

Central Massachusetts Special Education Collaborative

July 10, 2014

8:30 AM Administration Office

Board Members Present:

Dr. Melinda Boone

Dr. Barbara Malkas

Others in attendance:

Ms. Mary A. Baker, Executive Director

Ms. Beverly Tefft, Director of Finance and Operations

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

Meeting began at 8:50 AM

Reviewed and discussed items on agenda:

1. Change to agenda format
 - a. Jessica Pitsillides will present Ed Eval
 - b. MOEC updates will be given before Neil Trahan presents technology review
2. Review of June 11, 2014 meeting minutes
 - a. Motion to accept minutes
 - i. Requested revision of the sentence about the “interview” with the treasurer to “conversation” with the treasurer
3. Review of June 30 meeting minutes
 - a. Motion to accept minutes/approved
4. Collaborative Treasurer
 - a. Board chair request to have a copy of the contract of newly appointed treasurer, Mr. Joseph Meichelbeck, emailed to her
 - b. Mr. Meichelbeck will certify the FY 15 budget with a cover letter upon his return from vacation
5. Executive Director Report
 - a. Woodward Day School reconfiguration
 - i. 1 staff retired, 2 staff not rehired
 - ii. Subject replacement-Science, STEM (new), Foreign Language (new)
 1. Neil will contact Kate Berti, Webster, regarding STEM resources and curriculum

- iii. Review of draft proposal for WDS reconfiguration. Discussion regarding ramification relative to timeliness of assessment center at one of the sites.
 - 1. Motion #1-to table all aspects of the Woodward Day School reconfiguration, including the Assessment Center, and stipend, for FY15 to allow further discussion and development of the educational plan/approved
 - 2. Motion #2-development of the educational plan around the vision of Woodward Day School and the population it serves, and the population we plan to serve, in the future/approved
 - 3. Motion #3-to develop a proposed instructional plan to reflect he changes to curriculum and staffing and how technology will be incorporated in to the plan; including budget implications/approved
 - b. Leadership team consultant
 - i. Mr. Rick Lent-Brownfield & Lent has been hired to work with leadership team in developing a shared vision and strategic plan at the August leadership retreat. He will interview the administration team in advance to help in identifying team-building issues and designing the retreat.
 - c. Building committee update
 - i. 3 proposals received-the committee rejected all 3 proposals and will take the next few months to speak to property owners before another RFP goes out in September.
 - ii. Identified need to include a recovery high school in the planning
 - d. MOEC update
 - i. Educator evaluation training for new teachers and administrators
 - 1. The Central MA group met and decided to share costs on the educator evaluation trainings for new hires for FY15 to be held at Assabet Valley Collaborative on August 20-22.
 - ii. Update on IT bond **bill (H. 3770)** and the effect on e-rate
 - e. Technology review-Neil Trahan, Director of Curriculum, Data, and Technology
 - i. Review of technology changes that occurred in FY14 from funds/purchases from FY13
 - ii. Neil will contact French River Collaborative for TeachPoint quotes
 - f. Update on educator evaluation system-Jessica Pitsillides, Director, Hartwell Learning Center
 - i. Time line presented of the history of the CMSEC ed eval training process
- 6. Director of Finance & Operations Report
 - a. FY 15 Budget assumptions
 - i. Review with questions surrounding the budget assumptions
 - 1. Assumption #1-OK

2. Assumption #2-no change in OOD tuitions
 3. Assumption #3-what are the savings, if any, in the hiring of a full time school psychologist
 4. Assumption #4-what are the additional costs to run THRIVE
 5. Assumption #5-review of changes to the clinician salaries to the teachers scale
 - a. Elimination of the additional clinician for WDS
 6. Assumption #6-OK
 7. Assumption #7-all CMSEC leases expire in FY15
- b. FY14 Year to Date Budget
 - i. Presented
 - ii. NOTE: a financial audit will take place from August 11 – 22, 2014 with a presentation by MARCUM Accountants/Advisors to the board on November 12, 2014
 - c. Warrant Report: FY14
 - i. Motion to approve the warrant of June 2014 in the amount of \$195,650.72/approved and signed by Board
7. Member Requests / New Business
 - a. Recovery high school
 - i. The Board requested the creation of an internal task force with members from each district and CMSEC. Mary will email superintendents for their selection of contact(s).
 - ii. There is a need for 5500 sq. ft of space
 - b. Proposed FT 15 meeting dates
 - i. August 19, 2014, September 10, 2014, October 8, 2014, November 12, 2014, December 10, 2014, January 14, 2015, February 11, 2015, March 11, 2015, April 8, 2015, May 13, 2015, June 10, 2015
 - c. Additions to the August agenda
 - i. Approval of the final draft of the Collaborative Agreement
 - ii. Evaluation of the Executive Director

Motion to adjourn at 12:25 PM

Minutes submitted by Jo Ann M. Sivazlian, Office Manager