

Executive Board of Directors of the
FLLAC Educational Collaborative
Meeting Minutes for May 30, 2019

Voting Members Present:

Dr. Kathleen Burnham
Ms. Paula Deacon
Dr. Joan Landers
Dr. Mary Malone (Chair)
Dr. Gary Mazzola
Dr. Steven Meyer
Mr. Brad Morgan
Dr. Sheila Muir
Mr. Mark Pellegrino

Non-Members Present:

Dr. Richard Murphy
Ms. Marsha Januskiewicz
Ms. Terri Burchfield
Mr. Steve Celona
Ms. Colleen Dorsey
Ms. Tamar Russell Brown

Dr. Malone called the board meeting to order at 8:33 am. An announcement was made that this meeting was being recorded and the warrant was available for viewing.

Approval of Minutes:

Dr. Mazzola motioned to approve the minutes of April 11, 2019. Mr. Pellegrino seconded the motion. Dr. Landers abstained. Motion was passed.

Discussion Items:

Presentation from the Branding Committee

Tamar Russell Brown of Sitka Creations led the branding committee and presented the process that the group followed to produce the final product. Dr. Murphy explained that a vote is not necessary at this time but wanted to keep the board informed of the result. Mr. Morgan arrived at 8:40am.

Space Update

Dr. Murphy explained that the lease for the 98 Adams Street was currently being reviewed by the FLLAC attorney. Dr. Murphy listed some one time additional expenses needed for fencing, paving, plumbing, etc. totaling approximately \$35,000.

Dr. Murphy informed the board of additional moves including two high school classrooms at North Middlesex RSD, two ASD/DD elementary classrooms moving from Page Hilltop to Lura A. White of the Ayer Shirley RSD and the ASD/DD office moving from Clinton to the Central Office in Shirley.

Half Time Computer Science Teacher

Dr. Murphy explained that Leominster Public Schools has proposed that FLLAC purchase a half time computer science teacher from them to teach FLLAC and Leominster students. Dr. Murphy also said that Leominster would agree to make other vocational classes available to FLLAC students. Dr. Murphy supports this idea as a good opportunity and suggested using fund balance to pay for the computer science position.

Mr. Pellegrino motioned to approve the hiring of a half time computer science teacher from Leominster Public Schools. Dr. Landers seconded the motion. Motion was passed. Dr. Meyer asked that data be kept to reflect actual usage of vocational classes taken by FLLAC students. This motion was amended by Ms. Deacon to approve the hiring of a half time computer science teacher from Leominster Public Schools as a one year pilot and to keep data reflecting the usage of vocational classes by FLLAC students. Dr. Landers seconded the motion. All in favor. Motion was passed.

Action Items:

Vote to Approve Amended FY2019 Budget-

Dr. Murphy recommended that the board approve a line item transfer of \$100,000 from the Insurance line item, of which \$90,000 will be transferred to Payroll and \$10,000 will be transferred to Retirement. Dr. Murphy explained that the reason for the transfer is due to additional staffing needs incurred in the ASD/DD and Caldwell Elementary Programs. Dr. Meyer motioned to approve a line item transfer of \$100,000 from the

Insurance line item, of which \$90,000 will be transferred to Payroll and \$10,000 will be transferred to Retirement. Ms. Deacon seconded the motion. All in favor. Motion was passed.

Vote on 98 Adams Street (LCE) Lease-

Dr. Murphy recommended that the board approve the lease for 98 Adams Street, upon approval by the FLLAC attorney, to house the Caldwell Alternative Program. Mr. Pellegrino motioned to approve the lease for 98 Adams Street, upon approval by the FLLAC attorney, to house the Caldwell Alternative Program. Dr. Landers seconded the motion. The motion was amended by Mr. Pellegrino to allow Dr. Malone and Dr. Murphy to sign the lease for 98 Adams Street, upon approval by the FLLAC attorney, to house the Caldwell Alternative Program. Dr. Landers seconded the motion. All in favor. The motion was passed.

Vote to Appoint Auditor

Dr. Murphy informed the board that he received two responses from the RFP for auditing services. Dr. Mazzola motioned to hire Dube & Hazelwood for SY 2018-2019 and SY 2019-2020. Ms. Deacon seconded the motion. All in favor. The motion was passed.

Ms. Deacon left the meeting at 9:30am.

Vote to Appoint Treasurer

Dr. Murphy explained that he advertised the Treasurer position in School Spring and received several responses. Dr. Mazzola motioned to keep Mr. Ingano as Treasurer until more complete interviews are held and voted on in August. Dr. Burnham seconded the motion. All in favor. Motion was passed.

