

**Board of Directors Meeting
Minutes
October 26, 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. Jessica Pitsillides, HLC Director

The meeting was called to order at 11:12 a.m.

1. Approval of September 13, 2016 Board of Directors meeting minutes

MOTION by Mr. Lind, SECONDED by Ms. Binienda to approve the September 13, 2016 Board of Directors meeting minutes.

2. Director of Finance & Operations Report

A. FY17 YTD P&L at September 30, 2016

Ms. Tefft reviewed the FY17 YTD P&L. Discussion took place regarding districts with outstanding bills and how to collect the money. The total amount in outstanding bills is \$110,000 (\$50,000 is Recovery High School students). The suggestion was made to bill all districts monthly. Currently, the only district billed monthly is Worcester. The others are billed 2 times a year.

B. FY17 Balance Sheet at September 30, 2016

Ms. Tefft reviewed the balance sheet as of September 30, 2016.

**C. Warrants #1617-5 (September 2, 2016), #1617-6 (September 16, 2016) and #1617-7
September 30, 2016**

The above warrants were signed by Board members.

D. Audit Update

Ms. Tefft reported that the auditors from Pavento, Ratcliffe, Renzi & Co., LLC are finishing the draft version of the audit. The final report will be presented to the Board at the November meeting.

3. Executive Director Report

A. Update on CMSEC and Liberty Property Building Timeline

Mr. Tempesta distributed the blueprint design for the new building and reported that the blueprint is currently “frozen” so that permits can be finalized.. He shared photos of donated kitchen equipment from Wachusett Village Inn, that was offered to CMSEC by Recovery Centers of America (Westminster)

B. RFP CMSEC WDSRHS #5 Update

Mr. Tempesta reported that we received three responses for the RFP. He is working with the landlord at Rockdale building to try to exit both programs at that site either by subleasing or a buy-out. Mr. Tempesta will send copies of the original lease to Board Members.

Mr. Tempesta will give an update on this item at the November Board meeting.

C. Phoenix Multi-Sport and Rockdale Recovery High School Partnership

Phoenix Multi-Sport is a non profit, national company that offers sports and outdoor adventure. Their mission is “if you are sober for 48 hours you can work out for free”. They are currently working with Recovery High School and could possibly take over the lease upstairs at Rockdale.

D. BeSafe Model Program Booklet

Mr. Tempesta reviewed the BeSafe Model Program Booklet. He reported that the program is for police and fire along with CMSEC.

E. CMSEC Professional Development; Booking LEAP Presentations (Fall River; Webster)

October 7, 2016 was CMSEC’s Professional Development Day. It was a successful PD Day and there was positive feedback. The topics covered were Google training and LEAP. Mr. Tempesta reported that the four of our staff are attending Level I Google Training on October 27, 2016.

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F. Vocational Curriculum

Mr. Tempesta reported that we are moving along with the vocational curriculum for CMSEC through our existing PLC that is chaired by Ann Ortiz.

G. Proposal for Technology/Curriculum Director Position

Mr. Tempesta proposed to reinstate the Technology/Curriculum Director position. This position could be a shared position with other collaboratives; splitting time with ACCEPT and CASE, point person to initiate the Student Management System, financial package and learning platforms acquisition. This position will bring in revenue to CMSEC by doing technology PD out in the districts and consulting. By investing in this position, it will bring in revenue to CMSEC and this is lucrative business opportunity for CMSEC.

H. Acceptance of donations

MOTION by Mr. Lind, SECONDED Ms. Binienda by to accept kitchen equipment donation estimated at \$20,000 from Wachusett Village Inn/ Recovery Centers of America (Westminster)

MOTION by Mr. Lind, SECONDED by Ms. Binienda to accept \$100.00 donation from Clifford and Linda Davis to Hartwell Learning Center for student needs.

4. Member Requests/New Business

5. Motion to adjourn

MOTION by Mr. Lind, SECONDED by Ms. Binienda 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 12:30 p.m.

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