



**Central Massachusetts Collaborative  
Board of Directors Meeting  
Tuesday, December 18, 2018, at 8:00 a.m.  
CMC, Lobby Conference Room  
14 New Bond 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  
Brian Allen, Chief Financial and Operations Officer, WPS  
Paulajo Gaines, Collaborative Coordinator, DESE  
Ruth Hersh, District & School Finance, DESE

Superintendent Binienda called the meeting to order at 8:13 a.m.

**1. Approval of the November 26, 2018 Board of Directors meeting minutes (voting item)**

Superintendent Goguen made a MOTION to approve the November 26, 2018 meeting minutes.  
Superintendent Binienda seconds the MOTION.

Mrs. Gaines asked to amend the meeting minutes on page three, to remove the three bullets that begin with Mrs. Gaines.

Ms. Hersh requested to remove the last bullet on page three that began with Mrs. Hersh.

Superintendent Goguen made a MOTION to amend the November 26, meeting minutes as requested.  
Superintendent Binienda seconds the MOTION to amend the minutes.

Superintendent Goguen made a MOTION to approve the amended November 26, 2018 meeting minutes.

Superintendent Binienda seconds the MOTION.

## 2. Director of Finance & Operations Reports

### a. FY19 YTD P&L @ 11.30.18

Mrs. Tefft summarized revenues, and expenses for the time period ending November 30, 2018. Mrs. Tefft spoke to the variances in revenues and expenditures to budget and prior year for the same period of time. She provided the board with a Fund Balance Analysis: FY12 – FY19. Mrs. Tefft spoke to the insurance claim amounts and the additional revenues received from Dr. Grady-Lindquist providing consultative work for other area districts.

Mrs. Tefft informed the board that CMC is below budget for school tuitions. The FY19 budget was based on 60 anticipated out of district tuitions. CMC is currently at 43 tuitions or \$883,000.00 below the projected budget as of December 7, 2018.

Mrs. Tefft addressed the \$300,000.00 that was approved for capital purchases at 121 Higgins street; \$258,000.00 of the \$300,000.00 has been disbursed, leaving a balance in that line item of \$42,000.00.

Superintendent Goguen made a MOTION to not exceed \$270,000.00 of the previously approved \$300,000.00.

Superintendent Binienda seconds the MOTION.

### b. FY19 B/S @ 11.30.18

Mrs. Tefft presented the FY19 balance sheet as of 11.30.18 and a comparative balance sheet to the FY18. Mrs. Tefft affirmed that since converting CMC tuition billing method from twice a year to monthly, the operating funds are stronger than last year at this time.

### c. Warrants

Mrs. Tefft provided the November 9, 2018 warrant #1819-10 and November 23, 2018 warrant #1819-11 for board signature.

## 3. Executive Director Report

### • Voting to accept new CMC Members (Clinton, Oxford, Milford, Southbridge)

Mr. Tempesta informed the board that attorney Regina Williams Tate from Murphy Hesse, Toomey, and Lehane, LLP., attended the December 12, 2018 finance subcommittee meeting to discuss different options for continuing or dissolving the Central Massachusetts Collaborative based on Webster's pending withdrawal on June 30, 2019. The options are:

- a) Dissolution of the Collaborative
- b) Allow the new members to join the Collaborative
- c) The Worcester Public Schools assumes all Collaborative Programs within WPS

The committee's next steps are to research pricing options for new members joining the collaborative, the structure per program, and the cost per student. Mr. Tempesta stated the committee would like to obtain thoughts from Jay Sullivan and Chris Lynch from the DESE, pertaining to the collaborative agreement and how other area collaboratives handle pricing per student.

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Mr. Tempesta shared that, per the board's request, he has communicated to Clinton, Oxford, Milford, and Southbridge the possibility of losing the 15% discount that has been committed to join the collaborative. Oxford will still participate as a new member; Clinton, Milford, and Southbridge are hesitant and are prepared to wait to hear the agreed pricing.

