

**CMSEC Board of Directors Meeting**  
**May 12, 2015**  
**MINUTES**

Board Members Present:

Dr. Melinda Boone  
Mr. Ted Avlas, Acting Webster Public Schools Superintendent

Others in attendance:

Ms. Mary A. Baker, Executive Director  
Mr. Neil Trahan, Director of Curriculum, Data, and Technology  
Ms. Susan Strong, RHS Principal  
Ms. Lisa Roberts, WDS Site Coordinator  
Ms. Jacqui Lake, RGA Program Director  
Ms. Jessica Pitsillides, HLC Program Director  
Ms. Beverly Tefft, Director of Finance and Operations

Meeting called to order at 8:50 AM

1. Approval of April 8, 2015 Board of Directors meeting minutes
  - a. Motion/approved
2. Presentation by Jessica Pitsillides
  - a. History and current activities of Harwell Learning Center
3. Director of Finance & Operations Report
  - a. FY15 Budget – year end projections
    - i. Ms. Tefft stated that CMSEC will be using approximately \$250,000 out of the budgeted \$700,000 use of surplus. Had CMSEC not received the return from FICA of \$211,000 the Collaborative would have needed to use \$450,000.
    - ii. The total surplus is estimated to be as much as \$1.5M once FY15 budget is audited.
    - iii. Per recommendations from the Board, Ms. Tefft used \$49,000 from the FY15 operating funds for capital expenditures for the RHS for furniture and start up costs for the computer lab instead of absorbing that cost into the FY16 budget.
    - iv. Dr. Boone asked if the proposal for NESDEC was included. Ms. Tefft stated that she had included approximately \$10,000 for that contract and as long as the contract is signed by June 30, 2015, it will be a cost included in the FY15 budget.
  - b. Warrant Report: FY15
    - i. April 3, 2015- Approved and signed by board members
    - ii. April 17, 2015- Approved and signed by board members
  - c. FY16 Budget Update
    - i. Ms. Baker and Ms. Tefft met with the finance subcommittee on May 5<sup>th</sup>, and there were a couple of changes since the last Board Meeting. There

was an addition of \$100,000 for outside agencies. This will cover related services for out of district students that Worcester previously serviced. Rather than hire therapy staff, these services will be contracted through French River. Worcester will continue to cover related services of their own students.

- ii. Ms. Tefft stated that this new version includes the 4% increase of tuition as well as the reduction of RHS tuition which were both voted on and approved at the last Board meeting. Ms. Seale, Dr. Rodrigues and Mr. Allen requested the elimination of 2 FTE clinicians from CMSEC's budget. Dr. Boone asked if it was a loss of services to the Collaborative. Ms. Baker confirmed that both positions are specific to Worcester schools and thus not a loss to the Collaborative services.
- iii. Ms. Tefft stated the 2 RFPs that were advertised only had one response for the McKeon site by the current landlord with an 11% increase in the square foot rate. She is hoping to get the cost down and if not, the Collaborative can absorb the difference.
- iv. Ms. Tefft stated that she kept the projected lease cost of the Fremont site in the budget since the Collaborative would need to have a third location and she is hoping that the rent will be comparable.
- v. Dr. Boone questioned where the numbers for the RHS students came from (28 non-member, 14 Worcester and 8 Webster). Ms. Tefft stated that the Collaborative has to cover \$503,000 in the budget and they felt this is the number that the Collaborative can expect. The numbers could be high, but there is no way of knowing.
- vi. Dr. Boone asked why the RHS lines are lumped in with the full budget rather than separated out. She would like it to be more transparent. Ms. Tefft said she would break the RHS part out onto separate lines.
- vii. Motion to approve CMSEC's FY16 budget of \$14,391,392/approved

#### 4. Executive Director Report

##### a. Recovery High School Update

- i. Ms. Baker officially welcomed Ms. Strong, Principal of the RHS.
- ii. Ms. Strong stated that the public information session held last night at the Norrback School in Worcester went well. The concerned citizens were interested more in sharing concerns about the snow and the city's traffic patterns. Neighborhood was relieved that the capacity was limited to only 50 students. Ms. Strong has been getting offers of support and volunteers. Dr. Boone said that there were several people there last night who are supporters who were ready to speak up in support of the RHS if needed.
- iii. Ms. Strong shared that they have received 4 active referrals, from Shrewsbury and Worcester. All referrals have been by parents and are all boys aged 16 entering their junior year.
- iv. Ms. Baker stated that the discussions that have been taking place with parents has been exceptionally open and productive. These meetings have included discussions with potential students about the need to remain sober and use supports throughout the summer. She is confident that the RHS will have 25 students coming in for the first

quarter. Dr. Boone mentioned that she has to forward an email to Ms. Baker and Ms. Strong that she recently received from someone with enrollment questions.

