

Central Massachusetts Collaborative

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Dr. Susan Farrell, Executive Director
Beverly Tefft, Finance Director
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**Board of Directors Meeting
Tuesday May 3, 2022 at 11:00 A.M.
14 New Bond St., Worcester, MA 01606**

Zoom Link: <https://us02web.zoom.us/j/87006066088?pwd=SHJTB3JRTVI2MVJLN0V0WkNocmdaUT09>

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
Kaye Seale, Manager of Special Education and Intervention Services, Worcester Public Schools

1. Superintendent Binienda called the Meeting to Order at 11:10 a.m.

2. Approval of the March 24, 2022 Board of Directors Meeting Minutes (voting item)

Superintendent Goguen made a MOTION to approve the March 24, 2022 Board of Directors meeting minutes.

Superintendent Binienda seconds the MOTION.

1. Director of Finance & Operations Report

a. Warrants

Ms. Tefft presented the Warrants for March 2022.

b. Financial Statements @ 3.31.22

Ms. Tefft reviewed the FY22 year-to-date profit and loss statement for the period ending March 31, 2022. Revenue is reflective of billing through March 31, 2022. Projected surplus is due to continued staffing shortages Ms. Tefft suggested a future discussion(s) take place relative to making a transfer to the OPEB Fund before FY22 closes out. Further discussion will take place at the next Board meeting. Board members were in agreement with this suggestion.

c. Dr. Goguen asked about using some of the projected surplus to purchase a new electronic accounting system. Ms. Tefft confirmed that Infinite Visions software, including necessary training hours have been purchased. A tentative go-live date has been set for January 2023.

The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

- d. Ms. Tefft reported that she confirmed with the Collaborative's auditor that we are not able to pre-pay and expenses for FY23.

2. Executive Director Report

- a. Dr. Farrell reported that there is no Treasurer's Report as Joseph Meichelbeck was unable to accommodate the meeting date change.

- b. Board of Directors Meeting Schedule (voting item)

A proposal was made to change the May 26, 2022 to May 25, 2022 at 9am.

A proposal was made to change the June 23, 2022 meeting to June 10, 2022 at 9am.

Superintendent Goguen made a MOTION to approve the changes to the meeting schedule.

Superintendent Lucas Seconds the MOTION

- c. Acceptance of Donations (voting item)

Reebok Value: \$4900.00

100 various bags including backpacks and duffle bags,
100 baseball hats, 20 pairs of socks, 20 pairs of underwear

Worcester District Attorney's Office Value: \$2000.00

to support student cycling program

Superintendent Goguen made a MOTION to accept the donations

Superintendent Lucas Seconds the MOTION

- d. Student Enrollment Report - Dr. Farrell reported the total census for CMC is currently 496 students. A discussion comparing censuses from the past 3 years was held. CMC census has remained stable with WDS enrollment back to pre-pandemic levels. RHS census continues to grow and has increased to 10 students. Students in the member districts are prioritized for all programs due to the ongoing staffing shortage.
- e. Staffing Report - Dr. Farrell reported on the staff that have been hired and noted that staff vacancies are at the lowest level of the year. FY23 staffing will be based on the member district needs and confirmed out of district enrollment. Additional staff will be added if needed due to growth in out of district student enrollments as the year progresses.
- f. Treasurer's Resignation - Dr. Farrell announced Treasurer Joseph Meichelbeck's resignation. The vacancy will be posted. Candidates will be vetted and the top candidates will be presented to the Board for their final decision.
- g. Dr. Farrell discussed staff morale. CMC shirts were purchased and distributed to the staff. Staff wear them on Fridays. All of the shirts are the same design. This week is Teacher Appreciation week. Each program is recognizing this in their own way and a system-wide luncheon will be held on Friday. Next week students and staff will be attending a WooSox game. A discussion was held regarding other methods of recognizing staff such as a year end event and other incentives.
- h. Program Updates
 - i. Water quality New Bond - Dr. Farrell reported that the lines were flushed and some

improvement in the water clarity is evident. Monitoring of the water conditions is ongoing.

ii. CMC CPR Review

Dr. Farrell reported a full CPR will take place in July.

iii. Dr. Farrell discussed the plan for developing the CMC Strategic plan for the next 3-5 years which includes 3 open sessions and surveys.

Dr. Farrell reported a change in school structure for HLC. Students in 6th grade will remain at HLC to keep it consistent with other programs. A discussion regarding the merging of ACT students also took place.

iv. Dr. Farrell gave updates on the CMC programs. CMP did a unit on butterflies which culminated with a field trip to a trampoline park. HLC designated a series of rooms to dinosaurs and excavation activities. They also did an egg hunt through the building. The Worcester Community Action Council met with high school students regarding summer jobs. They assisted with applications for work permits and employment applications. Wall murals are being painted by students in the CMC hallways. 3 RGA students have been accepted at Westfield State College and were brought to WSU New Student Orientation Day by CMC staff.

v. Dr. Farrell reported on the end of year schedule.

CMC seniors will have their last day of school on May 31, 2022.

Graduation ceremony is scheduled for the afternoon of June 2, 2022.

Our last day for all other students will be June 17th.

i. CMC FY23 Budget Discussion

i. Funding for OPEB Trust (voting item)

The finalized budget and proposed funding for OPEB will be presented at the next meeting.

3. Member Requests/New Business

No member requests or new business.

4. Executive Session

Superintendent Goguen made a MOTION to enter into executive session pursuant to M.G.L.c.30A sec 21 to discuss strategy with respect to collective bargaining (teachers and Instructional Assistants) or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares without reconvening.

Superintendent Lucas seconds the MOTION.

5. Adjournment

The meeting adjourned at 11:46a.m.

Respectfully Submitted,
Michelle Forsman-Mentzer