

Executive Board of Directors of the  
FLLAC Educational Collaborative  
Meeting Minutes for October 25, 2018

Voting Members Present:

Dr. Kathleen Burnham  
Ms. Paula Deacon  
Mr. Robert Jokela  
Dr. Mary Malone (Chair)  
Dr. Gary Mazzola  
Dr. Steven Meyer  
Dr. Joan Landers  
Mr. Mark Pellegrino  
Dr. Elizabeth Schaper

Non-Members Present:

Dr. Richard Murphy  
Ms. Marsha Januskiewicz

Dr. Malone called the board meeting to order at 8:38 am. An announcement was made that this meeting was being recorded.

Approval of Minutes:

Dr. Meyer motioned to approve the minutes of September 13, 2018. Dr. Mazzola seconded the motion. Dr. Landers abstained. Motion was passed.

Dr. Murphy announced that the Warrant folder was on the table and available for viewing.

Discussion Items:

Audit under way / DESE Fiscal Review starts 10-31-2018-

Dr. Murphy announced that the annual FLLAC Audit is underway and will be available for presentation at the next board meeting on December 6, 2018. Dr. Murphy also

explained that the DESE fiscal audit team will be beginning their audit next week, as required every three years.

#### Space Update-

Dr. Murphy informed the board of two properties that looked promising to house the Caldwell Alternative School. Dr. Murphy described the pros and cons of both the Fallon Building in Fitchburg and the Peter Fitzgerald building in Pepperell. The board members discussed other potential properties that Dr. Murphy could investigate. Dr. Murphy will report back with his findings at the next board meeting.

Mr. Jokela left the board meeting at 9:01am.

#### Treasurer Discussion with Auditor-

The board discussed alternative language regarding the description of duties for the FLLAC Treasurer. Dr. Murphy said that he will revise the description and present at the next board meeting.

Mr. Pellegrino motioned to move the agenda from the Discussion Items to the Action Items in order to accommodate his early departure. Dr. Landers seconded the motion. All in favor.

#### Action Items:

##### Vote to accept Executive Director's Goals-

Dr. Schaper motioned to accept the Executive Director's Goals. Mr. Pellegrino seconded the motion. All in favor.

##### Vote to approve new hires-

Mr. Pellegrino motioned to accept the new hires. Ms. Deacon seconded the motion. Dr. Schaper abstained. Motion was passed.

Mr. Pellegrino left the board meeting at 9:34 am.

The Action Items were concluded and the Discussion Items continued.

#### OPEB Actuarial Study Costs-

Dr. Murphy informed the board that the cost of the Actuarial Study is approximately \$3500. Dr. Murphy explained that once the Board has the results from the study that they can discuss implementing any postemployment benefits.

#### 18-22 year old Internships/Work Experience-

Dr. Murphy presented two brochures describing the Caldwell Alternative Internship Program and the ASD/DD Vocational Program. The board discussed the need for fingerprinting mentors if mentors would be left in charge of FLLAC students while at internship sites. Dr. Murphy explained that students from the ASD/DD program were always accompanied by a FLLAC staff person while at work sites but that a few Caldwell Alternative students were left in the charge of mentors. All mentors are CORI'd by FLLAC before students are left alone with them. The Board felt that FLLAC should require that mentors who could be left alone and in charge of FLLAC students should be fingerprinted in addition to being CORI'd and recommended that FLLAC create this policy. There was some discussion about the fact that a policy requiring mentors to be fingerprinted might dissuade some from volunteering to host interns. The Board felt that FLLAC should reimburse mentors for the cost of fingerprinting.

#### Play structure at CE compliance-

Dr. Murphy informed the board that the play structure at the Caldwell Elementary Program was installed and received with enthusiasm from the children of the program. Dr. Murphy was informed by the installer, following the installation of the playground equipment, that the current sand surface may not be compliant with new ADA standards that go into effect on January 1, 2019. The installers suggested that playground approved-wood chips be installed. The board suggested several suppliers and asked that Dr. Murphy compare and proceed with the installation of approved wood chips.

Executive Director's Report:

Financial-

Dr. Murphy reported that the Caldwell Alternative census continues to be lower than expected. Dr. Murphy is hopeful that referrals will be received during the school year. Dr. Murphy explained that Caldwell Elementary and the ASD/DD programs continue to meet or exceed their budgeted numbers.

Professional Development-

Dr. Murphy described the Legal training by Atty. Vasudevan on October 17<sup>th</sup> as well received. Dr. Murphy also informed the board of the FLLAC half day PD on October 24 with Dr. Kristan Rodriguez.

New Business:

None

Adjournment:

Dr. Meyer motioned to adjourn at 9:55 am. Dr. Mazzola seconded the motion. All in favor.

Respectfully submitted,  
Marsha Januskiewicz  
Recording Secretary