

Central Massachusetts Special Education Collaborative

Board Minutes

January 13, 2015

9:00 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. Neil Trahan, Director of Curriculum, Data & Technology

Ms. Jessica Pitsillides, HLC Program Director

Ms. Jaqueline Lake, RGA Program Director

Ms. Evelyn Marrone, WDS Site Coordinator

Ms. Teresa O'Neill, WDS Site Coordinator

Ms. Lisa Roberts, WDS Site Coordinator

Meeting called to order at 9:15 AM

1. Approval of Board of Directors meeting minutes
 - a. December 10, 2014 motion/approved
 - b. December 16, 2014 motion/approved
 - c. December 22, 2014 motion/approved
2. Presentation by STEM teacher, Jeff Taylor and students from Woodward Day School, McKeon Road
3. Director of Finance & Operations Report
 - a. FY15 Budget
 - i. No significant changes from last month's report
 - b. Warrant Report: FY15
 - i. December 12, 2014-Approved and signed by board members
 - ii. December 26, 2014-Approved and signed by board members
 - c. FY16 draft budget presentation tabled until after the finance sub-committee reconvenes in March. Draft will include updates from prior versions and include detailed budget assumptions. Board was in agreement, particularly in light of expected delay in the Governor's announcement of his budget.
4. Donation
 - a. A check for \$100 and a check for \$200 was donated to WDS McKeon Road by Laura and Philip Peters, relatives of WDS teacher, Tony Pepe to fund student gifts for the holiday auction. Motion to accept/approved.

5. Executive Director Report

a. Personnel

- i. The following positions recently vacated were filled: CMA – math teacher and instructional assistant; CMP - clinician

b. Recovery High School

- i. Discussion regarding the naming of recovery high school that did not include the word “recovery” given its associated stigma. Mary proposed naming it after the contractor who was given the award due to his passion and commitment to the project, alternative education and special needs students. Dr. Boone stated it was not appropriate to consider this option given his financial stake in the project. Dr. Malkas advised that the state regulations regarding the naming of schools had specific guidelines. Mary agreed that the naming of the school would be brought before the recovery high school advisory committee after it is formed.

c. Option C – WDS

- i. Mary reviewed previous options that were presented relative to restructuring of WDS along with a third option in light of student enrollment numbers, lease expirations and the funding of the central office administration. Discussion ensued with the WDS site coordinators relative to potential impact on the closing of the Fremont Street site.
- ii. Dr. Boone requested more detailed historical census data for each month in the past 5 years, and wanted to ensure the opportunity for 45 day assessments would not be lost.
- iii. Concerns were raised about the perception that one program is absorbing the costs of central office and any savings realized from WDS restructuring need to be invested back into the programs. Mary explained that a significant portion of central office space incorporated a professional development center which would not only have the potential for increased revenue, but be an avenue to reinvest in our programs through the targeted training of our own CMSEC educators (best instructional practices, e.g). Dr. Malkas requested that research be done among other collaboratives to determine a viable amount of expected revenue through PD offerings, and how those funds are managed.
- iv. Dr. Boone stated additional revenue generating options should be considered for the funding of central office and not solely through the WDS savings. Dr. Malkas requested the decision relative to the WDS restructuring be tabled to the next meeting. Historical student census data by month and report on the expected increase in revenue will be presented at that time.

6. Member Requests/New Business

- a. Dr. Malkas inquired as to the status of the annual report and the audit report. Mary informed the Board that the annual report was incomplete; the audit report was received and submitted with no substantive changes. Bev will email the final report to the Board immediately following the meeting.

7. Motion to enter into executive session at 11:10 AM according to MGL 30A, Section 21(a)(2) for the purpose of conducting strategy sessions in preparation for negotiations with the Executive Director/Approved.
8. Motion to exit executive session at 11:24 AM/Approved
 - a. No votes or discussions took place in conflict with the open meeting law.
9. Motion to approve a salary increase of 2% for the executive director, retroactive to September 1, 2014/Approved.

Motion to adjourn at 11:25 AM

Minutes submitted by Mary A. Baker, Executive Director