



**The Board of Directors of the Central Massachusetts Collaborative will meet
Thursday, September 27, 2018 at 10:30 am at the Lobby Conference Room at
14 New Bond St., Worcester, MA 01606
Meeting Agenda Minutes**

The meeting was called to order at 10:43 AM.

1. Approval of the July 6, 2018 Board of Directors meeting minutes (voting item)
 - a. Superintendent Goguen makes a MOTION to approve the minutes for July 6, 2018.
Superintendent Binienda seconds the MOTION.
2. Director of Finance & Operations Report

- **FY19 YTD P&L @ 8.31.18**

As it is just the first school month of the year, there were minimal instructional expenses for the month. The monthly billing to 32 districts has resulted in CMC having more control over receivables. Summer program revenue came in over budget by \$127,000. E-rate of \$118,000.00 was offset by \$131,000 of technology related expenses. There were three warrants for the month of August, Superintendent Goguen and Superintendent Binienda signed them. Ms. Tefft and the board discussed the consistent losses related to The Recovery High School that have been at least 500,00.00 per year since the opening of RRHS (from FY16-FY18). This year CMC is getting 558,000.00 from DESE as an allocation for RRHS and Ms. Tefft is going to apply more of this funding from the grant towards the rent. Superintendent Binienda mentioned that another tenant may want to move into Rockdale and both Mr. Tempesta and Ms. Tefft agreed that this would be good thing.

- **FY18 Audit Update**

The auditors were in for site work in August and were pleased. Projected FY18 results include a loss of \$ 109,000.00. CMC used surplus funds for expenses for both New Bond and Higgins from the \$2,600,000.00 in the surplus account. This involved additional New Bond expenditures (desks and chairs; unified phone system throughout CMC) as well as the capital purchases approved by the BoD for the 121 Higgins building. A full GASB 75 OPEB valuation will be completed by an actuary to be included in the audit.

- **Treasurer's Report; OPEB Update**

Mr. Meichelbeck, CMC Treasurer, Updated the board on the OPEB trust. CMC is still recruiting a current retiree and active employee, will have the two finance directors from Worcester and Webster meet with the Executive Director as the five-member board of trustees and they will meet as needed throughout the year.

3. **Executive Director Report**

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- **CMC Opening of School Update**

The opening of school has gone well at CMC! There are still finishing touches being done at 121 Higgins, but they should be done before the next BoD meeting (that will be held at 121 Higgins and will include a tour of the facility). The numbers in most of the programs are up, due mostly to an increase in the number of students sent from Worcester. Program Directors are being resourceful with staffing and safety issues due to the budget cuts from last year. Superintendent Binienda spoke about the opening of schools for the Worcester Public Schools and everyone agreed that CMC would continue to attend and be recognized at the WPS Opening Day kick off at the DCU.

- **CMC Program Census; Staffing Updates**

Mr. Tempesta presented a monthly census and enrollment report that will be included at each BoD meeting this year so that the Board can monitor the growth and expenses of the programs at CMC.

adding column % special ed for WDS

Adding in cost for WPS and Webster into census in preparation for new members

CMC Board members and representatives from DESE mentioned changing the OOD to Non-Member districts so this would be similar to other collaboratives. The document can be seen below:

Program	Students	# Admin	# Teachers	# Clinicians	# IA's	# BCBA's	ODD Tuitions	ODD Tuitions	FY19 Yearly expense	stud/exp ratio	ODD %	# SPED	SPED%
Central Mass Academy	87	2	11.18	5	10	0	\$ 291,426.00	6	\$ 3,237,761.00	\$ 37,215.64	9.00%	86	98.85%
Robert Goddard Academy	104	2	13.33	5	16	0	\$ 621,079.00	13	\$ 3,503,034.00	\$ 33,683.02	17.73%	103	99.04%
Woodward Day School Rockdale	19	1	5	0	1	0	0	0	\$ 995,174.67	\$ 52,377.61	0.00%	4	21.05%
Woodward Day School Fremont	14	1	5	0	1	0	0	0	\$ 995,174.67	\$ 71,083.91	0.00%	4	28.57%
Woodward Day School McKeon	11	1	5	0	1	0	0	0	\$ 995,174.66	\$ 90,470.42	0.00%	6	54.55%
Rockdale Recovery High School	15	1	3.67	1	0	0	\$ 168,000.00	14	\$ 485,023.00	\$ 32,334.87	34.64%	0	0.00%
Central Mass Prep	77	1.5	9.5	4	12	0.3	\$ 242,855.00	5	\$ 2,255,022.00	\$ 29,286.00	10.77%	77	100.00%
THRIVE	52	1	7	0	27	1	\$ 1,156,498.00	14	\$ 2,189,607.00	\$ 42,107.83	52.82%	52	100.00%
Hartwell Learning Center	56	2	8	3	21	0.7	\$ 558,526.00	10	\$ 2,632,842.00	\$ 47,015.04	21.21%	56	100.00%
	435	12.5	67.68	18	89	2	\$ 3,038,384.00	62	\$ 17,288,813.00	\$ 48,397.15	17.57%	388	89.20%

