

Central Massachusetts Special Education Collaborative

February 12, 2013

9:00 AM Administration Office

Board Members:

Present: Ms. Joan Dio

Dr. Melinda Boone

Dr. Barbara Malkas

Meeting began at 9:30 AM

Reviewed and discussed items on agenda:

1. Minutes December 21, 2012 meeting
 - Motion to accept meeting minutes
 - approved
2. Director of Finance Report- Erin McNamara, Director of Finance
 - Review Statement of Fund Balance Activity to receive and file-discussion followed on figuring out how many OOD students are needed to keep funding at a comfortable level
 - Recommendation by Dr. Boone to start looking at property rentals for the leases coming up for renewal in 2015
 - % increase in tuition discussed but not decided
 - Discussion included the purchase or lease of a vehicle to transport students from life skills program to jobs in the community, a realigned pay scale for all staff, and professional development as a condition of employment
 - Dr. Boone requested a strong comparison chart of actual dollars of salaries and how the salary increase has changed year to year and what the savings would be once the new salary chart is implemented
 - Dr. Malkas requested a report for an overall review of the budget document to be written up in layman's terms
3. Executive Director's Report
 - Follow-up regarding paperwork for the employee buyback program relative to the employees social security which is due back to the Director of Finance by January 17
 - Submitted quarterly update
 - Gave board a copy of the draft of the collaborative agreement
4. Member Requests/New Business
 - None

Motion to adjourn at 10:25 AM

Minutes submitted by Jo Ann Sivazlian, Office Manager