



THE MAINE EDUCATIONAL CENTER FOR THE DEAF AND HARD OF HEARING

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

**September 5, 2024
Board Meeting
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One Mackworth Island, Falmouth, ME 04105

Board of Directors Meeting September 5, 2024 Agenda

- 5:30pm I. **Call to Order and Roll Call of Board Members – Tommy Minch, *Chair***
Roxanne Baker, Lisette Belanger, Jason Bubier, Beth Campbell, Barbara Millios, Tommy Minch, *Chair*, Anna Perna, *Vice Chair*, Mike Pulsifer, Liz Seal, Dawna Thorpe, Sandra Wood
- 5:35pm II. **Adjustments to the Agenda**
“I move to approve the September 5, 2024 agenda [state with or without changes].”
“I second the motion.”
- 5:40pm III. **Motion to Approve the August 1, 2024 Board Minutes**
“I move to approve the minutes of the August 1, 2024 board meeting [state with or without changes].”
“I second the motion.”
- 5:45pm IV. **Public Comments**
- 5:50pm V. **Facilities Update** Dean Flanagin, *Director of Operations*
- 6:10pm VI. **Committee Reports**
- Policy
 - Strategic Planning
 - Human Resources
 - Finance
 - Facilities
 - Board Development
 - Member Recruitment & Retention
 - Legislative Action
 - Bylaws

New Business

- 6:15pm VII. **Strategic Plan Review**
“I move to review the Strategic Plan [state with or without changes].”
“I second the motion.”
- 6:35pm VIII. **Review and Approval of Crisis Response Plan**
“I move to review the Crisis Response Plan [state with or without changes].”
“I second the motion.”
- 6:45pm IX. **Recommendation to Attend MSBA Conference**
“I move to choose a board member to attend the [MSBA Conference](#) [state with or without changes].”
“I second the motion.”
- 6:50pm X. **Board Development**
“I move to work on board development [state with or without changes].”
“I second the motion.”
- 7:10pm XI. **Executive Session**
“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).”
- “I second the motion.”



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Board of Directors Meeting September 5, 2024 Agenda

7:40pm XII. **Announcements**

7:45pm XIII. **Adjournment**

“I move to adjourn to **Thursday, October 3, 2024 at 5:30.**”

“I second the motion.”



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 Minutes

- 5:33pm I. **Call to Order and Roll Call of Board Members – Lisette Belanger, Chair**
Present: Lisette Belanger, *Acting Chair*, Jason Bubier, Tommy Minch, *Chair (virtually)*, Mike Pulsifer, Liz Seal, Dawna Thorpe
Excused absences: Beth Campbell, Barbara Millios, Tommy Minch, Anna Perna
Unexcused absences: Roxanne Baker and Sandra Wood
Also present: Steve Connolly, Superintendent Consultant; Lori Levesque, HR Director, Dean Flanagan, Director of Operations, Kim Spencer, Executive Assistant; Grace Cooney, Interpreter; Evah Hellewell, Interpreter; David Hillier, Information Systems Specialist
- 5:34pm II. **Adjustments to the Agenda**
“I move to approve the August 1, 2024 agenda with changes.”
“I second the motion.”
*Add three items under Old Business: Talk about the policy that we approved on Zoom. Talk about our election of officials and officers that we had. Talk about dates for our meetings. Add two items under New Business: have David Hillier introduced; vote on Christy LoCicero’s resignation.
Mike **motioned**; Jason **seconded**.
6 in favor. 0 opposed. 0 abstained
- 5:39pm III. **Motion to Approve the June 6, 2024 Board Minutes**
“I move to approve the minutes of the June 6, 2024 board meeting without changes.”
“I second the motion.”
Liz **motioned**; Dawna **seconded**.
6 in favor. 0 opposed. 0 abstained
- Old Business**
- 5:48pm IV. **Discussion of Election of Chairs**
It was determined that Tommy’s nomination and acceptance as new chair of the board in Augusta was done properly, per Robert’s Rules of Order
- 5:53pm V. **Discussion of Remote Policy**
It was determined that Zoom would be offered at every board meeting moving forward, including those that take place outside of Falmouth.
- 5:57pm VI. **Discussion of Dates for Monthly Board Meetings**
The board discussed ideas of how to increase board member attendance for future board meetings.
- 6:07pm VII. **Public Comments - None**



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One Mackworth Island, Falmouth, ME 04105

Board of Directors Meeting
August 1, 2024
Minutes

New Business

6:11pm VIII. **Staff Nomination**

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

Liz **motioned**; Dawna **seconded**.

6 in favor. 0 opposed. 0 abstained

6:38pm IX. **Staff Resignation**

"I move to accept the resignation of Alicia Pieper, *Site-based Teacher of the Deaf*, effective August 21, 2024 without changes."

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

6 in favor. 0 opposed. 0 abstained

6:39pm X. **Staff Resignation**

"I move to accept the resignation of Brittany Bubar, *Speech Language Pathologist*, effective August 21, 2024 without changes."

Dawna **motioned**; Liz **seconded**.

6 in favor. 0 opposed. 0 abstained

6:40pm XI. **Staff Resignation**

"I move to accept the resignation of Kristen Shorey, *Coordinator, Special Education and Related Services*, effective August 21, 2024 without changes."

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

6 in favor. 0 opposed. 0 abstained

6:41pm XII. **Staff Resignation**

"I move to accept the resignation of Christy LoCicero, *Special Education Specialist*, effective August 2, 2024 without changes."

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

6 in favor. 0 opposed. 0 abstained

6:42pm XIII. **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."

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

6 in favor. 0 opposed. 0 abstained



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Board of Directors Meeting
August 1, 2024
Minutes

7:31pm XIV. “I move to accept the leave of absence request for Leia Burns until January 2, 2025.

“I second the motion.”

Liz **motioned**; Mike **seconded**.

6 in favor. 0 opposed. 0 abstained

7:32pm XV. **Announcements** - Tommy and Lisette filled the board in on the design and plans for a new gateway to the MECDHH/GBSD campus.

7:45pm XVI. **Adjournment**

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

“I second the motion.”

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

6 in favor. 0 opposed. 0 abstained

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GOVERNOR BAXTER SCHOOL FOR THE DEAF

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 **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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Board of Directors Meeting
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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Board of Directors Meeting
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.



Directors' Board Report: September 5, 2024

Operations - Dean Flanagin, Director

Business and Human Resources:

I am pleased to announce that I have been working with Elaine Clark at the State of Maine Bureau of General Services to add \$100,000 to our proposed FY26 and FY27 budget for the purpose of facilities maintenance. Specifically, the funding would bolster our maintenance efforts in the areas of exterior masonry and sealants. Additional funding would also help with plumbing and interior painting needs. Thank you to Elaine Clark for the assistance.

