

Central Massachusetts Collaborative

Central Office
14 New Bond Street
Worcester, MA 01606
Telephone (508) 538-9100
Fax (508) 854-1689

Dr. Susan Farrell, Executive Director
Beverly Tefft, Finance Director
www.cmasscollaborative.org

Board of Directors Meeting
Thursday, February 17, 2022 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 9:03 a.m.**
- 2. Approval of the January 27, 2022 Board of Directors Meeting Minutes (voting item)**
Superintendent Lucas made a MOTION to approve the January 27, 2022 Board of Directors meeting minutes.

Superintendent Binienda seconds the MOTION.
- 3. Approval of the February 10, 2022 Board of Directors Meeting Minutes (voting item)**
Superintendent Lucas made a MOTION to approve the January 27, 2022 Board of Directors meeting minutes.

Superintendent Binienda seconds the MOTION.
- 4. Director of Finance & Operations Report**
 - a. Warrants (January 2022)
 - i. Warrants for the month of January 2022 were presented for signature.
 - b. Financial Statements @ 1.31.22
 - i. Mrs. Tefft reviewed the FY22 year-to-date profit and loss statement for the period ending January 31, 2021.
 - ii. Revenue is reflective of billing through January 31, 2022. Non-member districts were invoiced for 59 Students. 62 students are budgeted.
 - iii. Staffing shortages continue to impact total expenses and is the sole reason wages and salaries and corresponding employee benefits are significantly under budget. Program directors wish lists are expected by February break for approvals and purchase by

year-end. More detail to follow.

- iv. The Balance Sheet as of January 31, 2022 was also presented. Cash balances and accounts receivable remain robust.
- c. DESE Memo: FY21 Audit Compliance certification was shared with the Board.
- d. Treasurer's Report
 - i. No report presented

5. Executive Director Report

- a. Disposal of surplus items

Dr. Farrell reported that CMC has a large amount of broken or expired technology. CMC has wiped the items of any information. A disposal company has been identified. The company will pick up the equipment, ensure that all information is destroyed and give us a certificate of destruction.

The board discussed the use of funds generated through fees charged for building rentals and other non-tuition based sources. Approval was given by the board for these funds to be used at the discretion of the Executive Director for items such as business cards, shirts for custodians and staff/incentives, PBIS needs, school supplies, and building support.

- b. Student Enrollment Report

Dr. Farrell presented the student census report. Census has remained stable over the past month. Due to staffing shortages, CMC is not able to accept out of district students. CMC is prioritizing students from Worcester, Webster and Oxford for any openings in programs.

- c. Staffing Report

Dr. Farrell presented the January 2022 staffing updates. Three (3) new hires occurred in January. CMC currently has open positions in all departments. Our greatest need continues to be instructional assistants and teaching staff. We also are in need of van drivers for Rockdale High School. At this time, students at RHS are responsible for their own transportation. We are in the process of trying to locate a vendor to provide transportation until we are able to hire. Our new HR associate will be assisting with contacting candidates and we are hoping to have a healthier staffing report next month.

- d. Program Updates

Dr. Farrell shared academic highlights from each program. Highlights included a science project on bacterias and viruses from CMA, a hands-on activity about emotions from HLC and Thrive and a biomes project completed by students at RGA. RGA students are also participating in a viability program for future employment. A Choral Read project was presented that included staff and students from across all programs.

Superintendent Binienda inquired about the community garden. Dr. Farrell confirmed that CMC continues to partner with the Indian Lake Association to develop and maintain a community garden located on West Boylston Street. Students from all high schools have the opportunity to assist with this project. A book is being written about the garden and a story walk will be created by CMC once the book is completed.

Dr. Farrell reported that a CMC cafeteria will be reopening soon. The new cafeteria staff will be training with the WPS kitchen compliance officer over the next week and expect to have hot meals in the building at least 2 times per week beginning after the February school break.

Superintendent Goguen asked about CMC's Mask Policy. Dr. Farrell reported that CMC follows the Worcester Public Schools and DPH/BOH recommendations. CMC continues to require all staff and students to wear masks when at school. This mandate is scheduled to be reviewed by the Worcester DPH on March 7th. CMC will update the policy if changes occur at this meeting.

Dr. Goguen reported that Webster is lifting the Mask mandate. New procedures are: If one tests positive, one must isolate for 5 days, then you can return and wear a mask on days 6-10. Masks must be worn on buses. If one comes to school with symptoms, he/she must be tested. If he/she tests negative, the school Nurse can make the determination for him/her to wear a mask or not. The cafeteria is remaining as is for now. They are working to transition the original tables back in.

Ms. Binienda reported for Worcester, all staff are required to be vaccinated and to have the booster shot. Data is uploaded to a portal and 74% of all staff are Vaccinated. Only 19% of students are vaccinated. Clinics are occurring at night and on weekends with Scholarships and bikes (amongst other items) being used to entice students to get vaccinated. The School Committee wants to remove the masks, however the Board of Health will make that decision.

Dr. Farrell shared that CMC is providing five (5) home tests to each teacher so they can test on Mondays for the next 5 weeks.

The board was invited to tour CMC's programs after the next board meeting.

6. Member Requests/New Business

No new business.

7. Executive Session

No Executive Session held.

8. Adjournment

The meeting was adjourned at 9:42 a.m.