Vote to Approve 2019-2020 Board Meeting Calendar

Dr. Mazzola informed the board that the Ashburnham Westminster RSD will have a parent representative to the board next school year. After some discussion Dr. Mazzola

motioned to change the Board Meeting calendar's first meeting date of August 15 to August 22 and to approve the remainder of the calendar dates. Mr. Pellegrino seconded the motion. All in favor. Motion was passed.

Vote to Appoint New Officer and Committee Members

Mr. Pellegrino motioned to appoint the following board members to the following committees: Budget- Dr. Landers, Space- Dr. Burnham, Warrant- Dr. Landers. Dr. Mazzola seconded the motion. All in favor. Motion was passed.

Mr. Pellegrino motioned to appoint Ms. Deacon to Vice-Chairperson with her approval. Dr. Meyer seconded the motion. All in favor. Motion was passed.

Vote to Approve New Room Rental Rates

Dr. Murphy explained that the North Middlesex School Committee has asked for an increase in the rate that we pay with promise of a longer lease. Dr. Murphy reported that based on his survey of other collaboratives that FLLAC is on the lower end of rates and that there would be less disruption to staff and students with longer leases.

Dr. Murphy recommends that the board vote to approve a higher rate/room for annual classroom rentals and to approve a higher rate/room that would be based on length of district commitment. Mr. Pellegrino motioned to increase rental rates to \$10,000 with a 3 year lease and grandfather one year agreements for districts currently hosting FLLAC classrooms. Dr. Mazzola seconded the motion. Dr. Malone asked for a Roll Call: Dr. Burnham- Yes, Dr. Landers- Yes, Dr. Malone- Abstained, Dr. Mazzola- Yes, Dr. Meyer- Abstained, Mr. Morgan- Abstained, Dr. Muir- Yes, Mr. Pellegrino- Yes, Motion was passed.

Vote to Approve Bringing a Capital Fund Plan to SC's for Approval

Dr. Murphy reminded members that at the last board meeting the board suggested FLLAC create a Capital Fund together with a Capital Plan specifying what funds from the Capital Fund will be used for. Dr. Murphy recommended a capital fund that specifies that 75% of any surplus funds, as identified in the annual audit (and exceeding the 25% of operating expenses allowed by law), be deposited in the capital fund and

that the capital plan specify that funds from the capital fund be designated for the purchase of a new building to house FLLAC's two public day programs (Caldwell Alternative and Caldwell Elementary), the FLLAC Administrative Offices and a FLLAC Professional Development Space. Dr. Murphy also suggested that funds from the Capital Fund be used to purchase passenger and wheelchair vans on a yearly, rotating basis following the schedule in the Capital Plan. Dr. Murphy stated that he understands since it is difficult to estimate how much money would be deposited in the Capital Fund every year that he suggested the Board put a cap on the total amount of the fund at \$3,000,000 and look at depositing funds over a six year period, assuming that FLLAC will have some surplus every year in the years going forward.

After some discussion, the board agreed that the Capital Plan needs to be more detailed in order to present to their School Committees. Mr. Pellegrino motioned to table this vote until FLLAC presents a revised Capital Plan. Dr. Meyer seconded the motion. All in favor. The motion was passed.

Recognition of Retiring/Departing Board Members

Dr. Murphy and the board recognized Dr. Mazzola on his retirement and outstanding service to the FLLAC Board.

Mr. Morgan left the meeting at 10:37 am.

Executive Director's Report:

Dr. Murphy recognized FLLAC staff Sarah Doyle on being the recipient of the Massachusetts State Universities Alumni Recognition Award for her commitment and dedication to education.

Dr. Murphy recognized retiring FLLAC staff Mr. Hart, Mrs. Turk and Mr. Richard for exceptional performance of their job.

Dr. Murphy reported finishing in the black by \$700,000. Dr. Murphy explained that the increased revenues are due mainly to CE and ASD/DD programs being well over budgeted numbers of student and higher than usual non-member district tuition differentials.

New Business:

Dr. Malone requested Dr. Murphy's evaluation and a replacement of Dr. Mazzola as the chair of this evaluation committee be completed over the summer recess and presented at the next FLLAC board meeting.

Adjournment:

Dr. Muir motioned to adjourn at 10:42 am. Mr. Pellegrino seconded the motion. All in favor. Motion was passed.

Respectfully submitted,
Marsha Januskiewicz
Recording Secretary