Facilities Projects/Improvement:

Update on Greenlaw (Building D):

We are working with our flooring vendor to take delivery of the final sections in the ground floor hallway. The carpet in the elevator will also be replaced with a durable flooring product. We are working with G&E Roofing to prepare the Greenlaw roof for winter. Additional fasteners and flashing may be necessary to prevent wind damage during the winter season. The State of Maine Bureau of General Services will review recommendations.

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

A pre-bid walkthrough of Carter Hall and Young Hall were done on August 20th. Interested vendors were shown the interior and exterior of these 2 buildings which are scheduled for demolition this fall. It is estimated that demolition will begin as early as October 10th, pending bid results. The bid opening to select a contractor for the demolition is scheduled for September 5th. 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 at the end of September. All contractors and subcontractors will secure the work site to maintain safety for all visitors to Mackworth Island. I have reached out to the Deaf Culture Festival to offer a final tour of Carter Hall during the festival.

MOLI (Maine Outdoor Learning Initiative)

UPDATE: The Town of Falmouth Building Inspector completed an inspection of the Pavilion on August 29th. The facility passed the inspection and will be granted a certificate of occupancy. It was noted that handrails for the stairs are required and are expected to be installed in the next 14 days.

I have contacted CTR to have security cameras installed to provide coverage of the Pavilion area which will operate on our current security software.

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



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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 10th 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, 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 (completed)
- Landscaping, asphalt, precast stairs, bollards 7/31/24 – 8/15/24 (Planting scheduled to take place in the next 10 days)
- Electrical work 7/31/24 – 8/15/24 (complete)
- Punch list 8/15/24 – 8/31/24 (Punch list to be released on 8/31/24, includes hand railings)

Other Updates:

Security Access:

A proposal from CTR is being reviewed to provide additional security cameras in the area of Carter Hall to provide increased coverage of the area that has seen vandalism in recent months. The security cameras will remain after Carter Hall is demolished. The cameras will provide needed coverage on the south side of the campus which is in close proximity to the State Park trail.

Gateway Project:

Surveys have been conducted to verify the location of water and drainage lines in the area of the gateway. An additional camera survey by Waltz Plumbing may be necessary to confirm the condition of lines in the gateway area. There is a Town of Falmouth Planning Board meeting on September 3rd that has the Mackworth Island Phase 1 project on the agenda. Phase 1 includes the gateway and demolition of Carter Hall and Young Hall.



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Mackworth Island Preschool - Catherine Lushman, Coordinator

On August 30, 2024, our dedicated staff eagerly settled into their cozy rooms at Brewster Hall, adorning them with beautiful decorations that reflect warmth and creativity. The previous day, August 29, 2024, was a lively open house event from 1 to 3 PM, where we had the pleasure of meeting new and familiar preschoolers and their lovely families. With hearts brimming with excitement, we are fully prepared to embark on the journey of the 2024-2025 school year.





K-12 - Melanie Bowlus and Erin Bunce, Coordinators

The 2024-2025 year is off to an exciting start! Staff and educational technicians at East End Elementary School, Lyman Moore Middle School, and Portland High School recently spent a few days attending professional development workshops, critical meetings such as safety awareness, and planning the students' welcome back to school! The teachers are looking forward to seeing the students back in the classrooms. Plans have been made for an exciting first week of building connections and establishing routines. The coordinators would like to thank the teachers and educational technicians for all that they do and wish everyone a FANTASTIC school year!

Early Childhood and Family Services - Amy Spencer, Coordinator

EIFS continued services with families throughout the summer providing language supports and strategies in homes and the community. Families and providers enjoyed vacations, beach days, and many outdoor activities that provided ample opportunities to explore language.

Playgroup met on island for six sessions and had a great turn out of new and seasoned families. Siblings not attending school joined as well which provided rich language models. We focused on the use of one book, "Where's Bear?" to model different ways we use books with infants and toddlers to foster early literacy development. Pop Up Playgroup had one attended event at Pineland Farm in New Gloucester, ME. We are looking forward to collaborating with our new Peer and Family Programming Coordinator to improve these statewide programs for families.

Although the summer was full of adventure and beautiful experiences, many families and providers look forward to the cool air and routines of the fall that ground us so naturally.





Part B Outreach - Donna Casavant, Coordinator

Our last Board report began, “Things move at a slower pace in the summer months, especially in Outreach.” HA! So much for that in late August!

I will still start again with **Gratitude to all Outreach staff** for coming into the new year in a total upheaval of everything we thought we knew and doing it with style!



The physical location of office space moved, but not so all of the furniture. Well, except for Denise’s furniture – that made its way into ... yes, you are seeing things right ... the Greenlaw Hall bathroom! She may appreciate the private office but she will have to share the facilities with the rest of the team!

Outreach will eventually enjoy their penthouse offices on the top floor of Greenlaw, in addition to a conference space and tech room. They will be sharing the floor with other related service staff!



Welcome to the world, Nora June Burns, Leia Burn’s beautiful daughter. We miss you, Leia but hope you are doing well in your wonderful new role as Mommy.

Welcome to Outreach **Michael Varno**, the newest member of our team. He is already embracing the learning associated with the transition to Deaf Education.

In my last Board report, I also made the joke of calling my database work “**boring**” but that was a mistake! In mid August, our Infinite Campus Database was unexpectedly shut down ... permanently! The result has been a crazy attempt to make due with a makeshift system during one of the busiest times of the year for Outreach. As a result, Outreach has been doing a heroic job navigating the beginning of the year with only our Google Folders and a very involved, very complicated spreadsheet!



Is it coincidental that a mysterious office fairy left this sticker on my desk? Thank you to whomever that was. OK, back to the Outreach team... They have worked hard this week rearranging caseloads and balancing out the workload while also meeting the beginning of the school year needs.



Related Services - Kim Matthews, Assistant Director of SEFS

The Related Services team consists of Audiology, Social Worker, SLPs, OTs and ASL Specialists. We are gathering caseloads. We will be providing some direct services, as well as group work, and consultation. We are looking forward to a great year! We are still currently looking for SLP providers.

Family & Peer Programming - Megan Garrity, Coordinator

Our Family and Peer Programming has officially started, we were off and running as of July! We had several summer events and opportunities for families to connect. Starting off with our annual *Family Learning Day*, we had families join us for a day of learning around self-regulation and co-regulation with presenter, Emily Read Daniels. This concept from the “Regulated Classroom” was powerful and *F-U-N* across the wide range of participating families. Helping us answer the question of “How do we build connection and co-regulation across potential barriers, such as, languages, backgrounds, abilities, and ages?” This attention to awareness of connection and communication came about in many forms including laughter, partnership, calmness and being present in the moment.

