

**The Board of Directors of the Central MA Special Education Collaborative will meet
Thursday, October 19, 2017 at 11:00 am at the Lobby Conference Room at
14 New Bond St., Worcester, MA 01606**

Board Members Present: Ms. Maureen Binienda, Chair
Ms. Ruthann Goguen

Others Present: Mr. Michael Tempesta, Executive Director
Ms. Beverly Tefft, Director of Finance and Operations
Mr. Joseph Meichelbeck, Treasurer

The meeting was called to order at 11:36 AM.

1. **Approval of September 25, 2017 Board of Directors meeting minutes (voting item)**
MOTION by Ms. Goguen, seconded by Ms. Binienda, to approve BOD meeting minutes.
2. **Director of Finance & Operations Report**
 - **FY18 YTD P&L @ 9.31.17**
 - ❖ Negative expenses reflect encumbrances waiting to be paid. A good number have been paid in the month of October.
 - ❖ New expenses have been added to the P&L. Vocational Program expenses - supplies, materials and equipment.
 - ❖ No information yet on utility expenses @ New Bond
 - **FY18 B/S @9.31.17**
 - ❖ operating cash @ \$2.1m; September - three warrant month
 - ❖ Working very diligently on the A/R
 - ❖ Winchendon P.S. - \$15k payment of written-off FY14 receivable
 - **Warrants**
 - ❖ The attached warrants were signed by the board members.
 - **Treasurer's Report: OPEB Update**
 - ❖ \$950,000 in the trust.
 - ❖ Written in 1990, has not been updated.
 - ❖ Suggest have lawyers review and update the agreement how we want to invest it.
 - ❖ Discuss at a future meeting after the lawyers have had a chance to discuss it.
 - ❖ Recommend a trustee meeting once a year.
 - ❖ Law Firm: Murphy, Hesse, Toomey & Lehane
3. **Executive Director Report**
 - **Unique Acquisition Update (Rationale)**
 - 1) At/Over capacity already
 - 2) 6 year business plan; increase in tuitions
 - 3) 35,000 sf (ACT, CMA, Recovery High School, WDS)
 - 4) Allows for Assessment Centers at all grades at 14 New Bond
 - 5) Timeline for building and occupying; Spring/Summer 2018
Preliminary Analysis of New Space Proposal
 - 6) BOD Approved Business Plan will be achieved (FY17-FY22)

- 7) New Out of District Tuitions/Expansion (project 25 new tuitions)
- 8) FY18 Tuitions have nearly doubled since FY17 Budget year (21 to 39)
- 9) 35,000 sf (ACT, CMA, Recovery High School, WDS)
- 10) Expansion of Vocational Program: Manufacturing; Horticulture; Building Trades
- 11) Allows for ACT Program Expansion; Therapeutic Spaces

Next steps

- Contact Worcester and Webster Business Directors and set the date for another presentation
- Worcester and Webster Supts. will discuss with their finance people
- What sort of impact has the population increase had on staff?
- Revise the business plan with actual numbers and then have another meeting with business directors and proceed after the plan is vetted..
- **Introduce New RRHS Principal; MaryEllen McGorry**
 - 1) MaryEllen McGorry starts on October 30, 2017.
 - 2) Partial day transitions with Susan Strong before she leaves.
 - 3) Susan Strong's last day is October 27, 2017.
- **Acceptance of Donations (voting item)**
 - 1) There are no donations.
- **Business Plan Update:**
 - 1) CMC Rentals: North River Collaborative, American International College "DataPalooza"
 - 2) Other rental opportunities

4. Member Requests/New Business

- MOTION by Ms. Goguen to make the following changes to the meeting schedule. Seconded by Ms. Binienda.
- Proposal to move Board of Directors meeting on January 25, 2018 from 11:00 AM to 1:00 PM.
- Proposal to move Board of Directors meeting on March 8, 2018 from 11:00 AM to 8:30 AM.
- Proposal to move Board of Directors meeting on April 12, 2018 from 11:00 AM to 8:30 AM.
- Proposal to move Board of Directors meeting on May 10, 2018 from 11:00 AM to 8:30 AM.
- Proposal to move Board of Directors meeting on June 14, 2018 from 11:00 AM to 8:30 AM.

5. Ms. Binienda makes a MOTION to adjourn at 12:35 PM, Ms. 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.