

Executive Board of Directors of the
FLLAC Educational Collaborative
Meeting Minutes for March 4, 2020

Voting Members Present:

Ms. Paula Deacon

Ms. Ellen Holmes

Mr. Robert Jokela

Dr. Joan Landers

Dr. Mary Malone (Chair)

Dr. Steven Meyer

Non-Members Present:

Mr. John Demanche

Ms. Marsha Januskiewicz

Ms. Terri Burchfield

Dr. Malone called the board meeting to order at 8:30 am.

An announcement was made that this meeting was being recorded.

A roll call was requested.

Approval of Minutes:

Ms. Holmes motioned to approve the minutes of December 12, 2019. Ms. Deacon seconded the motion. Dr. Landers abstained. Motion was passed.

Discussion Items:

Baseline of FLLAC

- Policy Procedure Manual/Job Descriptions- Mr. Demanche explained that he is working to define and streamline the Policy and Procedure Manual and job descriptions.
- Program Description: New Programs- Mr. Demanche explained that he is working to re-label and define programs. Mr. Demanche asked Dr. Wilkins to review the SEL curriculum as a fundamental platform for our SEL population. Mr. Demanche is also developing "Learning for Life" (18-22: ASD) and "Prep Program" (16-22).

- Lower Level Adams Street- Mr. Demanche explained that he has created multi-purposes for the lower level of the Adams Street location. Mr. Demanche proposed that it will become the new site for the Para Pro testing, “Prep Program” (16-22) and Vocational potential for students/service district needs.
- Staff Training- Mr. Demanche explained that he is developing a RBT (Registered Behavior Technician) course to be offered to FLLAC staff. Having services provided by RBT certified staff would improve consistency as well as be potentially reimbursable to the districts through Medicaid in the future.
- Para Pro Center- Mr. Demanche reported that the Para Pro testing service will be relocated to the Adams Street location.
- Transitional Process- Mr. Demanche explained that some students from the EDBD are in the process of transitioning to the Caldwell program as a component to the transition back to the least restrictive sites.
- Restraint Data- After reviewing the restraint data, Mr. Demanche reported a decreasing trend since retraining and feels hopeful that this will continue with BCBA support.
- Technology Assessment- Mr. Demanche explained that Trailside Communication is in the process of assessing the technological infrastructure of the collaborative.

Programmatic Needs- Staffing

Mr. Demanche determined that after his evaluations a number of positions are needed:

- BCBA and a Speech Language Pathologist is needed for the ASD/DD program.
- A school Psychologist (full time) is needed for the Extended Day program.
- A SAC Counselor (.4) and a SLP (3-5 day) is needed for the EDBD program.
- A Shop teacher and a SAC Counselor (.6) is needed for the Caldwell Alternative program.

Space Allocation- Leased sites

Mr. Demanche explained that the Clinton site is currently used for storage and MCAS

testing but he has determined that FLLAC will no longer need it due to the additional space at the Adams Street facility.

Action Items:

Vote to approve and adopt corporate resolutions put forth in the FSA/HRA plan, board chairperson signature required.

Dr. Meyer motioned to approve and adopt corporate resolutions put forth in the FSA/HRA plan. Ms. Holmes seconded the motion. All in favor.

Vote to accept the executive director's recommendation to rebrand, DBA "Keystone Educational Collaborative".

Mr. Demanche presented his new mission and vision statements.

Ms. Holmes motioned to accept the director's recommendation to rebrand, DBA "Keystone Educational Collaborative". Ms. Deacon seconded the motion. All in favor.

Vote to accept the executive director's recommendation to proceed with redesign of website and related documents.

Mr. Demanche explained that he is working with a web site developer to make the website easier to navigate and more user friendly.

Ms. Holmes motioned to accept the director's recommendation to proceed with redesign of the website and related documents. Dr. Meyer seconded the motion. All in favor.

Vote to approve projected hires:

Second Program Supervisor for ASD/DD program

School Psychologist

Dr. Meyer motioned to approve the projected hiring of a second program supervisor for the ASD/DD program this budget year and of a school psychologist pending approval by the budget committee for next year. Ms. Deacon seconded the motion. All in favor.

Vote to approve new hires:

Amy Foley, BCBA

Sarah Farrell, Teacher

Nicole Maldonado, TA

Ms. Deacon motioned to approve the new hires. Dr. Landers seconded the motion. Motion was passed.

Ms. Deacon left the meeting at 9:20 am.

Executive Director's Report:

Census and Financial Outlook

Mr. Demanche reported that FLLAC programs continue to be above the projected census. Mr. Demanche referenced the Budget Assumptions document, as written by Ms. Burchfield.

DESE Approval of Audit

Mr. Demanche presented the letter from DESE stating approval of the FY19 Annual Report.

Richard Murphy's Retirement Party and Gift

Mr. Demanche informed the board that in honor of Dr. Murphy's dedicated service to FLLAC he was awarded a FLLAC commemorative lamp at his successful retirement party.

Announcement was made reminding the board that the warrant folder and the Budget to Actual was available for review.

New Business:

Footsteps2Brilliance-

Mr. Demanche asked those involved to sign off on a release form allowing him to evaluate data from Footsteps2Brilliance. Mr. Demanche also handed out a document explaining an upcoming writing challenge presented by Footsteps2Brilliance.

Mr. Demanche explained that he will be reviewing the Boardmaker licenses and making recommendations. Dr. Landers suggested a future agenda item in regards to "Interface".

Adjournment:

Ms. Holmes motioned to adjourn at 9:37 am. Mr. Jokela seconded the motion. All in favor. Motion was passed.

Respectfully submitted,
Marsha Januskiewicz
Recording Secretary