On August 3rd, we were lucky to have the sun come out for another annual summer event at Camp Capella for *Family Fun Day*. Families from the surrounding areas of Dedham came for a picnic lunch, cooled off at the waterfront, and enjoyed the unsinkable mat with many balancing performances from the kids.

At the end of August, back to school was in full swing and this year we added to our *Back to School* event on Mackworth Island, with the task of beautifying our front lobby campus area. Families came ready to pull weeds, tackled old roots and planted new additions! No better way to end your night with great company and barbequed Maine red hot dogs!

Be on the lookout for upcoming opportunities in October for middle school and high schoolers to join *Kids Like Me* for an overnight experiential trip with Deaf and Hard of Hearing peers all across the state of Maine!





Maintenance - Steve Kimball, Supervisor

Between the water and sewer problems and everything else that occurred over the summer, it certainly has been a very busy few months.

During the month of August, the crew cleaned items in the gym that were damaged from flooding, and disposed of items that could not be cleaned to a safe state. Many hours were spent removing items from Carter Hall (Building G) and Young Hall (Building B) as the demolition of these buildings draws closer. With the help of Susie Tiggs, we identified items to keep, either in storage or for classroom use. The rest was hauled off in a dumpster.

The lighthouse in Brewster Hall (Building H) has been relocated from the lobby of Brewster Hall to the end of the hallway leading to the glass hallway of Taylor Hall (Building C) and Sanders Hall (Building K).

The staff offices previously housed in Brewster Hall (Building H) have been relocated into Greenlaw Hall (Building D), as the preschool rooms have now been moved into Brewster Hall (Building H).

Our crew helped set up and tear down this year's all staff welcome back meeting and worked on the back to school campus cleanup night as well. Along with our other regular duties, we set up for outside group meetings in the cafeteria, mowed, patched potholes, and carefully looked over state vehicles for staff use.



The Maine Educational Center for the Deaf and Hard of Hearing / Governor Baxter School for the Deaf Strategic Plan

2022-2024



Empowering Children, Supporting Families, Celebrating Differences

Mission

In collaboration with families and professionals throughout Maine, we provide transformative learning, language-focused education, and opportunities for social-emotional growth, empowering Deaf and Hard of Hearing individuals birth to 22 to reach their full potential.

Vision

A community where all individuals, families, and professionals are united in support of Deaf and Hard of Hearing success.

Values

Statewide Support & Collaboration

We believe in meeting all individuals' needs, no matter where in Maine they live, by partnering with peers, families, professionals, and local education agencies.

Compassion & Understanding

We act with compassion toward students, families, and each other, acknowledging that all individuals have different upbringings, lived experiences, and journeys.

Language Growth

We are dedicated to achieving significant developmental milestones, beginning with a solid language foundation and a language-rich environment for every child.

Family Involvement

We are committed to providing families of Deaf and hard of hearing students the knowledge, tools, and support that allows their children to thrive.

High Standards

We hold MECDHH/GBSD staff members and partners accountable for providing the best possible educational experience for our families and students.

Whole Child Approach

We champion what is best for each individual, their specific needs, and aspirations, supported by evidence-based research, MECDHH/GBSD's cumulative experience, and innovative practices.

Strategic Priorities & Goals

Revisit the educational and language philosophies, redefine them based on current practices as needed, and determine how to implement them based on relevant research and data.

1. By December 2022, SEFS will examine research and current practices that will be used to revisit the MECDHH/GBSD educational and language philosophies.
2. By June 2023, MECDHH/GBSD will utilize the discussion of the above-mentioned data to redefine the educational and language philosophies of MECDHH/GBSD.
3. By June 2023, MECDHH/GBSD will review existing curriculum to ensure reduction of bias/prejudice and promotion of diverse representation in materials and lessons.
4. By June 2022, EIFS will work to increase family and child programming both on island and across the state of Maine, working in collaboration with statewide organizations such as Maine Hands and Voices.
5. By June 2023, and annually there-after, EIFS will review and revamp the Exploring Language and Communication Opportunities "ELCO" process and subsequent documents as a team to ensure they are up to date with current practice and that this process is implemented based on relevant research and data.

Expand opportunities for family and peer programming within MECDHH/GBSD and in collaboration with local and statewide organizations and communities.

Peer Programming

1. By June 2022, SEFS will survey families, students and providers to collect data on what each group would like to see for student social emotional programming.
2. By August 2022, SEFS will provide 1-2 n Kids Like Me programs either virtually or in person for students in two regions in the state.
3. By September 2022, SEFS will survey families, students and providers to collect data on what each group would like to see for student social emotional programming.
4. By June 2023, SEFS will create a solid vision for the Kids Like Me Program that will include virtual and in-person events including weekend and summer camp opportunities.
5. By June 2023, SEFS will increase enrollment in Kids Like Me programming by offering regular virtual (weekly or monthly) along with 2-3 in person opportunities.

Family Programming

1. By June 2022, survey families on what they would like to see for family programming offered by MECDHH/GBSD and in collaboration with other agencies.
2. By June 2022, EIFS will work to increase family and child programming both on island and across the state of Maine, working in collaboration with statewide organizations such as Maine Hands and Voices.
3. By October 2022, In collaboration with Maine Hands & Voices, SEFS will hold its first meeting to develop a Parent/Teacher Association.
4. By November 2022, SEFS will add a “Parent Connections” program for parents to have the opportunity to connect with each other once monthly or bi-monthly virtually and in-person.

Community Partnerships

1. By June 2022, MECDHH/GBSD audiologists will investigate partnerships with clinical audiologists statewide to utilize existing audiology equipment (including auditory brainstem response (ABR) technology) to provide improved access to pediatric audiology services in rural areas of the state.
2. MECDHH/GBSD will hold an annual Community Stakeholder meeting each year in the Spring to share updates with MECDHH/GBSD and gather input and ideas from the community.
3. By June 2024, MECDHH will ensure that family and peer programming is culturally responsive and available to all students and families of diverse cultural, social-economic, and hearing status backgrounds.

Expand opportunities for additional, high-quality site-based programming and educational service provision statewide in collaboration with local education agencies.

1. By June 2022, the MECDHH/GBSD MOU's with Child Development Services, Brewer Community School, and Portland Public Schools will be finalized for the next two years.
2. By June 2022, the preschool team will complete the DHHS licensing, CDS Program Approval and NAEYC accreditation process.
3. By June 2022, SEFS will develop a structure to support staff with IEP writing and monitor IEPs to ensure all IEPs are compliant and include data-driven present levels and goals.
4. By June 2022, MECDHH/GBSD will utilize the State of Maine Language and Communication Plans with every child and family.
5. By August 2022, the EIFS team will finalize the first publication of the Exploring Language and Communication Opportunities “ELCO” Process
6. By August 2022, MECDHH/GBSD will establish a process to implement the Kindergarten Readiness Legislation.
7. By September 2022, a Part B version of ELCO will be developed.
8. By June 2022, SEFS will develop a collaboration between the two MECDHH/GBSD Site-Based Programs.
9. By August 2022, SEFS will develop a process for student enrollment into site-based programs.
10. By April 2022, teachers and therapists will receive 1:1 technical assistance on IEP development, including developing present levels, writing data-driven goals, and data collection.

