

Central Massachusetts Special Education Collaborative

August 14, 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 & Operations
Mr. Neil Trahan, Director of Curriculum, Data & Technology
Ms. Evelyn Marrone, Site-Coordinator-WDS/Hartwell
Ms. Teresa O'Neill, Site-Coordinator-WDS/Fremont St.
Ms. Lisa Roberts, Site-Coordinator-WDS/McKeon Rd.
Mr. Jeff Taylor, STEM Teacher-WDS
Ms. Jacqui Lake, Director-RGA
Ms. Jessica Pitsillides-HLC
Ms. Ann Ortiz-CMA
Mr. Joseph Meichelbeck-Treasurer

Meeting began at 8:50 AM

Reviewed and discussed items on agenda:

1. Review of Meeting Minutes for July 10, 2014 and July 28, 2014
 - a. Motion to accept minutes/approved
2. Director of Finance & Operations Report
 - a. FY15 Budget-motion to accept the FY15 budget resulting in tuition reductions of \$648,572; total budget \$13,220,974/approved
 - b. Request for FY13 and FY14 budget vs. actual comparison to FY15
 - c. FY14 financials-update presented
 - d. Warrant Report-presented and signed
 - e. IRS notice update-request on notice to review all 4 years of the IRS issue to be sure no future problems arise
3. Collaborative Treasurer Report
 - a. Advised board of pending certification letters
 - b. Budget certification
4. Woodward Day School Presentation

- a. Neil Trahan, Jeff Taylor, and WDS Site-Coordinators
 - i. PowerPoint Presentation
 - b. Site coordinators advised board that the WDS student intake process/referrals will remain unchanged
5. Donation
- a. Motion to accept \$500 donation from Harvard Pilgrim for Hartwell Learning Center/approved
 - i. Funds to be used to purchase iPads for the classrooms
 - b. Board request that all future donation approvals be sent for review in advance of board meetings
6. Executive Director Report
- a. Building Committee update
 - i. Meetings held with brokers
 - ii. Next meeting September 8, 2014
 - b. THRIVE update
 - i. Presentation by Jacqui Lake
 - 1. Program structure and equipment will be set by the start of the new school year
 - 2. Jacqui expressed concerns relative to parent comfort, hiring deadlines, and a smooth transition from BCI to THRIVE
 - 3. Board asked how RGA Administration is responding to the issues-May Institute is being brought in as a resource to help with these issues
 - 4. Dr. Malkas expressed that “strong/positive engagement with parents is critical”.
7. Collaborative Agreement
- a. Motion to accept the revised Collaborative Agreement/approved
 - b. Respective school committees will review and vote on the revised Agreement as well as the CMSEC Quarterly report at the September meetings: WPS-9/4/14 Webster-9/9/14
8. Recovery High School
- a. Recovery High Schools within the state of MA will be contacted-visits will take place
 - b. Task force will be created
 - c. DPH programmatic RFR will be released by the end of September; facility needs to be selected by January 2015
 - d. Architect will be hired to write the RFP for property
9. Personnel

- a. Review of new staff for THRIVE
 - b. Additional replacement positions are being filled
 - c. Recommendation by Dr. Boone that future personnel issues/openings be forwarded to the board prior to each meeting with a deadline of all agenda items and supporting documentation emailed on the Friday before an upcoming board meeting
10. Executive Director Year End Progress Report; FY15 goals
- a. PowerPoint presentation w/ handout
11. Member Requests/New Business
- a. Request by Dr. Malkas that the Executive Directors Year End Progress Report be completed as per the superintendent rubric and submitted to the board prior to Labor Day

Motion to adjourn at 11:09 AM

Minutes submitted by Jo Ann M. Sivazlian, Office Manager