

Executive Board of Directors of the  
FLLAC Educational Collaborative  
Meeting Minutes for March 15, 2018

Voting Members Present:

Dr. Maureen Marshall (Chair)  
Ms. Loxi Jo Calmes  
Ms. Paula Deacon  
Mr. Steve Haddad  
Dr. Joan Landers  
Dr. Mary Malone  
Dr. Steven Meyer  
Mr. Mark Pellegrino  
Dr. Elizabeth Schaper

Non-Members Present:

Dr. Richard Murphy  
Ms. Terri Burchfield  
Ms. Marsha Januskiewicz

Dr. Marshall called the board meeting to order at 8:30 am.

An announcement was made that this meeting was being recorded.

Approval of Minutes:

Dr. Malone motioned to approve the minutes of February 15, 2018. Mr. Pellegrino seconded the motion. All in favor.

Discussion Items:

INTERFACE Survey Results-

Dr. Murphy explained that part of the commitment to INTERFACE will involve some community outreach on his behalf and some office staff duties. Dr. Murphy requested superintendents that have signed on with the group purchase to INTERFACE to delegate a representative and send him that name and contact information. Ms. Deacon motioned to approve Dr. Murphy to act as community liaison to INTERFACE on the behalf of those participating districts. Dr. Malone seconded the motion. All in favor.

Dr. Landers arrived at 8:37am.

Agenda was taken out of order to accommodate those who had to leave early.

Action Items:

Vote to approve the FY 2019 Budget-

Dr. Murphy discussed the Budget Assumptions document and the 2019 Budget Draft.

Dr. Murphy asked the board if they had any questions for the Budget Sub Committee.

Ms. Calmes motioned to accept the FY2019 Budget as endorsed by the FLLAC Budget Sub Committee and recommended by Dr. Murphy. Dr. Landers seconded the motion.

All in favor.

Vote to approve the FY 2019 Rate Sheet-

Ms. Calmes motioned to approve the FY 2019 Rate Sheet as endorsed by the FLLAC Budget Sub Committee and recommended by Dr. Murphy. Dr. Malone seconded the motion. All in favor.

Vote to approve the revised fiscal policies-

Dr. Murphy informed the board that there was no comments made during the 30 day public comment period regarding the tabled and revised fiscal policies. Mr. Pellegrino motioned to remove the revised fiscal policies from the table. Mr. Haddad seconded the motion. All in favor. Mr. Pellegrino motioned to accept the revised fiscal policies. Dr. Malone seconded the motion. All in favor.

Vote to approve new hires-

There were no new hires.

Return to Discussion Items:

Caldwell Elementary Middle School Classroom Costs-

Dr. Murphy informed the board that cost associated with expanding the Middle School at Caldwell Elementary would amount to approximately \$150,000.

RFP for Building for Caldwell Alternative Program-

Dr. Murphy discussed the RFP that he sent to the Executive Board. Dr. Murphy asked if the board had a preference as to a 10 year lease or to purchase property in the Leominster/Fitchburg area. The board requested that he offer both lease and purchase options to the RFP.

Board members informed Dr. Murphy that the RFP may need a licensed procurement officer for real estate procurement. The board also suggested that Dr. Murphy contact the Inspector General's office for advice concerning the rules and regulations of developing an RFP.

Dr. Schaper arrived at 8:57am.

Ms. Burchfield presented the budget to actual and informed the board that she anticipates FLLAC will close in the black.

Executive Director's Report:

Financial-

Dr. Murphy reported that referrals to the ASD/DD Program and the Caldwell Elementary Program have increased. Dr. Murphy said that the Caldwell Alternative Program is below budgeted numbers. Dr. Murphy explained that he thinks the low numbers for Caldwell Alternative is due to the poor condition of the building and its location. Dr. Marshall recommended that Dr. Murphy begin an exit interview for students and districts to discover the reasons for the low referrals. Dr. Murphy replied that he will also meet with the Advisory Board for their impressions.

Dr. Landers left the meeting at 9:11 am.

Professional Development-

Dr. Murphy informed the board that Atty. Vasudevan will be presenting the Annual Special Education Legal Update in May and that FLLAC will be holding a staff training on Universal Design for Learning with Kristan Rodriguez on April 25. Dr. Murphy also explained that there will be a joint training with CAPS regarding Trauma Sensitivity on April 6.

Ms. Burchfield reminded the board that the warrant is available for viewing.

Ms. Calmes left the meeting at 9:23 am.

The board extended thanks to Ms. Burchfield and the Budget Sub-Committee for their work and time on the budget.

New Business: None

Adjournment:

Dr. Schaper motioned to adjourn at 9:33 am. Ms. Deacon seconded the motion. All in favor.

Respectfully submitted,  
Marsha Januskiewicz  
Recording Secretary