

Executive Board of Directors of the  
FLLAC Educational Collaborative  
Meeting Minutes for March 14, 2019

Voting Members Present:

Dr. Kathleen Burnham  
Ms. Paula Deacon  
Mr. Robert Jokela  
Dr. Mary Malone (Chair)  
Dr. Gary Mazzola  
Dr. Steven Meyer  
Mr. Brad Morgan  
Dr. Shelia Muir  
Dr. Joan Landers

Non-Members Present:

Dr. Richard Murphy  
Ms. Marsha Januskiewicz  
Ms. Terri Burchfield  
Ms. Colleen Dorsey  
Ms. Megan Ritter  
Ms. Kathy Lauze

Dr. Malone called the board meeting to order at 8:35 am. An announcement was made that this meeting was being recorded and that the Warrant folder was on the table and available for viewing.

Approval of Minutes:

Ms. Deacon motioned to approve the minutes of January 31, 2019. Mr. Jokela seconded the motion. All in favor. Motion was passed.

Presentation:

Presentation was made by Colleen Dorsey, ASD/DD Middle School Teacher regarding "Technology Use in the ASD/DD Classroom".

Discussion Items:

**Space Update-**

Dr. Murphy informed the board that the building he had been pursuing at 370 Lunenburg Street has been sold to another buyer. Dr. Murphy stated that a few other

possible sites are the Notre Dame School and Leominster Plastics Museum. Ms. Deacon told the board that her district was closing their Leominster Center for Excellence and that space would be available. Mr. Jokela informed Dr. Murphy that several buildings in his district would be available in the next 2-5 years. Dr. Murphy said that he would look into viewing the Leominster Center for Excellence before considering the services of a real estate agent.

### **Cooperation with Districts regarding English Learners-**

Dr. Murphy notified the board that requirements regarding compliance with EL standards would be increasing. Dr. Murphy explained that currently at least one other collaborative had hired an ESL/SEI Coordinator. Dr. Murphy questioned the board if it would be advantageous to partner with CAPS and develop a shared position to meet the new requirements. The board suggested Dr. Murphy investigate this position and possibly share this service with member districts.

### **Branding Update-**

Dr. Murphy presented possible logos, new names and new mission/vision statements that a committee of FLLAC employees developed with a local artist/designer. Dr. Murphy is not asking for action at this time but has asked the Branding Committee to attend the May board meeting to present their end result and the process they used to arrive at the recommended logo/name, mission and vision statements.

### Action Items:

#### **Budget-**

Dr. Murphy asked the board to vote to approve the FY 2020 Budget as recommended by the Budget Committee. Dr. Mazzola motioned to accept the FY 2020 Budget as recommended by the Budget Committee. Mr. Morgan seconded the motion. All in favor. Motion was passed.

### **In Lieu of Post-Employment Benefits/457 Plan-**

Dr. Murphy recommended the board vote to adopt a 457 based matching contribution and include \$64,000 in the 2020 budget to fund contributions. Dr. Murphy explained that the board will vote to fund contributions to this plan based on the performance of the collaborative. Dr. Meyer motioned to approve the In Lieu of Post-Employment Benefit/457 Plan as recommended by Dr. Murphy. Mr. Morgan seconded the motion. All in favor. Motion was passed.

### **Car Service Policy-**

Dr. Murphy asked the board for their impressions regarding a policy for students who request a taxi/car service when they are sent home sick or at the end of the day. The board asked that Dr. Murphy explore other possibilities or vendors. Dr. Murphy requested that Ms. Deacon send him the Leominster policy regarding car service.

### **Additions to Fiscal Policies-**

Dr. Murphy explained that in response to the auditor's recommendation and at DESE's request to formulate two additional practices to be included in the FLLAC "Fiscal Policies". 1) use of an official stamp with a box marked "approved" and indicating the date on the stamp for each transaction that is approved by the Business Manager for payment or deposit. 2) the Executive Director will meet monthly with the Business Manager to review the balance sheet accounts and subsidiary ledgers, address any discrepancies and review financial statements and supporting schedules. Dr. Murphy recommended that the board vote to accept these recommendations as additions to the Fiscal Policies.

Dr. Meyer motioned to accept the additions to the Fiscal Policies as recommended by Dr. Murphy. Ms. Deacon seconded the motion. All in favor. Motion was passed.

### **Vote to approve stipend for CE 45-Day Coordinator-**

Dr. Murphy recommended a \$150/month stipend to be paid to the Caldwell Elementary 45 Day Coordinator, retroactive to January, for additional responsibilities. Dr. Murphy

does not anticipate this stipend next year since the extended evaluations will be handled by the new Transition Specialist position proposed in the 2020 budget. Dr. Meyer motioned to approve the stipend as recommended by Dr. Murphy. Ms. Deacon seconded the motion. All in favor. Motion was passed.

Vote to approve new hires-

Dr. Murphy asked the board to approve the following new hires: S. Coito and E. Baron. Dr. Meyer motioned to approve the new hires. Ms. Deacon seconded the motion. All in favor. Motion was passed.

#### Executive Director's Report:

##### **Financial-**

Dr. Murphy reported that FLLAC will finish in the black.

##### **PD-**

Dr. Murphy informed the board of the SPED Legal training on May 17, 2019. Dr. Murphy praised the "No Such Thing as a Bad Kid" training by C. Appelstein for the FLLAC all staff training in March.

#### New Business:

Dr. Murphy offered a presentation by Greg Moore of Edgenuity to present their newest products. Dr. Murphy asked that if anyone was interested to please contact him. Dr. Murphy asked if member districts would still like FLLAC to offer the Paraprofessional Test. The board said that they do want this service to continue.

#### Adjournment:

Ms. Deacon motioned to adjourn at 10:06 am. Dr. Meyer seconded the motion. All in favor.

Respectfully submitted,  
Marsha Januskiewicz  
Recording Secretary