

# Central Massachusetts Collaborative

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Dr. Susan Farrell, Executive Director  
Beverly Tefft, Finance Director  
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**Board of Directors Meeting  
Thursday, July 8, 2021, at 8:30 a.m.  
14 New Bond Street, Worcester, MA 01606**

*Meeting Minutes*

Board Members Present: Maureen Binienda, Chair, Superintendent of Schools, Worcester Public Schools  
Dr. Ruthann Goguen, Superintendent of Schools, Webster Public Schools

Also Present: Dr. Susan Farrell, Executive Director, CMC  
Beverly Tefft, Director of Finance and Operations, CMC  
Joseph Meichelbeck, Treasurer, CMC

**1. Superintendent Binienda called the Meeting to Order at 8:34 a.m.**

**2. Approval of the May 27, 2021 Board of Directors Meeting Minutes (voting item)**

Dr. Goguen made a MOTION to approve the May 27, 2021 Board of Directors meeting minutes.

Superintendent Binienda seconds the MOTION.

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

**a. Warrants**

Mrs. Tefft presented six (6) warrants for the months of May and June 2021 which will be sent to the Board for signature.

Mrs. Tefft stated that the FY21 audit has officially begun and the auditors will be on-site for one (1) day next week. The auditors will return in September for a three (3) day visit. Mrs. Tefft explained that financials are still very fluid however expenses continue to trend lower than budgeted. This is primarily due to staffing vacancies and related employee benefits. Overall, Mrs. Tefft anticipates revenue will be approximately \$18.9 million with expenses estimated at \$18 million.

**b. Treasurer's Report**

Mr. Meichelbeck reported the next OPEB Trust meeting is scheduled for Monday, July 12, 2021.

**4. Executive Director Report**

**a. End of the Year Report**

Dr. Farrell introduced the student census for June 2021 which is four-hundred and ten (410). The Collaborative's enrollment has remained steady over the past year with the exception of Woodward Day

School (WDS). Due to COVID, the enrollment at WDS has been lower than previous years. Dr. Farrell is confident this will change in the upcoming school year.

Dr. Farrell was pleased to announce the following CMC graduates for the 2020-2021 school year:

- Recovery High School graduated four (4) students;
- Central MA Academy graduated ten (10) students;
- Robert Goddard Academy graduated twelve (12) students;
- Woodward Day School graduated two (2) student;
- THRIVE had five (5) students age out this school year.

Dr. Farrell presented the June 2021 staffing updates. CMC ended the FY21 year with one-hundred and ninety-one (191) of our two-hundred twenty-four (224) positions filled. She was pleased to add that CMC offered contracts to one-hundred seventy-five (175) current staff.

Dr. Farrell reported that due to challenges with recruiting for custodial positions, CMC has contracted with FM&M to provide evening custodial services.

As of this meeting, the Collaborative currently has twenty-three (23) instructional assistant positions, twelve (12) teaching positions, and six (6) clinical positions open.

**b. Request for Membership**

Dr. Farrell informed the Board that Quabbin Regional School District has requested to join CMC as a member district. Quabbin currently has two (2) students attending CMC programs.

Dr. Goguen suggested that CMC reach out to DESE to determine the formal process for accepting new member districts. Dr. Farrell agreed and will contact DESE for next steps.

**c. BOD Meeting Schedule for FY22**

Dr. Farrell introduced the Board of Directors proposed meeting schedule for FY22.

Dr. Goguen requested to update the August 2021 meeting date to September 9, 2021. All parties agreed to update the BOD meeting schedule for FY22.

Dr. Farrell introduced the CMC 2021-2022 school calendar which follows the Worcester Public School calendar. Dr. Farrell requested to add two (2) half days of staff professional development in March 2022 to look at how staff collects and uses student data.

Dr. Goguen agreed to add two (2) half days into the CMC school year calendar.

Dr. Goguen made a MOTION to approve the presented changes to the 2021-2022 CMC school year calendar.

Superintendent Binienda seconds the MOTION.

**e. Executive Director Goals Progress Report**

Dr. Farrell presented the following goals and discussed supporting details of achieving these goals.

Goal 1: By June 2021, Dr. Farrell will work collaboratively with program leaders to build a strong, cohesive instructional leadership team that will monitor and assess all programs with a focus on consistent collaborative wide structures and practices regarding teaching and learning.

Goal 2: By June 2021, Dr. Farrell will ensure that all principals and administrators facilitate practices that promote the use of a variety of formal and informal methods and assessments to measure student learning, growth, and understanding and make necessary adjustments to their practice<sup>3</sup> when students are not learning.

Goal 3: Throughout the 2020-2021 school year, Dr. Farrell will work collaboratively with the leadership team to develop and implement proactive and effective communication structures within the CMC community (students, families, staff, districts, community partners) that foster a sense of belonging and engagement in the Collaborative for all stakeholders.

Goal 4: By June 2021, Dr. Farrell will continue to develop skills in strategy development, data analysis and instructional leadership by actively participating in the New Superintendent Induction Program Year Two.

Dr. Goguen thanked Dr. Farrell for her hard work at the Collaborative the past year and her leadership during COVID.

Superintendent Binienda agreed with Dr. Goguen's comments. She recommended a focus on employee relationships and working with her leadership team. She also extended congratulations on the fiscal piece of the operation.

Dr. Goguen inquired if Dr. Farrell will present new goals at a future meeting. Dr. Farrell confirmed she will use her evaluation to formulate and present new goals.

**5. Member Requests/New Business**

No new business.

**6. Executive Session**

Superintendent Binienda made a MOTION to enter Executive Session with no return to open meeting.

Dr. Goguen seconds the MOTION.

**7. Adjournment**

The meeting adjourned at 9:30 a.m.

Respectfully submitted,  
Lynn NeJaime