11. By June 2022, EIFS will document work with agencies such as CDS and other contracted DHH specialists to provide high quality programming for the families and children we serve.
12. By August 2022, a process will be put in place to ensure smooth transition from Part C to Part B and to and from Outreach to Site based programming.
13. By September 2022, MECDHH/GBSD will support The Maine Department of Education and Department of Licensure to determine a pathway for interpreters to become licensed interpreters.
14. By December 2022, referral process and caseload distribution will be analyzed and a plan in place for ensuring appropriate service provision.
15. By June 2023, EIFS will work to identify ways children and families in rural communities can be better identified and served by our team members throughout the state.
16. By December 2023, have a plan in place for implementing the JCIH guidelines for 0-2 services.
17. By June 2023, MECDHH/GBSD will develop a process to implement a statewide language/literacy assessment process for K-12 grade students.
18. By June 2023, have a plan in place for educating children that are Deaf with additional disabilities throughout Maine.
19. By January 2024, SEFS will explore the possibility of establishing additional Pre-K Site Based Program with local preschool programs.
20. By June 2024, MECDHH will investigate the feasibility of staffing the northern office with an educational audiologist to support the educational audiology needs of the northern half of the state.
21. By June 2024, MECDHH will aim to increase oversight of hearing assistive technology statewide.
22. By June 2024, MECDHH/GBSD will have a plan in place for implementing the NASDSE Deaf Education Guidelines.

Build a new database to effectively track student-specific needs and work collaboratively with partners and staff to ensure a seamless educational experience.

1. By June 2022, EIFS will work to close the loop with documentation within the Maine Newborn Hearing Program Database that tracks the 1-3-6 outcomes of the children and families we serve.
2. By June 2022, MECDHH/GBSD supervisors will have a process in place for support and training for staff and oversight of CDS documentation (activity forms and CINC entry).
3. By June 2023, MECDHH/GBSD will have a process in place for onboarding new staff that will involve base training on existing databases.
4. By June 2024, MECDHH will consolidate our 3 current systems (CINC, Google Baxter Drive, Infinite Campus) into a usable, uncomplicated repository for all of our students' demographic information, legally required student documentation, and employee/provider caseload information; allowing us to access all the student information we need in one system (Infinite Campus).

Establish MECDHH/GBSD as a desired destination for Deaf education professionals through professional development opportunities, employee recognition, and partnerships with local, national, and international agencies and teaching preparation programs.

1. By February 2022, MECDHH/GBSD will establish various committees to provide the Leadership Team with staff input and involvement on organizational processes and new initiatives.
2. By March 2022, MECDHH/GBSD will implement a new website and social media presence.
3. By June 2022, MECDHH/GBSD will have staff recognition awards at the end of year all staff meeting.
4. By June 2022, EIFS will share ways they have provided high level EI services for children who are DHH and their families across the state of Maine and throughout the country to their peers.
5. By August 2022, the certification process will be analyzed and a plan put in place to support staff with obtaining and renewing certification.
6. By August 2022, a new supervision and evaluation process will be piloted for the 2022-2023 school year.
7. By August 2022, a professional development plan will be implemented and shared with staff for the 2022-2023 school year.
8. By December 2022, each department will have a visible presence on the MECDHH/GBSD website and social media platforms.
9. By December 2022, SEFS will share ways they have provided high level Deaf education services for students who are Deaf and Hard of Hearing and their families across the state of Maine and throughout the country to their peers.

10. By February 2023, a plan will be put in place to bring back the MECDHH/GBSD webinar series and at least one webinar will be produced by June 2023.
11. By August 2023, a professional development plan will be implemented and shared with staff for the 2023-2024 school year.
12. By June 2023, MECDHH will ensure that it is a safe, healthy, and attractive workplace for employees of all socio-cultural backgrounds, including race, ethnicity, religion, gender, sexuality, and other identities held by current and prospective staff.
13. By June 2023, MECDHH/GBSD will establish two new partnerships with teacher preparation programs.
14. By January 2023, identify state and national conferences to have staff presentations on the various MECDHH/GBSD programs to highlight our programming and staff.
15. By June 2023, MECDHH/GBSD will create a library of resources on its website (e.g., ASL videos) and will promote this free resource nationally, creating more website traffic, increasing our visibility nationally.
16. By June 2023, The Director of HR will map out a plan for recruitment and retention.
17. By June 2023, The Business office will have a plan in place for the creation of a new Employee Handbook. The Handbook will be completed by June 2024.
18. By June 2024, The Business Office/Technology Department will develop, implement, assess and improve internal electronic processes to increase efficiency and save resources.



2022
2024

Articulate a vision for how MECDHH/GBSD will fund, revitalize, and maximize use of the Mackworth Island facilities to benefit students, families, and community.

1. By June 2022, EIFS will work as a collaborative team to brainstorm innovative ideas on how the various spaces on island can be used to benefit children and families in early intervention.
2. By June 2022, the SEFS team will work as a collaborative team to brainstorm innovative ideas on how the various spaces on island can be used to benefit students ages 3-22.
3. By June 2022, the Maintenance department will create a "Vision for Building and Grounds" Spreadsheet featuring "at a glance" overview of each buildings pertinent information.
4. By August 2022, MECDHH/GBSD will work with The Foundation to explore grant funds for historical renovations to the Mansion.
5. By June 2023, a committee will be formed to explore grant or other funding possibilities for island-based programming.
6. By August 2022, MECDHH/GBSD will be an active participant in the Bureau of General Services "Utilization Plan for Mackworth Island" and keep the School Board and staff informed as the process progresses.

STAFF, FAMILIES & COMMUNITY Were Invited to Participate



Dear Friends of MECDHH/GBSD,

Deaf Education is evolving and changing. With these changes it is important that Maine’s Leading Deaf Education Agency, MECDHH/GBSD evolve as well. MECDHH/GBSD staff, families, Board and community members spent one year developing this new Strategic Plan to guide our work into 2024. This plan is focused on the needs of Deaf and hard of hearing children throughout the State of Maine identified by stakeholders statewide.

This plan will be a living document leading us in ways that will be articulate, transparent and forward-thinking. Your ongoing feedback and involvement is appreciated and valued as we implement this plan.