Superintendent Binienda recommends allowing only Oxford Public Schools to join CMC at this time. Oxford would receive an interim rate for FY20, which would be determined once the finance subcommittee presents those figures to the board for approval, and then would pay the same per program prices as Worcester beginning in FY21, once the rates are adopted.

Superintendent Binienda shared that at the finance meeting, the subcommittee will also review the salary scales between Worcester Public Schools and CMC. The finance committee needs to implement a formula for each program to equal the \$14,105,714.00 that Worcester currently pays for the FY19 assessment. There is no plan to increase funding above the FY19 assessment that Worcester Public Schools is currently paying to the collaborative.

Superintendent Binienda stated that the subcommittee learned that the Woodward Day Program (WDS) was always developed as a Worcester Public Schools program only, and in previous years, prior to 2014, The Worcester Public Schools always employed a Program Director of all WDS Sites in their yearly budgets to ensure that all programs strictly followed the Worcester Public Schools handbook and code of discipline. The Program Director running WDS should be a Worcester Public Schools employee and will assume all management duties of the WDS Program, but all other non-union staff will be hired as employees of the collaborative. Superintendent Binienda would use the collaborative to work the WDS with the current budget of \$3,390,427.00. All other districts would be able to utilize the WDS Program and any revenue profit would go to the Worcester Public Schools.

Superintendent Goguen stated that the CMC budget and budgeting process is not sustainable, which is why the board recommended going out to other school districts for membership. The finance subcommittee would need to know the cost of each program and build the program budgets on known assumptions so that they are not unrealistically reliant on anticipated enrollments.

Superintendent Goguen made a MOTION for the Worcester Public Schools to absorb the cost of the Long-Term Exclusion program, Woodward Day School, (not a therapeutic day school) entirely, separate from the remaining Programs at CMC (therapeutic day schools) and continue to work with the DESE to create a memorandum of understanding between CMC and Worcester Public Schools (if needed) for the processes at the Woodward Day Schools.

Superintendent Binienda seconds the MOTION.

Mr. Allen, Worcester Public Schools Chief Financial Officer, stated that WDS would not be assessing a per-pupil tuition rate. The rate would be based on the Governor's budget inflation rate percent and that percentage rate would be added to the current WDS Program budget.

Superintendent Binienda made a MOTION to approve Oxford Public Schools becoming a member of the Central Massachusetts Collaborative effective July 1, 2019.

Superintendent Goguen seconds the MOTION.

Superintendent Goguen recapped the finance committee next steps are:

- Create a Memorandum of Understanding between CMC and Worcester Public School on the process at WDS (If one is needed)
- Recommendations for student tuition rates
- The options for the collaborative moving forward
- Staff salary scale comparison between CMC and Worcester Public School
- Member rate for Oxford Public Schools

Superintendent Goguen made a MOTION for Mrs. Tefft to implement a freeze on the FY19 collaborative budget. Make sure to stay in compliance, all departments and programs should not make any new purchases unless they are approved in advance by Mrs. Tefft effective January 1, 2019. CMC can replace current funded positions, shall not add any new personnel or positions.

Superintendent Binienda seconds the MOTION.

- Acceptance of 2017-2018 CMC Annual Report  
Superintendent Goguen made a MOTION to approve the 2017-2018 CMC Annual Report.

Superintendent Binienda seconds the MOTION.

- Acceptance of Donations  
Superintendent Goguen made a MOTION to accept the donation from DonorsChoose.org to Ms. Berry's classroom project, "Literacy Opportunity for Underprivileged Students" in the amount of \$321.53.

Superintendent Binienda Seconds the MOTION.

#### **4. Member Requests / New Business**

There were no new member requests or any new business discussed by the board.

The next monthly board meeting will be held on Friday, January 25, 2019, at 11:00 am, at CMC, 14 New Bond Street, Worcester, MA.

#### **5. Adjournment**

Superintendent Goguen made a MOTION to adjourn.

Superintendent Binienda seconds the MOTION.

The meeting adjourned at 9:43 am.

Respectfully submitted,  
Joanna Bilotta

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