

DRAFT
Board of Directors Meeting
Minutes
September 13, 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

The meeting was called to order at 9:30 a.m.

I. Approval of August 24, 2016 Board of Directors meeting minutes

MOTION by Mr Lind, SECONDED by Ms. Binienda to approve the August 24, 2016 Board of Directors meeting minutes.

II. Director of Finance & Operations Report

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

Ms. Tefft reviewed the FY16 YTD P&L. She reported that the negative numbers in the P&L are pending bills that need to be booked in FY16, but are paid in FY17.

b. FY16 Balance Sheet at August 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 noted that September is a three pay period month.

c. Warrants #1617-3 (August 5, 2016) and #1617-4 (August 19, 2016)

The above warrants were signed by Board members.

MOTION by Mr Lind, SECONDED by Ms. Binienda to approve Warrant #1617-3 (August 5, 2016) as presented.

MOTION by Ms. Binienda, SECONDED by Mr. Lind to approve Warrant #1617-4 (August 19, 2016) as presented.

d. Audit Update

Ms. Tefft reported that the auditors from Pavento, Ratcliffe, Renzi & Co., LLC were at CMSEC in August to do field work and compliance work. They will be back at CMSEC next Monday, September 19, 2016 and Tuesday, September 20, 2016 to wrap finish with the audit. She added that the draft audit report will be done in October and the final report will be presented to the Board at the November meeting.

III. Executive Director Report

- Update on CMSEC and Liberty Property Building Timeline

Mr. Tempesta reported that he has a standard weekly building project meeting with Liberty Property every Friday morning.

He reported that he is working on the kitchen/cafeteria design. The plan is to keep food service with Worcester. He announced that the Niche Hospitality Group is helping us with kitchen design. He and Mr. Smachetti, CMP Program Director, and Mike Kelly, RGA Program Director are meeting with the group at "The Fix" Restaurant to edit and get ideas for the New Bond St. kitchen design concept.

- Seeking a tax abatement for the Rockdale Recovery High School

Ms. Tefft reported that the new tax bills haven't come out yet, but with the \$4 million improvement she is projecting \$100,000.

Ms. Binienda discussed with Mr. Ed Augustus the issue of gas for vans for Recovery High School. He proposed that Worcester would pay for 90% and Webster 10% (gassing up at DPW). It is illegal to bill transportation services for a recovery high school.

Ms. Binienda will set up a meeting with Mr. Ed Augustus, Mr. Tempesta and herself to discuss tax abatement for Rockdale Recovery High School. Ms. Strong mentioned that Mr. Jim Hyatt, our DPH representative has offered his assistance in this matter.

- Looking for businesses to sublet in 2nd floor of RRHS; new RFP for WDS Rockdale

Mr. Tempesta reported that he spoke with Elias Hanna, landlord, and he might have a business opportunity to sublet both upstairs and downstairs. Looking for a new site in Worcester, particularly north Worcester, as a possible site is currently underway with the WDS Restructuring PLC led by Teresa O'Neill, Lisa Roberts and Mr. Tempesta.

- Reduction in the FY17 Budget Assessment

MOTION by Ms. Binienda, SECONDED by Mr. Lind to accept the revised reduction in budget assessment for FY17.

- Acceptance of Donations

Mr. Tempesta reported that the Collaborative received a \$480.00 donation from BNY Mellon Corporation for unrestricted use to RGA.

MOTION by Mr. Lind, SECONDED by Ms. Binienda to accept \$480.00 donation from BNY Mellon Corporation.

IV. Member Requests/New Business

V. Motion to adjourn made by Ms. Binienda at 10:10 am to go into Executive Session to return to open session

VI. Return to Open Session at 10:23am; Approval and Ratification of CBA between CMSEC and SEIU Local 888 (Instructional Assistants)

MOTION by Mr. Lind, SECONDED by Ms. Binienda to accept sign and ratify the Collective Bargaining Agreement Between the Central Massachusetts Special Education Collaborative and SEIU, Local 888 (Instructional Assistants) July, 1 2015- June 30, 2018.

VII. Minutes submitted by Joni Larsen, Executive Administrative Assistant