

**Board of Directors Meeting  
Minutes  
January 13, 2016**

**Board Members Present:**

Dr. Marco Rodrigues  
Dr. Barbara Malkas

**Others Present:**

Mr. Michael Tempesta, Executive Director  
Ms. Beverly Tefft, Director of Finance and Operations  
Mr. Joseph Meichelbeck, CMSEC Treasurer

**Meeting called to order at 9:15 AM**

1. Approval of Board of Directors meeting minutes from December 9, 2015
  - a. Motion/Approved
  
2. Director of Finance & Operations Report
  - a. FY16 Budget
    - i. Ms. Tefft stated that the budget is trending on schedule. She stated that there may be some potential savings under Legal Fees and Outside Services, \$100k budgeted for French River will not be used.
    - ii. Ms. Tefft stated that the move from WDS Fremont to Rockdale has been finalized. The budgeted expenses for rental and utilities at Fremont will be offset by unbudgeted expenses at RHS.
    - iii. Ms. Tefft stated that she received the third quarter real estate tax bill for 20 Rockdale St and it is still showing the old valuation. She may be able to shift some of the RHS expenses to the grant as we still have some FTEs not filled. Dr. Rodrigues recommended to Ms. Tefft to have the owner contact city hall to see if they can get an estimate on the new evaluation.
    - iv. Dr. Malkas asked what the current enrollment at RHS is. Ms. Tefft stated 28.
    - v. Ms. Tefft explained differences in P&Ls from FY15 and FY16.
    - vi. Dr. Malkas asked if Ms. Strong was involved with the Governor's Opioid Task Force. Mr. Tempesta said yes. Dr. Malkas asked if she was going to the Worcester County Principals meeting. Mr. Tempesta thought that she was but will confirm this. Dr. Malkas will make sure she is invited. He also mentioned that she is meeting with the area Superintendents and with the MIAA this month. Ms. Tefft discussed the balance sheet and comparative balance sheet. A/R is down, cash is up due to staying on top of billing, collections and higher tuition rates.
    - vii. Dr. Rodrigues asked how many OOD students we have. Ms. Tefft stated we have 21 not including RHS. RHS has 22 OOD plus 2 Webster and 4 WPS.
  - b. Warrant Report: FY16
    - i. December 11, 2015-Approved and signed by board members
    - ii. December 25, 2015- Approved and signed by board members
  - c. FY17 Budget
    - i. Ms. Tefft stated that v.2 is the result of Ms. Tefft and Mr. Tempesta meeting with program directors and submitting their requests.
    - ii. Ms. Tefft stated that this is a true picture of RHS, \$1.2M (\$500k DPH grant & \$700k Ops budget). The increase in the operating expense are primarily due to fixed building costs.
    - iii. No tuition increases or ERATE (approx. \$40k) are figured into the budget. Health insurance is a 7.7% increase, due to claims. Dr. Rodrigues asked if we looked into copays to lower premium.

Ms. Tefft stated not this time. Dr. Rodrigues recommended looking at copays and prescription coverage.

- iv. RHS is using the \$500K from DPH grant to cover their salaries. 8.5 FTEs if they are fully staffed. All staff over the \$500K will come from our budget. Dr. Rodrigues asked if the unfilled positions are needed. Ms. Tefft stated that per DPH, once they reached a certain number of students (25) they need to fill the unfilled positions. Dr. Malkas recommended looking at the teaching positions. Teachers can be dual certified and if not at the high school level, they can take a test to get dual certified. Dr. Rodrigues suggested finding ways to economize.
- v. Dr. Malkas requested to have the percentage increase on the budget. Ms. Tefft said she will add it and resend it.
- vi. Mr. Tempesta went over the area collaborative tuitions. CMSEC tuitions are approximately \$10k lower per program than all Worcester area Collaboratives, even if we raise our tuitions by 4%. Dr. Malkas stated that SWCEC raised tuitions to cover a revenue gap and it has impacted enrollment in some programs. She said to make sure as we do comparisons we don't price ourselves out. Mr. Tempesta learned from discussions with other collaboratives that it's appropriate to raise rates gradually. Dr. Rodrigues stated that we can discuss rates, but until the Governor's budget comes out at the end of January, we can't make any decisions. He asked to table the discussions on tuition increases until the February Board meeting.
- vii. Mr. Tempesta discussed the proposed positions. He is still waiting for the technology audit report to see if he needs an IT Tech or if we can use a consultant. He has scheduled demos with some budget software companies and is doing an audit of our student system. He feels the #1 position needed is the accountant. Those duties need to be done accurately. Dr. Malkas asked if the 3 positions at RHS would be covered under the grant. Ms. Tefft stated that salaries for all RHS positions total \$584k, \$500 from DPH grant and \$84 from Ops budget.
- viii. Dr. Malkas stated that the Director of Technology wasn't a board approved position. It was supposed to be Curriculum. She asked how curriculum will be aligned to member district expectations. Mr. Tempesta stated that curriculum is being reviewed by the Curriculum Committee and that Program Leaders will have an increased role in the process. Dr. Malkas asked what he is doing to help program leaders who are assisting the Executive Director with this curriculum load. Dr. Malkas suggested a stipend to a program director that has some expertise for leadership around curriculum in the absence of someone that has it as their sole role.

