

**CMSEC Board of Directors Meeting
May 28, 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
Ms. Beverly Tefft, Director of Finance and Operations
Mr. Neil Trahan, Director of Curriculum, Data, and Technology
Mr. Elias Hanna, Manager, Rockdale Brooks, LLC
Ms. Susan Strong, RHS Principal
Ms. Lisa Roberts, WDS Site Coordinator
Ms. Jessica Pitsillides, HLC Program Director

Meeting called to order at 9:03 AM

1. Review of lease amendment for 20 Rockdale Street, Worcester. Motion made and seconded for Executive Director to sign on behalf of CMSEC / Approved.
2. Interim Executive Director
 - a. Dr. Boone presented the Board's recommended process for appointing an interim executive director following Mrs. Baker's last day of June 8, 2015. Five (5) day internal job posting will be distributed to all CMSEC staff outlining qualifications, directions and timelines. Interested candidates who meet qualifications will be directed to forward their resume and cover letter to Dr. Boone by June 3, 2015. The Board will hold a public meeting for the purpose of conducting interviews on June 5, 2015 at 9:00 AM at DAB. The agenda will also include an executive session for the purpose of contract negotiations with new interim executive director. Should a candidate be recommended, the Board will make that appointment in open session following executive session.
 - b. An additional Board meeting has been scheduled for June 8 at 11:00 AM should additional time be needed to deliberate and select an interim executive director.
 - c. Motion made and seconded to accept process of appointing interim director as stated above / Approved.
3. Executive Director search update
 - a. Dr. Boone received a proposal from the New England School Development Council (NESDEC) to facilitate the search process for a permanent executive director. Mike Palladino of NESDEC will serve as the lead person on the search.

In the absence of viable candidates by August 31, 2015, the interim executive director's term will be extended.

- b. Motion made and seconded to accept contract and hire NESDEC to conduct a comprehensive search for CMSEC's executive director / Approved. Roll call taken: Dr. Boone, yes; Mr. Avlas, yes.

4. Member requests

- a. Dr. Boone stated that she will leave it up to the interim executive director to form the transition team.
- b. Dr. Boone requested a list from Mrs. Baker prior to June 8 of critical issues and urgent timelines.
- c. Dr. Boone stated that given end of year staffing concerns coupled with Mrs. Baker's departure that effective immediately, all hiring and dismissal decisions will cease until an interim executive director is in place. Other personnel-related matters will be put on hold immediately as well.
- d. Dr. Boone publicly thanked Mrs. Baker for the work she has done during her tenure with CMSEC.

5. Motion made and seconded to adjourn at 9:34 AM / Approved

Minutes submitted by Beverly Tefft, Director of Finance & Operations