

Central Massachusetts Special Education Collaborative

April 9, 2014

8:30 AM Administration Office

Board Members Present:

Dr. Melinda Boone

Dr. Barbara Malkas

Others in attendance:

Ms. Mary A. Baker, Executive Director

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

Meeting began at 8:55 AM

Reviewed and discussed items on agenda:

1. Review March 11, 2014 meeting minutes
 - Motion to accept minutes/approved
2. Executive Director Report
 - Quarterly Update
 - Reports will be forwarded to board members prior to Spring break
 - Building Committee Update
 - Obtained new attorney through Murphy, Hesse, Toomey, & Lehan
 - RFP went out on April 2, 2014 with a May 2, 2014 deadline for lease proposals
 - Meeting with Edgar Luna, Business Development Manager. The city would like to help to keep CMSEC in the community; spent time visiting 100 Hartwell Street location
 - Awaiting final report from NESEC
 - Visited South Shore Collaborative's new facility
 - Procurement Award (voting item)
 - Lease proposal for one year lease with extension of one year.
 - Legal counsel advised addition of Section 19A-termination for convenience
 - Motion to award the lease proposal contingent upon the addition of Article 19A-termination for convenience/approved
3. Personnel Update
 - Collaborative Treasurer
 - Letter of resignation received from Joseph Piniarski, Treasurer, effective June 30, 2014
 - Position will be posted on School Spring once job description is reviewed

- The Executive Director can make a recommendation to the board for an appointment of a new treasurer
 - Director of Finance and Operations
 - 30 resumes received, narrowed to 6 who met minimum requirements
 - Interview process has begun
 - Ann Mahan, Director of Finance and Technology, AVC, is assisting in the business office in the interim
4. Director of Finance Report
- Year to Date Budget presented
 - Warrant Report: FY14 – no discussion
 - Dick Swanson, Marcum Accountants (formerly of Braver Accountants & Advisors) will return and complete another audit covering the period up to March 31, 2014.
5. Curriculum, Data, & Technology
- CMSEC's new web site has gone live
 - Request by Dr. Boone to add her position as Board Chairperson to the website
 - Follett Shelf added for staff
 - iPass training initiated
 - DESE trainings completed
6. Program Updates
- BASICS program will be given a new name
 - Planning meeting took place with Program Director, Jacqui Lake, Kay Seale, and Kathy Baris
 - All new staff will be hired and trained
 - Preliminary letter will go out to parents from Program Director
 - Meet/greet will take place for the families of the students
7. Member Requests/New Business
- Reviewed SAFIS-fingerprinting for staff hired for the FY'14 school year

Motion to adjourn at 10:25AM

Minutes submitted by Jo Ann M. Sivazlian, Office Manager