

Executive Board of Directors of the  
FLLAC Educational Collaborative  
Meeting Minutes  
June 1, 2017

**Voting Members Present:**

Mr. James Jolicoeur (Chair)  
Dr. Maureen Marshall (Vice-Chair)  
Mr. Terrance Ingano  
Ms. Loxi Jo Calmes  
Dr. Gary Mazzola  
Dr. Elizabeth Schaper  
Dr. Mary Malone  
Mr. Mark Pellegrino

**Non-Members Present:**

Dr. Richard Murphy  
Ms. Terri Burchfield  
Ms. Marsha Januskiewicz  
Ms. Kathy Buchanan  
Mr. Michael Eachern  
Mr. Brad Brooks  
Ms. Joyce West  
Ms. Julianna Hanscom

Mr. Jolicoeur called the Executive meeting to order at 8:37 am. An announcement was made that this meeting was being recorded.

This meeting agenda was taken out of order to accommodate the addition of the Advisory board to the meeting. Action Items were considered first.

**Action Items:**

Approval of NMRSD Lease-

Dr. Marshall motioned to approve the NMRSD lease. Ms. Calmes seconded the motion. All in favor.

Executive Director's Contract-

Dr. Marshall motioned to approve the Executive Director's contract but asked Mr. Jolicoeur to clarify the contract for Dr. Murphy in regards to specific increases in his salary and COLA increases over the three year contract. Dr. Mazzola seconded the motion. All in favor.

Board Meeting Calendar for AY 17-18-

Ms. Calmes motioned to approve the FLLAC Board Meeting Calendar 2017-2018 as presented. Dr. Marshall seconded the motion. All in favor.

Mr. Pellegrino arrived at 8:46 am.

Vote to reappoint the Auditor, Robert C. Alario-

Dr. Marshall motioned to reappoint the Auditor, Robert C. Alario as the FLLAC auditor. Dr. Malone seconded the motion. All in favor.

Vote to appoint officers and committee members-

Dr. Malone volunteered to replace Mr. Ingano on the Space Committee. Dr. Marshall motioned to approve Dr. Malone to the Space Committee. Mr. Pellegrino seconded the motion. All in favor.

Dr. Schaper arrived at 8:54 am.

Vote to approve line item transfers-

Dr. Murphy requested two transfers:

1. Dr. Murphy explained that another school district has requested to rent a VGo from FLLAC. Dr. Murphy asked that the board to make a motion to transfer \$5000 from the utilities line item to technology to make this purchase. Dr. Marshall motioned to approve the line item transfer in order to purchase an additional VGo. Dr. Malone seconded the motion. All in favor.
2. Dr. Murphy requested \$50,000 for paving at the Caldwell Alternative School. The board asked that Dr. Murphy look further into perhaps Fitchburg sharing the cost or if FLLAC could purchase the building.

#### Approval of Minutes:

Dr. Schaper motioned to accept the minutes of April 27, 2017. Ms. Calmes seconded the motion. All in favor.

Advisory Board members were invited into the meeting at 9:05 am.

#### Discussion Items:

Space Update-

Dr. Murphy informed the board that he had an informal walk through of the Caldwell building with a contractor to explore the possibility of improvements to the facility.

Dr. Murphy explained that although there were no "red flags" there are a large amount of updates needed. The board suggested that Dr. Murphy enter into conversations with Mr. Ravenelle regarding the purchase of the Caldwell Alternative property before substantial improvements are made.

Dr. Murphy stated that there will be a new classroom at the Ayer Shirley High School to serve students in the ASD/DD program who are 18-22 years old.

Dr. Murphy updated the board on the move of the Caldwell Elementary program to Townsend and the required improvements to the building that will be made over the summer.

MH Study Group Update-

Dr. Murphy explained the results of a survey he sent to principals and guidance staff in May. Dr. Murphy felt it was clear that the respondents are seeing students with significant mental health issues and are requesting additional supports. Dr. Murphy has scheduled several visits to collaboratives that have developed supports for this population and perhaps explore their model and recommendations.

Selection of Megan Ritter as the ASD/DD Program Supervisor-

Dr. Murphy reported that after interviewing several candidates for the ASD/DD Program Supervisor that the search committee offered Ms. Megan Ritter the position. Dr. Murphy explained that Ms. Ritter has been a FLLAC teacher since 2006 and has proven her expertise in teaching and leadership. Dr. Murphy thanked the interview committee and anticipates a smooth transition. Dr. Murphy praised Mr. Bicchieri and his positive impact on students, staff and families. Dr. Murphy read a letter addressed to Mr. Bicchieri on behalf of the board recognizing his service to FLLAC.

#### VGo Update and requests from districts-

Dr. Murphy informed the board that VGo has been a success for a Clinton student and asked Ms. Buchanan and Mr. Eachern to explain how VGo has been accepted into the classroom. Ms. Buchanan and Mr. Eachern praised the ease of the technical aspects of the VGo and its benefits for the student.

#### FLLAC Agreement Approval-

Dr. Murphy told the board that the FLLAC Agreement allowing NMRSD to become a member of FLLAC has been received and approved with the commissioner's signature. Dr. Murphy sent the agreement electronically to the board and informed them that it can also be viewed on the FLLAC website.

#### Edgenuity Participation-

Dr. Murphy notified the board that Fitchburg and Ayer Shirley RSD are now taking advantage of FLLAC pricing for Instructional Service, credit recovery and dual enrollment classes through Edgenuity.

#### Executive Director's Report:

##### Financial-

Dr. Murphy reported that costs are being held down and stated that we should finish the year approximately \$100,000 in the black.

##### Professional Development-

Dr. Murphy informed the board that Jessica Minihan has been scheduled for September 15<sup>th</sup> and that he is working on scheduling the annual Legal Update in the fall.

Dr. Murphy has also approved two collaborative wide half days for professional development, one in November and one in April.

#### New Business:

Ms. Calmes praised Mr. Ingano for his service as the Clinton Superintendent.

Mr. Jolicoeur read a letter on behalf of the FLLAC Executive Board also praising his outstanding role of Clinton Superintendent and wishing him a happy retirement.

Dr. Murphy presented Mr. Ingano with the FLLAC lamp.

Dr. Murphy reminded the board members to be re-appointed to the FLLAC board by their school committees.

Ms. Calmes thanked Mr. Jolicoeur for his performance as the chairman of the FLLAC board.

Adjournment:

Ms. Calmes motioned to adjourn the meeting at 9:56. Mr. Ingano seconded the motion.  
All in favor.

Respectfully submitted,

Marsha Januskiewicz  
Recording Secretary