We wish to thank all of you who took the time to participate in this important work on behalf of Deaf and hard of hearing children throughout Maine. We also wish to thank Shane Feldman and Davin Searles from Innivee Strategies for their guidance and leadership throughout this process.

Karen Hopkins
Executive Director

Ad Hoc Committee Members

Roxanne Baker Board Member	Karen Hopkins MECDHH/GBSD Executive Director	Darleen Michalec MECDHH/GBSD Staff
Kevin Bohlin MECDHH/GBSD Staff	Corda Kinzie Board Member	Kristen Shorey MECDHH/GBSD Staff
Darlene Freeman Parent		

MECDHH/GBSD Board Members

Roxanne Baker	Paula Matlins	Anna Perna
Lisette Belanger	Tommy Minch	Mike Pulsifer
Jason Bubier	Terry Morrell	Elizabeth Seal
Jennifer Gaulin	Amber Oakes	Sandra Wood
Corda Ladd Kinzie		



The Maine Educational Center of the Deaf
and Hard of Hearing and Governor Baxter
School for the Deaf
Crisis Response Plan

September 7, 2023



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Signatory Page

This emergency operations plan has been completed and approved through a collaboration of efforts in the community, including:

Executive Director

Karen Hopkins

Town EMA Director

Howard F. Rice, Jr.

Basic Plan

Introduction

I. Purpose of the Plan

The purpose of the emergency operations plan is to identify and respond to incidents by outlining the responsibilities and duties of the facilities and employees.

Developing, maintaining and exercising the plan empowers employees in an incident to act quickly and knowledgeably. In addition, the plan educates staff, children and parents on their roles and responsibilities before, during and after an incident. The plan ensures that the facility has established guidelines and procedures to respond to emergencies.

II. Scope of the Plan

The emergency operations plan outlines the expectations of staff; roles and responsibilities; direction and control; communication systems; training plans; authority and references; procedures; specific hazards and recovery. Within this scope, the plan defines incidents and hazards as:

Incident: An incident is an occurrence- natural, technological, or human caused that requires a response to protect people, property or the environment.

Hazards: Hazards shall include situations involving threats of harm to children, personnel, and/or facilities. Hazards include but are not limited to natural, technological and human made incidents.

III. Situation Overview

Number of Staff: Full-Time 43 Part-Time 8

Disability Rights Maine Building C: 36

Lower Level Building K: 9

State Office of Information Technology

Weekends: (1) Saturday, (1) Sunday

Day-Care – operate during school year

Hours of operation 8:00am to 3:00pm

Occupancy Mornings 27 Students 15 Adults

Afternoon 16 Students 15 Adults

Nights 0 Students 0 Adults

Location of roster: Front Desk

Additional Disabilities: No Mobility Impairments

Summer

4 Week Summer Camp in July

Deaf Culture Festival – Early Fall approximately 650 attendees

Senior Citizens Every Other Tuesday

Campus Information

Building	Use	Occupancy	Square Footage
A	Administrative Offices	7	3,600
B	Condemned	n/a	n/a
C	Rented Offices	36	6,800
D	Preschool	40	6,800
E	Maintenance Shed & State Vehicle Storage	5	4,800
G	Vacant	n/a	n/a
H	Office Space	12	10,800
I	Office Space	4	5,800
J	Office Space & Gymnasium	3	10,000
K – 1 st Floor	Cafeteria	0	18,000
K – Lower Level	Rented Offices	9	n/a

Size of property **110 Acres**

Parking Lot Capacity 65 Cars

IV. Planning Assumptions and Limitations

A. Assumptions

- The facility will continue to be exposed and subject to hazards and incidents.
- A major disaster could occur at any time with or without warning.
- A single site incident could occur at any time without warning.
- Employees should not wait for direction from emergency officials to save lives before officials get there.
- Following a major catastrophic incident, the site may have to rely on its own resources to self-sustain operations up for up to 72-hours.
- It is essential to carry out initial incident response at the site until emergency responders arrive.
- Proper planning, prevention, protection and mitigation actions such as creating positive environment for trainings and inspections will prevent or reduce loss.
- Maintaining the EOP and providing frequent exercises to the plan can improve response readiness.

B. Limitations

- It is the practice of the facility that no guarantee is implied by this plan of a perfect incident management system. As personnel and resources may be overwhelmed, the facility can only make every reasonable effort to manage the situation, with resources and information available at the time.

Concept of Operations

I. Incident Command System (ICS)

This facility recognizes that staff and children will be first responders during an incident until public safety responders get to the incident. In a major emergency or disaster, the facility may be damaged and/or need to be evacuated, people may be injured and other incident management activities may be needed. These activities must be organized and coordinated to ensure efficient incident management. Staff must have an understanding of the Incident Command System.

II. Initial Response

Site staff will be first on scene. The staff is expected to take charge and manage the incident until command of the scene is transferred to someone more qualified and/or to an emergency responder with legal authority to assume responsibility. Staff will seek direction from local officials and seek assistance from state and federal agencies where appropriate.

The Executive Director or highest-level staff member will be responsible for activating the emergency operations plan (EOP). All staff members should be trained before the incident on the EOP. The Executive Director will serve as Incident Commander until public safety responders arrive.

III. Chain of Command

- A. Executive Director: Karen Hopkins – 207-420-9918
karen.hopkins@mecdhh.org
- B. Director of Operations: Dean Flanagin – 207-781-6294
dean.flanagin@mecdhh.org
- C. Maintenance Supervisor: Stephen Kimball – 207-329-6740
stephen.kimball@mecdhh.org
- D. Director of Human Resources: Lori Levesque – 207-228-3680
lori.levesque@mecdhh.org
- E. Director of Deaf Education Services-
Susie Tiggs - 207-808-3949 - susie.tiggs@mecdhh.org

Organization and Assignment or Responsibilities

This section establishes an operational organization that will be relied on to manage the incident and includes tasks to be performed by positions.

The Executive Director is not able to manage all of the aspects associated with an incident without assistance. The Executive Director relies on key personnel to perform tasks that will ensure safety.

I. Executive Director

- The Executive Director will serve as the incident commander until emergency responders arrive.
- The Executive Director shall coordinate with the Incident Commander.

