

Executive Board of Directors of the
FLLAC Educational Collaborative
Meeting Minutes
December 14, 2017

Voting Members Present:

Dr. Maureen Marshall (Chair)
Ms. Loxi Jo Calmes
Mr. Steven Haddad
Dr. Joan Landers
Dr. Mary Malone
Dr. Gary Mazzola
Dr. Steven Meyer
Mr. Mark Pellegrino

Non-Members Present:

Dr. Richard Murphy
Ms. Terri Burchfield
Ms. Marsha Januskiewicz
Ms. Maribeth Janssens (United Way)
Ms. Karen Spinelli (Auditor)
Ms. Regina Wironen (Leominster Representative-
non-voting)
Ms. Paulajo Gaines

Dr. Marshall called the Executive meeting to order at 8:33 am.

An announcement was made that this meeting was being recorded.

Introductions were made around the table.

Approval of Minutes:

Dr. Meyer motioned to approve the minutes of September 14, 2017. Mr. Pellegrino seconded the motion. All in favor.

Action Item:

Vote to Replace Board Chair-

Dr. Murphy explained that with the resignation of Mr. Jolicoeur as Board Chair that Maureen Marshall, as Vice Chair is the acting chair. Dr. Murphy suggested that Dr. Marshall be appointed as Chair and elect a new Vice Chair or vote to elect a new Chair.

Dr. Mazzola motioned to elect Dr. Marshall as the FLLAC Chair. Mr. Pellegrino seconded the motion. All in favor.

Ms. Calmes volunteered to serve as Vice-Chair. Dr. Mazzola motioned to elect Ms. Calmes as the FLLAC Vice Chair. Dr. Malone seconded the motion. All in favor.

Dr. Murphy also suggested filling the slot left vacant by Mr. Jolicoeur on the Budget Committee. Dr. Mazzola nominated Mr. Pellegrino. Dr. Mazzola motioned to elect Mr. Pellegrino to the Budget Committee. Dr. Meyer seconded the motion. All in favor.

Agenda was taken out of order so as to accommodate those who needed to leave early. Dr. Landers arrived at 8:45 am.

Vote to approve Annual Audit Report-

Karen Spinelli, from Robert C. Alario, CPA presented the results of the audit.

Dr. Marshall recommended that the appropriate committee meet to discuss improvements of fiscal procedures recommended by the auditors and that a summary of approved warrants be presented at each board meeting. Dr. Murphy will present updated Fiscal Policies reflecting the auditor's suggestions and present them to the Board.

Dr. Malone asked if there was a "P" Card Manual, Dr. Murphy said that there is a "P"-card use policy and he will make sure it is updated as needed and followed by all staff and will present the updated policy to the board.

Dr. Marshall motioned to approve the Annual Audit Report. Dr. Meyers seconded the motion. All in favor.

Vote to add 2017 surplus funds to the fund balance-

Ms. Calmes motioned to transfer \$173,167 from the surplus fund to the fund balance.

Mr. Pellegrino seconded the motion. All in favor.

Dr. Marshall recommended that the Budget Committee meet to discuss the capital fund account.

Dr. Malone left the meeting at 9:30am.

Vote to designate Footsteps to Brilliance as a sole source provider-

Dr. Murphy explained that at the last board meeting, September 14, 2017, the board authorized FLLAC to act as the fiscal agent for the towns who decided to participate and FLLAC would be the fiscal bundler in terms of paying the invoices. Originally the idea was that each district would have their own contract with Government Capital (finance company) but Government Capital made some changes and asked FLLAC to take on the responsibility of the contract to represent the four small districts that were having difficulty with the new terms and financing. Dr. Murphy explained that FLLAC would be signing directly with Government Capital for the financing on behalf of those towns who decided to participate in Footsteps to Brilliance. Dr. Murphy expressed concerns regarding FLLAC's assuming financial responsibility for these 5-year contracts (Government Capital, Footsteps to Brilliance, United Way and District) and decided to contact the FLLAC attorney and have her draft individual agreements for each school district and to draft a MOU for United Way's portion of the contract. Dr. Murphy asked the board to consider approval of FLLAC entering into the contracts with the individual districts, Government Capital for the financing, Footsteps to Brilliance for the software license and the United Way for the grant and to vote to have Footsteps to Brilliance be considered a Sole Source provider with Dr. Murphy as the procurement officer.

A motion was made by Mr. Pellegrino to recognize Footsteps to Brilliance as a Sole Source provider. Mr. Haddad seconded the motion. All in favor.

Mr. Haddad motioned to authorize FLLAC to act as the fiscal agent on behalf of those towns who decide to participate in the Footsteps to Brilliance financing. Ms. Calmes seconded the motion. All in favor.

Vote to approve Annual Report

Dr. Landers motioned to approve the FLLAC 2016-2017 Annual Report. Mr. Pellegrino seconded the motion. All in favor. Dr. Murphy asked that each district submit this report to their school committee.

Vote to approve New Hires-

Dr. Meyer motioned to approve the list of new hires. Dr. Landers seconded the motion. All in favor.

Discussion Items:

Budget Considerations-

- Health Insurance, 7.5 % increase
- Raise for Business Manager
- Staff Raises
- Additional space at Squannacook/Reconfigure MS
- Mental Health Case Manager Position

Dr. Marshall asked school districts to send Dr. Murphy their staff salaries and also their health contributions. Dr. Murphy said that he would be requesting salaries from area collaboratives as another comparison.

DESE Updates from Paulajo Gaines-

Ms. Gaines had no updates to discuss but commented on how well the board members worked together and accomplished so much.

VGo Robot Rental Practices-

Dr. Murphy explained that FLLAC currently has two VGo's and that both are currently being used by member school districts. Dr. Murphy informed the board that another school district has requested the use of a VGo. Dr. Murphy suggested to the board that FLLAC should either purchase another VGo or should raise the price of a VGo rental. Dr. Murphy feels this may discourage districts from holding on to the VGo rather than

buying their own. Dr. Murphy presented a new VGo Rental Agreement for the board's approval.

Ms. Calmes motioned to authorize the new VGo rental agreement to increase prices. Dr. Mazzola seconded the motion. All in favor.

Update on Mental Health Supports-

Dr. Murphy recommended that FLLAC consider entering into a cooperative purchasing agreement in which any interested district could access the INTERFACE referral service. Dr. Marshall asked that Dr. Murphy investigate the finances and to talk to those school districts currently using it and present his findings at the next board meeting. Dr. Murphy explained that the MH Study group is in the process of developing a job description for a Case Manager position.

Dr. Mazzola left the meeting at 10:11 am.

Update on Space-

Dr. Murphy informed the board that he and Mr. MacCallum recently toured the vacant Twin City Christian School and felt it had potential. The board agreed that FLLAC is not ready to issue a RFQ for a Feasibility Study of the Caldwell Alternative School. Mr. Pellegrino informed the board that Gardner is building a new Elementary School so the old school may have available space in the future.

Executive Director's Report:

Dr. Murphy read a letter recognizing Jim Jolicouer's work at FLLAC and will be presenting him with the letter and the FLLAC lamp as soon as possible.

Financial

Dr. Murphy reported that although the FLLAC programs started the year under-enrolled they will continue to hold down staffing and associated costs until referrals pick up. Ms. Burchfield provided a budget to actual report.

New Business:

None.

Adjournment:

Ms. Calmes motioned to adjourn at 10:39 am. Mr. Haddad seconded the motion. All in favor.

Respectfully submitted,

Marsha Januskiewicz

Recording Secretary