

Executive Board of Directors of the
FLLAC Educational Collaborative
Meeting Minutes for June 7, 2018

Voting Members Present:

Dr. Maureen Marshall (Chair)
Ms. Loxi Jo Calmes
Ms. Paula Deacon
Dr. Joan Landers
Dr. Mary Malone
Dr. Gary Mazzola
Dr. Steven Meyer
Mr. Andre Ravenelle

Non-Members Present:

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

Dr. Marshall called the board meeting to order at 8:28 am.

An announcement was made that this meeting was being recorded.

Approval of Minutes:

Mr. Ravenelle motioned to approve the minutes of March 15, 2018. Ms. Deacon seconded the motion. All in favor.

Discussion Items:

INTERFACE- Dr. Murphy explained that four member districts (Lunenburg, Ayer Shirley, Leominster and NMRSD) have committed to a cooperative purchasing agreement for INTERFACE services. FLLAC will assume some community liaison responsibilities under this contract.

RFP for Building for Caldwell Alternative Program- Dr. Murphy presented a RFP seeking new space for the Caldwell Alternative Program, one is for purchase and one for lease. Dr. Murphy said he will work with the Space Committee over the summer to review proposals and would report to the Board at the next Board meeting. He

indicated that Fitchburg Public Schools would be willing to offer FLLAC a one year extension if FLLAC is unable to find suitable space.

Caldwell Alternative Survey Results- Dr. Murphy shared the results of his survey to the board. Dr. Murphy explained that regional Sp. Ed. Administrators replied that they would be more likely to refer students to Caldwell Alternative if it were in a better location, had more appropriate space and offered more internship or vocational opportunities.

Update on Space at Caldwell Elementary- Dr. Murphy informed the board that he is getting quotes to renovate the second floor of the Squannacook building to include two classrooms for students in grades 5-7, multipurpose room, time out/cool down area and offices for clinicians. Dr. Murphy anticipates the renovations to be completed by the beginning of the school year.

Dr. Gary Mazzola arrived at 8:45 am.

Play Structure for Caldwell Elementary- Dr. Murphy explained that there is not any suitable outdoor play structures at the Caldwell Elementary School site. Dr. Murphy asked the Board to consider designating funds from any surplus this year to purchase and install a modest play structure.

Need for an additional classroom in the ASD/DD Program- Dr. Murphy reported an increase in referrals of high school aged students with significant needs and proposed that FLLAC open an additional high school aged classroom. Ms. Calmes said that there may be space available in Lunenburg and that she would look into it.

Revisions to Open Meeting Laws, Remote Participation- Dr. Murphy informed the board that new revisions to the Open Meeting Law have clarified that Board members may participate and vote in Board meetings remotely if there is already a quorum physically present but may not be used to constitute a quorum.

Executive Director Evaluation- Dr. Marshall motioned to establish a subcommittee to determine Dr. Murphy's raise. Their finding will be presented and voted on at the next board meeting. Dr. Landers seconded the motion. All in favor. A committee of Dr. Gary Mazzola, Dr. Mary Malone and Mr. Steve Haddad was suggested as they were the senior board members remaining after several retirements this year.

Action Items:

Vote to approve RFP for Caldwell Alternative, Lease or Purchase- Ms. Calmes motioned to approve the RFP's seeking space for Lease or Purchase for the Caldwell Alternative School. Mr. Ravenelle seconded the motion. All in favor.

Vote to approve Executive Director as Chief Procurement Officer- Dr. Marshall motioned to approve Dr. Murphy as Chief Procurement Officer. Mr. Ravenelle seconded the motion. All in favor.

Vote to approve funds for a play structure at Caldwell Elementary- Ms. Calmes motioned to allow but not exceed \$50,000 for a play structure at Caldwell Elementary. Dr. Marshall seconded the motion. All in favor.

Vote to approve the addition of a classroom to the ASD/DD Program- Ms. Calmes motioned to authorize Dr. Murphy to look for space for an additional 18-22 yr. old classroom. Mr. Ravenelle seconded the motion. All in favor.

Vote to approve new hires- Not needed.

Executive Director's Report:

Financial- Dr. Murphy informed the board that FLLAC would finish the school year with approximately \$300,000.00 in the black. Mr. Ravenelle suggested purchasing two additional V-Go's or equivalent and new technology for the classrooms. Ms. Burchfield requested a transfer of \$150,000.00 from Payroll, Insurance and Utilities to Technology

and Equipment. Mr. Ravenelle motioned to approve the transfer of \$150,000.00 from Payroll, Insurance and Utilities to Technology and Equipment. Dr. Mazzola seconded the motion. All in favor.

Professional Development- Dr. Murphy told the board that he anticipates to offer legal trainings next year and will offer two FLLAC wide PD half days with a focus on social emotional learning and behavior management.

New Business:

Dr. Murphy informed the board that the previous auditors used by FLLAC would no longer be available. Dr. Meyer motioned to authorize the Budget Sub-Committee to secure new auditors. Ms. Calmes seconded the motion. All in favor.

Dr. Murphy read aloud a letter to Dr. Marshall from the board acknowledging her contributions to the FLLAC board and presented her with a FLLAC lamp.

Dr. Murphy reminded the board to have their school committees appoint them as representatives to the FLLAC board.

Adjournment:

Ms. Calmes motioned to adjourn at 9:28 am. Mr. Ravenelle seconded the motion. All in favor.

Respectfully submitted,
Marsha Januskiewicz
Recording Secretary