

Executive Board of Directors of the
FLLAC Educational Collaborative
Meeting Minutes
November 17, 2016

Voting Members Present:

Mr. James Jolicoeur (Chair)
Dr. Maureen Marshall (Vice-Chair)
Mr. Terrance Ingano
Ms. Denise Clemons
Ms. Loxi Jo Calmes
Dr. Gary Mazzola
Dr. Elizabeth Schaper

Non-Members Present:

Dr. Richard Murphy
Ms. Terri Burchfield
Ms. Marsha Januskiewicz
Ms. Alicia Berrospe
Ms. Chris Baril
Ms. Karen Spinelli
Mr. Joe Hazelwood
Ms. Michelle Griffin
Dr. Michael Palladino

Mr. Jolicoeur called the Executive meeting to order at 8:30 am.

An announcement was made that this meeting was being recorded.

Introductions were made around the table.

Meeting agenda was taken out of order so that a quorum could be met.

Discussion Items:

Dr. Marshall asked Mr. Hazelwood of Dube and Hazelwood, FLLAC Treasurer, to explain how money was transferred from different accounts. Mr. Hazelwood explained that he reviews the warrant every two weeks and checks that Ms. Burchfield has transferred the correct amount. Dr. Marshall suggested that Mr. Hazelwood personally make the transfers between accounts. Ms. Burchfield agreed that this could be done while Mr. Hazelwood is at the FLLAC office.

Presentation of the FY2016 Financials and Audit Report:

Ms. Spinelli and Ms. Baril from Robert C. Alario presented the FY2016 Financials and Audit Reports to the Board. Ms. Spinelli explained that the financial statements show that FLLAC realized a gain of \$528,000. She said that this was due mostly to non-member tuitions.

Ms. Clemons and Dr. Mazzola arrived at 8:35am.

Ms. Spinelli explained the Audit Communication document. She realized that there was an adjustment period for Ms. Burchfield due to converting to QuickBooks and remarked that there needed to be some tightening up on internal controls, i.e. recording/initializing invoices, etc.

Vote to accept Financial Report and Approve Surplus Funds:

Dr. Marshall motioned to accept the Financial Report and thanked Ms. Burchfield for a job well done while undergoing the move of the central office. Ms. Clemons seconded the motion. All in favor.

Ms. Calmes motioned to accept the surplus funds into the reserve funds and added that the board can make the determination to transfer elsewhere when the need arises. Ms. Ingano seconded the motion. All in favor.

Ms. Baril, Ms. Spinelli and Mr. Hazelwood left the meeting at 8:55 am.

Approval of Minutes:

Ms. Clemons motioned to accept the minutes of September 15, 2016. Mr. Ingano seconded the motion. All in favor.

Ms. Palladino arrived at 9:00 am and introductions were made around the table.

Update to the Board on the progress of the Strategic Plan:

Dr. Palladino praised the participation of committee members and thanked those members for their commitment.

Dr. Marshall remarked that she thought the Strategic Plan contained too much to do in a short timeframe. Dr. Murphy said that the steps can be extended.

Ms. Calmes and Dr. Mazzola said that they are not able to vote as they have not had time to examine the plan.

Dr. Schaper remarked that a commitment needs to be made in terms of facilities. Dr. Schaper suggests making a concrete plan and be ready when the opportunity presents itself.

Dr. Palladino explained that currently this is a draft and that he wanted feedback to make sure that they are moving in the right direction.

Mr. Jolicoeur asked Ms. Griffin her opinion in terms of the direction of the Strategic Plan and space issues. Ms. Griffin replied that she has seen collaboratives buying property but also knows that there is space available in public schools and informed the board that there is upcoming legislature regarding space issues. Dr. Murphy explained that space in public schools are not always ideal due to highly sensitive and medically fragile students in some of the programs.

Dr. Murphy and Dr. Palladino agreed to revise some areas in the Strategic Plan and present it at the next board meeting in January 2017.

