

Central Massachusetts Special Education Collaborative

November 21, 2011

10:00 AM Administration Office

Board Members:

Present: Mrs. Joan Dio

Dr. Marco Rodrigues

Dr. Bonnie Bisbicos

Meeting began at 10:00 AM

Reviewed and discussed items on agenda:

1. Minutes of last meeting Aug. 4, 2011
 - Minutes accepted/approved
2. Designation of Board Chair
 - Marco Rodrigues appointed Board Chair for 2011-2012
3. Program Updates
 - Census handed out and each program was reviewed for capacity
 - WDS is at approximately 60% capacity all other programs are at 90-100%
 - Review of new program-CMP
 - More controls will be put in place due to students/staffs inability to control behaviors
 - Mike Kelly will be temporarily moved from WDS Satellite to CMP to offer additional support to staff and students
 - Review of results of inspection of program by West Boylston Fire Department
4. MA Treasurer's Audit Update
 - 3 issues outlined by audit team
 - Internal controls-processes need to be in writing
 - Budgeting process-need a formula for tuition in writing
 - Social Security vs. State retirement from changes in 1985-all employees should have been moved in to the state retirement program
 - Final report will be issued by the end of December 2011
5. Initiate Health Insurance Negotiations
 - Approval to move forward with Baystate Benefits for Health/Dental insurance renewal effective February 2012
6. Legislative/DESE Oversight
 - Reviewed summary of Gov. Patrick's HD4098 An Act Relative to Strengthening Oversight of Education Collaboratives
7. Business Office Update
 - Emma Kapurch has officially retired as Business Office Manager

- Ad placed with the DESE and the Worcester Telegram (Nov. 6, 2011)
 - New title-Director of Finance and Operations
 - Top 5 resumes will be reviewed by the Board
8. Schedule of 2011-2012 Board Meetings
- All meetings will be held at 10:00 AM on the following dates: Jan. 9, March 12, April 9, June 11, 2012
9. Member Requests/New Business
- The CMSEC School Brochure will be rewritten to include CMP and the Assessment Center at HLC
 - No additional requests

Meeting adjourned at 10:55 AM

Minutes submitted by Office Manager, Jo Ann Sivazlian