

**Board of Directors Meeting
Minutes
July 19, 2016**

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. Joseph Meichelbeck, CMSEC Treasurer
Ms. Ann Ortiz, CMA Director
Ms. Jessica Pitsillides, HLC Program Director
Mr. Michael Kelly, CMP Director
Ms. Susan Strong, RHS Principal
Ms. Lisa Roberts, WDS Site Coordinator
Ms. Teresa O'Neill, WDS Site Coordinator

Meeting called to order at 11:28 AM

1. Approval of Board of Directors meeting minutes Motion/Approved
 - a. June 8, 2016 – Motion/Approved
2. Director of Finance & Operations Report
 - a. FY16 Budget
 - In reference to the FY16 P&L statement (which is unaudited, through the end of June) is a good indication of where CMSEC will end the year.
 - Ms. Tefft stated there is a \$500k-550k surplus expected and that income is 108k over budget, which includes a 41k FICA refund.
 - Mr. Tempesta addressed the shortage of staff in the business office and the impact that this has on collecting tuition in a timely manner. CMSEC current bills bi-annually and we would like to increase this to monthly or quarterly. There is currently only a .75 staff member taking care of billing as well as all AP/AR and this staffing model needs to be increased as soon as possible (following audit recommendations).
 - P&L Expenses- Ms. Tefft stated that salaries and benefits came in under budget. Ms. Tefft explained that this had to do with 23%-27% turnover as well as having some positions, such as Curriculum and Technology Director going unfilled and having the Executive Director assuming these duties for the short term. The additional savings is turnover savings coming from the gaps between staff leaves and re-hires. Building Maintenance also came in about 50k under budget.
 - Ms. Tefft said that the audit will begin August 15, and will last for 1 week. The auditors will return for a day or two in September. This is the same Audit Firm as used in previous years.
 - b. Approval for 2% increase in Mr. Meichelbecks 2016-2017 year contract
 - Motion/Approved
 - Ms. Binienda asked and Mr. Tempesta confirmed, that all other employees also received a 2% increase similar to Mr. Meichelbeck.
3. Executive Director Report
 - a. Property Lease and negotiation.

- Mr. Tempesta said we are currently waiting to resolve two points on the lease that involve financing for the project. The first is a standard sign-off with specific language granting CMSEC Executive Director Michael Tempesta the specific authority from the BOD to negotiate and sign the lease. Although this permission was granted in the May BOD meeting, the banks involved with the financing requested a signed document to be executed at the next BOD meeting. The remaining item to be resolved in the lease is the security deposit. CMSEC has made it clear to Liberty Properties that we would not provide a deposit, but that we would investigate securing a Letter of credit or an amount to be held in escrow to facilitate the banks request.
 - Mr. Tempesta said that Liberty Properties has green-lighted the architects to begin sketches/designs. Mr. Tempesta was to be on premise at New Bond on Friday, July 22 to view site and lab design.
 - Request by Mr. Tempesta that the lease be ratified as is all through except for the TBD.
 - Ms. Binienda is concerned with signing an additional letter of credit document as it becomes a legal document and doesn't want her district to be responsible for any additional funds. Mr. Tempesta confirmed that we will not pass this off as a cost to districts to fund the security deposit. He also said that we would look to potentially use the money that we are allocating to surplus as money that could be put in Escrow to satisfy this requirement or move it to a capital account with a stipulation that it could only be used exclusively for CMSEC building projects.
 - Mr. Lind asked if there was a plan in place if the new location was not ready at the anticipated open date. Mr. Tempesta said that our current leases are open to extension. Mr. Tempesta stated that we could always look at moving a school vacation if the need was there. The architects are confident they will meet deadlines. Mr. Tempesta also mentioned that these architects have a history of finishing early and under budget.
 - Ms. Binienda asked how much more per month will the new location cost compared to current leases. Mr. Tempesta confidently said that, as was presented to the BOD in previous months, with just five additional tuitions per year, we would break even, and that he hopes to have 20-30 additional tuitions before the new location opens. Mr. Lind asked what the current max capacity is and Mr. Tempesta indicated that thanks to our recent Unique Acquisition expansion at 100 Hartwell, we have room for 40 more students in our current locations.
 - Request by Mr. Tempesta for the lease to be ratified as per the previously agreed upon in business plan with the understanding there will be no security deposit but that we would investigate the Letter of Credit and Escrow options.
 1. Motion/Approved
- b. LEAP Train the Trainer
- Mr. Tempesta is hoping to train member districts once the four members of the CMSEC LEAP Team are trained. DESE wants to use collaboratives for training hubs within the state. Mr. Tempesta is confident that we will be ready to train people by mid-year
- c. Admin Institutes
- Mr. Tempesta spoke about the successful golf outing at KettleBrook Country Club. Ms. Tefft, we do not have final numbers on donations.
 - Mr. Tempesta said that Strategic Plans will be reviewed and finalized on Aug 17 & 18.
- d. Request for Ms. Binienda to sign audit engagement letter. Ms. Binienda signed.
- e. Mr. Tempesta asked for the creation of 3 Campus Technology Facilitators to be added using 100k of the surplus. These Campus Technology Facilitators would have a different role than IA's. They should be able to lead labs designed to reinforce the learning for students from the classroom—particularly with individualized instruction and credit-recovery situations. Ms. Binienda would like to go back to her financial person for his take on this and she is confident that he will advise against this. Mr. Lind suggested maybe going forward with 1 to see how the position works out.
- f. Acceptance of Donations:

- No Donations for acceptance

4. Member Requests / New Business

- a. Ms. Binienda requested the change of 2 Board of Director meeting dates. Change August 10th to August 24th; and January 11th to January 18th.
 - Request to approve meeting dates and change of times from 8:30am to 10:30am
 - Motion/Approved
- b. Ms. Binienda spoke to all and invited some of CMSEC staff to attend a session being held for WPS employees on Aug 26th at 12:00 at the DCU Center. The guest speaker is Liz Martin, author of ***Every Child Matters***, who will address the topic of reaching all students, particularly students in poverty.

5. Motion to adjourn at 1:08PM / Approved

Minutes submitted by Meghan MacDonnell, Data Specialist