

# Central Massachusetts Collaborative

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Dr. Susan Farrell, Executive Director  
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**Board of Directors Meeting**  
**Thursday, October 28, 2021 at 9:00 A.M.**  
**14 New Bond St., Worcester, MA 01606**

## *Meeting Minutes*

Board Members Present: Maureen Binienda, Chair, Superintendent of Schools, Worcester Public Schools  
Dr. Ruthann Goguen, Ed.D., Superintendent of Schools, Webster Public Schools  
Michael Lucas, Superintendent of Schools, Oxford 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 9:15 a.m.**

#### **1. Approval of the September 9, 2021 Board of Directors Meeting Minutes (voting item)**

Superintendent Goguen made a MOTION to approve the September 9, 2021 Board of Directors meeting minutes.

Superintendent Lucas seconds the MOTION.

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

#### **a. Warrants**

Mrs. Tefft presented four (4) warrants for August and four (4) warrants for September 2021.

#### **b. Financial Statements - FY22 through September 2021**

Mrs. Tefft presented CMC's year-to-date Profit and Loss Statement as of September 30, 2021. Member and Non-member income is reflective of billing through September. On the expense side, early flags indicate the following line items are projected to come in over budget for this fiscal year: legal, building maintenance, consultants and training, instructional materials and technology. Expenses projected to come in under budget at this time include: auto insurance, workers' compensation insurance, utilities, employee benefits and wages and salaries.

Mrs. Tefft also presented the Balance Sheet as of September 30, 2021. The Collaborative continues to maintain healthy cash balances in its money market and checking accounts. Accounts Receivable reflects a total of \$1.3m outstanding, of which only \$40k is 60+ days old.

#### **c. FY21 Audit**

The auditors have completed their on-site work and are on target to finalize and present FY21 audited financials at the next Board of Directors meeting.

d. Treasurer's Report

CMC's OPEB Trust Board of Trustees met and have adopted an Investment Policy, and voted to invest in the State Retiree Benefits Trust (SRBT). The Board voted to appoint an investment manager, namely, the Pension Reserves Investment Management (PRIM) Board. The Board of Directors has requested the Investment Policy be presented at the November Board meeting.

### 3. Executive Director Report

Dr. Farrell introduced the student census for October 2021 which is three hundred and ninety-seven students (397). Our census is slightly below normal for this time of year. Woodward Day School enrollment has increased and is expected to grow rapidly. Recovery High School enrollment remains low. CMC continues its efforts to increase enrollment with outreach efforts by our consultant, Susan Strong. DESE is also working with all recovery high schools to look at ways to increase enrollment. One obstacle may be the requirement of a substance abuse diagnosis. Students at this young age may not be ready to admit that they have a problem. Programs are exploring the possibility of expanding diversion programs.

Dr. Farrell noted that student enrollment is lower than expected for this point in time. Referrals have been steady and there is the potential to build the census back to their previous levels and will be dependent on filling open staff positions.

Dr. Farrell presented the October 2021 staffing updates. There are currently forty-five (45) open positions at CMC. Several open positions have offers pending. CMC's greatest need continues to be instructional assistants. We have had many qualified candidates for clinical positions. Dr. Farrell recommended that CMC increase staffing by adding a full time nurse and four to six additional clinical and behavioral staff to support the lower the increased mental health needs of students.

Superintendent Goguen requested that Dr. Farrell provide the board with job descriptions for any new position created. Dr. Farrell clarified that these positions are not new jobs but an increase in staffing for jobs that currently exist.

Superintendent Goguen made a MOTION to approve hiring of additional nursing, clinical and behavioral staff.

Superintendent Lucas seconds the MOTION.

Dr. Farrell presented new hires to the board. CMC has hired nine (9) new employees since the start of school.

Dr. Farrell reported that staff are in the process of assessing students using Exact Path, a diagnostic program that will allow teachers to assess learning gaps and set up learning paths for students to fill those gaps. This year, CMC has increased focus on providing a well rounded curriculum for our students and have provided our teaching staff at HLC with Touch Math and Project Read. Our high schools also have updated Curriculum in Science (Miller Levine) and Social Studies (McGraw Hill) and ELA is now being supported by an online platform called, Actively Learn, which provides learning units for this content area and for supplemental units in Science and Social Studies. CMC program directors and staff will continue to evaluate and assess our curriculum needs and work to provide teachers with the tools they need to best support our students' learning.

On Friday, October 8<sup>th</sup>, CMC had a full day PD for staff. A variety of professional developments were provided including restraint training with Crisis Prevention Solutions, Tiered Systems of Support with

Alex Hirschberg, Edmentum training with Susan Yeoman and IEP training with Kelly O'Donnell. All staff will also have time for program specific PD provided by their program administration.

Dr. Farrell shared program highlights with the board. The CMC New Bond Street Library is open and a library was opened at Rockdale Street. CMC's vocational coordinator and transitional coordinator are rolling out a virtual Job Shadowing program for our high school students this month. Job Corps was here for a presentation for RGA students on Friday 10/15. RGA and CMA students will be attending PRE-ETS (employment training skills) with Viability at New Bond Street in the PD room weekly starting Tuesday 10/26. At our middle school, CMP initiated a peer mentoring program with 8th graders meeting twice a week with grade 6 students.

Dr. Farrell reported that CMC is working to bring back onsite dental services for students. This was available to students in the past but stopped due to the pandemic. The program is scheduled to resume again in the near future.

CMC is working with the state to bring in a test and stay program for staff and students. The state has identified a coordinator for CMC's program and is working with us to get all logistics in place to begin testing in early November.

#### **4. Member Requests/New Business**

#### **5. Executive Session**

Superintendent Binienda made a MOTION to enter Executive Session with a return to open meeting.

Dr. Goguen seconds the MOTION.

The board reconvened in open session at 10:45 a.m.

#### **6. Open Session**

The board noted that a one year contract and new pay scale was negotiated between CMC and the CMCU.

Superintendent Goguen made a motion to accept the proposed CMCU Unit C Contract and pay scale.

Superintendent Lucas seconds the MOTION.

#### **7. Adjournment**

The meeting adjourned at 10:55 a.m.