

# Central Massachusetts Collaborative

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Dr. Susan Farrell, Executive Director  
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**Board of Directors Meeting**  
**Wednesday May 25, 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  
Also Present: Dr. Susan Farrell, Executive Director, CMC  
Beverly Tefft, Director of Finance and Operations, CMC  
Kay Seale, Manager of Special Education and Intervention Services, Worcester Public Schools  
Not Present: Michael Lucas, Superintendent of Schools, Oxford Public Schools  
Joseph Meichelbeck, Treasurer, CMC

**1. Superintendent Binienda called the Meeting to Order at 9:11 a.m.**

**2. Approval of the May 3, 2022 Board of Directors Meeting Minutes (voting item)**

Superintendent Goguen made a MOTION to approve the May 3, 2022 Board of Directors meeting minutes.

Superintendent Binienda seconds the MOTION.

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

a. Warrants:

Ms. Tefft presented the two (2) Warrants for April 2022.

b. Financial Statements:

Ms. Tefft reviewed the FY22 year-to-date profit and loss statement for the period ending April 30, 2022. Revenue is reflective of billing through April 30, 2022. Projected surplus is primarily due to the following:

1. Member income \$298k over budget due to increase in student enrollment
2. Non-Member income - \$147k over budget due to increase in student enrollment
3. Miscellaneous income - \$140k over budget due to COVID reimbursement received for FY 20 and FY21 expenses.
4. continued staffing shortage throughout the school year

c. Transfer of \$1,500,000 to OPEB Trust Fund Transfer was requested by Ms. Tefft.

*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.*

Superintendent Goguen made a MOTION to approve the transfer of \$1,500,000 from the projected FY22 Cumulative General Fund Surplus to the OPEB Health Insurance Trust Fund.

Superintendent Binienda seconds the MOTION.

Superintendent Goguen made a MOTION to amend the FY22 budget to reflect the OPEB transfer as a reclassification:

- Increase revenue line “Transfer Surplus Funds” by \$1,500,000 to \$2,131,663.
  - Amended FY22 Budget total revenue is \$21,176,210
- Increase expense line “Surplus Case Used for Expenses” by \$1,500,000 to \$1,500,000
  - Amended FY22 Budget total expense is \$21,176,210.

Superintendent Binienda seconds the MOTION.

- d. Treasurer's report - no report to submit

In the anticipated departure of the current Treasurer, Ms. Tefft and Dr. Farrell will act as interim short-term transfer agents until a new Treasurer is hired.

#### **4. Executive Director Report**

- a. Acceptance of Donations (voting item)

Superintendent Goguen made a MOTION to accept the donation from Stop & Shop in the amount of \$166.00 from the Community Bag Program.

Superintendent Binienda seconds the MOTION.

- b. CMC FY23 Budget (voting item)

Dr. Farrell began the budget presentation by sharing the CMC projected census for FY23. CMC is expecting to begin FY23 with three hundred and ninety seven (397) students. Based on staffing levels and building capacity, the maximum growth potential for all programs is five hundred and sixty (560) students.

Dr. Farrell presented the projected staffing for FY23. Staffing levels were developed based on these projects with CMC beginning the school year with the staffing needed to support the opening enrollment and modest growth. Additional staff would be added as needed as new students are accepted.

Dr. Farrell presented the budget overview. Projected revenue for FY23 totals \$20,805,256. The projected expenses total \$20,805,256. Surplus funds were used to offset the cost of the Recovery High School and additional costs from negotiated increases in teacher salaries. Salary levels were raised to keep CMC competitive with area school systems.

If additional funds are received in the form of tuition from non-member districts, the amount of surplus funds needed to cover expenses would be reduced.

This budget is up less than 1% from the FY22 budget.

Superintendent Binienda made a MOTION to approve the proposed FY23 budget.

Superintendent Goguen seconds the MOTION.

c. Executive Director's Report

i. Program updates

Dr Farrell reported that the Census as of May 15, 2022 is five hundred and four (504) students. Twenty-six (26) Seniors are scheduled to graduate on June 2, 2022. Six (6) seniors have been accepted to local colleges.

Dr. Farrell reported that CMC has continued to fill vacant positions for the 2021-22 school year and has also begun recruiting for anticipated openings for the 2022-23 school year. Four new staff were hired in May.

Dr. Farrell reported that one hundred and fifty (150) students and staff attended a WooSox game on May 11, 2022. Students who attended the game were top earners for their programs and met or exceeded their personal goals. Staff reported that the event was enjoyed by all who attended.

Dr. Farrell reported on the planned Extended School Year programs being offered this summer at CMC. There will be two (2) sessions each of ESY and two (2) sessions of Credit Recovery. All sessions are coordinated with the Worcester Public school dates to support transportation needs of our students. One hundred and forty (140) students are eligible to attend and staff is in the process of completing registration for all programs.

ii. Executive Director's Progress

Dr. Farrell reviewed this year's objectives including improving the culture at CMC, improving communication, establishing trusting relationships with CMC staff and building a strong cohesive leadership team. Dr. Farrell is in the process of creating a shared drive with evidence of the work completed this year to meet each of these objectives.

Dr. Goguen thanked Dr. Farrell for her hard work and dedication to the Collaborative.

**5. Member Requests/New Business**

No new business.

**6. Executive Session**

No Executive Session held.

**7. Adjournment**

The meeting adjourned at 9:34 am.