II. Office Staff

- Activate emergency warning if incident is witnessed or reported
- Provide safety of essential records and documents
- Monitor emergency broadcasts
- Use and prepare food and water when necessary during incident

III. Child Care Staff

- Activate emergency warning if incident is witnessed or reported
- Supervise children
- Implement protocols to ensure safety
- Direct children to assembly areas based on incident
- Take attendance when relocating
- Report missing occupants
- Render first aid if necessary. Staff will be trained in first aid and CPR
- Staff unlicensed in the medical field may administer prescription medications **if trained**

IV. Maintenance Personnel

- Activate emergency warning if incident is witnessed or reported
- Control utilities if necessary (**Do Not Turn Off Fire Alarm**)
- Provide damage control, survey damage
- Assist emergency responders

V. Children

- Cooperate and follow directions during incidents and exercises
- Understand importance of reporting information

VI. Parents

- Understand and support the EOP and the communication system.
- Understand the Evacuations Sites
- In the event of an emergency requiring evacuation information will be available via the Town of Falmouth EMA Hotline - 207-699-5241.
- Procedures will be disseminated in the Parent handbook at the start of the school year.

Direction, Control, and Coordination

I. Coordination with Emergency Personnel

An important component of the EOP is the agreements with fire, ems, and law enforcement departments to aid timely with communications and services.

If an incident is within the authorities of the first responder community, command will be transferred upon the arrival of qualified responders. A transfer of command briefing shall occur.

II. Use of Resources

The facility will use its own resources and equipment to respond to incidents until public safety personnel arrive. The following equipment is provided by the facilities.

- AED
 - Building D – Preschool
 - Building K – Cafeteria
- First Aid Kits – with AEDs
- Water – Cafeteria, typical **50** gallons
- Food – Adequate supply of food in the cafeteria for up to 72 hours.
- Power – On Island Generator with 550 gallons of #2 fuel oil capable of suppling the entire facility for 72 hours.
- Epi-pens
 - Building A – Mansion
 - Building D – Preschool
- Other –

Communications

Communication is a critical part of incident management. This section outlines the facilities communication plan.

I. Internal Communications

Staff will be notified when an incident occurs and kept informed as additional information becomes available. The following practices will be utilized;

- **Alpha Paging System**
- **Two-Way Radios**
- **CrisisGo app**

II. External Communications

Communication with the larger community begins before incident occurs. In the event of an incident; responders, parents and media will require messages from the facility about an incident.

- **Communication with Parents**
 - Executive Director or designee
- **Communication with Media**
 - All staff members refer questions to Executive Director
- **Communication Tools**
 - *Parent phone tree*
 - *Campus staff phone/text message*
- **Town of Falmouth EMA Hotline - 207-699-5241**

Administration, Finance, and Logistics

I. Agreements and Contracts

If resources prove to be inadequate during an incident, the facility will request assistance from local emergency services or other agencies with agreements. Such assistance includes equipment, supplies, and personnel. If there are any special agreements attached to the back of the EOP. Any requests requiring financial decisions are to be approved by Executive Director or the Director of Operations.

II. Record keeping

The facility is responsible for managing the expenditure of funds and providing reasonable accounting and justification for expenditures made to support incident management operations.

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery cost.

III. Preservation of Records

In order to continue normal operations following an incident, vital records must be protected. These include legal documents and files are located in the Preschool and basement of Building A (Administration).

Plan Development, Maintenance, and Distribution

The facility will maintain and revise the EOP and coordinate training and exercises in support of the EOP.

Input and suggestions from local emergency management, fire, EMS, law enforcement, parents and others may also be added to the EOP.

I. Approval

The Executive Director and MECDHH School Board will approve and disseminate the plan and its annexes following these steps

- Review and Validate the Plan –Annually
- Present the Plan- for comments or suggestions
- Approve the Plan
- Train/Exercise and Distribute the Plan

II. Record of Change

Each update or change to the plan will be tracked. The record of changes will include type of change, date of change, name of person who changed, it and approval of the change. See Page 23.

III. Record of Distribution

Any person receiving a plan will be documented with the title and name of person along with agency they belong to. See Page 24

IV. Plan Review and Updates

The Basic Plan and its annexes will be reviewed annually based on the Executive Director's schedule with Falmouth Emergency Management.

V. Training and Exercising the Plan

The facility understands the importance of training, drills and exercise in maintaining and planning for incidents.

Monthly Training Includes:

- Fire Drills

Annual Training includes:

- First Aid and CPR
- Epi-Pen Administration
- Fire Extinguisher Training
- Evacuation Drills
- Shelter-in-Place
- Lock-Down

Initial Staff Training

- First Aid and CPR: In-House
- Bureau of Labor Standards and Maine Department of Education requirements

Functional Annexes

Shelter-in-Place

Purpose:

The shelter-In-Place is used in some emergency situations when it is best to stay in the site to remain safe and to isolate children and staff from the outside.

Scope:

This procedure outlines the steps to be taken by staff and children to prevent injury or death during an incident. The procedure covers children and staff who are indoors and outdoors. The need to shelter will be based the discretion of the site Executive Director along with notification from local, state or federal officials.

Responsibilities:

Executive Director:

- Identify shelter locations
- Ensure shelters have first aid kits
- Ensure shelter locations are marked, free of items that may fall, and have emergency lighting.
- Notify staff and occupants of shelter

Staff

- Announce the need to shelter and when it's safe to the return to normal status
- Monitor communications
- Ensure children have properly moved to the shelter
- Assist with shelter access
- Seal rooms, close doors, blinds, etc.

Occupants

- Follow staff member's instructions

Indoor Procedures- **Cafeteria – Building K**

Outdoor Procedures- **From Pre-school Playground into woods**

Evacuation – Via Causeway

Purpose:

Evacuation is necessary in some emergency situations because it will not be safe to stay in or around the facility. When evacuating, children and staff must use pre-designated evacuation routes and exits to leave the building in a safe and orderly manner.

Scope:

This procedure outlines the steps to be taken by staff and children to prevent injury or death during an incident. The procedure covers children and staff who are indoors and outdoors. The site may need to be evacuated for fire, explosion, or flooding. Anyone may identify the need for an evacuation based on the incident.

Responsibilities:

Executive Director

- Identify evacuation locations
- Identify evacuation routes and exits and ensure they are posted
- Communicate evacuation location to parents
- Ensure emergency kits to take out during evacuation are prepared
- Decide the need to evacuate based on the situation
- Identify evacuation procedures for children and staff
- Activate alarm and notify 911

Building Supervisor/Senior Staff Member

- Ensure all occupants are exiting the building
- Confirm head count of all programs
- Call 911, confirm everyone is or is not out
- Meeting first arriving responder and relay information about emergency and occupants.

Staff

- Take roster and first aid bag if applicable and safe to do so.
- Ensure all visitors/children exit through nearest door.
- Activate alarm, normally located near exit door.
- Meet outside at Evacuation Site.
- Account for the occupants at evacuation site, report anyone missing to supervisor.
Do Not Re-enter the Building.
- Call 911, if not already done so by supervisor.

