

Central Massachusetts Special Education Collaborative

July 10, 2013

9:00 AM Administration Office

Board Members Present:

Dr. Melinda Boone

Dr. Barbara Malkas

Others in attendance:

Ms. Joan Dio, Executive Director

Ms. Erin McNamara, Director of Finance, CMSEC

Meeting began at 9:20 AM

Reviewed and discussed items on agenda:

1. Review of June 12 meeting minutes
 - Motion to accept minutes/ approved
2. Director of Finance Report- Erin McNamara
 - Ms. McNamara reviewed the end of year budget that includes most expenses and estimated encumbrances but still expects a surplus of \$188,000
 - Review of quotes on new computer and phone system; overall costs of a new computer system is being quoted around \$85,000, Ms. McNamara is still waiting for quotes for a virtual system that has been proposed by Carousel Industries however the annual fee for this system is \$48,000. The addition of a phone system to the 100 Hartwell St. location will run approximately \$53,000 plus the cost of cabling at \$65,000. Discussion included the concern about adding infrastructure in a building with a lease ending in 2015. Dr. Boone suggested Ms. McNamara confer with Mr. Bob Walton, Information Technology Officer for Worcester Public Schools regarding both the new computer and phone systems
 - The board approved a motion to move to the Board review of Treasurer, Mr. Joseph Piniarski and then return to the Director of Finance Report. The Board was introduced to Mr. Piniarski who reviewed his history with CMSEC, its processes, and systems. Mr. Piniarski requested that the Board furnish him with the following:
 - i. Minutes of Board meetings
 - ii. Copies of quarterly reports
 - iii. Annual meetings with internal auditors
 - The Board requested an annual meeting with Mr. Piniarski around budget development
 - Motion to appoint Mr. Piniarski to continue as Treasurer for CMSEC for another year/ approved
 - Motion to return to Director of Finance report/ approved

- Review of the first reading of CMSEC “Financial Policies”: the following items were put forth for review/re-write
 - i. Pg. 2 review of term “arms-length”
 - ii. Clarification on the amount of time staff/student records are held
 - iii. Clarification on page 2 “Collaborative/Collaborative
 - iv. Check of footnotes
 - v. Reference Mr. Piniarski’s role within certain policy surrounding internal controls
 - vi. Pg 2 section B change of term “Collaborative” Documents to “Financial” Documents

3. Executive Director’s Report

- The Board reviewed the Quarterly Report and asked that a general statement regarding inclusion of all related services (OT, PT, Speech), are included in tuition and should be notated as such on the Tuition Rates Schedule
- Ms. Dio updated the Board on all summer school programs relaying some bus issues but overall consistent attendance

4. Member Requests/New Business

- Dr. Boone expressed concern regarding the application for Collaborative Board Members through the DESE which she felt relayed a “come one, come all” type of process rather than a recommendation from or through school superintendents. Dr. Boone told the Board she will be reaching out to Commissioner Mitchell Chester, at the DESE, to share her general concern about the process.
- Dr. Malkas, after discussion with Ms. Kathy Baris, Director of Special Ed., Webster, asked that the Board consider putting together a Special Ed. Advisory Group that can meet on occasion to discuss program improvements, enrollment projections, referral processes, program needs, etc. The Board will reach out to the Special Ed. Directors in order to create quarterly meeting times.
- Dr. Boone extended her thanks to Ms. Dio, Ms. McNamara, and Dr. Rosen, Director of Clinical Services, for hosting the second interview process for the Executive Director candidates. The Board reported the following:
 - One candidate withdrew his application
 - Focus Group feedback was excellent
 - Presentations clarified the need to re-open the search
 - Dr. Boone will make personal contact with the remaining candidate, who did not withdraw

5. Motion to re-open the search for a new CMSEC Executive Director and a re-post of the position/approved

- New time line
 - a. Post Sunday, July 14, 2013
 - b. Deadline Friday, August 2, 2013

- c. Review of applications by the committee on
Tuesday, August 6, 2013 at 9:00 AM
6. Motion to enter into Executive Session according to M.G.L. 30A,
§21(a)(3) for contract negotiations regarding the Executive Director and to
consider legal advice at 10:50 AM
7. Motion to return to public session at 11:08 AM.
 - Pursuant to action taken in Executive Session, it was
moved to extend the current contract with benefits for
Joan Dio, Executive Director, through September 30,
2013. / approved
 - Pursuant to action taken in Executive Session, it was
moved to approve the recommended salary increase of
4% for the Director of Finance based upon her
performance review effective September 1, 2013. /
approved
8. Motion to adjourn at 11:12 AM

Minutes submitted by Jo Ann M. Sivazlian, Office Manager