

Executive Board of Directors of the
FLLAC Educational Collaborative
Meeting Minutes
February 4, 2016

Voting Members Present: Mr. James Jolicoeur (chair), Dr. Gary Mazzola, Mr. Terrance Ingano, Mr. Andre Ravenelle, Dr. Elizabeth Schaper, Ms. Loxi Calmes, Mr. Steve Haddad, Mary Malone, and Ms. Denise Clemons.

Non-members Present: Dr. Richard Murphy and Ms. Terri Burchfield.

Mr. Jolicoeur called the meeting to order at 8:40 am.

Approval of Minutes:

- Ms. Clemons motioned to approve the minutes of December 10, 2015. Mr. Ingano seconded and the motion carried unanimously.

Discussion Items:

- Dr. Murphy reviewed the Strategic Plan responses. While there were no formal quotes, questions were raised regarding the time lines and cost. Mr. Ingano made a motion that the RFQ be resubmitted with an expanded time line through October 2016, and no mention of the amount the Collaborative was looking to spend. Ms. Clemons seconded the motion, which passed unanimously. There was consensus to wait until the Board selects a provider before developing a Strategic Planning Subcommittee, so the action item to create the committee was passed over.
- The Elementary EDBD Program may be able to stay in the Passios School building in Lunenburg for another year or two. Dr. Murphy will be following up with the Town Manager to discuss options.
- The 2017 Budget Draft was reviewed. There was some concern that the Health Insurance line may be too low given the increases districts are seeing with 2016 renewals. There were also questions about the tuition increases, and the effect of the EDBD Program staying where it is on the projected increase.
- Dr. Murphy shared the Coordinated Program Review results and initial corrective action plan. He will bring the completed action plan to the next meeting. One issue noted was the need for the Collaborative to have a system for tracking appropriate teacher licensure.
- Dr. Murphy informed the Board of the Early Literacy Grant which the Collaborative is coordinating with DESE and the Town of Oxford.
- The Collaborative Treasurer has been bonded in the amount of \$25,000. The Collaborative also carries Employee Dishonesty coverage for \$250,000.

Action Items:

- Vote to create Strategic Planning Subcommittee was passed over.
- Vote to give the Subcommittee authority to select the facilitator was passed over.
- Vote to approve new hires- Ms. Clemons motioned to approve the list of new hires. Mr. Ravenelle seconded the motion. Motion passed 8-0 with Dr. Schaper abstaining.

Executive Director's Report:

- Financial- The mid-year financial summary was distributed. The Collaborative is projected to end the year in the black. One reason for the projection is the amount derived from nonmember tuition surcharges. It was noted that, while the number is high, the Collaborative is aware that the needs of member districts for placement is always the priority. The enrollments at Caldwell and the ADD/DD Programs do not present a problem for accepting nonmember students. The Elementary EDBD Program is at the point where they may be unable to accommodate nonmembers.
- Space- Dr. Murphy reported that work continues to address needed improvements at the Caldwell Alternative School in Fitchburg.
- Professional Development- Dr. Murphy reported that the Mental Health First Aid Training mentioned in his letter would not be happening, but there is work to schedule a training in May. He has also reached out to Jessica Minahan, a BCBA who presented at a recent MASS meeting, to schedule training in our area this spring. Mr. Ravenelle encouraged Dr. Murphy to try to coordinate this through MASS, which is also trying to set up regional workshops. Mr. Ravenelle also mentioned a video presentation from Palo Alto that was shown at Mass CUE as helpful.

New Business: None.

Adjournment: Ms. Clemons motioned to adjourn at 10:00 am. Ms. Malone seconded the motion. All voted in favor.