

Executive Board of Directors of the  
FLLAC Educational Collaborative  
Meeting Minutes  
September 14, 2017

**Voting Members Present:**

Mr. James Jolicoeur (Chair)  
Dr. Maureen Marshall (Vice-Chair)  
Ms. Loxi Jo Calmes  
Mr. Steven Haddad  
Dr. Joan Landers  
Dr. Mary Malone  
Dr. Gary Mazzola  
Dr. Steven Meyer  
Mr. Mark Pellegrino  
Mr. Andre Ravenelle  
Dr. Elizabeth Schaper

**Non-Members Present:**

Dr. Richard Murphy  
Ms. Terri Burchfield  
Ms. Marsha Januskiewicz

Mr. Jolicoeur called the Executive meeting to order at 8:37 am.

Mr. Jolicoeur welcomed Dr. Meyer to the FLLAC board. Introductions were made around the table. Also, welcome to Dr. Landers to her first official members meeting.

**Approval of Minutes:**

Dr. Marshall motioned to approve the minutes of June 1, 2017. Ms. Calmes seconded the motion. Dr. Meyer and Mr. Haddad abstained. All in favor.

**Discussion Items:**

**Space Update**

Dr. Murphy reported that the move of Caldwell Elementary to the Townsend facility went well. Dr. Murphy remarked on the hard work extended by the Caldwell Elementary staff to make such a successful transition. Dr. Murphy explained that the move cost approximately \$50,000 for room renovations, telecommunications, internet, wireless and the movers. Dr. Murphy thanked Lori Stevens for her efforts to have the technical systems up and running.

Mr. Pellegrino arrived at 8:43am.

Dr. Murphy enlisted the services of architect Mark Schryver of Lancaster to determine whether the Caldwell Alternative building could be renovated and brought up to code. Dr. Murphy explained that Mr. Schryver's report indicated the building could be updated and renovated and gave several options. Dr. Murphy suggested meeting with the Space Committee to consider scope of work and appropriateness of building. Mr. Ravenelle indicated that he should know by the end of October if the building would be needed by Fitchburg or available for purchase.

### **MH Study Group Update**

Dr. Murphy explained that the group continues to meet and review how best to support our districts with outreach for families, case management for students coming out of the hospital and how to provide services to students in the process of transitioning out of or back to school.

### **Update of MF MCAD/EEOC Case**

Dr. Murphy explained that FLLAC's insurance considers this case to be a continuation of the same prior case resulting in no additional deductible. Dr. Marshall indicated that, since this was a personnel situation the Board should limit the conversation or go into Executive Session. The Board opted to move on from the topic and agreed that Dr. Murphy would update the Board in Executive Session at a later date, if needed.

### **Reminder to get SC appointment to the Board for 2017-2018**

Dr. Murphy reminded the board members to have their school committees appoint them as representatives to the FLLAC Board. Dr. Murphy stated that he will need to know the date on which they are officially appointed.

### **DESE, Paulajo Gaines to attend November 16 Board meeting**

Dr. Murphy informed the board that Paulajo Gaines, from DESE, will be attending the November 16, 2017, FLLAC board meeting.

Ms. Calmes left the meeting at 9:30 am.

### **Footsteps2Brilliance Innovation Zone Presentation**

Dr. Murphy explained that FLLAC was recommended to act as the fiscal agent of Footsteps2Brilliance. Mr. Jolicoeur made a presentation to the board explaining the process of committing to this program. The board thanked Mr. Jolicoeur for the clear and concise presentation. Mr. Jolicoeur informed the board that December 15<sup>th</sup> is the deadline.

### Action Items:

#### **Stipend for Van Management**

Dr. Murphy explained that due to the addition of a new classroom and anticipated use of the FLLAC vans that a staff person be appointed to act as the van manager. Dr. Murphy stated that this role would include scheduling, maintaining the vans, making sure that they are in compliance and that the staff are properly trained. Dr. Murphy suggested a \$3,000 stipend. Dr. Schaper motioned to offer a \$3000 stipend for assuming duties relative to managing the vans to an appropriate staff person. Mr. Haddad seconded the motion. All in favor.

#### **Vote to Charge Non-Member, Fiscally Responsible Districts the Non-member rate**

Dr. Murphy explained that a non-member but fiscally responsible district asked if they could pay the member rate. Dr. Murphy informed the board that currently FLLAC does

not have a policy regarding this situation but the practice has been to have a non-member, fiscally responsible district pay the non-member rate. Dr. Meyer motioned to adopt a policy stating that non-member; fiscally responsible districts continue to pay the non-member rate for tuitions and services. Dr. Mazzola seconded the motion. All in favor.

### **Vote to Have FLLAC act as Fiscal Agent for F2B Innovation Zone**

Dr. Marshall motioned to have FLLAC act as the fiscal agent for Footsteps2Brilliance. Dr. Mazzola seconded the motion. All in favor.

### **Vote to approve New Hires**

Dr. Meyer motioned to approve the list of new hires included in the board packet. Dr. Marshall seconded the motion. Dr. Schaper abstained. All in favor.

### Executive Director's Report:

#### **Financial**

Dr. Murphy explained that there are openings in all of the programs but that there are referrals coming in. Dr. Murphy said that FLLAC will continue to hold down spending as appropriate until the numbers increase.

#### **Professional Development**

Dr. Murphy reminded the board of the Jessica Minihan training on September 15 and the annual Special Education Training for School Staff on October 19. Dr. Murphy explained that the FLLAC staff listened to Dr. Albert Mussad present on the effects of poverty on learning at the FLLAC Orientation on August 28. Dr. Murphy informed the board that FLLAC will address the issue of Cultural Awareness at the November 1, FLLAC PD half day and Universal Design for Learning at the April 25, 2018, FLLAC PD half day. Dr. Murphy will be scheduling CPI and Mental Health First Aid in the fall and winter.

New Business:

None.

Adjournment:

Dr. Meyer motioned to adjourn at 10:10 am. Dr. Marshall seconded the motion. All in favor.

Respectfully submitted,

Marsha Januskiewicz

Recording Secretary