



**The Central Massachusetts Collaborative
Board of Directors Meeting
Thursday, October 25, 2018, at 10:30 a.m.
Central MA Academy, Lobby Conference Room
121 Higgins Street, Worcester MA, 01606**

Meeting Minutes

Board Members Present: Maureen Binienda, Chair, Worcester Superintendent of Schools
Ruthann Goguen, Webster Superintendent of Schools

Also Present: Michael Tempesta, Executive Director, CMC Collaborative
Beverly Tefft, Director of Finance, CMC Collaborative
Joseph Meichelbeck, Treasurer, CMC Collaborative
Paulajo Gaines, Collaborative Coordinator, DESE

Superintendent Binienda called the meeting to order at 11:07 a.m.

1. Approval of the September 27, 2018 Board of Directors meeting minutes (voting item)

Superintendent Goguen made a MOTION to approve the meeting minutes of September 27, 2018.
Superintendent Binienda seconds the MOTION.

2. Director of Finance & Operations Report

a. FY19 YTD P&L @ 9.30.18

Mrs. Tefft summarized the net assets, revenues, and expenses for the time period ending September 30, 2018. Mrs. Tefft spoke to the revenues, expenditures, and changes to net assets for the same period of time. (See P&L Budget vs. Actual Draft document)

Mrs. Tefft informed the board that the current FY19 student enrollment numbers are lower than the FY19 budgeted numbers. Staffing has been projected accordingly. CMC does anticipate additional referrals/enrollments for FY19 from now through the end of the school year, which will generate an increase in the revenue projection.

b. FY19 B/S @ 9.30.18

Mrs. Tefft asked if anyone had questions on the Balance Sheet; none were asked.

c. Warrants

The warrants for the weeks ending 9.14.18 and 9.28.18 were signed by the board.

d. FY18 Audit Update

Mrs. Tefft stated that the FY18 audit is about completed, with a loss of \$108,000.00. Mrs. Tefft asked if anyone had questions on the warrants; none were asked.

e. FY20 Budget Update

Mrs. Tefft informed the board that she is starting the process of preparing the Fiscal Year 2020 budget, which will be presented at the December 13, 2018 Board meeting.

f. Treasurer's Report; OPEB Update

Mr. Meichelbeck stated that the OPEB Committee has added a retiree volunteer and the committee needs an active employee volunteer to serve as a member on the OPEB Committee.

Mr. Tempesta stated he would send out an email to all staff seeking a volunteer to serve on the OPEB Committee.

3. Executive Director Report

a. Finance Subcommittee Meeting Update

Mr. Tempesta informed the committee that the Finance Committee is meeting and making progress on the suggestions for the Collaborative Agreement. The next Finance Subcommittee meeting will be held on December 5, 2018.

b. Voting to accept new CMC Members (Clinton, Oxford, Milford, Southbridge) (voting item)

Superintendent Binienda requested that the board look at the CMC Collaborative agreement before taking any action on this item.

c. First Reading of Revised CMC Collaborative Agreement with new member districts

Superintendent Binienda identified language differences in the approved 2014 Collaborative Agreement and the approved 2017 Collaborative Agreement. In Section VII: Finance, F. Annual Budget Preparation and Assessment costs.

CMC Collaborative Agreement approved September 14, 2014

The budget shall delineate the tuition rates for member and non-member districts as well as fees for services. Tuition rates and fees for services are based on the overall cost of providing the services, divided by the number of students served by the program or service. Once the total annual budget expenditures are determined and the anticipated out of district enrollment and revenue is calculated, based on historical data, the annual per pupil rate is determined. The formula for calculating the tuition and fees for service rate for a member district with fewer than ten students is the annual per-pupil rates less 15 percent. The formula for member district with the remaining number of students enrolled pays the net balance, divided in twelve equal installments.

CMC Collaborative Agreement approved 2017

The proposed budget shall delineate the tuition prices for member and non-member districts as well as fees for services. Tuition rates and fees for services are based on the overall cost, including direct program costs and indirect administrative expenses, and the number of students served by the program or service. All direct program costs shall be developed by determining the necessary costs for individual programs. These costs include but are not limited to the personnel expenses, occupancy costs, equipment rentals, instructional supplies and non-instructional expenses, operational expenses and transportation costs. The total indirect administrative costs shall be developed and then apportioned to each program based on a per pupil basis. Administrative costs include but are not limited to the salaries and benefits of administrative staff, occupancy costs, supplies and equipment, postage, travel, legal fees, professional membership dues and subscriptions, technology and communications.

Mr. Tempesta will schedule a meeting with the Finance Subcommittee to research the two documents and advise the board of the committee's findings at the December 13, 2018 board meeting.

d. CMC Program Census; Staffing Updates

Mr. Tempesta provided a census spreadsheet to the board showing, by school, the number of students, staff, and tuition rates per student. Mr. Tempesta and Mrs. Tefft emphasized that the collaborative needs approximately an additional 5 tuitions, for a total of 15, to balance the FY19 budget due to additional added staff this fall. The current staffing update is as follows:

Program (Tuition; 1 to 1 IA)	Students	# Admin	# Teachers	# Clinicians	# IA's	# BCBA's	NM Tuitions plus 1 to 1 IAS	NM Tuitions	FY19 Yearly expense	stud/exp ratio	NM %	# SPED	SPED%
Central Mass Academy	87	2	11.18	5	10	0	\$ 288,188.00	6	\$ 3,237,761.00	\$ 37,215.64	8.90%	86	98.85%
Robert Goddard Academy	104	2	13.33	5	16	0	\$ 666,797.00	13	\$ 3,503,034.00	\$ 33,683.02	19.03%	103	99.04%
Woodward Day School Rockdale	20	1	5	0	1	0	0	0	\$ 995,174.67	\$ 49,758.73	0.00%	8	40.00%
Woodward Day School Fremont	17	1	5	0	1	0	0	0	\$ 995,174.67	\$ 58,539.69	0.00%	10	58.82%
Woodward Day School McKeon	16	1	5	0	1	0	0	0	\$ 995,174.66	\$ 62,198.42	0.00%	7	43.75%
Rockdale Recovery High School	15	1	3.67	1	0	0	\$ 78,356.00	7	\$ 485,023.00	\$ 32,334.87	16.16%	0	0.00%
Central Mass Prep	77	1.5	9.5	4	12	0.3	\$ 232,331.00	5	\$ 2,255,022.00	\$ 29,286.00	10.30%	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	\$ 471,728.00	8	\$ 2,632,842.00	\$ 47,015.04	17.92%	56	100.00%
	444	12.5	67.68	18	89	2	\$2,893,898.00	53	\$ 17,288,813.00	\$ 43,571.03	16.74%	399	89.86%

e. Worcester Public Schools proposal for CMC to develop ASD/Deaf program

Mr. Tempesta believes that the collaborative could provide an ASD/Deaf Program but that the costs, equipment and other factors would have to be vetted first. The program could be located within the existing THRIVE Program, with the ABA Instructional Assistants and needed equipment.

Superintendent Binienda suggested reaching out to Cindy Landanno at the CAPS Program to obtain informational materials on the ASD/Deaf Program at the FLLAC.

Superintendent Goguen stated funding would need to be confirmed before moving forward with the ASD/Deaf Program and that she estimated that the program would cost be close to \$300,00.00.

f. Acceptance of Donations (voting item)

There are no donations waiting for board approval.

4. Member Requests /New Business

5. Adjournment

The meeting adjourned at 12:11 p.m.

Respectfully submitted,
Joanna Bilotta, Recording Secretary