3. Motion to enter 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 non-union personnel, and the Chair so declares. Approved.
4. Motion to exit executive session at 10:50 AM/Approved
  - a. No votes or discussions took place in conflict with the open meeting law.
5. Director of Finance & Operations Report (continued)
  - a. DESE Compliance & Fiscal Review Summary
    - i. Ms. Tefft went over the summary and observations. Some of the observations have already been addressed and corrected. Others will be addressed. Mr. Tempesta has to respond to the notice asking for corrections before the final summary is made. Dr. Rodrigues recommended taking these observations and putting them into an action plan. Dr. Malkas congratulated Ms. Tefft, stating it shows accounting practice are in fact keeping the financial liability of the collaborative in place.
  - b. Pending IRS Audit
    - ii. Ms. Tefft wanted to make the Board aware that the IRS is going to be doing an audit due to State Retirement and FICA issue in the 4<sup>th</sup> quarter of 2011. She asked the Board if they wanted to have the power of attorney involved. Both members stated that if Ms. Tefft is comfortable

then they are fine with not having the attorney present. Ms. Tefft stated that the attorney did let her know that if at any time she felt she needed him involved she could request it.

c. Treasurer Report

- i. Mr. Meichelbeck stated he didn't have anything to report.

6. Executive Director Report

a. CMSEC Annual Report 2014-2015

- i. Mr. Tempesta mentioned that he had been in touch with DESE about the annual report being delayed awaiting board approval. Dr. Malkas thought the CMSEC Annual Report 2014-2015 represented each program very well.
- ii. Acceptance of the CMSEC Annual Report 2014-2015. Motion/Approved

b. Enrollment Increase

- i. There is an increase in enrollment with 479 students enrolled in the Collaborative. Staff doesn't remember all of the programs being this full this early in the year. There is a large waiting list for HLC and THRIVE which are at capacity. Woodward Day School is at 91 students this January (normally 62 avg.), last January they were at 63 students. The most students ever enrolled at WDS was 97 (June 2010).

c. Building Committee Update

- i. The Building Committee is meeting with realtors and builders to see the spaces that are available to develop in the Worcester area. For the next Board meeting, Mr. Tempesta is hoping to have RFPs out for WDS Rockdale and the programs at Hartwell that can be moved to a common site to accommodate member and non-member regional needs for comprehensive Therapeutic Day School Needs for Emotional Disorders and Autism Spectrum Disorders (HLC, RGA, CMP).
- ii. Dr. Malkas stated that cohabitation of some programs have to be a concern. Mr. Tempesta said that he is aware that WDS needs to keep their programs separate.

d. Program Review/Space Review Process

- i. Mr. Tempesta stated they are having conversations about one phase having the vocational program at RGA opening next year at the Rockdale St second floor. This would involve getting a successful RFP and relocation of WDS Rockdale. At the Hartwell location there are limitations and curb appeal is a hindrance when trying to attain OOD.

e. Acceptance of Donations

- i. Philip and Laura Peters donated \$100 to WDS III for unrestricted use.
  1. Motion/Approved
- ii. Donorschoose.org donated \$274.50 to Mrs. Haire at WDS III for subscriptions to the New York Times Upfront, Science World, and Scholastic MATH.
  1. Motion/Approved
- iii. Anonymous donation of \$200 to HLC for unrestricted use.
  1. Motion/Approved

7. Member Requests / New Business

- a. No Requests.

8. Motion to adjourn at 11:20 AM/Approved

Minutes submitted by Mary Dubuque, HR/Operations Coordinator