

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 September 15, 2022 at 9:00 A.M.
14 New Bond St., Worcester, MA 01606

Meeting Minutes

Board Members Present:

Dr. Ruthann Goguen, Ed.D., Superintendent of Schools, Webster Public Schools
Michael Lucas, Superintendent of Schools, Oxford Public Schools
Dr. Rachel H. Monárrez, Superintendent of Schools, Worcester Public Schools

Also Present: Dr. Susan Farrell, Executive Director, CMC
Beverly Tefft, Director of Finance and Operations, CMC
John LaFleche, Treasurer, CMC
Kay Seale, Director of Special Education, Worcester Public Schools

1. Dr. Susan Farrell called the Meeting to Order at 9:06am a.m.

2. Approval of the June 10, 2022 Board of Directors Meeting Minutes (voting item)

Superintendent Goguen made a MOTION to approve the June 10, 2022 Board of Directors meeting minutes.

Superintendent Lucas seconds the MOTION.

3. Annual election of Board Chair (voting item)

Superintendent Lucas made a MOTION to elect Superintendent Goguen Chair of the CMC Board of Directors.

Superintendent Goguen accepted the nomination.

4. Board meeting schedule - request to revisit dates (voting item)

A discussion was held regarding the number of scheduled meetings and the date and time of the meeting. No changes made to the current board approved schedule.

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.

5. Director of Finance & Operations Report

a. Warrants:

Ms. Tefft presented warrants for June, July and August 2022.

b. Financial Statements:

Ms. Tefft reviewed the FY23 Year-to-Date Profit and Loss Statement for the period ending August 31, 2022. Revenue: reflective of billing through August 31, 2022, including summer program. Expenses: inclusive of pre-opening of school expenses for FY23 consisting of the payout of FY22 salaries, new custodial cleaning company, classroom furniture for HLC and THRIVE, rental of storage units and the new accounting system, scheduled for a go-live date of January, 2023.

The Comparative Balance Sheet at August 31, 2022 was presented reflecting a better net position over last year by \$1.9m due primarily to the \$1.5m increase in the Collaborative's OPEB Fund balance during FY22.

c. Ms. Tefft reported on the FY22 audit process.

c. Treasurer's report

Mr. LaFleche presented reconciled bank balances with current interest rates.

Mr. LaFleche reported that he is investigating the steps needed to invest the OPEB Trust funds and will have a more detailed report at a future meeting.

6. Introduction of new Board member Dr. Rachel H. Monárrez

7. Executive Director Report

a. Executive Director Susan Farrell presented the board with updated contract authorization letters for review and approval.

b. Dr. Farrell presented two donations made to CMC since the last board meeting. The District Attorney's office donated \$4,613.94 for the purchase of exercise equipment for students. BNY Mellon Community Partnership donated one day of staffing to assist with moving classroom furniture and donated the employee's salary in the amount of \$875.00.

Superintendent Goguen made a MOTION to approve the two (2) donations as reported.

Superintendent Lucas seconds the MOTION.

c. Dr Farrell Reported that 151 students were eligible for the summer ESY programs. Over 100 students attended for some portion of the offered programs. .

Dr. Farrell reported on the collaborative's effort to improve building safety and security. The current camera system has been upgraded to increase coverage at the New Bond Street and Rockdale Street locations.

The collaborative is currently evaluating the security of CMC's perimeter. Door access for entering and exiting the New Bond facility has been limited to two (2) doors as an added security measure.

Dr. Farrell announced a new partnership with Assumption University that allows CMC staff enrolled in an Assumption University graduate program to receive a 25% discount.

Dr. Farrell reported that the RHS grant has been approved for year two. The RHS staff promoted the program and two recent community events. Six (6) students are currently enrolled. Transportation to and from this program continues to be a challenge.

Dr. Farrell reported that CMC has applied for two grants to support vocational programming at CMC and one grant to improve the quality of our gymnasiums at New Bond Street. Paul Barry, the Manager of Vocational programs will be invited to speak at the next meeting.

Dr. Farrell reported that a well-received new hire orientation which included such topics as the employee handbook, program information, benefits and philosophies was held on August 24, 2022. All staff were welcomed back on August 25, 2022. PD was provided to staff on August 25th and August 26th which included mandatory training in topics including civil rights, confidentiality, Massachusetts Restraints and Seclusion policies and procedures and universal precautions and program specific training.

Dr. Farrell reported CMC began the year with a student enrollment of three hundred and sixty four (364) students. CMC has seventeen (17) out of district referrals and twenty eight (28) member district referrals which will be processed over the next two weeks.

d. CMC Student Handbook (voting item)

Dr. Farrell presented the 22-23 Student Handbook with proposed changes. The discipline code now aligns with DESE's discipline code. Appendices have been updated. These changes were reviewed by a committee of employees and our Attorney. Once approved, the handbook will be translated and distributed to students/families along with the DESE parents rights document. Signed receipts of these items are kept by each program.

Superintendent Goguen made a MOTION to approve the CMC Student Handbook with the highlighted changes..

Superintendent Lucas seconds the MOTION.

8. Member Requests/New Business?

The Board asked about parent engagement activities at CMC. Dr. Farrell stated that due to the pandemic, evening events did not occur over the past two years. CMC is in the process of planning for a fall open house and is planning a spring evening event as well. CMC also has had a parent advisory group which met quarterly.

9. Executive Session

No executive session was held.

10. Adjournment

Superintendent Lucas made a MOTION to adjourn the meeting.

Superintendent Goguen seconds the MOTION.

The meeting adjourned at 9:41 am