

Executive Board of Directors of the
FLLAC Educational Collaborative
Meeting Minutes
November 17, 2011

Voting Members Present: Ms. Loxi Jo Calmes (Chair), Dr. R. Hicks, Mr. Carl Mock, Mr. James Jolicoeur, Dr. Elizabeth Schaper, and Dr. M. Harrington.

Nonmembers Present: Dr. Richard Murphy, Terri Burchfield and Ms. Marsha Januskiewicz

Ms. Calmes called the meeting to order at 8:40 a.m.

I. Approval of Minutes:

May 12, 2011 and June 15, 2011 Minutes

Motion was made by Dr. Harrington to accept the minutes of May 12, 2011 and June 15, 2011. Motion was seconded by Ms. Calmes. Motion carried unanimously.

September 22, 2011 Minutes, October 5, 2011 Minutes, October 19, 2011 Minutes

Motion was made by Mr. Jolicoeur to accept the minutes of September 22, 2011, October 5, 2011 Minutes, and October 19, 2011 Minutes. Motion was seconded by Mr. Mock. Motion carried unanimously.

II. Discussion Items:

MOEC and Legislative Update

Dr. Murphy updated the board of the state legislative hearings on educational collaboratives. He will continue to inform the board of any regulations adopted and their impact on collaboratives and on FLLAC in particular.

Discussion of FLLAC Strategic Planning and Space Needs

Dr. Murphy asks the board to assist him in developing a plan for the next five years that will define the goals of FLLAC and its member districts. Mr. Jolicoeur suggested that we explore the possibility of a merger with the CAPS Collaborative as a part of FLLAC's efforts to develop a strategic plan and in light of proposed state legislation relative to collaborative consolidation. Dr. Murphy indicated that he and Loxi Calmes had had informal discussions with Dr. Ed McCaul, Executive Director of CAPS, last year to discuss whether such a merger might make sense. As a result of those early discussions CAPS and FLLAC did a joint regional needs assessment using Survey Monkey. While the response rate was not great both Dr. McCaul and Dr. Murphy looked at it as a reasonable first step in looking at regional needs with an eye toward consolidating services. Dr. Schaper inquired about the results of last year's regional needs assessment. Dr. Murphy agreed to make those available to the Board. The Board recommended that Ms. Calmes and Dr. Murphy meet with Dr. McCaul and the CAPS Board Chair to discuss if a merger was something CAPS would consider and, if so, what would be some of the steps needed to begin that process. Dr. Murphy and Ms Calmes agreed that, at this time, it would make sense that these preliminary discussions remain discrete, the Board concurred. Mr. Jolicoeur suggested that we consider notifying Commissioner Chester of these discussions and see if there was any interest on the part of DESE in assisting. A few members requested a tour of FLLAC programs from Dr. Murphy. He said he would arrange that with them separately.

Discussion of the continuation of PDD Intensive Program

Dr. Murphy asks for input regarding the future of the PDD Intensive Program. The board discussed the issue and recommends the program not be eliminated but perhaps be restructured to fit another age group. The board recommends that Dr. Murphy research this possibility.

FLLAC awarded Data Specialist Contract

Dr. Murphy informed the board that FLLAC has been awarded the contract to manage the finances for the Data specialist for the Central MA DSAC. While it does require additional time he feels it keeps FLLAC connected with the DSACs and does provide a small amount of money to FLLAC for overhead.

III. Action Items:

Approval of Policy

Revised Whistleblower Policy and Fraud Policy

Dr. Murphy requested that the board accept the revised Whistleblower Policy and the Fraud Policy presented at the September 22, 2011 board meeting. Motion was made by Mr. Jolicoeur to adopt both policies and seconded by Dr. Hicks. Motion carried unanimously.

Approval of Health Savings Accounts

Dr. Murphy informed the board of the 6% increase in health insurance costs this year. Dr. Murphy requested a vote to allow FLLAC employees to set up Health Savings Accounts as an option in future planning. A motion was made by Mr. Jolicoeur to allow FLLAC employees to set up Health Savings Accounts and/or flexible spending if considered in the future. Motion was seconded by Dr. Hicks. Motion carried unanimously.

IV. Executive Director's Report:

Financial:

Dr. Murphy explained to the board that none of the programs have hit their budgeted numbers with the exception of the 45-day programs; however, there is an increase in referrals to most programs. Dr. Murphy wanted the Board to be aware of the tuition costs of the Caldwell Elementary Program and that the current tuition reflected costs associated with the purchase of a building. He asked if the Board felt that the tuition should be adjusted down since the building was not purchased. The Board indicated that they felt that the current tuition should remain in place and that Dr. Murphy should report on how money in that tuition reflecting anticipated building cost was being used and how those funds could be used to strengthen the program where it is and to improve the "curb appeal" of the current location with the aim of increasing referrals.

Mr. Jolicoeur left the board meeting at 10:00 am.

Staffing:

Dr. Murphy informed the board that all programs are appropriately staffed. He further updated the board that a LPN/Paraprofessional will be hired for the Caldwell Elementary program. One employee has requested FMLA to care for her spouse who is gravely ill and one paraprofessional

who was out on FMLA leave and completed the 12 weeks of leave was notified that FLLAC could no longer hold the position.

Trainings:

Dr. Murphy listed the ELL Category 2-Secondary training in April/May of 2012 and Dr. Mahesh Sharma in May 18, 2012 as future FLLAC trainings. He is currently looking for an additional presenter for the upcoming ABA training in January 2012.

V. New Business:

Dr. Hicks asked Dr. Murphy if FLLAC has a concussion policy in regards to sports. Dr. Murphy said no but he would look into the whether that requirement applied to collaboratives since we FLLAC does not have an organized sports program

VI. Executive Session (if needed):

None needed.

VII. Adjournment:

Motion to adjourn at 10:10 a.m. was made by Dr. Hicks and seconded by Mr. Mock. Motion carried unanimously.