

Executive Board of Directors of the
FLLAC Educational Collaborative
Meeting Minutes for December 6, 2018

Voting Members Present:

Dr. Kathleen Burnham
Ms. Paula Deacon
Mr. Robert Jokela
Dr. Mary Malone (Chair)
Dr. Gary Mazzola
Mr. Brad Morgan
Dr. Shelia Muir
Dr. Joan Landers
Dr. Elizabeth Schaper

Non-Members Present:

Dr. Richard Murphy
Ms. Marsha Januskiewicz
Ms. Terri Burchfield
Ms. Paulajo Gaines
Ms. Ruth Hersch
Ms. Eva Akese

Dr. Malone called the board meeting to order at 8:34 am. An announcement was made that this meeting was being recorded and that the Warrant folder was on the table and available for viewing. Introductions were made for non-member attendees.

Approval of Minutes:

Ms. Deacon motioned to approve the minutes of October 25, 2018. Mr. Jokela seconded the motion. Motion was passed.

Action items taken out of order for consideration of Spinelli Accountants.

Vote to accept Audit Report-

Ms. Akese from Spinelli Accountants and Advisors presented the FY18 financials and audit recommendations to the Board. Ms. Akese thanked the FLLAC staff for their cooperation.

Dr. Schaper arrived at 8:50 am.

Dr. Landers motioned to accept the FY18 Audit Report, consisting of “FLLAC Educational Collaborative Financial Statements” and “Audit Committee Communications”. Dr. Mazzola seconded the motion. All in favor. Motion was passed.

Vote to determine disposition of excess funds-

Mr. Jokela motioned to support a credit to member districts for the excess funds of \$136,556.00, according to the FY18 audit. Dr. Schaper seconded the motion. All in favor. Motion was passed. Mr. Jokela requested a breakdown of disposition of these funds. Ms. Burchfield said she would be mailing this to the member districts.

Return to Discussion Items:

Discussion Items:

DESE Financial Review-

Dr. Murphy reported that the MA Department of Elementary and Secondary Education performed their audit on October 31. They verbally indicated that they did not find any areas of concern but made one recommendation that we add “warrants available for review” to all Board meetings agendas in the future. Dr. Murphy will present the official findings to the Board as soon as he receives it.

Space Update-

Dr. Murphy described three possible locations for the Caldwell Alternative Program as the Peter Fitzgerald School, the Fallon Building and the Leominster Plastics Museum. Dr. Murphy explained the pros and cons for each facility. Dr. Murphy informed the Board that the deadline for the RFP is December 17 and he is hoping for a good response.

Discussion of the need to fingerprint mentors at internship sites-

Dr. Murphy relayed the concerns of the Advisory Board regarding the requirement of mentor fingerprinting. The Advisory Board was worried that this requirement may discourage mentors from volunteering to host FLLAC interns. The Board reconfirmed

the decision from the October 25th board meeting to require mentors to be fingerprinted. This expense will be paid by FLLAC.

Treasurer- revised description of duties

Dr. Murphy presented a revised description of duties to the Board. The board asked that a line stating that the treasurer must be bonded be added to the document.

Budget Assumptions-

Dr. Murphy presented the board with a list of budget assumptions that he wanted to share before discussing them with the Budget Committee. Dr. Murphy also presented the cost comparison document that showed the savings of the member districts compared to other placements.

AESA Report-

Dr. Murphy informed the board that his recent AESA conference was very informative. Dr. Murphy attended some mental health forums and found them quite relevant. Dr. Murphy explained that he is exploring a cooperative purchasing agreement of Boardmaker on behalf of FLLAC member districts.

Action Items:

Vote to approve Annual Report-

Dr. Mazzola motioned to approve the Annual Report. Dr. Landers seconded the motion. All in favor. Motion was passed. Dr. Murphy thanked Ms. Januskiewicz for her work on this report.

Vote to approve new hires-

Dr. Mazzola motioned to accept the new hires. Mr. Jokela seconded the motion. All in favor. Motion was passed.

Executive Director's Report:

Financial-

The Budget to Actual Report was distributed to the Board members. Dr. Murphy reported that FLLAC anticipates to finish the year in the black. Dr. Murphy explained that although Caldwell Alternative remains under-enrolled that there are active referrals.

New Business:

None

Adjournment:

Dr. Mazzola motioned to adjourn at 9:59 am. Ms. Deacon seconded the motion. All in favor.

Respectfully submitted,
Marsha Januskiewicz
Recording Secretary