

## Central Massachusetts Special Education Collaborative

September 12, 2012

8:30 AM Administration Office

Board Members:

Present: Ms. Joan Dio

Dr. Melinda Boone

Dr. Barbara Malkas

Meeting began at 9:00 AM

Reviewed and discussed items on agenda:

1. Minutes August 9 meeting (voting item)
  - Motion to accept meeting minutes
  - Motion passed
2. Financial report given by Erin McNamara-Director of Finance
  - The Board was presented with a the CMSEC profit/loss statement
  - Director of Finance presented the Board with information on the Procurement/Credit Card (P-Card) System (voting item)
    - Motion to begin credit application process through Bank of America
    - Motion passed
3. Executive Directors Report
  - Review of start of school year professional development for staff
  - List of 23 new hires presented to the Board (voting item)
    - Motion to accept list of new hires for the '12'13 school year
    - Motion passed
  - Program Approvals were presented to be signed by Dr. Boone, Board Chair
  - Discussion on Ch. 43 updates  
The Board requested updates on the progress of the changes in response to the audit findings and a draft of the 1<sup>st</sup> quarterly report to review before school committee meetings.
4. Member Requests
  - Review of site improvements for all locations to prepare for lease renewals in 2015
  - The Board would like to establish meeting times to include CFO's and Special Ed. Directors

Meeting adjourned at 9:50 AM

Minutes submitted by Jo Ann Sivazlian, Office Manager