Update/Discussion on the North Middlesex request for membership:

Dr. Murphy described the process for North Middlesex to join FLLAC Collaborative. Dr. Murphy explained that the Agreement will need to be amended to add North Middlesex and would also need to be approved by member school committees and the Commissioner. Dr. Murphy expressed enthusiasm regarding this addition to the collaborative.

Update on the progress of the website development:

Dr. Murphy reported that the website is up and running. Dr. Murphy thanked Ms. Burchfield, Ms. Januskiewicz and Ms. Stevens for their work developing the site.

Update on the progress of identifying new program space:

Dr. Murphy explained that he will be looking at the Townsend space and has already looked at the Pepperell space in North Middlesex's Regional Public Schools. Dr. Murphy remarked that he does have some concerns regarding the amount of time that students will be traveling. Dr. Murphy acknowledged that discussions will be needed in regards to cost, time frame, food service, etc. before a decision is made and realizes that a RFP may be needed if these sites do not work out.

Discussion of Cost Comparisons:

Dr. Schaper asked that "45 Day" be referred to as "Extended Evaluations". Dr. Murphy agreed to do this.

Stipend for Parent Support Group Coordinator:

Dr. Murphy explained that the ASD/DD parent group meets in the evenings and offer social and educational opportunities for parents of our students and also provides childcare for our students and their siblings at the meeting site. Dr. Murphy requested a stipend for the Parent Support Group Coordinator who will arrange for childcare, provide activities and refreshments for the meetings. Ms. Calmes asked that the job be posted. Dr. Murphy agreed.

Action Items:**Vote to Accept Financial Report and Approve Surplus Funds:**

Dr. Marshall motioned to accept the Financial Report and thanked Ms. Burchfield for a job well done while undergoing the move of the central office. Ms. Clemons seconded the motion. All in favor.

Ms. Calmes motioned to accept the surplus funds into the reserve funds and added that the board can make the determination to transfer elsewhere when the need arises. Ms. Ingano seconded the motion. All in favor.

Vote to Approve Strategic Plan:

Ms. Calmes motioned to acknowledge receipt of the Strategic Plan but feels it needs to be revised and presented again at the January meeting. Dr. Mazzola seconded the motion. All in favor.

Vote to Approve North Middlesex Application:

Dr. Marshall motioned to accept the North Middlesex application for membership to join FLLAC. Dr. Marshall amended the motion to add “with the approval of the FLLAC member school committees” and “as of July 1, 2017”. Ms. Clemons seconded the motion. All in favor.

Vote to Approve Stipend for Parent Support Group Coordinator:

Ms. Clemons motioned to approve a stipend for the Parent Support Group Coordinator. Mr. Ingano seconded the motion. All in favor.

Executive Director’s Report:**Financial:**

Dr. Murphy reported that enrollment has improved since September and there has also been an increase in referrals.

Professional Development:

Dr. Murphy reported that the Jessica Minihan training was very well received and that he hopes to have her back for a training in the spring. Dr. Murphy informed the board that there is still time to enroll in the upcoming Atty. Fay training on Special Education Law Update.

New Business:

Ms. Clemons announced her departure from Gardner Public Schools and FLACC Collaborative and her return to Connecticut. Mr. Jolicoeur thanked her for her contributions to the board and said that she will be missed. Mr. Jolicoeur informed the

board that her position on the Warrant Committee needs to be filled immediately. Dr. Mazzola volunteered to join Ms. Calmes and Dr. Schaper on the Warrant Committee. Ms. Calmes motioned to approve Dr. Mazzola to join the Warrant Committee. Mr. Ingano seconded the motion. All in favor.

Adjournment:

Dr. Marshall motioned to adjourn at 10:43. Ms. Clemons seconded the motion. All in favor.

Respectfully submitted,

Marsha Januskiewicz
Recording Secretary