

## **Central Massachusetts Special Education Collaborative**

January 22, 2014

8:30 AM Administration Office

### Board Members Present:

Dr. Melinda Boone

Dr. Barbara Malkas

### Others in attendance:

Ms. Mary A. Baker, Executive Director

Ms. Erin McNamara, Director of Finance

Mr. Neil Trahan, Director of Curriculum, Data, and Technology

Ms. Nancy Company-Legal Council-Murphy, Lemire, & Murphy PC

Meeting began at 9:20 AM

Reviewed and discussed items on agenda:

1. Motion to enter in to Executive Session according to M.G.L. Ch 30A, Section 21, Subsection 6, for the purpose of considering the purchase, exchange, lease or value of real property/approved
  - Motion to adjourn from Executive Session at 9:40 AM/no votes taken
2. Move to #8 on the agenda: Retiree Health Insurance
  - A review of current retiree health care contributions took place pursuant to the Affordable Care Act
  - All retirees will be sent a letter that states “based on the Affordable Care Act we are reviewing retiree benefits”
3. Review December 19, 2013 meeting minutes
  - Motion to accept minutes/approved
4. Executive Director Report
  - Quarterly Update
    - A consistent format will be created
    - Only necessary to report on census in 1<sup>st</sup> quarter
    - Continue to report general financial updates including status of expenses being on track relative to end of year budget
  - FY15 Program Planning
    - Monthly meetings are scheduled with Special Ed. Directors from member districts; Kay Seale from Worcester attended the first meeting
    - Full time School Psychologist is in the proposed budget for FY15
    - February 11, 2014 scheduled roundtable with Program Directors and invited special education directors from Worcester County
  - MOEC Updates

- Meeting with regional collaborative directors and superintendents and/or board members had been rescheduled to January 31, 2014
- Capital Plan
  - CMSEC would like to develop an account to include monies for facility and assessment needs
  - Motion to allocate funds for the completion of a Capital Plan, not to exceed \$35,000/approved
- Outreach
  - Discussions with Holy Cross College for future event partnering
  - Meeting held with West Boylston Police Chief and Sargent to review logged calls from 100 Hartwell St. activity
- Correspondence
  - The MA Union for Human Service Workers & Educators (SEIU) has asked CMSEC for employee information; names, program employed, and program addresses have been sent to the contact

#### 5. Technology and Curriculum Update

- Internet Safety Policy needed for E-Rate compliance
- Dr. Malkas suggests that this policy is supplemented with the Acceptable User Policy
- Motion to accept the Internet Safety Policy as it has been presented/approved

#### 6. Personnel Update

- Hire of 1:1 for student transferred to RGA from BASICS for the remainder of the school year
  - Request to transfer \$12,000 from benefits to wage and salary/approved
- Hire of 1 teacher to open an additional classroom at CMA/pending DESE approval to increase program size (no vote taken, money available from IA position open since August)

#### 7. Director of Finance Report

- Year to Date Budget presented
- Warrant Report: FY14 – no discussion
- FY15 Preliminary Budget
  - \$800,000 increase to budget
    - No change in OOD tuitions, however estimated revenue projections has increased based on enrollment of 26
    - Addition of positions: School Psychologist, BCBA, 2 Teachers, clinician and 2 instructional aides
    - 2% increase at top tier of salary scales
    - Approximately 50% increase in unemployment rates
    - 2.2% increase in health insurance
- FICA Refunds
  - Motion to make payments to employees, for the FICA refunds for 2009-2012, from the proceeds already received from the IRS/approved

8. Member Requests/New Business

- None

9. Board Meeting Dates

- No changes; next meeting scheduled for Wednesday, February 12, 2014 at 8:30am
- Motion to adjourn at 11:22 AM

Minutes submitted by Jo Ann M. Sivazlian, Office Manager