

**The Board of Directors of the Central Massachusetts Collaborative Meeting**  
**Thursday, December 7, 2017 at 11:00 AM at the Lobby Conference Room at**  
**14 New Bond St., Worcester, MA 01606**  
**Meeting Agenda**

**Meeting was called to order at 11:50AM**

**1. Approval of the November 8, 2017 Board of Directors meeting minutes (voting item)**

Motion to approve minutes from Nov. 8 BOD meeting by Superintendent Goguen, seconded by Superintendent Binienda.

**2. Director of Finance & Operations Report**

**FY17 Audit Report Presentation: Pavento, Ratcliffe, Renzi & Co. LLC (voting item):**

- Introduction to John Ratcliffe – Financial statements were presented
- Reference to page 1 of the FY 2017 Audit report: CMC was in compliance.
- Page 5, Management Discussion and Analysis – Revenue compared year to FY16 increased 8.2%
- Page 9, Grants and Government contracts – \$611,000 RRHS for grants
- Page 27, \$523,112.90 encumbrances that John recommends we vote and push to year 2018. These were items purchased for the opening of the 14 New Bond site (August 2017) that bridged fiscal years over the summer
- Required Collaborative calculation disclosure – CMC is under cumulative surplus percentage (Maximum is 25%) at 17.91%
- Page 34, CMC Internal controls and compliance are excellent.
- Page 35, CMC Staffing needs attention. Not enough personnel as Executive Director and Business Director duties should be segregated to other employees.

• **Vote to approve 523,112.90 from Surplus (per audit) for FY17 year-end expenses:**

Motion to approve the use of cumulative surplus funds in the amount of \$523,112.90 to cover FY17 year-end expenses paid in FY18 – per FY17 audit by Superintendent Goguen, Superintendent Binienda seconded.

Motion to approve FY17 IFR by Goguen, seconded by Binienda

• **FY18 YTD P&L @ 11.30.17**

Ms. Tefft stated that we are right on target for financials. Expenses are trending a little high as there were some equipment and staffing that needed expanding for facilities and maintenance.

• **FY18 B/S @ 11.30.17**

- **Warrants**

Warrants were presented and signed by the BOD.

### **3. Executive Director Report**

- **Unique Acquisition or RFP Update and BOD Vote to Proceed with Negotiation and Expansion (voting Item)**

Mr. Tempesta presented the BOD with and update from the CMC finance committee (Bev Tefft; CMC. Brian Allen, Worcester; Ted Avlas, Webster) that detailed a proposal to either expand, via the Unique Acquisition process, the CMC facility at 14 New Bond St., or seek other similar proposals through the RFP process. The Finance Committee agreed that facilities expansion is critical and as long as the expansion efforts involve keeping the Worcester's assessment at a 2.8% increase for a total of \$ 14,138, 727.00, and using the CMC surplus to fund capital expenses and staffing increases associated with expansion, then they are in complete agreement with the proposal. It should be noted that Worcester's annual budget increase to CMC has been 5% for the last three years---- even in years without building projects. Mr. Tempesta stated that we would use the surplus funds judiciously as we did with 14 New Bond St., but that we should look to build this up in FY20. Tempesta said that he would like all CMC students to continue to access academic, vocational and collegiate transition opportunities at Quinsigamond Community College. Also concerned for numbers at WWD and RRHS to come back over to Rockdale and CMA at New Bond. Tempesta stated that they will proceed cautiously and will not exceed the number presented.

Ms. Goguen stated that she would like to have on record that she is supportive of Mr. Tempesta's expansion initiative and vision, but she is cautious about the programs at CMC growing so fast and maintaining the quality of programming for students. Tempesta agreed with Ms. Goguen about the pace of expansion at CMC, but emphasized the financial predicament he inherited two years ago that lead to the CMC BOD approving a six year business plan and strategic goals that is the driving force behind this decision.

Motion for approval to go into negotiation for a Unique Acquisition or RFP proposal CMC building expansion not to exceed 35,000 sf by Superintendent Binienda, Seconded by Superintendent Goguen.

- **AESA Conference Presentation and Update**

The materials presented by Mr. Tempesta and Mr. Brehm at the AESA Conference in San Antonio Texas were presented to the BOD.

- **CMC Annual Report Approval (voting Item)**

The CMC 2017 Annual Report was presented to the BOD. Motion to accept annual report by Superintendent Goguen, seconded by Superintendent Binienda

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

Motion to accept Fallon donation by Superintendent Binienda, seconded by Superintendent Goguen

**4. Member Requests/New business**

No new business at this time.

Meeting called to adjourn at 12:40PM

*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.*