



**Board of Directors Meeting  
Minutes  
November 17, 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 Michelbeck, Treasurer  
Ms. Elaine Renzi, Pavento, Ratcliffe, Renzi & Co., LLC  
Ms. Tish Michelson, Pavento, Ratcliffe, Renzi & Co., LLC  
Mr. Michael Kelly, RGA Director  
Ms. Evelyn Marrone, WDS Director  
Ms. Teresa O'Neill, WDS Director  
Ms. Jessica Pitsillides, HLC Director  
Ms. Lisa Roberts, WDS Director  
Ms. Susan Strong, RHS Principal  
Ms. Paula Jo Gaines, DESE

The meeting was called to order at 10:45 am.

**1. Approval of October 26, 2016 Board of Directors meeting minutes**

MOTION by Mr. Lind, SECONDED by Ms. Binienda to approve the October 26, 2016 Board of Directors meeting minutes.

**2. Director of Finance & Operations Report**

**A. FY17 YTD P&L at October 31, 2016**

FY17 YTD P&L was distributed in the Board package.

**B. FY17 Balance Sheet at October 31, 2016**

The balance sheet as of October 31, 2016 was distributed in the Board package.

**C. Warrants #1617-8 (October 14, 2016), #1617-9 (October 28, 2016)**

The above warrants were signed by Board members.

D. Audit

Ms. Elaine Renzi and Ms. Tish Michelson from Pavento, Ratcliffe, Renzi & Co., LLC were present at the meeting and gave an overview of audit to Board Members.

There is the need for clarification regarding cumulative surplus. DESE will send the Board of Directors a letter asking for clarification on this cumulative surplus question.

Ms. Renzi reviewed the recommendations made by Pavento, Ratcliffe, Renzi & Co., LLC.

MOTION by Mr. Lind, SECONDED by Ms. Binienda to accept Central Massachusetts Special Education Collaborative Basic Financial Statements and Management's Discussion and Analysis with Independent Auditor's Report for the Year Ended June 30, 2016 as is.

MOTION by Ms. Binienda, SECONDED by Mr. Lind to approve use of cumulative surplus in the amount of \$328,884.15 to cover FY16 expenses for technology that were paid in FY17.

3. Executive Director Report

A. Presentation of Quarter 1 CMSEC Report

Quarter 1 CMSEC Report was distributed to Board Members.

B. Presentation of FY16 Annual Report

Mr. Tempesta reviewed the FY15-16 Annual Report.

MOTION by Mr. Lind, SECONDED by Ms. Binienda to approve FY15-16 Annual Report as presented by the Executive Director.

C. Revised Schedule of BOD Meetings for 2016-2017

Per the suggestion of BOD Chair Binienda, Mr. Tempesta asked that the BOD meetings for 2016-2017 be revised to meet seven times per school year by eliminating the meetings during school vacation months. Also, the initial budget meeting will be changed from December to January.

MOTION by Mr. Lind, SECONDED by Ms. Binienda to approve the revised schedule of BOD meetings for 2016-2017.

F. Resignation of Data Specialist: Restructure Process

Mr. Tempesta announced that the Data Specialist has resigned her position at CMSEC to relocate with her family. He is requesting to use existing funds from the vacant Data Specialist position and from the unfilled remaining Campus/ Tech facilitator position (total of \$75, 000.00)

.6 FTE Technology Director who will not only manage and direct all hardware, software, budget, purchasing and integration of instructional platforms at CMSEC, but will also be able to provide contract services for other collaboratives and districts thus creating revenue for the collaborative. The goal is to be able to fully fund this position, as well as some other tech support positions, from this revenue stream and be able to offer more services and professional development opportunities at the New Bond Campus beginning this August..

MOTION by Mr. Lind, SECONDED by Ms. Binienda to approve converting the funds from the Data Specialist position and the remaining Campus/ Technology Facilitator position (75, 000.00) to the position .6 FTE Technology Director position effective immediately..

G. RFP CMSEC WDSRHS #5 Recommendation for BOD Approval

Mr. Tempesta reported that two RFPs were received. There was a subcommittee meeting which evaluated both properties. 190 Fremont street was by far the better choice. The cost is \$8,750/month with a five year lease.

Will relocate WPS nurses to 20 Rockdale upstairs along with recovery coaches, mindfulness, yoga and counseling.

Ms. Binienda committed Worcester to providing a teacher for Central MA Academy Program.

Discussion took place regarding paying for the \$84,000/year rent. Mr. Tempesta noted that non-member students and tuitions are up from last year, and rate of increase is already over 12% projected by the BOD approved business plan estimates at the end of FY18 even before the big "CMC" marketing drive that will begin in February/March.

MOTION by Mr. Lind, SECONDED by Ms. Binienda to authorize the Executive Director to award RFP bid to DeLeo Group and to begin transition process as soon as possible.

5. Motion to adjourn

MOTION by Mr. Lind, SECONDED by Ms. Binienda to adjourn at 12:10 pm

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