

Executive Board of Directors of the
FLLAC Educational Collaborative
Meeting Minutes
December 10, 2015

Voting Members Present: Mr. James Jolicoeur (chair), Mr. Terrance Ingano, Dr. Maureen Marshall, Dr. Mary Malone, Dr. Elizabeth Schaper and Ms. Loxi Calmes, Mr. Steve Haddad.

Non-members Present: Dr. Richard Murphy, Ms. Marsha Januskiewicz, Ms. Terri Burchfield, Ms. Karen Spinelli, Ms. Christine Baril.

Mr. Jolicoeur called the meeting to order at 8:33 am.

Approval of Minutes:

May 14, 2015 Board Meeting Minutes- Dr. Marshall made a motion to accept the minutes from May 14, 2015. Mr. Ingano seconded the motion. All in favor.

September 16, 2015 Board Meeting Minutes- Mr. Ingano made a motion to accept the minutes from October 8, 2015. Dr. Marshall seconded the motion. All in favor.

Due to time constraints of board members it was agreed that the action items of the agenda be addressed first.

Action Items:

Vote to accept audit results- Ms. Spinelli and Ms. Baril presented the audit financial statements. They mentioned that there was no formal management letter as there was no issues. They did say that a paragraph has to be added to the report regarding GASB68. Dr. Marshall praised Ms. Burchfield for her performance. Ms. Burchfield in turn praised her secretary Ms. Turk for her contributions to a successful audit. Dr. Marshall motioned to accept the audited FY 2015 Financial Statements. Dr. Schaper seconded the motion. All in favor.

The Audit team of Ms. Spinelli and Ms. Baril left the meeting at 8:54 am.

Vote to approve FLLAC Annual Report- Dr. Schaper motioned to accept the 2014-2015 FLLAC Annual Report. Ms. Calmes seconded the motion. All in favor. Dr. Schaper appreciated the graphics in the report.

Vote to direct funds to fund balance- Dr. Marshall made a motion to direct \$309,289.00 net assets gain from FY 2015 to the fund balance. Ms. Calmes seconded the motion. All in favor.

Vote to approve new hires- Mr. Ingano motioned to approve the new hires: Amy Sicard, Amy Rock and Donna Harkins. Ms. Calmes seconded the motion. All in favor with the exception of Dr. Schaper who abstained.

Discussion Items:

Audit results presented by Ms. Spinelli and Ms. Baril of Robert C. Alario, SPA, PC: see Action Items.

Strategic Planning Update: Dr. Murphy explained that Ms. Burchfield had developed a draft RFP for a strategic planning consultant based on the board's previous discussion. Dr. Murphy requested input and asked if they prefer this document to be a RFP or an RFQ. Ms. Burchfield explained that an RFQ has less posting requirements. There was no objections to the content of the draft. Dr. Marshall motioned to move forward with the RFQ option by the end of January. Dr. Schaper seconded the motion. All in favor.

Dr. Marshall left the meeting at 9:15am.

Budget Assumptions- Dr. Murphy reviewed some basic budget assumptions that will be discussed at the budget subcommittee. They included:

- A 6% increase in health insurance costs.
- A 2% raise for all staff at the top steps, all other staff to go up a step/lane.
- The addition of 3 days (.6FTE) of an Instructional Technology/Data Management position, currently 2 days (.4), to assist with increased data demands and increased use of instructional technology.
- Potential increase in rent/mortgage cost if Caldwell Elementary moves to another space. Increase from \$41,000/year to \$100,000/year.
- Potential addition of custodian at Caldwell Elementary, approx. \$55,000.
- Addition of 1 day (.2FTE) of PT in ASD/DD Program to meet increased needs.
- Addition of a third van for the ASD/DD programs to accommodate additional students using wheelchairs. Lease at approx. \$7000/year.

Mr. Haddard arrived to the meeting at 9:42 am. Dr. Malone left the meeting at 9:43 am.

Discussion continued regarding budget assumptions. Dr. Murphy said he will be contacting the Budget Sub-Committee soon to arrange for a meeting.

DESE Fiscal Review Recommendations- Dr. Murphy reported that DESE performed a Fiscal Review of FLLAC in October with good results. Dr. Murphy said the only thing out of compliance was that the FLLAC Treasurer position was not bonded and that they recommended a written description of the cash flow procedure be developed. Dr. Murphy thanked Ms. Burchfield and Mrs. Turk for their excellent performance in assisting this group.

DESE Coordinated Program Review Results- Dr. Murphy informed the board that the DESE PQA Coordinated Program Review was performed in November. Dr. Murphy reported that the

DESE team was positive and complimentary of our staff and programs. Dr. Murphy expects to develop a corrective action plan for a few issues but does not see any difficulty addressing these areas. Dr. Murphy said he will review the final reports with the board when he receives them.

Energy Savings Proposal for Caldwell Alternative Building- Dr. Murphy explained that TNT Energy performed an analysis of the Caldwell Alternative building in Fitchburg and offered a proposal to save on energy costs. Dr. Murphy believes the initial cost of \$5695 to be a wise investment.

Executive Director's Report:

Financial- Dr. Murphy reported that programs remain slightly under-enrolled but there are active referrals.

Space- Dr. Murphy explained that he is continuing to look at new space for the Caldwell Elementary Program.

Professional Development- Dr. Murphy reported that the ABA for Educators will be finishing soon. Dr. Murphy explained that CAPS and FLLAC continue to provide Mental Health First Aid training to their staff and member districts. Dr. Murphy informed the board that a "Workplace Violence" training has been requested by the FLLAC insurance company. Dr. Schaper recommended that Dr. Murphy look into "Literacy Instruction" training.

New Business: None.

Adjournment:

Mr. Ingano motioned to adjourn at 10:08. Dr. Schaper seconded the motion. All in favor.