

## Central Massachusetts Special Education Collaborative

September 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 & Operations  
Ms. Jessica Pitsillides-HLC/Program Director  
Mr. Joseph Meichelbeck-Treasurer  
Mr. John Kennedy, NESDEC Representative  
Mr. Michael Paladino, NESDEC Representative

Meeting began at 8:52 AM

Reviewed and discussed items on agenda:

1. Review of Meeting Minutes for August 14, 2014
  - a. Motion to accept minutes/approved
  
2. NESDEC Presentation
  - a. Background information on Mr. Kennedy and Mr. Paladino
  - b. Review of the Lamoureaux/Pagano Report
  - c. Review of site visits/tours, capacity issues, lease expirations
  - d. Report will be used for discussion moving forward
  - e. Board requests that the building committee put together recommendations, from report findings, to be presented at the November board meeting
  
3. Move to Building Committee Update
  - a. Meetings have been conducted with brokers with interest in last RFP
  - b. Committee met on Monday, September 8, 2014 and discussed the following:
    - i. Request to have program directors meet to put together a plan of which program could “co-habitate” in a new building plan
    - ii. New RFP will be prepared by January 2015
  - c. Dr. Boone requested a comprehensive proposal to include a time line, “co-habitation” recommendations from directors, including remodeling

expenses, and estimated costs. In addition, Dr. Boone requested that the group look at the former CVS building on Park Ave., with 8,000 sq. ft. of space and connected office space.

4. Director of Finance & Operations Report
  - a. Warrant Report-presented and signed
  - b. Meetings have been set up with program directors for a review of their programs spending history including a 3 year look back
  - c. Dr. Malkas recommended that the business office review a move from Quick Books to a more suitable accounting system and include the cost in the FY16 budget discussions
  - d. Review of the use of a purchasing card to cut down on the number of reimbursements to staff
  - e. IRS notice update-all information was sent to the attorney for review and response to the IRS; 2009 refunds are still out on appeal
  
5. Program Updates
  - a. WDS instituted new electives
    - i. STEM staff meet 1x/month
    - ii. Staff have set up new web pages
    - iii. Mary and site coordinator Teresa O'Neill met with Dr. Marco Rodrigues and Robert Pezella, from WPS to review challenges of ch. 222; a training will be held with the CMSEC Leadership Team on September 16, 2014 with Attorney Paige Tobin
    - iv. WDS Guidance Counselor, Michele Houle will continue to attend protocol meetings as a representative for all 3 sites
  - b. Trainings took place with the May Institute for THRIVE staff before the opening of school; the May Institute, ETC's, the program director, and the program coordinator are all working together to provide a smooth transition for staff and students
  - c. The board would like to visit programs in the near future to review transitions
  
6. Personnel
  - a. List of newly hired staff for FY15 was presented
  
7. Executive Director Report
  - a. School openings
    - i. Programs are not at capacity
  - b. Surplus equipment
    - i. Motion to declare that the list of supplies and equipment are surplus items/approved
  - c. Recovery High School

- i. 4 members of the Recovery High School task force visited Ostiguy in Boston to review their programmatic structure
    - ii. The facility RFP will be released in September
    - iii. The RFR will be released by the DPH on October 1, 2014
- 8. Executive Director Evaluation
  - a. Motion to table the preliminary evaluation of the executive director to the next board meeting/approved
- 9. Member Requests/New Business
  - a. The board requested a calendar of events and the nature of each event be sent electronically each month
  - b. Events should be listed in the CMSEC quarterly report
  - c. Paulajo Gaines, DESE, representative from the Office of Regional Governance, will attend the October meeting
  - d. Motion to adjourn in order to move in to executive session @ 10:30 AM/approved
  - e. Motion to exit executive session @10:32 AM/approved
    - i. No votes or discussion took place in conflict with the open meeting law
  - f. Staffing of Recovery High School
    - i. Development of job description
    - ii. Decision on type of license needed for principal/program director
    - iii. Standards of performance outlined
    - iv. Skill sets and core responsibilities outlined
    - v. Items to bring to the October board meeting should include the proposed hiring process and timeline
  - g. Staffing issues at the Central Office/Business Office
    - i. With more accountability to the state there needs to be a realignment of business office functions
    - ii. Dr. Malkas suggested that a formal recommendation of a reorganization of the business office with a time line to fit the migration to a new accounting system should be put together
  - h. New date and time for October Board of Directors Meeting
    - i. October 16, 2014 at 10:30 AM

Motion to adjourn at 11:02 AM

Minutes submitted by Jo Ann M. Sivazlian, Office Manager