

Central Massachusetts Special Education Collaborative

June 12, 2013

8:30 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 9:10 AM

Reviewed and discussed items on agenda:

1. Director of Finance Report- Erin McNamara
 - Ms. McNamara requested authorization to transfer available surplus funds from the fiscal year 2013 employee benefits account to the expense account for the update of technology, capital equipment, instructional equipment, and curriculum for approximately \$300,000
 - Curriculum will be reviewed by Ms. Dio before purchase
 - Elementary school desks will be acquired through Webster Public Schools surplus
 - After discussion the motion to authorize the transfer of funds was approved
 - Ms. McNamara requested the Board authorize the use of surplus funds in fiscal year 2013 in the amount of \$564,745.92 for the purpose of paying for the creditable service buybacks of active employees to the MSBR and the MTRS.
 - Motion to transfer funds approved
 - Going forward, as part of the Finance Report, Ms. McNamara will give board members a copy of the CMSEC "Transactions by Account" for review
2. Review of April 16 and May 8 meeting minutes
 - Motion to accept minutes approved
3. Executive Director's Report
 - Board members were given a copy of a job description created for CMSEC Treasurer Mr. Joseph Piniarski
 - Dr. Boone requested the addition of a general statement from Mr. Piniarski that the warrents/expenses have been reviewed and his attendance at an annual board meeting
 - An evaluation tool for Mr. Piniarski will be brought to the Board at the July 10, 2013 meeting which Mr. Piniarski will be asked to attend

4. No new business or member requests
5. Motion to enter into Executive Session according to M.G.L. 30A, §21(a)(3) to consider legal advice at 9:50 AM
6. Motion to return to public session at 10:15 AM
7. Motion to adjourn at 10:15 AM

Minutes submitted by Jo Ann M. Sivazlian, Office Manager