

**Central Massachusetts Special Education Collaborative**

Board Minutes

February 11, 2015

8:30 AM Administration Office

Board Members Present:

Dr. Melinda Boone, Chair

Dr. Barbara Malkas

Others in attendance:

Ms. Mary A. Baker, Executive Director

Mr. Neil Trahan, Director of Curriculum, Data & Technology

Ms. Michelle Klotz, CMA Assistant Director

Ms. Ann Ortiz, CMA Program Director

Mr. Austin Brooks, CMA Intern

Ms. Lisa Roberts, WDS Site Coordinator

Ms. Jessica Pitsillides, HLC Program Director

Mr. Joseph Meichelbeck, CMSEC Treasurer

Meeting called to order at 9:05 AM

1. Approval of January 13, 2015 Board of Directors meeting minutes
  - a. Motion/approved
2. Presentation by Ann Ortiz, Michelle Klotz and Austin Brooks
  - a. Overview of Central MA Academy
  - b. Presentation of Restorative Justice
3. Donation
  - a. Acknowledgement of donation of winter apparel (hats, gloves, and scarves) by Grove Medical Associates, Auburn.
  - b. Jessica Pitsillides, HLC Program Director, forwarded letter of appreciation.
4. Finance & Operations Report
  - a. FY15 Budget
    - i. Student census numbers across all programs are under capacity, including 4 open slots in THRIVE.
    - ii. Ms. Baker attributed this to some students aging out and/or moving as well as absence of current referrals.
    - iii. Outreach to area special education administrators in process with targeted letter and marketing materials.
  - b. Warrant Report: FY15
    - i. January 9, 2015-Approved and signed by board members
    - ii. January 23, 2015- Approved and signed by board members
5. Executive Director Report
  - a. FY14 Annual Report motion/approved
  - b. Second Quarter Report

- c. Recovery high school contract
  - i. Motion to accept contract INTF2321MM3202020118 with a maximum obligation of \$250,000.00, in effect from February 11, 2015 through June 30, 2015 and the maximum obligation of \$500,000.00 in effect from July 1, 2015 through June 30, 2016 and each fiscal year through June 30, 2020. Approved.
  - ii. The Board agreed that the position of Principal/Director for Recovery High School can be posted, with the understanding that the FY15 and FY16 budgets for the school would need to be approved prior to official approvals of FTEs. Ms. Baker will provide both budgets as they were submitted to DPH at the March Board meeting.
- d. WDS follow up
  - i. Reviewed the WDS enrollment data by month, illustrating that capacity has barely averaged 60% across three sites since the 2008-2009 school year.
  - ii. Discussed Option C and the closing of the Fremont Street site in consideration of Central Office relocation/WDS reconfiguration. With C.O. moving to a new site, an additional 1600 SF of usable space will be gained for school use at McKeon Road. In turn, student capacity could increase from 40 to approximately 55 at the site, thereby realizing a total capacity of 95 students at WDS. Currently FTEs for the 3 WDS sites total 23.5, however, by eliminating one site and reassigning FTEs, the proposal results in two sites with a total of 20 FTEs.
  - iii. Dr. Boone expressed concern that funding sources to support the move and expansion of central office have relied primarily at the concession of WDS. Ms. Baker stated that the primary reason to focus on Fremont Street closure, in addition to the low census, included the fact that the lease was expiring in July and the building is on the market. If the Board desires to maintain 3 WDS sites, an RFP needs to be posted as soon as possible.
  - iv. Ms. Baker highlighted the opportunity for increased revenue through the new professional development center, deferring to the research conducted and presented by Mr. Trahan.
  - v. Mr. Trahan presented his findings in a spreadsheet which included data from 10 different collaboratives, over a three year span of time. Results supported revenue-generating opportunities.
  - vi. Dr. Boone expressed that the professional development space may be a wish list budget item due to the Governor's 9C cuts.
  - vii. Ms. Baker informed the Board that she is looking at potential savings by reviewing how programs are being staffed at 100% with enrollment at less than full capacity and has begun discussions with the leadership team.
  - viii. Board members stated that they would defer a decision about the closure of Fremont Street until the March Board Meeting.
- e. Request to change May meeting date
  - i. Change from Wednesday, May 13, 2015 at 8:30am to Tuesday, May 12, 2015 at 8:30am

6. Director of Curriculum, Data & Technology Report
  - a. MAP Assessment
    - i. Neil went over the survey results from staff and the positive outcome of the MAP workshop in October 2014. MAP has been piloted in all CMSEC programs.
  - b. Professional Development
    - i. See 5 (d)(v)
7. Presentation by Cathy Cummins, MOEC President
8. Motion to enter into executive session at 11:03 AM according to MGL 30A, Section 21(a)(2) for the purpose of conducting strategy sessions in preparation for negotiations with the non-union personnel/Executive Director/ if an open meeting may have a detrimental effect on the litigating position of the body, as declared by the Chair.  
Approved.
9. Motion to exit executive session at 12:20 PM/Approved
  - a. No votes or discussions took place in conflict with the open meeting law.

Motion to adjourn at 12:20 PM

Minutes submitted by Mary Dubuque, HR/Operations Coordinator