

## Central Massachusetts Special Education Collaborative

December 10, 2014

9:00 AM Administration Office

### Board Members Present:

Dr. Melinda Boone  
Dr. Barbara Malkas

### Others in Attendance:

Ms. Mary A. Baker, Executive Director  
Mr. Joseph Meichelbeck, Treasurer  
Ms. Neil Trahan, Director of Curriculum, Data & Technology  
Ms. Jessica Pitsillides-HLC/Program Director  
Mr. Richard Swanson-Marcum Associates

Meeting called to order at 8:55 AM

1. Approval of Board of Directors meeting minutes
  - a. November 3, 2014 motion/approved
  - b. November 12, 2014 motion/approved
  - c. November 24, 2014 motion/approved
  
2. Audit presentation by Mr. Swanson
  - a. Review of DRAFT of the financial audit-NOTE: a review of the contractual obligations of MARCUM
  - b. An emergency meeting will be scheduled within the next 2 weeks for a final audit review
  
3. Director of Finance & Operations Report
  - a. FY15 Budget
    - i. Overages include payment to The May Institute, CPI (Train the Trainer), HRA and EAP expenses that were not budgeted for FY15
  - b. Warrant Report: FY15
    - i. November 14, 2014-Approved and signed by board members
    - ii. November 28, 2014-Approved and signed by board members
  - c. First reading of FT16 budget
    - i. Time line presented to board
      1. Request from board to include FY15-16 comparisons along with bulleted changes with notes
      2. Request for the following items to be included in next draft:
        - a. Reorganization of Business Office
        - b. Organizational changes
    - ii. Motion to approve the update on the FY15 budget through November 30, 2014/approved

- 4. Executive Director Report
  - a. FY 14 Annual Report
    - i. Not completed-sent request to state for extension
  - b. MOEC update-recent communications from MOEC president, Steve Theall and DESE presented to board members
    - i. Mary has advised that Cathy Cummins, Executive Director of AVC will be attending a future board meeting to present "Collaboratives; the Next Generation" to the CMSEC board
  - c. Personal Information Security Plan as recommended by Mirick O'Connell, Attorney D. Moschos
    - 1. Motion to approve the Personal Information Security Plan/approved
  - d. (Amended) Collaborative Agreement
    - i. Page signed by the Commissioner of the MA Department of Education, Mitchell Chester
  - e. Delegation of lease signatory
    - i. Motion for the executive director to be the lease signatory designee of the board with the approval of the lease agreement of the board of directors
  - f. Public thank you to Dr. Melinda Boone, Board Chair, for all of her work done on behalf of the Recovery High School lease
    - i. Request for thank you letters to be sent to the following individuals:
      - 1. Ed Augustus, City Manager-cc Mayor Joseph Petty
      - 2. Sen. Richard Moore-cc Chairman of the Webster School Committee, Shawn Collins
  - g. Additional BOD meetings scheduled
    - i. Tuesday, December 16 2014, emergency meeting for review and signature of the lease for the RHS
      - 1. Prior to the meeting the new proposal should be sent electronically to the BOD and include the lease-voting item
    - ii. Monday, December 22, 2014, emergency meeting for the review and signatures of Marcum's financial audit and the annual report-voting items
    - iii. Change in January meeting date from Wednesday, January 14, 2015, January 15, 2014
  - h. Recovery High School
    - i. Presentation of cost breakdown for central office relocation and program reconfiguration-Option A/Option B
    - ii. Possibility of lease extension for Fremont-conversation with broker
    - iii. Prior to a recommendation for WDS reconfiguration, Board would like further discussion with site coordinators for a possible third option as in some combination of options A and B
    - iv. Dr. Boone asked that additional thought be given to the member districts in the development of a WDS assessment center
      - 1. Mary indicated that an initial meeting has already taken place with Rob Pezella and Kay Seale, of WPS, who expressed need for placement of grade 6 students for 45 day assessments.

5. Member Requests/New Business

- a. Dr Malkas asked that time be given on the December 22, 2014 BOD meeting, in open session, regarding the executive director's evaluation
- b. Dr. Malkas suggested that given Jessica Pitsillides regular attendance at board meetings that she provide programmatic updates for CMSEC in the coming year
- c. Neil Trahan asked the BOD for permission to allow WDS students to present a STEM project, "Put a Lid on it", at a future meeting
- d. Public acknowledgement and thanks to Jo Ann Sivazlian for her years of service to CMSEC

Motion to adjourn at 10:59 AM

Minutes submitted by Jo Ann M. Sivazlian, Office Manager