

Executive Board of Directors of the  
FLLAC Educational Collaborative  
Meeting Minutes  
September 16, 2015

Voting Members Present: Mr. James Jolicoeur (chair), Dr. Gary Mazzola, Mr. Terrance Ingano, Mr. Andre Ravenelle, Dr. Maureen Marshall, Mr. Steve Haddad, and Ms. Denise Clemons (arrived at 8:52 am).

Non-members Present: Dr. Richard Murphy, Ms. Marsha Januskiewicz, Ms. Terri Burchfield and Ms. Michelle Griffin (arrived at 8:46).

Mr. Jolicoeur called the meeting to order at 8:39 am.

Approval of 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 October 8, 2015.

Discussion Items:

- Introduction and welcome of new members- Dr. Murphy introduced the two new members of the FLLAC board as Dr. Gary Mazzola, Superintendent of Ashburnham-Westminster RSD and Mr. Steve Haddad, Superintendent of Winchendon Public Schools. Everyone identified themselves around the table.
- Board Member Management System- Dr. Murphy informed the board that MA DESE Audit and Compliance Review will be coming to FLLAC. Dr. Murphy reminded the board that the board members need to send him their on line training certificate and date of appointment to the FLLAC board by their school committee for the audit.

Ms. Griffin arrived to the meeting at 8:46 and explained her job role at MA DESE.

- Reminder for SC appointments to Board for AY15/16- Dr. Murphy asked that each board member be officially appointed by their school committee as their representative to the FLLAC Board for SY2015-2016.

Ms. Clemons arrived to the meeting at 8:52.

- School committee chair signatures on Agreement- Dr. Murphy explained that a letter was sent to each school committee chair with a signature page for the approved FLLAC Collaborative Agreement that needed to be signed and returned in the postage paid envelope provided. Mr. Ravenelle asked that in the future that mail to the school committee should be sent to the Superintendents.

- Letter from Commissioner accepting WRSD withdrawal- Dr. Murphy received a letter from the Commissioner officially accepting the withdrawal of the Wachusett Regional Schools from FLLAC, effective July 1, 2015, and also received the Commissioner's signature on the revised Collaborative Agreement.
- DESE Guidance on Surplus Funds- A revised handout of the DESE Guidance on Surplus Funds was distributed to the board. Dr. Murphy explained that FLLAC does not expect to have anywhere near the amount of surplus funds that would trigger the guidelines to kick in (25% of operating). 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.
- CAPS/FLLAC discussions and strategic planning- Dr. Murphy asked the board to discuss whether FLLAC should develop a strategic plan that included continued "cooperation" with CAPS but also addressed future needs for FLLAC as a stand alone entity. Discussion centered on the fact that student enrollment is shrinking in many schools and schools need to be combining or working together to meet the needs of the students. Suggested things to work on before a strategic meeting included: the need for data from the member districts, stay focused on student needs, look at overlap and how to cooperate. M. Griffin offered to look for resources for a facilitator that may be available through DESE. The board asked Dr. Murphy to bring back ideas on how best to proceed with this topic for the next board meeting.

#### Action Items:

- Vote to appoint new committee members-  

Motion was made by Mr. Ingano to appoint Dr. Marshall as the Vice-Chair. Ms. Clemons seconded the motion. All in favor.

Motion was made by Dr. Marshall to appoint Dr. Mazzola to the Budget Committee. Mr. Ingano seconded the motion. All in favor.

Motion was made by Mr. Ingano to appoint Ms. Clemons to the Warrant Committee. Dr. Marshall seconded the motion. All in favor.
- Vote to approve addition to 403 ( b ) Vendor List- A motion was made by Dr. Marshall to approve a vendor to the FLLAC list of approved 403 ( b ) providers. Mr. Ingano seconded the motion. All in favor.
- Vote to approve new hires- Mr. Ingano motioned to approve the list of new hires. Ms. Clemons seconded the motion. All in favor.
- Vote to accept DocuSign for all members of the Warrant Committee- Dr. Murphy explained that the current policy states that one out of the three Warrant Committee members must appear and sign the warrant while the other two may sign via DocuSign. Dr. Murphy

recommended that all three be allowed to sign the warrant using DocuSign. Dr. Murphy also reminded the board that the Treasure also reviews the warrant. Mr. Ingano motioned to use DocuSign by the Warrant Committee with acceptance from the Audit Committee. Mr. Haddad second the motion. All in favor.

- Second reading of revised/new policies-Dr. Murphy presented several new or revised policies for consideration by the board. Dr. Murphy recommended that the board accept the DNR and Comfort and Care which was based on CAPS and Lunenburg's policy. Mr. Ingano motioned to approve the DNR and Comfort and Care policy. Ms. Clemons seconded the motion. All in favor. Dr. Murphy explained that FLLAC will be going through a Coordinated Program Review this year that that these documents are need to comply with CPR requirements. The board felt they needed more time to review the remaining documents and that they should be placed on October's agenda.

Executive Director's Report:

- Financial- Dr. Murphy reported \$300,000.00 to add to the fund balance, bringing the total to just over \$800,000.00. The auditors began the audit process over the summer. He informed the board that the programs are under budgeted at this time but are starting to see referrals. There is a hold on hiring and spending until the enrollment numbers increase.
- Space- Dr. Murphy informed the board that all of the programs remained in the same location as last year. He reported that some work on the grounds and a new door was added to the Caldwell Alternative School in Fitchburg. Dr. Murphy told the board that he continues to keep in touch with the Lunenburg Town Reuse committee regarding the status of the Caldwell Elementary Program in the former Passios School and hopes to learn something this school year.
- Professional Development- Dr. Murphy reported that the Atty. Tate/Dr. Wilkins training on Mental Health and Legal Issues was well received. He informed the board that ABA for Educators will start in October and a 10 hour ABA for Paraprofessionals may start in October or November. Dr. Murphy explained that he and Cindy Landanno of CAPS are working with two staff members who were trained as Mental Health First Aid Trainers, to come up with a model to make this training available to member districts.

New Business: None.

Adjournment: Mr. Ingano motioned to adjourn at 10:25 am. Ms. Clemons seconded the motion. All voted in favor.