

Central Massachusetts Special Education Collaborative

November 6, 2013

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

Meeting began at 8:45 AM

Reviewed and discussed items on agenda:

1. Review of October 18 meeting minutes
 - Motion to accept minutes/ approved
2. Ann Ortiz-Director of Central MA Academy
 - Program review
 - 76 students 2 Teams high school/middle school 2 ALP classrooms 1 teacher, 1 IA per classroom
 - MCAS recovery room
 - MCAS results-8 English re-tests
 - Staff attends daily morning meetings
 - Use of technology strong mimio's, new computer lab, use of NOOKS
 - Program community service with St. Bernards Church currently working on painting bathrooms, re-finish of gym floor, help in food pantry, staff also looking for additional community service through a local restaurant and barbershop
3. Executive Director Report
 - Entry Plan Status
 - Visiting schools 2 mornings per week-having a presence in each building and speaking with staff and students
 - 1 x 1 meetings with Directors, Assistant Directors complete
 - Continuing with information gathering and meeting w/ Directors twice per month
 - Meeting with landlords scheduled to discuss building issues
 - Meetings scheduled with West Boylston Police and Fire Departments
 - Collaborative Agreement
 - Only 2 Collaborative Agreements have been approved

- CMSEC draft edited and re-sent/if returned again a summary will be sent to Dr. Boone and Dr. Malkas
 - MOEC updates
 - Attended sub committee meeting w/ CELT
 - Did not attend general assembly meeting
 - Grants
 - 274-PBIS training and resources for staff/plan to be fully in to PBIS by FY'15
4. Personnel Update
- Neil Trahan, Director of Curriculum, Data, and Technology, will honor contract with Oxford Public Schools, tentative start date: January 27, 2014
 - Trainings scheduled
 - School Spring account opened
 - 2 IA positions filled (1 termination, 1 resignation)
5. Director of Finance Report
- Year to Date Budget
 - 27 OOD students
 - Total non-member tuition \$604,414
 - Request for the Establishment of Special Revenue Funds
 - Item #2 should reflect private grants
 - Health Insurance Pre-Renewal Meeting
 - Meeting with Bay State Benefits, broker identified possible increase of up to 11%
 - FY'13 Audit
 - Draft to be emailed to the Board members
 - Braver will scan and email special revenues
6. Member Requests / New Business
- None
7. Epi Pen Administration
- Forms signed by Board Chair
8. Motion to adjourn at 9:25AM

Minutes submitted by Jo Ann M. Sivazlian, Office Manager