- v. The Collaborative has contracted with Community Healthlink for a Recovery Counselor for the first year. Ms. Strong reported that other RHS positions that have been filled are the science teacher and intake coordinator, and she is actively interviewing for remaining staff.

b. Lease Amendment

- i. Ms. Baker stated that the attorney has reviewed the lease amendment, looked over the language and has made recommendations that have been incorporated into the amendment.
- ii. Ms. Baker stated that due to some delays relative to permits and the weather, the lease has been amended with a commencement date of September 1<sup>st</sup>.
- iii. Dr. Boone questioned item 5 on the lease amendment about where the additional 290 square feet located. Mr. Trahan stated that they had to change the design slightly due to not removing a load bearing wall. They also did not account for the change in grade and needed to include a ramp which moved the location of the elevator. If the increase of space is due to those changes, then it should be on the landlord since they required the changes not the Collaborative. Ms. Baker said that she will have to confirm what is included in the 290 square feet but believed it was a revised calculation of actual dimensions.
- iv. Dr. Boone asked about item 2 on the lease amendment, which includes an extra month on the lease expiration, stating that the collaborative should not bear the extra month due to the landlord's late commencement. Ms. Baker said that she will discuss this with the landlord.
- v. Dr. Boone asked about the address for CMSEC in the first paragraph, 150 Harrington Way. She thinks that is North High School's address. Ms. Baker apologized about missing that and will have it corrected.
- vi. Ms. Baker will get clarification on square footage and lease dates.

c. Building Committee Update

- i. RFPs for McKeon and Fremont locations had a bid deadline of May 1<sup>st</sup>. Since the Collaborative did not receive any bids for the Fremont location, the building committee recommended a new RFP be posted. This notice will be on Central Register May 27<sup>th</sup> with a due date of June 29<sup>th</sup>.
- ii. Building Committee will convene once the bid closes.
- iii. Dr. Boone asked if they would have to pack up right when school ends or if we will have time to pack up over the summer. Ms. Baker stated that the lease expires on July 31<sup>st</sup>.
- iv. Dr. Boone asked about the available second floor of the RHS for the third Woodward site. Ms. Baker stated that she strongly advises against co-housing these two programs due to student profiles. Ms. Baker spoke with the WDS Site Coordinators and they stated that the census is expected to be approximately 25 students at the beginning of the school year across all three sites. She is awaiting input from the building

committee as to whether consideration should be given to opening with just 2 sites, allowing for time to receive proposals. As such, the RFP could indicate a preferred start date of August 1<sup>st</sup>, but no later than October 1<sup>st</sup>.

- v. Ms. Baker will reach out to Edgar Luna in the Worcester Executive Office of Economic Development as well as commercial brokers to let them know the specifics of what we are seeking. Dr. Boone asked what the size of the current Fremont site was. Ms. Baker stated that it was 7,000 square feet. Dr. Boone mentioned that the old CVS location on Park Ave is still available and it's approximately 8,000 square feet.
- vi. Dr. Boone asked if the bid for the McKeon site justifies the 11% increase. Ms. Tefft stated that the bid includes trash, pest management and security, which the Collaborative currently pays for. She will be looking into actual costs of those areas to determine whether it justifies the increase.

5. Member Requests/New Business

- a. Regarding the executive director search, Dr. Boone stated she does not have a proposal back from NESDEC, but is working with them and hopes to have something in a couple of weeks. She stated that the Board may need to hold an additional meeting to ensure a contract is signed by June 30<sup>th</sup>.
- b. Ms. Baker suggested that meeting could also include an agenda item to vote on the signing of the lease amendment.
- c. Dr. Boone stated that she will be announcing the transition team this week.

6. Motion to enter into executive session at 9:56 AM according to MGL 30A, Section 21 (a)(2) for the purpose of discussing strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body, and the Chair so declares. Approved.

7. Motion to exit executive session at 10:24 AM/Approved

- a. No votes or discussions took place in conflict with the open meeting law.

8. Motion to adjourn at 10:25 AM/Approved

Minutes submitted by Mary Dubuque, HR/Operations Coordinator