

**Central Massachusetts Special Education Collaborative**

March 11, 2015

8:30 AM Administration Office

Board Members Present:

Dr. Melinda Boone

Dr. Barbara Malkas

Others in attendance:

Ms. Mary A. Baker, Executive Director

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

Ms. Theresa O'Neil, WDS Site Coordinator

Ms. Evelyn Marrone, WDS Site Coordinator

Ms. Lisa Roberts, WDS Site Coordinator

Mr. Paul Rosen, Clinical Services Director

Mr. Michael Kelly, CMP Director

Ms. Jessica Pitsillides, HLC Program Director

Ms. Ann Ortiz, CMA Program Director

Ms. Jacqueline Lake, RGA Director

Mr. Joseph Meichelbeck, CMSEC Treasurer

Ms. Beverly Tefft, Director of Finance and Operations

Meeting called to order at 8:56 AM

1. Approval of February 11, 2015 Board of Directors meeting minutes
  - a. Motion/approved
2. Presentation by Jacqueline Lake
  - a. History of Robert H. Goddard Academy
3. Donation
  - a. A check for \$1,000 from BayState Savings Bank, was donated to CMSEC for the CMSEC Safety Plan training. Motion/approved.
4. Personnel
  - a. The following positions recently vacated were filled:
    - i. Clinicians at HLC and WPS STEP classroom
    - ii. Instructional Assistants at CMA and RGA
5. Director of Finance & Operations Report
  - a. FY15 Budget
    - i. Numbers down for non-member tuition, but anticipated to increase by year end.
    - ii. Outreach to area special education directors to solicit referrals to THRIVE.
    - iii. Expenses are right on budget.
    - iv. Trending is right on track.

- v. Dr. Malkas asked when Ms. Tefft will shut down spending. In the past Ms. Tefft has looked in April timeframe to see where there are overages. Ms. Tefft asked if there needed to be a formal request to move line items. The Board needs the request by the May 2015 Board meeting to do line item transfers.
- b. Warrant Report: FY15
  - i. February 6, 2015-Approved and signed by Board members
  - ii. February 20, 2015- Approved and signed by Board members
- c. FY16 Budget Update
  - i. Ms. Baker and Ms. Tefft met with finance subcommittee on March 3<sup>rd</sup> to review draft FY16 budget. A follow up meeting is scheduled for March 31<sup>st</sup>.
  - ii. Recommended FY16 budget per finance subcommittee will be presented at the April Board meeting.
  - iii. Given recent 9C cuts, Dr. Boone asked if there needed to be any FY15 adjustments relative to grants. Ms. Tefft stated that CMSEC only has 2 state grants and they are not impacted.
  - iv. Ms. Tefft notified the Board that Anthem Health Services had a security breach affecting 4 former employees. Anthem is sending out letters to those affected.

## 6. Executive Director Report

- a. Acceptance of Recovery High School budgets
  - i. Reviewed specifics of several line items including staff training, program supplies and materials, as well as capital expenses
  - ii. Dr. Boone questioned the .2 FTE registered nurse, concerned that it may be difficult to find one for that limited time, and whether consideration was given for a shared position. Dr. Malkas asked if the requirement is a licensed school nurse. Ms. Baker will look into the requirements, stating the plan at this point was to hire the nurse independent of any shared position.
  - iii. Ms. Tefft reviewed the process of amending the budget if needed. Should it be necessary to move line items, she would first discuss with the DPH grant manager, followed by moving dollars to the specified line(s) prior to approval.
  - iv. Discussion ensued relative to census and tuitions. It is anticipated that the recovery high school will open with a minimum census of 24 students, and reaching full capacity (50) by the end of the school year. In the event the recovery high school does not receive projected tuition dollars, CMSEC's operating budget would have to cover their expenses.
  - v. Ms. Baker expressed the importance of a strong principal/leader to conduct ongoing outreach, facilitate fundraising efforts and pursue private grants.
  - vi. Acceptance of Recovery High School FY15 budget-Motion/approved
  - vii. Acceptance of Recovery High School FY16 budget-Motion/approved
- b. Acceptance of SNDA Agreement for Rockdale Street property
  - i. Motion/approved
- c. RHS tuition rate



- i. FY16 budget
    - ii. Facilities - status of leases (long-term/short-term)
    - iii. Opening of the recovery high school
    - iv. Collective bargaining (IAs) process
  - b. The Board will be seeking staff who are interested in volunteering as part of the team, including diverse role representation (directors, assistants, teachers, clinicians, IAs, etc.) Ms. Baker will solicit CMSEC staff for this purpose and forward names to the Board, who will then have the final decision as well as appoint a team leader. Dr. Boone stated that the team leader could not be someone who intends on applying for the Executive Director position. Dr. Malkas stressed the need to be cognizant of overlapping timelines, including the search process. Mr. Trahan expressed to the Board that he is willing to volunteer for any duties the Board would like him to work on.
  - c. Dr. Malkas requested regular updates regarding the construction project of the Rockdale Street property. Mr. Trahan reported that the building has been gutted, however per legal counsel, CMSEC is unable to ask for specific information on construction. The Board will be informed each month of the timeline process and progress toward the timeline.
  - d. Mr. Michael Kelly (CMP) requested to ask a question of the Board. He asked if there was a need to reconsider the evaluations of CMSECs program directors given all that is occurring between now and the end of the year. Dr. Boone stated that Ms. Baker will be staying on until June 30<sup>th</sup> and is still responsible for those evaluations.
9. Motion to enter into executive session at 10:31 AM according to MGL C.30A, Sec. 21 (a)(3) for the purpose of conducting strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the litigating position of the body, as declared by the Chair/Approved.
10. Motion to Motion to exit executive session at 11:38 AM/Approved
- a. No votes or discussions took place in conflict with the open meeting law.
11. Motion to adjourn at 11:38 AM/Approved

Minutes submitted by Mary Dubuque, HR/Operations Coordinator