

Executive Board of Directors of the
FLLAC Educational Collaborative
Meeting Minutes for September 24, 2019

Voting Members Present:

Ms. Paula Deacon
Ms. Ellen Holmes
Mr. Robert Jokela
Dr. Joan Landers
Dr. Mary Malone (Chair)
Dr. Steven Meyer
Mr. Brad Morgan
Dr. Sheila Muir
Dr. Elizabeth Schaper

Non-Members Present:

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

Dr. Malone called the board meeting to order at 8:31 am.

An announcement was made that this meeting was being recorded.

Approval of Minutes:

Ms. Holmes motioned to approve the minutes of August 22, 2019. Dr. Meyer seconded the motion. Dr. Muir, Dr. Schaper and Dr. Landers abstained. Motion was passed.

Discussion Items:

Space Update

Dr. Murphy reported that all of the programs began the school year without any major issues. Dr. Murphy informed the board that there will be an Open House for the Caldwell Alternative program on October 10th at 3pm-6pm.

Mr. Morgan arrived at 8:36am.

Discussion of Additional Space at CA

Dr. Murphy reminded the board that at the August board meeting they voted for the additional space at 98 Adams Street and asked that they think about ideas as what to do with the space. Dr. Murphy recommended professional development opportunities, credit recovery and virtual learning.

Discussion of School Committee Presentations on Capital Fund

Dr. Murphy asked that the board members let him know if they want him to present an overview of the Capital Plan and Fund for their school committee. Dr. Meyer asked Dr. Murphy to create a handout for the school committees explaining the Capital Plan and Fund and if they need more information than Dr. Murphy should be scheduled to attend. Dr. Murphy reminded the board that 2/3 approval from the district school committees is needed to approve the plan.

Executive Director Job Description

Dr. Murphy asked the board to review the job description for his position. The board made a few suggestions and asked him to revise and post it as soon as possible on School Spring.

Action Items:

Vote to appoint Executive Director Search Committee

The board outlined a series of events to occur in order to secure potential candidates for the role of Executive Director. Outline:

- 9-27 Post job description on School Spring, alert MOEC, MASS, MASC, etc.
- 10-22 Executive Board meet to select candidates from School Spring applicants. Those candidates will be interviewed on 10-31 by Interview Committee. Interview committee consist of: 4 Board members, 3 FLLAC Staff (1 Admin, 2 staff), 1 Parent, 1 SPED Director
- 10-31 Interview committee will meet (8am-3pm) to interview candidates selected by board from 10-22-2019 meeting. They will recommend finalists. Reference checks, on site visits may occur.

11-15 Board will interview finalists (8:30 am) selected by the Interview committee and vote for potential Executive Director.

Vote to approve new hires

Ms. Holmes motioned to approve the new hires. Dr. Meyer seconded the motion. Dr. Schaper abstained. 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 also reported that the ASD/DD program is above budgeted projections and the Caldwell Elementary Program is just below budgeted projections.

New Business:

Announcement was made reminding the board that the warrant folder was available for review.

Adjournment:

Dr. Meyer motioned to adjourn at 9:53 am. Dr. Schaper seconded the motion. All in favor. Motion was passed.

Respectfully submitted,
Marsha Januskiewicz
Recording Secretary