

Executive Board of Directors of the
FLLAC Educational Collaborative
Meeting Minutes for August 13, 2020, 8:30am

ZOOM meeting link:

<https://zoom.us/j/95559546879?pwd=Y2xTN2dOQmFQc2tiRzNaakJWVFo1QT09>

Voting Members Present:

Ms. Ellen Holmes

Dr. Steven Meyers

Dr. Kathleen Burnham

Ms. Joan Landers

Dr. Mary Malone (Chair)

Mr. Brad Morgan

Non-Members Present:

Mr. John Demanche

Ms. Marsha Januskiewicz

Ms. Terri Burchfield

Dr. Malone called the board meeting to order at 8:45 am.

An announcement was made that this meeting was being recorded.

Roll Call: Ms. Ellen Holmes, Dr. Steven Meyers, Dr. Kathleen Burnham, Ms. Joan Landers, Dr. Mary Malone (Chair), Mr. Brad Morgan.

Approval of Minutes:

Ms. Holmes motioned to approve the minutes of June 18, 2020. Mr. Morgan seconded the motion. All were in favor by a roll call vote. Ms. Holmes-Yes, Dr. Meyers- Yes, Dr. Burnham- Yes, Ms. Landers- Yes, Dr. Malone-Yes, Mr. Morgan- Yes. Motion was passed.

In order to accommodate members who need to leave early **Action** items will be addressed first.

Action Items:

Budget Amendment- Mr. Demanche informed the board that collaboratives do not qualify for any of the emergency funds for technology needs, PPE or environmental

modification as it relates to COVID. Therefore, he is asking for a surcharge of \$225 per student for COVID related expenses. Mr. Demanche explained that this Budget amendment is being presented today and voted on at the next board meeting on September 10, 2020.

Day Rate- Mr. Demanche explained that the Day Rate has been altered to reflect the 175 day programming. Dr. Meyer motioned to accept the revised Day Rate as presented. Ms. Holmes seconded the motion. Roll Call: Ms. Holmes-Yes, Dr. Meyers-Yes, Dr. Burnham-Yes, Ms. Landers-Yes, Dr. Malone-Yes, Mr. Morgan-Yes. All in favor. Motion was passed.

Fund Line- Mr. Demanche informed the board that an individual has expressed a desire to offer a donation to the collaborative. Mr. Demanche suggested that a restricted line be created in the budget for donations made toward a specific “student based need”. Dr. Meyer motioned to create a reserve fund for student donations offered from the public. Ms. Landers seconded the motion. Roll Call: Ms. Holmes-Yes, Dr. Meyers-Yes, Dr. Burnham-Yes, Ms. Landers-Yes, Dr. Malone-Yes, Mr. Morgan-Yes. All in favor. Motion was passed.

Reopening Plan- Mr. Demanche recommended that the Reopening Plan be approved by the board with an in person instruction and a 175 day calendar. Mr. Morgan motioned to approve the Reopening Plan as presented. Dr. Meyer seconded the motion. Roll Call: Ms. Holmes-Yes, Dr. Meyers-Yes, Dr. Burnham-Yes, Ms. Landers-Yes, Dr. Malone-Yes, Mr. Morgan-Yes. All in favor. Motion was passed.

New Business- Mr. Demanche requested removing the authorization of Dr. Murphy to sign contracts/service agreements and replace it with the names of Ms. Terri Burchfield or Mr. John Demanche. Dr. Meyer motioned to allow Ms. Burchfield and Mr. Demanche the authorization to sign contracts/service agreements and to remove the name of Dr. Murphy. Dr. Burnham seconded the motion. Roll Call: Ms. Holmes-Yes, Dr. Meyers-Yes, Dr. Burnham-Yes, Ms. Landers-Yes, Dr. Malone-Yes, Mr. Morgan-Yes. All in favor. Motion was passed.

