

## **Central Massachusetts Special Education Collaborative**

May 14, 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. Beverly Tefft, Director of Finance

Meeting called to order at 8:55 AM

Reviewed and discussed items on agenda:

### **1. Review April 9, 2014 meeting minutes**

- Motion to accept minutes/approved

### **2. Executive Director Report**

- Staffing/program updates
  - elimination of position of Director at WDS
  - follow up meetings with administrative staff collaborative-wide regarding impact of position elimination and reconfiguration
  - review of alternative school program evaluation
  - preparation for WDS reconfiguration will include meetings with key WPS stakeholders
  - new, anticipated position of WDS clinician to function as liason to the courts
  - program takeover of BASICS from BCI includes renaming the program THRIVE - concerns of the program takeover are being addressed with all stakeholders to create action plan and minimize interruption to students/families
  - meet/greet planned for THRIVE families and staff
  - “anticipated FY15 openings” have been posted on SchoolSpring pending final budget approvals
  - upcoming program graduations
    - RGA-June 4, 2014
    - CMA-May 29, 2014

- ongoing meetings with Kay Seale regarding HLC assessment center
  - summer program staffing being planned
- Building committee update
  - first meeting held on Thursday, May 8  
committee members: Mary Baker, Beverly Tefft, Neil Trahan, Ann Ortiz, Jessica Pitsillides-CMSEC, Anne Mahan-AVC, Marco Rodrigues-WPS, Kathy Baris-Webster
  - review of 2 proposals
    - committee rejected both
  - report of new RFP to the central register on May 21, Worcester Telegram ad scheduled for May 18 and May 25
  - next committee meeting July 7. Dr. Boone recommended discussions of capital plan be addressed at this meeting.
- Procurement award
  - motion to accept the lease proposal for 100 Hartwell Street for August 1, 2014 to July 31, 2015/approved
  - all CMSEC leases expire July 2015
- Collaborative Treasurer
  - recommendation for Board approval to appoint the position of CMSEC Treasurer to Joseph Miechelbeck
    - Board requests a meeting with Mr. Miechelbeck to be scheduled for the June meeting and a review of contract language prior to the meeting
- Data walls
  - posted in all programs
- District Improvement Plan
  - 3 strategic objectives have been drafted-a reminder from the board that the language of the objectives needs to be appropriate for parents and students understanding

### 3. Personnel Update

- Director of Finance and Operations-appointment and introduction

### 4. Director of Finance Report

- Year to date budget-presented for review
- Warrant report: FY14-presented for review
- Audit-completed by Marcum Associates/cash, payroll reconciled with no findings

5. Member Requests / New Business

- Discussion included PARCC vs. MCAS to be included in June meeting

6. Next Meeting

- June 11, 2014 at 8:30 AM

Motion to adjourn at 10:30AM

Minutes submitted by Jo Ann M. Sivazlian, Office Manager