhD  
Director of Statewide Educational and Family Services  
The Maine Educational Center for the Deaf and Hard of Hearing  
Governor Baxter School for the Deaf  
1 Mackworth Island  
Falmouth, Maine 04105

Dear Susie,

I have been offered a new employment opportunity, and after careful consideration I decided to accept it. Today, I am resigning from my position as the Coordinator of Special Education and Related Services at MECDHH/GBSD.

Given my 18 years of service to the Maine Educational Center for the Deaf and Hard of Hearing/Governor Baxter School for the Deaf, it is important to me to begin my new position on August 22, 2024. I acknowledge that this is shorter than the 60-day requirement of my current contract, however I am willing to work the days required for the remainder of July through August 21, 2024. Given the recent proposed change to my job description, I hope we can work together to insure a smooth transition.

I am willing to work with MECDHH to end on good terms. Please let me know your thoughts, to confirm an acceptable end date.

Thank you,

Kristen Q. Shorey, M.Ed

cc: Lori Levesque, Human Resources  
MECDHH/GBSD School Board Chair & Co-Chair

## Board Development Committee Meeting

Date 6/11/24

Time 5:00-5:45 pm

Attendance - Anna, Kim, Beth, Sandra, Polly (interpreter)

- The next board meeting is scheduled for August 1 as a face-to-face meeting in Auburn at Central Maine Community College in conference room # 405 in the Tower Building (the same room as last year's August meeting). Food will be ordered by Kim.
  - In addition to the regular board agenda items, we will be including a team building exercise/icebreaker led by Sandra Wood before the meeting. Dinner will begin at 4:00 followed by some icebreaker and teambuilding exercises at 5:00. Our regular board meeting will begin at 5:30.
- Sandra suggested that perhaps we might move the board meeting to August 8 since Anna will be returning from China and will not be able to make the August 1 date. Anna will discuss with the board chair about the feasibility of changing the date but it may not be possible at this point. Most people have it scheduled in their calendars and summer does get busy.
- We discussed the November face-to-face meeting to be held in Augusta. Beth suggested that we pick a hotel that is convenient to I-95. She attended a conference at Homewood Suites on Western Avenue and the conference rooms were well lit and it was very convenient to I-95. Kim will investigate venues for the November meeting.
- April's face-to-face meeting and board retreat will take place somewhere in the northern part of the state. Sandra Wood is going to research possible venues with good lighting and hotel accommodations. Beth recommended that perhaps the Samoset Resort might be a possibility. The option of going back to the Hilton Garden Inn in Bangor was also discussed.
- As a result of the retreat in April, the committee is thinking about setting up a team building workshop, perhaps on a Saturday morning, for about three hours led by a facilitator. Anna will discuss with the board chair the possibility of doing this, either this summer or early fall. It was recommended that perhaps we hire Shane Feldman from Innivee Strategies to facilitate this workshop.

Respectfully submitted by Anna Perna