Dr. Malone left the meeting at 8:59. Mr. Demanche continued the meeting with his Discussion items.

Status Update:

Census- Mr. Demanche reported that currently the collaborative is below projected census for the start of the year but have a referral list of students in the process of review.

Collaborative Agreement- Mr. Demanche told the board that the Department of Elementary and Secondary Education approved the collaborative name change and agreement amendment in July.

Form 1/3- Mr. Demanche informed the board that the Department of Elementary and Secondary Education approved the program description and name change, location change to 98 Adams Street and license of new PREP Program. Mr. Demanche will inform Special Education directors that the status of the KEY program is listed as a Public Day and not a Sub separate.

Website- Mr. Demanche reported that the website is complete and has seen an increase in the number of visits to the new site. Mr. Demanche explained that personnel are working on Citrix to create a secure portal for the delivery of encrypted documents.

Branding: Program Clarity- Mr. Demanche stated that three different brochures have been developed. He explained that the brochures help to define the programs and will be available to special education offices.

Program Renovations- Mr. Demanche informed the board that renovations are 90% complete and under budget from the proposed cost.

Space Agreement- Mr. Demanche explained that space agreements for the year has been issued and that he is still waiting for 66% of those agreements to be returned back to the Collaborative. Mr. Demanche acknowledges the difficulties with limited space due to COVID but he explained that moving our classrooms result in significant

paperwork with DESE Form 1 requirements. Mr. Demanche stated that he is reaching out to other member district schools and St. Bernard's HS to secure classroom space.

Keystone Reopening Draft- Mr. Demanche submitted a Keystone Reopening Draft and proposal of a 175 day in person instruction for the boards review and approval.

Contract Services- Mr. Demanche has developed a cost effective way to support members in supplying their districts student needs in the form of: PTA services with DPT oversight, Clinic Service for adaptive equipment, COTA services with OT oversight, AAC evaluations offered from Keystone SLP, BCBA consult, CPI training, Nursing staff.

Mr. Demanche informed the members of Delta T/PHRS who connects professionals with clients. They are cost effective, supply Teacher/Para in shortages, employee base vs per diem. They are currently working on jurisdiction, governance and federal mandates law.

Cooperative Purchasing:

Interface- Mr. Demanche explained that two additional districts have joined and informed the board that the final quarter showed an increase in usage during the initial pandemic.

Edgenuity- Mr. Demanche informed the board that he was able to reduce instructional service rate to \$250 per semester from last year's \$275 rate.

Footsteps 2 Brilliance- Mr. Demanche reported that he has not received any communication from Footsteps 2 Brilliance.

TeachTown- Mr. Demanche explained that an ABA platform purchase has been modified to meet district needs and will no longer require a minimum or max purchase for price break. Current cost effective for all districts at \$239 per license. Mr. Demanche stated that other platforms are being reviewed.

Discussion:

ESY- Mr. Demanche thanked all members with assisting and allowing the collaborative to use the leased space for the 3 weeks of in person learning. This resulted in gathering data on face to face instruction and an idea of future PPE expenses.

Leased Space- Mr. Demanche reported that Winchendon has space for Clinic Storage of Adaptive Equipment and classrooms. St. Bernard HS has two classrooms available.

RBT Course- Mr. Demanche informed the board that 80% have completed the first round of the RBT course and 6 have already taken the national exam and passed.

HUB Virtual Learning - Mr. Demanche stated that he is exploring the idea of daycare space for Keystone staff. Keystone staff would supervise the children with their virtual learning thus enabling their parents to work.

Adjournment:

Dr. Meyer motioned to adjourn at 9:18am. Ms. Landers seconded the motion.

Roll Call: Ms. Holmes-Yes, Dr. Meyers-Yes, Dr. Burnham-Yes, Ms. Landers-Yes, Mr. Morgan-Yes. All in favor. Motion was passed.

Respectfully submitted,
Marsha Januskiewicz
Recording Secretary