

## **Central MA Special Education Collaborative**

March 11, 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 & Operations

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

Meeting began at 9:00 AM

Reviewed and discussed items on agenda:

1. Review January 22, 2014 meeting minutes
  - Motion to accept minutes/approved
2. Executive Director Report
  - Mid-year Overview
    - Monthly meetings with special education directors from member districts
    - Outreach to Worcester county special education directors. Roundtable held to discuss district needs, challenges and future services (i.e. school phobia/refusal; co-morbid and/or severe autism)
    - Working with Program Directors and WPS Special Ed. Dept. identifying challenges and creating consistent practices and procedures
  - FY15 Program Planning
    - Working with Marco Rodrigues, Brian Allen and Kay Seale on future programming and staff changes
  - Building Committee Update
    - NESDEC performed site visits; structure/programming
    - Currently considering lease or lease to purchase plan
    - Facility considerations include; proximity to Worcester, access routes, build-out costs, parking, price, ESE requirements, handicap accessibility
3. Curriculum, Data and Technology Update
  - SIS Update
    - Decision by SIS Committee to purchase IPASS

- Technology Infrastructure Update
  - Network redesign in progress
    - New IP scheme
    - Four servers being deployed
    - Increasing Internet bandwidth (e-rate)
    - 3 Computer labs reconfigured/setup (HLC, CMA and WDS)
    - Nooks
- Data
  - Educator Evaluation (ongoing training)
    - SMART Goals Training
    - Teacher 21
    - Side-by-side walkthroughs
    - Review of Teachpoint reports
- Curriculum Initiatives
  - Edgenuity
  - MAP (pilot next year)
  - Follet e-books
  - Invisions Math
- Introduction of new CMSEC website

#### 4. Personnel Update

- Resignation of Erin McNamara, Director of Curriculum, Data & Technology
  - Proceed with posting open position

#### 5. Director of Finance Report

- Year to Date Budget
  - Reimbursements paid out from Social Security to staff
  - Dr. Boone requested a full reporting of the process of recouping the funds and how they were distributed
- Warrant Report: FY 14
- FY15 Budget includes the following updates:
  - Revised FTE count
  - New positions
  - Incorporation of BASICS students
  - Salary and wage increases 2%
  - Health insurance increase 2.2%
  - Property Rental
  - Site assessments
  - Capital Reserve Fund
  - Transportation; lease/gas
  - Technology; consultants, licensing, hardware
- RFP posted with April 2, 2014 for one year lease of property

6. Member Requests / New Business

- Mary Baker will investigate the regulations relative to collaborative fundraising and/or borrowing funds for the purpose of purchasing property
- Motion to adjourn at 10:55 AM

Minutes submitted by Jo Ann M. Sivazlian, Office Manager