

Executive Board of Directors of the
FLLAC Educational Collaborative
Meeting Minutes
October 8, 2015

Voting Members Present: Mr. James Jolicoeur (chair), Mr. Terrance Ingano, Dr. Maureen Marshall, Mr. Steve Haddad, Ms. Denise Clemons and Ms. Loxi Calmes.

Non-members Present: Dr. Richard Murphy, Ms. Marsha Januskiewicz, Ms. Terri Burchfield

Mr. Jolicoeur called the meeting to order at 9:10 am.

Approval of Minutes:

May 14, 2015 Board Meeting Minutes:

There was not a quorum of members who were present at the May 14, 2015 board meeting and also present at today's meeting. Another attempt to approve the May 14, 2015 board meeting minutes will be made at the next board meeting on December 10, 2015.

September 16, 2015 Board Meeting Minutes:

Motion to approve the September 16, 2015 minutes was made by Dr. Marshall and seconded by Mr. Ingano. Dr. Murphy asked the board to amend the minutes under Discussion Item- DESE Guidance on Surplus Funds. The last sentence "He explained that if we reach that level the guidelines allow for funds to be specifically directed to capital or other allowed contingency funds as specified by the board" should have additional wording to follow "and pursuant to page 4 and 5 of the Guidance on Surplus Funds". Motion to amend was made by Dr. Marshall and seconded by Ms. Clemons. All in favor.

Motion was made by Mr. Ingano to move ahead to the Action Items section of the Agenda in order to accommodate board members schedule. The motion was seconded by Ms. Clemons. All in favor.

Action Items:

Second reading of revised/new policies:

Interpreter Services- Mr. Ingano made a motion to accept the revised Interpreter Services Policy. Mr. Clemons seconded the motion. All in favor.

Social Networking- Dr. Marshall made a motion to accept the Social Networking Policy. Mr. Ingano seconded the motion. All in favor.

Bullying- Mr. Ingano made a motion to accept the Bullying Policy. Mr. Haddad seconded the motion. All in favor.

Restraint- Dr. Marshall made a motion to accept the Restraint Policy. Mr. Ingano seconded the motion. All in favor.

Hazing- Dr. Marshall made a motion to accept the Hazing Policy. Mr. Haddad seconded the motion. All in favor.

Return to Work- The Board requested that Dr. Murphy consult Atty. Tate regarding this policy.

Parental Leave- Ms. Calmes made a motion to accept the Parental Leave Policy. Mr. Ingano seconded the motion. All in favor.

Domestic Violence- Ms. Calmes made a motion to accept the Domestic Violence Policy. Mr. Ingano seconded the motion. All in favor.

Direct Deposit- Mr. Clemons made a motion to accept the Direct Deposit Policy. Ms. Calmes seconded the motion. All in favor.

Fingerprinting- Ms. Clemons made a motion to accept the Fingerprinting Policy. Mr. Ingano seconded the motion. All in favor.

Student Record Policy- Dr. Marshall made a motion to accept the Student Record Policy. Ms. Clemons seconded the motion. All in favor.

Vote to approve new hire- Motion was made by Ms. Clemons to approve the new hire. Motion was seconded by Mr. Ingano. All in favor.

Ms. Clemons left the meeting at 9:25 am.

Discussion Items:

School Committee Chair Signatures- Dr. Murphy asked the board to please return their school committee chair signatures on the FLLAC Collaborative Agreement document that was sent to them several weeks ago.

MOEC Update, E-Rate Assistance to Districts- Dr. Murphy explained that at a recent MOEC meeting DESE discussed E-rate revisions and whether collaboratives might be able to assist districts to obtain E-Rate funds. Dr. Murphy also explained that DESE was looking for assistance with the Low Income Access Project (LEAP). The board felt that FLLAC does not have the capacity to get involved with these projects at this time.

Health Insurance Update-Dr. Murphy informed the board that Tufts will be seeking a 6% increase in the health insurance rates for the coming year.

FLLAC Fiscal Policies Guide- Due to the upcoming DESE financial review Dr. Murphy presented the board with all of FLLAC's fiscal policies consolidated into one document. This

document included an update of the warrant procedure based on the vote that the board took at the last meeting.

FLLAC Strategic Planning Process- Dr. Murphy offered several suggestions for strategic planning and facilitators. He explained the options he found that worked for other collaboratives included: internal staff committees, committee made up of board members or district special education administrators or even the Executive Director. The board did not like the idea of an “in-house facilitator” due to the small size of FLLAC and advised Dr. Murphy to get quotes and develop an RFP to bring to the next meeting. The board suggested the scope should include surveys, interviews, observations, etc. resulting in usable data for FLLAC’s consideration. The board members agreed that the focus should be on the future of FLLAC and its service to our students. Dr. Murphy said he would investigate the possibility of funds from DESE to pay for a facilitator.

Executive Director’s Report:

Financial- Dr. Murphy distributed the budget to actual. Dr. Murphy explained that the audit is almost complete and the results will be presented to the board at the next December meeting.

Space- Dr. Murphy reported that all programs are currently up and running. Dr. Murphy informed the board that the Caldwell Elementary program may have to relocate next year. He will be investigating possible new locations for the program. Dr. Murphy also informed the board that DESE will be visiting the programs and classrooms as a part of CPR. Dr. Murphy has talked to FLLAC staff and building principals regarding this process.

Professional Development- Dr. Murphy told the board that ABA for Educators will be starting on October 6th and he thanked Ashburnham-Westminster Public Schools for allowing it to be held in one of their classrooms. Dr. Murphy explained that personnel from CAPS and FLLAC will be providing Mental Health First Aid trainings to their staff and member districts in the upcoming month.

New Business: None.

Adjournment:

Mr. Ingano motioned to adjourn at 10:15. Ms. Calmes seconded the motion. All in favor.