

Central Massachusetts Special Education Collaborative

December 19, 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

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

Meeting began at 9:00 AM

Reviewed and discussed items on agenda:

1. Review of November 6, 2013 meeting minutes
 - Motion to accept minutes/ approved
2. Neil Trahan, Director of Curriculum, Data, & Technology
 - Introduction & Presentation
 - Professional background information given; last day in Oxford Public Schools January 24, 2014 and will start full time at CMSEC on Monday, January 27, 2014
 - Dr. Boone offered assistance from David Purda, Chief Research and Analytic Officer for WPS and Bob Walton, Technology Director, WPS
 - Dr. Malkas reported that Webster has outsourced technology but she is interested in the capabilities of Edwin Analytic and would like research information shared with the Board
 - An Internet Safety Policy will be written and given to the Board for approval
 - Webinars are planned for staff in February for training on the interpretation of the MAP testing
 - There will be an update to the job description for the Technology Coordinator
 - All staff emails are being transferred to gmail, Box.com has been added a cloud based storage solution
3. Executive Director Report
 - Collaborative Agreement Update
 - A meeting was held at CMSEC with Jay Sullivan and Chris Lynch, from the DESE, to review and give guidance as to how the agreement could appropriately reflect CMSEC financial practices
 - Annual Report

- Motion to approve the annual report for the 2012-2013 school year for CMSEC/approved
- Budget Planning
 - A meeting is scheduled with Brian Allen (WPS) and Ted Avlas (Webster Public Schools) regarding FY15 budget planning
- MOEC Updates
 - Meetings with area collaborative directors and superintendents postponed due to snow

4. Personnel Update

- 3 new IA's, 1 new teacher-all replacements due to resignations
- .2 School Psychologist posted to start as contractual service in the HLC Assessment Center

5. Director of Finance Report

- Year to Date Budget
 - 29 OOD students with additional referrals
 - Total non-member tuition \$610,362.20
- FY13 Audit
 - Draft reviewed
 - Motion to accept audit report as presented/approved
 - Motion for a .2 FTE psychologist to be funded by existing funds/approved
- CMSEC received notification that the IRS has agreed to reimburse \$394,000; 2 appeals for 2009 are still pending
- Health Insurance second Pre-Renewal Meeting
 - CMSEC will remain with TUFTS with an approximate 7.5% increase
- Building Committee Plan
 - Contacted NESDEC for needs assessment for facilities
 - A facilities committee will organized at the start of 2014
 - Representatives from member districts will be invited to be a part of the committee
- Technology Update
 - Hold put on new cabling until 2/1/14 with CELT
 - Changes in technology set to begin on 2/3/14
- FY15 Budget
 - To be presented at the January Board meeting

6. Member Requests / New Business

- Rescheduling of January Board meeting to Wednesday, January 22, 2014
- Review of meetings with the CMSEC Program Directors and Special Education Director's Kay Seale (WPS) and Kathy Baris, (Webster Public Schools)
- A meeting will be planned to meet with Margaret Murphy (WPS) and Kay Seale to review the student referral processes

- Review of building needs/repairs with the Foster Company will be set up
7. Motion to adjourn at 10:20AM to move to Executive Session according to M.G.L. Ch 30A, Section 21, Subsection 2, for the purpose of conducting strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with non union personnel.
 - Motion to adjourn from Executive Session at 10:38AM

Minutes submitted by Jo Ann M. Sivazlian, Office Manager