

## Central Massachusetts Special Education Collaborative

October 16, 2014

10:30 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. Paulajo Gaines, DESE Office of Regional Governance  
Ms. Jessica Pitsillides-HLC/Program Director

Meeting began at 11:00 AM

Reviewed and discussed items on agenda:

1. Review of Meeting Minutes for September 10, 2014
  - a. Motion to accept minutes/approved
  
2. Director of Finance & Operations Report
  - a. Profit & Loss review
  - b. Warrant Report-presented and signed
  - c. FY14 audit incomplete; auditor will attend November 12, 2014 meeting for board signatures
  - d. Board requested a budget review of the HRA portion of CMSEC's health insurance for November
  - e. Review of Board of Health Inspection at 100 Hartwell St., West Boylston
    - i. Any staff handling food for students need ServSafe certification
    - ii. DESE requiring a hot lunch plan
    - iii. Paulajo will provide CMSEC with a nutrition contact at DESE
    - iv. Contact will be made with Donna Lombardi, Director of Nutrition, at WPS for assistance in providing lunch staff
  - f. IRS Update
    - i. 2009 quarters 1 – 4, resolved with a refund of \$177,000
    - ii. 2011 still under review by attorney/IRS/Social Security
  - g. Business/ central office assistance
    - i. Conversation regarding addition of a staff accountant to provide necessary support to business office and some central office functions. Future board discussion will occur upon evaluation of current staffing and organizational needs, at which point data will be presented with specific recommendations.
  
3. Executive Director Report

- a. Paulajo Gaines
    - i. Announced the DESE's decision to leave liaisons in place, not as a voting member but as a voice for the collaborative
  - b. Recovery High School
    - i. Binder of information was given to the board with the current timeline
    - ii. Task force includes
      - 1. Mary Baker-Executive Director/CMSEC
      - 2. Neil Trahan-Director of Curriculum, Data, & Technology/CMSEC
      - 3. Kathy Baris-Director of Special Ed./Webster Public Schools
      - 4. Carol DeAngelis, Teacher, Woodward Day School/CMSEC
      - 5. Opening for a WPS representative
    - iii. Release of RFR is imminent, following which additional details regarding position and program development will be presented to the board.
  - c. The Board of the New England Association for Play Therapy would like to make a donation to CMSEC from proceeds from a basket raffle
    - i. A vote will be taken once the donation is received; a vote cannot be taken until there is an exact amount of funds
4. Executive Director Evaluation - deferred
- a. The board will hold an open meeting for the Executive Director's evaluation on Monday, November 3, 2014 at 8:30 AM
5. Member Requests/New Business
- a. Discussion surrounding the increased gang-related activity during the day in the community
    - i. How is CMSEC staying connected and what is their readiness
      - 1. Risk levels are being assessed by programs
      - 2. Task force formed by WPS – CMSEC would like to include Site Coordinators from WDS and Program Director, Ann Ortiz, CMA
6. Request by Chair to enter Executive Session according to M.G.L. Ch. 30A, Section 21, Subsection 2, for the purpose of conducting strategy sessions in preparation for negotiations with nonunion personnel at 12:30 PM; according to M.G.L.C. 30A, Section 21 (a)(3), for the purpose of discussing strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the body, as declared by the Chair.
- a. Vote to exit Executive Session at 1:06 PM
    - i. Let minutes show that no votes were taken and discussions fell within topics

Motion to adjourn at 1:06 PM

Minutes submitted by Jo Ann M. Sivazlian, Office Manager