

Executive Board of Directors of the  
FLLAC Educational Collaborative  
Meeting Minutes for April 30, 2020, 8:30am

ZOOM meeting link here:

<https://zoom.us/j/546152479?pwd=Y3AxUmdrMnlicEdOeDRZOVVzTIFrZz09>

Voting Members Present:

Ms. Ellen Holmes

Dr. Steven Meyers

Mr. Mark Pellegrino

Dr. Kathleen Burnham

Dr. Brad Morgan

Dr. Joan Landers

Dr. Mary Malone (Chair)

Mr. Robert Jokela

Dr. Shelia Muir

Non-Members Present:

Mr. John Demanche

Ms. Marsha Januskiewicz

Ms. Terri Burchfield

Dr. Malone called the board meeting to order at 8:40 am.

An announcement was made that this meeting was being recorded.

A roll call was requested.

Approval of Minutes:

Dr. Meyer motioned to approve the minutes of March 4, 2020. Ms. Holmes seconded the motion. All in favor. Motion was passed.

Discussion Items:

**Status Update-**

- Policy Procedure Manual - Mr. Demanche explained that he continues to work on defining and streamlining 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.
- Remote Learning- Mr. Demanche informed the board that he and his program supervisors are in constant communication with families. They are continuing to fine tune the learning process to be successful for students and parents.
- Interface- Mr. Demanche explained that the Interface contract is being renewed in June. He clarified that after several additional districts recently joined the group the price was re-negotiated to approximately \$10,750 per year, resulting in a savings.
- ESY- Mr. Demanche wants to ensure equity issues with leased space if districts close and only open for the Fall but collaborative may want to open earlier.
- Cooperative Purchase- Mr. Demanche has begun to research programs (IXL, Teach Town, and Boardmaker) that could benefit districts if collaboratively purchased and made more cost effective by the creation of universal acct emails.

### **Contract Services**

- BCBA- Mr. Demanche has 2 BCBA's secured with one to start in May and the other to start in the Fall. He explained that a RBT course is being designed and initial program reviews are being performed for social emotional programs in districts. Mr. Demanche is anticipating there to be four BCBA's at different tiers of support and that they will be available to contract and support districts.
- PT/PTA- Mr. Demanche suggested hiring a doctorate in Physical Therapy. This person would consult with districts and supervise contracted services. They will be able to perform medical necessity documentation for equipment, will provide districts the opportunity to train staff in MOVES curriculum and will also develop and oversee an Adaptive Equipment Clinic. The collaborative would lease a universal space for all unused equipment to be certified, cataloged and available to all members to borrow from.
- SEL- The collaborative has been working to make a smoother transition for students from their present class to future class within the collaborative or back to public school.

Action Items:

**Vote to approve the revised Agreement- 1<sup>st</sup> Reading-**

Dr. Muir motioned to approve the revised Agreement on its first reading. Ms. Landers seconded the motion. All in favor. Motion was passed.

Mr. Pellegrino motioned to delay the June 4<sup>th</sup> meeting a few weeks in order to allow time for superintendents to meet with their school committee and receive approval for the revised Agreement. Ms. Landers seconded the motion. All in favor. Motion was passed.

**Vote to hire a Lead PT-**

Ms. Holmes motioned to hire a lead PT. Mr. Pellegrino seconded the motion. All in favor. Motion was passed.

**Vote to approve Adaptive Equipment clinic, PT consultant, MOVES Trainer-**

Mr. Pellegrino motioned to approve the creation of an Adaptive Equipment Clinic, PT consultant and MOVES trainer. Ms. Holmes seconded the motion. All in favor. Motion was passed.

**Vote to approve leased space for adaptive equipment stockpile-**

Mr. Pellegrino motioned to approve securing space for the adaptive equipment stockpile. Dr. Muir seconded the motion. All in favor. Motion was passed.

**Vote to approve the proposed budget as recommended by the Budget Subcommittee-**

The sub-committee met on the proposed budget and agreed to support the budget to the board. Mr. Pellegrino motioned to approve the proposed budget as recommended by the Budget Subcommittee. Ms. Landers seconded the motion. All in favor. Motion was passed.

**Vote to approve new hires-**

- **Michelle Twiss- BCBA, start in May**
- **Kathryn Barry- BCBA, start in the Fall**

- **PT**

Mr. Pellegrino motioned to approve the two new BCBA hires. Ms. Holmes seconded the motion. All in favor. Motion was passed.

Executive Director's Report:

**Census and Financial Outlook-**

Mr. Demanche reported that the programs continue to be above census with an average of 4 students that are referred per month for review.

New Business:

None

Adjournment:

Ms. Holmes motioned to adjourn at 9:45 am. Dr. Landers seconded the motion. All in favor. Motion was passed.

Respectfully submitted,  
Marsha Januskiewicz  
Recording Secretary