

## **Central Massachusetts Special Education Collaborative**

September 11, 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

Meeting began at 9:15 AM

Reviewed and discussed items on agenda:

1. Review of August 30 meeting minutes
  - Motion to accept minutes/ approved
2. Director of Finance Report
  - Identified funds from the Health Insurance account for FY'13 was used to renovate facilities purchase curriculum and instructional materials and upgrade technology.
  - Updates on summer projects included the following:
    1. 11 McKeon Rd.-carpet, tile, painting
    2. 100 Hartwell St.-tiling, painting refresh
    3. addition of 84 lockers at 15 Harlow St., Central MA Academy
    4. computer lab set-up with new computers, tables and chairs for Hartwell Learning Center
    5. lap top carts for the high schools
    6. 60 new desk top computers
    7. 30 new lap top computers
    8. NOOKS for the Woodward Day Schools
    9. new staff and student furniture as needed
    10. Central MA Academy computer lab update
    11. new curriculum as needed
    12. Edgenuity Software for CMA, WDS's
  - Finalized computer project with CELT Technologies to update current infrastructure; to be completed by December
  - Completing negotiations for 2 new 12 passenger vans to be leased for the Robert Goddard Academy VOKE program to work sites
  - CMSEC is considering the use of a "tax advocate" to assist in the retirement buyback process with the IRS. This came as a suggestion from our liaison at Social Security.
  - The warrant for FY '14 shows additional renovation costs for the removal of carpet at 100 Hartwell Street

- Invoices/tuition agreements for OOD students will be mailed by week ending 9/13/13
3. Executive Director Report
    - Staff Development, including breakfast for all employees, was held on Monday, August 26 at St. Bernard's Church. Schools opened without issue and with a full staff (1 opening for an IA remains at HLC)
    - Ms. Dio requested the acceptance of a donation from Harvard Pilgrim Health Care in the amount of \$4,000 to purchase IPADS for the teaching staff
      - a. Motion to accept the donation of \$4,000/approved
    - Dr. Boone requested information on the status of the open position of Curriculum Coordinator/the pool did not include the appropriate candidate and will be held open until a new Executive Director is on board.
    - Dr. Boone asked if the State Commissioner had appointed anyone to the Board Mrs. Dio expected an update will be given at the upcoming MOEC meeting September 23.
  4. Motion to enter into Executive Session according to M.G.L. 30A, §21(a)(3) for contract negotiations regarding the Executive Director 10:00AM
  5. Motion to return to public session at 10:10AM
    - Let the record show that no votes occurred during this session.
    - Pending successful contract negotiations; the position of Executive Director of the CMSEC will be offered to Ms. Mary Baker
    - Candidates will be contacted by the end of the day by Dr. Boone; the Board will make an announcement to the CMSEC staff once the candidate accepts the position
  6. New member business/requests
    - None
    - Motion to adjourn at 10:20AM

Minutes submitted by Jo Ann M. Sivazlian, Office Manager