

DRAFT
Board of Directors Meeting
Minutes
August 24, 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. Michael Kelly, RGA Director
Ms. Susan Strong, RHS Principal
Ms. Lisa Roberts, WDS Site Coordinator
Ms. Teresa O'Neill, WDS Site Coordinator
Ms. Evelyn Marrone, WDS Site Coordinator

The meeting was called to order at 10:55 a.m.

I. Approval of July 19, 2016 Board of Directors meeting minutes

MOTION by Mr. Lind, SECONDED by Ms. Binienda to approve the July 19, 2016 Board of Directors meeting minutes.

II. Director of Finance & Operations Report

a. FY16 YTD P&L at July 31, 2016

Ms. Tefft reviewed the FY16 YTD P&L. She reported that the negative numbers in the P&L reflect unpaid FY16 invoices, to be paid in FY17

b. FY16 Balance Sheet at July 31, 2016

Ms. Tefft reported that the balance sheet is still unaudited because CMSEC is in the middle of an audit that should be completed in September. She reported that to date, the audit has gone well with positive cash flow.

c. Warrants #1617-1 (July 8, 2016) and #1617-2 (July22, 2016)

The above warrants were approved and signed by Board Members.

Mr. Lind asked for clarification for the line item "MA Department of Revenue" Ms. Tefft stated it was for payroll taxes.

Ms. Tefft reported that payments owed to CMSEC by the districts have been coming in.

d. Audit Update

Ms. Tefft reported that the auditors from Pavento, Ratcliffe, Renzi & Co., LLC were at CMSEC all last week doing field/compliance work. They are scheduled to come back late September to complete the audit.

III. Executive Director Report

a. Update on CMSEC and Liberty Property Lease Negotiations and Building Timeline

Mr. Tempesta reported we were not able to get a letter of credit for CMSEC for the New Bond Building Project, but that we are still able to move forward with the building project. Although the construction schedule is currently a month and half behind, but he has been assured by NorthPoint that they will make up the time. The date for Phase I move in is August 15, 2016.

b. BOD Certificate of Authorization for the 14 New Bond Lease with Liberty Properties

This is the last document needed for the finalization of the lease. Although permission was granted at the May Board meeting, the banks involved with the financing requested an authorization document for the Executive Director be executed by the CMSEC Board..

MOTION by Mr. Lind, SECONDED by Ms. Binienda to sign the certificate to authorize the Executive Director to enter into lease. The certificate was signed and will be sent to Liberty Properties.

c. Executive Director's Recommendation to create a CMSEC Capital Account (voting item)

It was decided that this item will be delayed until a future Board meeting so that Mr. Tempesta can gather information for the BOD about how other collaboratives in the area and who have similar programs to CMSEC build up their surplus accounts and/or use capital accounts for their collaboratives. Some of the questions asked by the BOD about the surplus and capital accounts were:

What percentage of surplus can go into this account? How much do other collaboratives have in their surplus accounts? Do most Collaboratives have a capital account? Can the surplus still go back to Worcester if needed?

d. Executive Director's Recommendation to move any FY16 Operating profit to a CMSEC Capital Account of surplus to a CMSEC Capital Account (voting item)

This item was also delayed until a future Board meeting.

The following vote was taken:

MOTION by Mr. Lind and SECONDED by Ms. Binienda to Use FY16 Surplus in the following way: Return \$200,000.00 to Worcester from the surplus account and CMSEC can use up to \$150,000 for TLC Teacher and Technology Support Personnel. The remaining surplus balance will remain in the Collaborative's Surplus.

e. Presentation of the first draft of the CMSEC (CMC) Strategic Plan for 2016-2019

Mr. Tempesta reviewed the draft Strategic Plan with committee members. He discussed all of the strategic initiatives including the Professional Learning Communities that begin the first week of school. The PLCs will meet the first and third Thursday from 1 pm – 3 pm and include every member of the collaborative. This is the first Strategic Plan ever created at the Central Massachusetts Special Education Collaborative as well as the first Collaborative-Wide Professional Development Plan with eight distinct PLC that will meet throughout the year and contribute to the improvement of CMSEC.

f. Acceptance of Donations

Mr. Tempesta reported that the Collaborative received a \$2,000 donation from Harvard Pilgrim Health Care.

MOTION by Ms. Binienda, SECONDED by Mr. Lind to accept \$2,000 donation from Harvard Pilgrim Health Care.

g. Proposed Amendment – Recovery High School Tuition

Mr. Tempesta stated that the new tuition rate for Recovery High School for 2016-2017 school year (which is based on FY17 state average foundation per pupil rate) is \$10,774 for member and non-member students.

MOTION by Mr. Lind, SECONDED by Ms. Binienda to approve the 2016/2017 tuition rates for Recovery High School at \$10,744.

IV. Member Requests/New Business

Ms. Binienda announced that CMSEC staff are invited to join Worcester Public Schools staff at event on Friday, August 26, 2016. Doors open at 11:00 am and training starts at 11:45 am.

V. Motion to adjourn made by Mr. Lind at 11:47 am.

Minutes submitted by Joni Larsen, Executive Administrative Assistant