

Executive Board of Directors of the
FLLAC Educational Collaborative
Meeting Minutes for August 22, 2019

Voting Members Present:

Dr. Kathleen Burnham
Ms. Paula Deacon
Ms. Ellen Holmes
Dr. Mary Malone (Chair)
Dr. Steven Meyer
Mr. Brad Morgan

Non-Members Present:

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

Dr. Murphy gave the Board members a tour of the new Caldwell Alternative School space.

Dr. Malone called the board meeting to order at 8:56 am.

An announcement was made that this meeting was being recorded.

Dr. Malone asked for a roll call at 8:57 am before heading into Executive Session regarding the evaluation of Dr. Murphy: Dr. Burnham- Present, Ms. Deacon- Present, Ms. Holmes- Present, Dr. Malone (Chair)-Present, Dr. Meyer- Present, and Mr. Morgan- Present.

Dr. Malone continued the regular board meeting at 9:01 am.

Dr. Malone asked that Dr. Meyer explain the process that the evaluation team used to conduct Dr. Murphy's evaluation. Dr. Meyer explained that he distributed a google survey to the board and reported the results as Exemplary and Sufficient in regards to Dr. Murphy's performance. The Board agreed to offer a contract with a 3.5% merit increase in addition to the contractual increase of 1.5%, totaling 5%, prorated to July 2019.

Approval of Minutes:

Ms. Holmes motioned to approve the minutes of May 30, 2019. Ms. Deacon seconded the motion. All in favor. Motion was passed.

Discussion Items:

Space Update, Moves

Dr. Murphy updated the board with all of the recent moves this summer. They included: three ASDDD classrooms, 2 from Page-Hilltop in Ayer to Lura White in Shirley and 1 from Ayer-Shirley High to North Middlesex High. An additional ASDDD classroom was added at NMRHS. The ASDDD Office from Clinton moved to the Central Office in Shirley. The Caldwell Alternative Program moved from 44 Wanoosnoc Road in Fitchburg to 98 Adams Street in Leominster.

Update on Public Records Request

Dr. Murphy explained that if anyone receives a public records request regarding FLLAC that it should be referred to the Public Records Officer of the Collaborative, in FLLAC's case that would be the Executive Director.

Discussion of Additional Space at 98 Adams Street

Dr. Murphy explained that additional space was available at the new site of Caldwell Alternative for a reasonable fee. Dr. Murphy suggested that this space can be used for partnerships with other districts or future expansions. Dr. Meyer motioned to allow Dr. Murphy to enter into a lease agreement for the additional space at 98 Adams Street in Leominster for a fee of approximately \$2,000/monthly. Ms. Deacon seconded the motion. All in favor. The motion was passed.

FLLAC Branding

Dr. Murphy reviewed the work done by the staff branding team but has recommended that the board wait to consider if/when FLLAC will proceed with this endeavor after the new Executive Director has been hired.

Action Items:

Vote to Appoint Treasurer

Dr. Meyer motioned to appoint Mr. Ingano as the FLLAC Treasurer for SY 2019-2020. Ms. Holmes seconded the motion. All in favor. Motion was passed.

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

Dr. Meyer motioned to approve the Capital Fund and Plan and asked that Dr. Murphy and Ms. Burchfield attend the school committee meetings to explain collaborative finances and the need for a capital fund. Ms. Deacon seconded the motion. All in favor. Motion was passed.

Vote to Purchase Three Vans from Surplus Funds

Dr. Meyer motioned to approve the purchase of three vans from the surplus fund. Ms. Deacon seconded the motion. All in favor. Motion was passed.

Vote to Approve new hires

Dr. Meyer motioned to approve the new hires. Mr. Morgan seconded the motion. All in favor. Motion was passed.

Executive Director's Report:

Census and Financial Outlook

Dr. Murphy reported that while Caldwell Alternative is currently under enrolled that he does anticipate more referrals based on the new location of the program. Dr. Murphy informed the board that FLLAC will be planning an Open House in the near future. Dr. Murphy told the board that FLLAC did well financially last year and is expected to finish approximately \$800,000 in the black.

Executive Director's Retirement

Dr. Murphy announced to the board that he will be retiring on December 31, 2019. Dr. Murphy read a letter thanking the board and the FLLAC staff for the pleasure of working

with them the past 20 years. Dr. Murphy offered his help with the transition to a new Executive Director.

Executive Director Search Committee

The board decided to wait until the September 12th meeting to organize a search committee for a new Executive Director.

New Business:

Announcement was made saying that Warrants are available for review.

Adjournment:

Dr. Meyer motioned to adjourn at 9:30 am. Ms. Deacon seconded the motion. All in favor. Motion was passed.

Respectfully submitted,

Marsha Januskiewicz

Recording Secretary