- **Executive Director's Goals 2019**

Mr. Tempesta reviewed the goals that he developed for this year based on the strategic plan and feedback from the Board about managing the communication of the budget situation and program feedback from last spring. The four goals that are aligned with the CMC Strategic Plan are:

- 1) Improve and focus on the Instructional Core and Program Quality at CMC
- 2) Improve Woodward Day School Processes, Procedures and Outcomes
- 3) Improve Program and Collaborative-wide Culture at CMC via Transparency about identified staff concerns
- 4) Improve Communication of CMC goals, objectives and outcomes to all stakeholders in the Central Massachusetts Collaborative:

- **Disability Law Center Status Reports (Central Mass Academy and Woodward Day School)**

Mr. Tempesta reviewed the process, procedure and scope of the Disability Law Center's visits to all Woodward Day School Sites and to Central Mass Academy that happened last spring. Mr. Tempesta that DLC visited the

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three WDS sites: 190 Fremont, 11 McKeon and the third site that was reinstated mid-year due to expansion at 100 Hartwell St. in West Boylston. The visit to Central Mass Academy took place at 20 Rockdale St., which was the temporary home for CMA last year. CMA is now at 121 Higgins and Rockdale Recovery High School and WDS Hartwell have both returned to 20 Rockdale so that we have three WDS sites all year and RRHS returning to Rockdale (upstairs) this year to accommodate for the space limitations within CMC (184,000 sf of program space). CMA received extensive accommodations about their therapeutic day program. Woodward Day School received a proposed corrective action Plan. The CAP focused on the referral process for students with IEPs and had suggestions for both the Worcester Public Schools and The Central Massachusetts Collaborative. Secondly, Individualized Special Education Supports for all special education students at WDS for both WPS and CMC. And lastly, for the CAP was transition services for students. CMC and WPS have already met and are coordinating a plan and resources to meet all of the areas mentioned in the DLC report. Mr. Tempesta is also working closely with WDS as two of the three site managers are new this year and all three sites have proposed some new positions and schedule rotations to strengthen all site

- **Update on Status of new CMC Members (Clinton, Oxford, Milford, Southbridge)**

Mr. Tempesta reviewed the new member districts he solicited under the direction of the Board of Directors, he has visited, participated in School Board Meetings and received documentation of the intent of school districts of Clinton, Milford, Oxford and Southbridge joining CMC beginning July 1, 2019. Superintendent Binienda asked how many new students CMC would they need to gain to offset the 15% tuition discount for new member districts. Mr. Tempesta estimated this number to be three new tuitions, but said that the new districts are incentivized by the discount to send more students this year and in subsequent years, thus providing revenue and financial stability for CMC. This was discussed and presented to the BoD in the June meeting as Webster is departing and there were at least 6 other districts who send as many students as them who had expressed interest in joining CMC. Mr. Tempesta also reviewed the structure of the board, including the minimal changes to the CMC Collaborative Agreement and the process and timetable related to this undertaking. Superintendent Binienda remained concerned about letting four district join and proposed only letting two of the new districts join CMC. Mr. Tempesta strongly opposed limiting the number of districts joining since their school boards have already voted for them to join and because it is counter intuitive to why we solicited them to join in the first place: to strengthen CMC programmatically and to secure revenue long-term. The suggestion was made to review the fiscal impact of the having four members join with the business managers from Worcester and Webster before the BoD vote to add new members at the October 25, 2018 BoD meeting. The Board voted to table the acceptance of the new member districts to CMC until after a meeting of the business directors takes place so that the board can vote the new members in and do a first reading of the Collaborative Agreement at the October 25, 2018 meeting at 121 Higgins St.

- **Review of process for adding new member districts/ modifying collaborative agreement**

The process for adding new members and modifying the collaborative agreement was discussed by Mr. Tempesta and the Board of Directors. Paulajo Gaines and Ruth Hersh from DESE also provided guidance and perspective throughout the discussion. It was decided that the first reading could not begin until the BoD votes to accept the new members at the October board meeting. Mr. Tempesta assured the Board that he would meet with eth business managers asap so that this could be resolved for the next board meeting so that the Collaborative Agreement could be sent out to all of the FY20 School Boards for approval as soon as possible so it could then be approved by the Commissioner of Education.

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- **American International College Rental Agreement**

This contract between CMC and AIC for Wednesday evening rental brings \$12,500.00 annually for CMC and provides a local option for staff to pursue a graduate degree on site. Several CMC staff already attend AIC and this will be the second partnership with higher education for CMC. CMC also has an articulation agreement with Assumption College that results in a 25% tuition discount for CMC staff to participate in their BCBA Program.

- **Acceptance of Donations (voting item)**

Two separate donations for Donors choice were accepted for a total of \$436.01 in Ms. Berry's class in the Hartwell Learning Center. Superintendent Binienda makes MOTION to accept Donors Choose, Superintendent Goguen seconds the MOTION.

4. Member Requests / New Business

Superintendent Binienda made MOTION to adjourn at 12:35 PM, Superintendent Goguen seconded the MOTION

The matters listed are those reasonably anticipated by the Chair that may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.