

****Collaborative for Regional Educational Services and Training
Board of Director's Meeting
480 Broadway, Methuen, MA 01844**

AGENDA

**Wednesday, September 25, 2013
8:30-10:30 am**

1. **CALL TO ORDER (Chairperson, Judith Scannell)**
 - a. Welcome
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF MINUTES**
4. **PUBLIC COMMENT**
5. **OLD BUSINESS**
 - a. Action Needed: Approval of Authorized Signatory
 - b. Action Needed: Tuition Rate/Salary Scale Additions
 - c. Action Needed: Executive Assistant Job Description
 - d. Informational Only: Collaborative Agreement/Regional Structure Updates
 - e. Informational Only: Name Change/Website Updates
6. **NEW BUSINESS**
 - a. Action Needed: CREST Employee Life Insurance
 - b. Action Needed: MSEC Topsfield Program Transfer
7. **FINANCE DIRECTOR'S/TREASURER'S REPORTS**
 - a. Informational Only: FY13 Preliminary Report
 - b. Informational Only: Year-to-Date FY14
 - c. Informational Only: Aging Report
8. **PERSONNEL REPORT**
 - a. Action Needed: Staffing Approvals
9. **PROGRAM UPDATES**
 - a. Informational Only: Professional Development
 - b. Informational Only: English Language Learners
10. **ADVISORY COMMITTEE REPORTS**
 - a. Action Needed: Finance Advisory Committee
 - b. Action Needed: Facilities Advisory Committee
 - c. Action Needed: Personnel Advisory Committee
11. **EXECUTIVE SESSION**
 - a. Legal Matter

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