

Executive Board of Directors of the  
FLLAC Educational Collaborative  
Meeting Minutes  
September 15, 2016

**Voting Members Present:**

Mr. James Jolicoeur (Chair)  
Dr. Maureen Marshall (Vice-Chair)  
Mr. Terrance Ingano  
Dr. Mary Malone  
Mr. Andre Ravenelle  
Ms. Denise Clemons  
Ms. Loxi Jo Calmes

**Non-Members Present:**

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

Mr. Jolicoeur called the Executive meeting to order at 8:40 am.

Approval of Minutes:

**June 2, 2016, Board Meeting Minutes-**

Ms. Clemons made a motion to accept the minutes from June 2, 2016. Mr. Ingano seconded the motion. All in favor.

Dr. Murphy reminded the board that they need to get approval from their school committee to act as their representative to the FLLAC board. He also reminded the board that the FLLAC Charter Agreement requires that each member representative be in attendance at least four out of the six meetings.

Discussion Items:

**Space Update-**

Dr. Murphy explained the RFP process for the central office space and how Phoenix Park was determined to be the best option by the space committee. He informed the board that the permanent suite should be available on November 1 and that free rent has been offered to compensate for staying in the temporary space.

Dr. Murphy stated that he continues to look at ways to upgrade the Caldwell Alternative building and recently installed new doors, upgraded the wiring, lighting, phone system and landscaping. He said future projects include painting and repaving the driveway.

Dr. Murphy was notified by the town of Lunenburg that Caldwell Elementary could remain in the Passios School through the end of this school year. Lunenburg also told him that FLLAC would need to provide their own custodial services. Dr. Murphy reported that he is in the process of getting quotes and had anticipated and made allowances for this expense in the budget. Dr. Murphy said that he recently drafted a letter to the North Middlesex Superintendent, Joan Landers, inquiring about space for Caldwell Elementary and he also inquired about their interest in becoming a member of the FLLAC Collaborative. After speaking with Ms. Landers

he found that she had already received approval from her school committee to join FLLAC Collaborative. Dr. Murphy explained that he might be developing an RFP for the Caldwell Elementary program in the future if appropriate space has not been identified. Dr. Marshall informed Dr. Murphy that she has space available in Barre.

### **Strategic Plan Update-**

Dr. Murphy and Mr. Jolicoeur described all the work that had been done to get to the five strategic goal areas. The Strategic Planning Committee identified the following areas:

- Facilities
- Program and Services Development
- Professional Development for FLLAC staff
- Professional Development for district staff
- Branding and Marketing

Dr. Murphy explained that each strategic goal area includes specific goals. Dr. Murphy and the Strategic Planning Committee will continue to develop these goals and create action steps, time lines and accountability for each specific goal. Dr. Murphy stated that he should be able to present a draft plan to the Board at the November meeting.

### **Website-**

Dr. Murphy explained that FLLAC is developing a new web site and thanked Ms. Burchfield, Ms. Januskiewicz and Ms. Stevens for their work on this project. After background and price comparison was completed Dr. Murphy determined Stirling Technologies of Winchester to best fit the collaborative needs. Dr. Murphy anticipates the new website to roll out in late October/early November.

### **DESE Corrective Action Plan-**

Dr. Murphy informed the board that he received the Corrective Action Plan (CAP) from our Coordinated Program Review (CPR) and has had them posted on the FLLAC website. He explained that he would be working with the FLLAC Administrative team to develop new procedures and tracking mechanisms and to provide training to all staff. Dr. Murphy stated he would have all CAP required items ready for DESE by September 30.

### Action Items:

#### **Vote to Approve Strategic Goal Areas-**

Dr. Murphy asked the board to approve the five strategic goal areas identified above. Dr. Marshall made a motion to approve the five strategic goals as identified. Ms. Calmes seconded the motion. All in favor.

Ms. Calmes recommended that Dr. Murphy personalize professional development for each district.

### Executive Director's Report:

#### **Financial-**

Dr. Murphy reported starting the year under enrolled in all of the FLLAC programs but referrals are coming in. Dr. Murphy explained that interviews have begun for an LPN position in the early elementary DD classroom to give FLLAC the capacity to accept students who are

medically fragile. Otherwise, non-essential spending and hiring will be on hold until there is an uptick in enrollments.

Dr. Murphy informed the board that the auditors from Robert Alario have started the audit process. He expects that they will be able to present at the November meeting.

**Professional Development-**

Dr. Murphy updated the board on the upcoming professional development trainings. They included: Jessica Minihan on September 26 and Atty. Fay in November. He explained that Mental Health First Aid and CPI trainings would be scheduled for the fall.

New Business:

Ms. Burchfield handed out a flyer regarding “Operation: Baking Kids”. Ms. Burchfield explained that students from the FLLAC Middle School classroom bake cookies as a way of saying thank you to our soldiers, police, firefighters, veterans and community service providers. Ms. Burchfield asked the member districts to spread the word.

Adjournment:

Dr. Marshall motioned to adjourn at 9:42. Ms. Clemons seconded the motion. All in favor.

Respectfully submitted,

Marsha Januskiewicz  
Recording Secretary