



Central Massachusetts

SPECIAL EDUCATION COLLABORATIVE

Board of Directors Meeting Minutes March 8, 2017

Board Members Present: Ms. Maureen Binienda
Mr. Richard Lind

Others Present: Mr. Michael Tempesta, Executive Director
Ms. Beverly Tefft, Director of Finance and Operations
Mr. Michael Kelly, RGA Director
Ms. Jessica Pitsillides, HLC Director
Ms. Ann Ortiz, CMA Director
Ms. Susan Strong, RHS Principal
Ms. Liz Pinzino, THRIVE Director
Ms. Evelyn Marrone, WDS Director
Ms. Jean Lindquist-Grady, Clinical Services
Ms. Mary Christensen, Grant Writer
Mr. Tom Devine, Consultant

The meeting was called to order at 12:00 pm

1. Approval of January 18, 2017 Board of Directors meeting minutes

MOTION by Mr. Lind, SECONDED by Ms. Binienda to approve the January 18, 2017 Board of Directors meeting minutes.

2. Director of Finance & Operations Report

A. FY17 YTD P&L at February 28, 2017

FY17 YTD P&L was distributed in the Board package. Ms. Tefft reported that the collaborative is doing very well on revenue side of budget. As of March 3, 2017 out of district students are 15 over budget (36 students).

She added that expense budget is good; advertising is the only item over budget. It was stated that the marketing has been well worth it as we have had an increase in tuitions from outside districts.

B. FY17 Balance Sheet at February 28, 2017

The balance sheet as of February 28, 2017 was distributed in the Board package.

Ms. Tefft reported that the Department of Public Health awarded the Recovery High School an increase in grant to \$50,000. Thank you Susan Strong for putting this together.

C. Warrants #1617-14 (January 6, 2017), #1617-15 (January 20, 2017)
Warrants #1617-16 (February 3, 2017), #1617-17 (February 17, 2017)

The above warrants were signed by Board members.

3. Executive Director Report

A. FY18 Initial Budget Presentation

Mr. Tempesta reported that moving CMA out of 15 Harlow Street back to Worcester was a necessity because WPS needed to occupy the building in order to be eligible for MSBA renovation of windows and the heating system. Additional budget discussion items included: Initial consolidation numbers for CMA move to 20 Rockdale Street, moving all non-CMSEC Instructional Assistants back to WPS, Non-CMC Program Clinicians and Itinerants back to WPS, adopting the common Grades 6-12 rotating master schedule and consolidating Woodward Day School from three sites to two (McKeon and Fremont) due to the impact of the CMA move to 20 Rockdale.

The RIF process was discussed and will be discussed further at the Administration/Program Director meeting next Tuesday.

Ms. Binienda stated that all these moves are for the students to have outstanding new opportunities such as vocational programs, art, music and PE and that the students have deserved a facility like 14 New Bond for quite some time.

B. Building Project Updates

190 Fremont Street

The project is almost complete. The move date is scheduled for Monday, April 3, 2017.

14 New Bond Street

The project is on target and the facility looks spectacular.

C. CMC Collaborative Agreement Adoption Discussion

Mr. Tempesta reported that the collaborative agreement was reviewed by Paulajo Gaines at the DESE. She made some minor changes. Members were given a marked up copy of the agreement which included all changes (The Collaborative's name change, an update regarding the annual calculation of the collaborative's cumulative surplus and the minor changes made by Paulajo Gaines).

MOTION by Mr. Lind, SECONDED by Ms. Binienda to approved the amended Central Massachusetts Special Education Collaborative (CMSEC) agreement, as most recently approved on November 19, 2014, to reflect the collaborative's name change to the Central Massachusetts Collaborative (CMC). Additionally, Section VII, subsection D. 2 has been updated to reflect the annual calculation of the collaborative's cumulative surplus.

The agreement will now be sent to the School Committees for their approval.

D. Update on CMC Technology Services for FY18 and FY19

Mr. Tempesta reported that he has received service contracts from Bi-County Collaborative (\$25,000) and Cape Cod Collaborative (\$30,000). TEC Collaborative \$15,000, CASE \$25,000 and ACCEPT \$25,000 are all still interested.

He would like to finalize the hiring of the Technology Director position. .6 FTE has already been approved. Would like to increase to 1.0 FTE at \$125,000/year salary. The cost to the collaborative will only be \$75,000 (\$50,000 will come from the contractual agreements).

MOTION by Mr. Lind, SECONDED by Ms. Binienda to increase the Technology Director position from .6 FTE to 1.0 FTE with salary differential covered through contractual agreements.

E. CMC Marketing

Mr. Tempesta reported that CMC marketing plan is underway. A marketing strategy has been developed and marketing materials purchased. Have presented at trade shows, did bulk mailing, continue networking and will be having open houses for surrounding area districts. He has heard great feedback from the initial mailing which was sent out last week.

He reported that he went to an ABA conference in Connecticut on March 3, 2017 and learned that there is lot of marketing opportunity in northern Connecticut there. We will reach out to that area.

F. Acceptance of Donations

MOTION by Mr. Lind, SECONDED by Ms. Binienda to accept the following donation as read by Mr. Tempesta:

\$850 donation for WDS Rockdale from DonorsChoose.org for four chromebooks.

MOTION by Mr. Lind, SECONDED by Ms. Binienda to accept the following donation as read by Mr. Tempesta:

\$550 donation for Hartwell Learning Center from Kate's Voice for Music Therapy.

G. New Business

Ms. Binienda reported that discussion took place at the recent budget meeting regarding the existing CMC retirement procedure.

MOTION by Mr. Lind, SECONDED by Ms. Binienda to amend "Section 3.20.3 - Retirement" of the Central MA Special Education Collaborative's Employee Handbook September 2015 from:

Employees intending to retire shall notify the Executive Director, in writing, at least thirty days prior to the date the termination is to take effect. Upon receipt of the letter of intent to retire, the Executive Director or designee will conduct an exit interview to inform the employee of the termination procedures.

If the employee is enrolled in the group health insurance, eligibility for continued coverage after retirement the employee must meet one of the following criteria:

- ***The employee has reached thirty years of employment with CMSEC***
- ***The employee has reached 15 years of employment with the CMSEC and has reached the age of 65***

to:

Employees intending to retire shall notify the Executive Director, in writing, at least thirty days prior to the date the retirement is to take effect. Upon receipt of the letter of intent to retire, the Executive Director or designee will conduct an exit interview to inform the employee of the retirement/termination process.

To be eligible for group health insurance coverage after retirement, the following criteria must be met:

- ***The employee must be enrolled in the group health insurance plan at the date of retirement***

- ***The employee has met the vested requirements for retirement under the respective systems, namely, Massachusetts Teachers' Retirement System (MTRS) or Massachusetts State Employees Retirement System (MSERS)***

The employer/employee portion of the premium coverage shall remain the same for a retiree as that of an active employee.

5. Motion to adjourn

MOTION by Ms. Binienda, SECONDED by Mr. Lind at 12:55 pm to enter into Executive Session According to M.G.L. Ch. 30A, Section 21, Subsection 2, for the purpose of conducting strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.

6. Return to Open Session at 1:21

Minutes submitted by Joni Larsen, Assistant to the Executive Director.