

Executive Board of Directors of the  
FLLAC Educational Collaborative  
Meeting Minutes for December 12, 2019

Voting Members Present:

Dr. Kathleen Burnham  
Ms. Ellen Holmes  
Mr. Robert Jokela  
Dr. Mary Malone (Chair)  
Dr. Steven Meyer  
Dr. Sheila Muir

Non-Members Present:

Dr. Richard Murphy  
Ms. Marsha Januskiewicz  
Ms. Terri Burchfield  
Mr. John Demanche  
Mr. David Dube

Dr. Malone called the board meeting to order at 8:39 am.

An announcement was made that this meeting was being recorded.

Approval of Minutes:

Ms. Holmes motioned to approve the minutes of September 24, 2019. Dr. Meyer seconded the motion. Motion was passed.

Ms. Holmes motioned to approve the minutes of October 22, 2019. Mr. Jokela seconded the motion. Motion was passed.

Ms. Holmes motioned to approve the minutes of November 15, 2019. Dr. Meyer seconded the motion. Motion was passed.

Discussion Items:

Introductions were made around the table as the board welcomed Mr. John Demanche to FLLAC as the new Executive Director. Dr. Malone thanked the board for participating in the hiring process.

Action Items:

**Vote to Accept Audit**

Mr. Dube, of Dube & Hazelwood Accounting Firm, presented the results of the audit.

Mr. Dube explained that the audit was conducted in a different layout in order to be in

accordance with MA DESE. Mr. Dube informed the board that the audit identified \$933,855 in excess cumulative surplus.

Ms. Holmes motioned to accept the Audit Report for FY2019. Dr. Meyer seconded the motion. All in favor.

**Vote to Designate Surplus Funds to FY2020 Budget to cover increased expenses:**

Dr. Murphy reminded the board that last spring they had approved \$185,000 to be used to support the move to Adams Street. Dr. Murphy also reminded the board that at the August meeting the board voted to designate funds from any surplus to the Collaborative Fund Balance to cover non-budgeted expenses relative to the additional costs associated with:

- \$44,000 increase in classroom expenses
- \$50,000 to pay for a half time science teacher for Leominster in exchange for access to Leominster Center for Technical Education classes for FLLAC students.
- \$23,988 for additional space at 98 Adams Street. Lease was voted on at the September 24, 2019 meeting.

Ms. Holmes motioned to designate all requested funds identified above (\$117,988) from Surplus Funds to the FY2020 budget. Dr. Meyer seconded the motion. All in favor.

**Vote to Designate 75% of Remaining Surplus Funds to Capital Fund**

Dr. Murphy informed the board that based on the draft audit report figures the remaining “surplus funds” are \$630,867. Ms. Holmes motioned to designate \$473,150 to the newly established Capital Fund. Dr. Muir seconded the motion. All in favor.

**Vote to Return 25% of Remaining Surplus Funds to Districts**

Ms. Holmes motioned to designate the remaining surplus, not to exceed \$157,739, to the districts as a check or credit. Dr. Muir seconded the motion. All in favor.

### **Vote to Approve Annual Report**

Dr. Murphy thanked his staff for their work on the Annual Report. Dr. Meyer motioned to approve the Annual Report SY 2018-2019. Ms. Holmes seconded the motion. All in favor.

### **Vote to approve new hires**

Ms. Holmes motioned to approve the new hires. Dr. Meyer seconded the motion. Motion was passed.

### Executive Director's Report:

#### **Census and Financial Outlook**

Dr. Murphy explained that the Caldwell Elementary and the ASD/DD Program enrollments are higher than budgeted. The Caldwell Alternative remains under-enrolled. Dr. Murphy expects the Collaborative to finish in the black.

### New Business:

Dr. Murphy will be introducing Mr. Demanche to the MOEC organization at the upcoming MOEC meeting. Dr. Murphy said several MOEC members have offered mentorship advice. The board also suggested a new superintendent induction program. The board thanked Dr. Murphy for his years of commitment and excellent service to the FLLAC Collaborative. Dr. Murphy was given a gift basket from the board. Announcement was made reminding the board that the warrant folder was available for review.

### Adjournment:

Dr. Meyer motioned to adjourn at 9:28 am. Mr. Jokela seconded the motion. All in favor. Motion was passed.

Respectfully submitted,  
Marsha Januskiewicz  
Recording Secretary