Support Staff

- Ensure all children have evacuated
- Account for the children at the evacuation site
- Take emergency kit
- Activate the fire alarm and notify 911

Children

- Follow staff member to the evacuation site

Falmouth EMA

- Arrange for Transportation of Students and Staff to prearrange evacuation sites

Short term evacuation Site-1st **Cafeteria – Building K**

2nd **Mason-Motz Activity Center, 190 Middle Road, Falmouth**

Long Term evacuation Site – **Falmouth High School Gymnasium**

Bomb Threat

Purpose:

To understand the procedures during a threat. For more information see attached MECDHH/GBSD Policy & Procedure – Bomb Threat.

Scope:

This procedure outlines the steps to prevent or reduce injury or death during an incident. The facility may receive a threat at any point.

Responsibilities:

Executive Director

- Create and Communicate a Plan
- Identify a threat
- Lead communications
- Follow Emergency Responder Instructions

Office/Support Staff

- Identify threat
- Guide children/Account for children
- Do Not Touch suspicious items
- Leave doors and windows as is, do not turn switches on or off
- Move away from building

Children

- Follow Staff Directions

If you identify or receive a Bomb threat

1. Stay Calm
2. Pay close attention to detail
3. Call 911 ASAP if possible, stay on line with threat
4. If call, take notes and ask questions
5. If note, do not touch
6. If message, Do Not delete

Consequences of making Bomb threat will be at the discretion of the law enforcement and the Executive Director.

Lock-Down

Purpose:

The Lockdown is used during a hostile event in order to ensure the safety of children and staff.

Scope:

This procedure outlines the steps to be taken by staff and children to prevent injury or death during an incident. The procedure covers children and staff who are indoors and outdoors. Anyone may identify the need for a Lock-Down.

Responsibilities:

Executive Director:

- Identify Lock-Down locations
- Notify staff and occupants of Lock-Down
- Notify 911

Staff

- Announce the need to Lock-Down
- Check immediate area outside current space
- Secure doors and windows in current space
- Gathers students and find a quiet out of view place in their space to sit quietly
- Notify 911
- Wait to be located by public safety

Occupants

- Follow staff member's instructions
- Secure doors and windows in current space
- Gather in an out of view place in their space to sit quietly

Children

- Follow staff member instructions

Bridge Out - Evacuation

Purpose:

Mackworth Island is accessed by a single causeway which includes a 120-foot bridge in the center. The causeway has the potential to become impassable by vehicle and unsafe to do so on foot for an extended period of time.

Scope:

This procedure outlines the steps to be taken by staff and children to prevent injury or death during an incident. The procedure covers all occupants of Mackworth Island at the time of an event. The need to evacuate the island will be determined by the Executive Director in consultation with the Falmouth EMA Director.

Recommended Conditions:

- Causeway will be impassable for an extended period of time
- Primary emergency has been mitigated and/or storm has passed
- During daylight hours and favorable sea conditions

Responsibilities:

Executive Director

- Identify gathering/sheltering locations
- Identify points on the island for boat access
- Communicate mainland evacuation location to parents and family members
- Ensure emergency kits to take out during
- Decide the need to evacuate the island based on the situation
- Contact Town of Falmouth EMA Director - 207-781-2300

Building Supervisor/Senior Staff Member

- Ensure all occupants are in a safe location
- Confirm head count of all programs
- Call 911, confirm everyone is or is not accounted for

Staff

- Take roster and first aid bag if applicable and safe to do so.
- Ensure all visitors/children proceed to gathering location
- Meet at gathering location
- Account for the occupants at gathering site, report anyone missing to supervisor.
- Call 911, if not already done so by supervisor.

Support Staff

- Ensure all children are accounted for
- Take emergency kit
- Activate the fire alarm and notify 911

Children

- Follow staff member instructions

Falmouth EMA

- Provide representation on the island prior to bridge out evacuation
- Coordinate with County EMA to assess timeline to causeway repair
- Arrange for Transportation of Students and Staff to transportation boats
- Arrange for Transportation of Students and Staff from transportation boats to shelter or a collection point.

Logistics

Points on Island for boat access

- Stone Pier
 - Long Island Fire Department Engine 3
 - Falmouth Police Department Boat
 - United States Coast Guard
 - Low Tide – Falmouth Fire Department Marine 7
- Alternative at Low Tide only – Beach at State Park on Northwest Corner of island

Water Transportation – Casco Bay Island Ferry Service, see attached Memorandum of Understand (MOU).

Mainland evacuation Site – Casco Bay Island Ferry Terminal; 56 Commercial St, Portland, ME 04101, see page 22.

Long Term evacuation Site – Falmouth High School Gymnasium (through Falmouth EMA)

Casco Bay Island Ferry Service – Memorandum of Understanding

Governor Baxter School and Casco Bay Island Ferry Service to establish MOU to support Bridge Out – Evacuation.

Record of Change

This Emergency Operations Plan is reviewed annually and updated as required to keep the plan current. Minor changes are recorded below. The plan is completely updated every five-years.

The Record of Changes or updates to this plan will be tracked in a table format by change number, date of change, plan page reference, a brief description of the change, and the name of the person or organization making the change.

Change #	Date	Page	Description of Change	Name
001	4/30/2021	6	Maintenance Supervisor Name, Number, email	Suzy Sargent
002	8/31/23	10	Director of Operations, add "CrisisGo"	Dean Flanagin
003	8/31/23	6	Update names in Chain of Command	Dean Flanagin
004	8/31/23	7	Added Director of Human Resources to Chain of Command	Dean Flanagin
005	9/28/23	Title	Title change to "Crisis Response Plan"	Dean Flanagin
006	9/28/23	4	Added weekend staff & senior citizens group	Dean Flanagin
007				
008				
009				
010				
011				
012				
013				
014				

MECDHH/GBSD Policy & Procedure – Emergency Management Team

MECDHH/GBSD Policy & Procedure

COMPREHENSIVE EMERGENCY MANAGEMENT TEAM		File: EBCA
Section: E Support Services	Adopted: 02/02/06 Revised: 01/14	Last Revised: 10/18

The School Board hereby adopts the MECDHH/GBSD Comprehensive Emergency Plan. The Executive Director and building administrators shall be responsible for developing, in consultation with staff and persons or agencies with expertise in planning for and responding to emergencies, a comprehensive emergency management plan that identifies and addresses all hazards and potential hazards that could reasonably be expected to affect the school unit and school facilities.

The Executive Director and building administrators shall be responsible for ensuring that the plan is implemented in each school and evaluated on an annual basis. It is understood that specific procedures may vary from school to school due to differences in school facilities and the ages of students.

As required by law, the Board will approve the plan annually. Any substantive changes in the plan shall be subject to the approval of the Board.

The following information pertaining to the MECDHH/GBSD Comprehensive Emergency Management Plan is considered public information:

- A. A description of the scope and purpose of the Plan and the process used for developing and updating it;
- B. General information on auditing for safety and preparedness;
- C. Roles and responsibilities of school administrators, teachers and staff and the designated chain of command during an emergency; and
- D. Strategies for conveying information to parents and the general public during an emergency.

Except as specified in paragraphs A through D above, those portions of the Comprehensive Emergency Management Plan and any other records describing security plans, security procedures or risk assessments prepared specifically for the purpose of preventing or preparing for acts of terrorism shall not be considered public information under the Freedom of Access Act but only to the extent that the release of such information could reasonably be expected to jeopardize the physical safety of school unit personnel or the public. For the purpose of this policy, “terrorism” is defined as in 1 M.R.S.A. § 402(3)(L) as “conduct that is designed to cause serious bodily injury or substantial risk of bodily injury to multiple persons, substantial damage to multiple structures whether occupied or unoccupied or substantial physical damage sufficient to disrupt the normal functioning of a critical infrastructure.”

Legal Reference: 20-A M.R.S.A. § 1001(16)

Adopted: February 2, 2006

Edited for school name/administrator title: January 2014

Revised and Adopted: October 2018

MECDHH/GBSD Policy & Procedure – Bomb Threat

MECDHH/GBSD Policy & Procedure

BOMB THREATS		File: EBCC
Section: E Support Services	Adopted: 01/23/03 Revised: 01/29/14	Last Revised: 10/18

The Maine Educational Center for the Deaf and Hard of Hearing/Governor Baxter School for the Deaf (MECDHH/GBSD) School Board recognizes that bomb threats are a significant concern to MECDHH/GBSD. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The Board directs the Executive Director to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

A. Conduct Prohibited

No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises and/or under the jurisdiction of MECDHH/GBSD. Because of the potential for evacuation of the school and other disruption of school operations, placement of a bomb or a “look-alike” bomb on school premises will be considered a threat for the purpose of this policy.

It is also a violation of Board policy to communicate by any means that any toxic or hazardous substance or material has been placed, or will be placed, on school premises with the intent to endanger the safety and welfare of students or staff and/or to disrupt the operations of the school. For the purpose of this policy, “toxic or hazardous substance or material” means any material or substance, including biomedical materials or organisms, that, when placed as threatened, could be harmful to humans or property.

B. Definitions

1. A “bomb” means an explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, “Molotov cocktail” or other destructive device.
2. A “look-alike bomb” means any apparatus or object that conveys the appearance of a bomb or other destructive device.
3. A “bomb threat” is the communication, by any means, whether verbal or non-verbal, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises.
4. “School premises” means any school property and any location where school activities may take place on Mackworth Island and/or under the jurisdiction of MECDHH/GBSD.

C. Development of Bomb Threat Procedures

The Executive Director/designee shall be responsible for developing and implementing procedures specific to bomb threats as part of the school unit’s Crisis Response Plan. These procedures are intended to inform administrators and staff of appropriate protocols to follow in the event that a bomb threat is received and should include provisions to address:

1. Threat assessment (for the purpose of identifying a response that is in proportion to the threat, in light of what is necessary to ensure safety);
2. Building evacuation and re-entry (including selection or potential alternative sites for those who are evacuated);
3. Incident “command and control” (who is in charge, and when);
4. Communications contacts and mandatory bomb threat reporting;
5. Parent notification process;
6. Training for staff members; and
7. Support services for students and staff

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The initial bomb threat procedure will be subject to approval by the Board. The Executive Director/designee will be responsible for overseeing a review or evaluation of bomb threat procedures prior to the Board's required annual approval of the school unit's Crisis Response Plan, or following implementation of the procedure in response to a specific threat.

D. Reporting of Bomb Threats

A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the principal, teacher, the School Resource Officer or other employee in position of authority.

An employee of the school unit who learns of a bomb threat shall immediately inform the building administrator. The building administrator shall immediately take appropriate steps to protect the safety of students and staff in accordance with the school unit's bomb threat procedure, as developed under Section C, and inform the Executive Director of the threat. This information is distributed annually to staff via the Crisis Management Plan manual.

All bomb threats shall be reported immediately by the Executive Director/designee to the local law enforcement authority, as provided in the bomb threat procedures.

The Executive Director shall be responsible for reporting any bomb threats to the Department of Education within two business days of the incident. Reports will include the name of the school. The date and time of the threat, the medium used to communicate the threat, and whether or not the perpetrators have been apprehended.

E. Student Disciplinary Consequences

Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school.

The administration may suspend and/or recommend for expulsion, any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the mean of 20-A MRSA § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school.

In addition, a student who is found after hearing by the Board to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-A MRSA § 1001(9) and policy JICIA, except that the Executive Director may modify the requirement for expulsion based on individual circumstances.

A student who has been identified through the PET process as having a disability and whose conduct in violation of this policy is related to the disability shall be disciplined as provided in policy JFKF.

F. Aiding Other Student in Making Bomb Threats

A student who knowingly encourages, causes, aids or assists another student in making or communicating a bomb threat shall be subject to the disciplinary consequences described in Section E of the policy.

G. Failure to Report a Bomb Threat

A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

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H. Staff Disciplinary Responses

A school system employee who makes or communicates a bomb threat will be reported to appropriate law enforcement authorities and will be subject to disciplinary action up to and including termination of employment. Disciplinary action taken shall be consistent with the collective bargaining agreements, other employment agreements and Board policies.

A school system employee who fails to report information or knowledge of a bomb threat or the existences of a bomb on school premises will be subject to discipline up to and including termination of employment.

I. Civil Liability

The school unit reserves the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

J. Lost Instructional Time

Instructional time lost as a result of a bomb threat will be rescheduled at the earliest appropriate opportunity, as determined by the Executive Director within parameters set by the Board.

Time lost may be rescheduled on a weekend or vacation day, or after what would normally be the last day of the school year, except on days when schools must be closed as required by law.

K. Notification Through Student Handbook

All student handbooks shall address the school unit's bomb threat policy and procedures and explain the educational consequences of bomb threats. In addition, student handbooks shall notify students and parents that bomb threats violate Board policy and civil and criminal law.

Legal References: 18 USC §§ 921; 8921
17-A MRS § 210
20-A MRS § 263; 1001(9), 1001(9-A); 1001(17); 1001(18)

Cross References: EBCA – Crisis Response Plan
JKD – Suspension of Students
JKF – Suspension/expulsion of Students with Disabilities
JICIA – Weapons, Violence and School Safety Student Code of Conduct

Board Approved: January 23, 2003

Edited for school name and administrator title: January 2014

Revised, Carter Hall reference deleted under Reporting Bomb Threats: October 2018

