

**Board of Directors Meeting
Minutes
July 22, 2015**

Board Members Present:

Dr. Melinda Boone
Dr. Barbara Malkas

Others Present:

Dr. Paul Rosen, Interim Executive Director/Director of Clinical Services
Ms. Beverly Tefft, Director of Finance and Operations
Mr. Joseph Meichelbeck, CMSEC Treasurer
Mr. Michael Palladino, NESDEC
Ms. Susan Strong, RHS Principal
Mr. Michael Kelly, CMP Program Director
Ms. Jessica Pitsillides, HLC Program Director

Meeting called to order at 9:04 AM

1. Approval of Board of Director's meeting minutes from June 10, 2015 (voting item)
 - a. Motion to approve – Dr. Malkas; Dr. Boone seconded

2. Signing of NESDEC contract
 - a. Signed NESDEC contract (Boone & Malkas) – May 13
 - b. Amend minutes from May 12 meeting (note: upon review, the Board vote to enter into a contract with NESDEC occurred at the Board of Directors meeting on May 28, 2015)
 - c. Ms. Tefft to forward signed contract to NESDEC

3. Report on Executive Director search, Mike Palladino, NESDEC
 - a. Applications to close Friday; packets were handed out of copy of ad,
 - b. Mr. Palladino gave an overview, places posted, contacted MA, RI, CT (SPED, Superintendent, collaboratives)
 - c. Received 16 inquiries, 7 applications (4 Superintendents, 1 Asst. Sped Director, 1 Site Admin WDS1, 1 Interim Systems Director)
 - d. Mr. Palladino thinks timing seems to be issue and salary also an issue (SPED directors making \$135, 000 already)
 - e. He updated the Board on time-line in packet (Aug 4 screening; Aug 11 interviews), and is hoping to put forth 5 candidates to interview
 - f. He will have updates and finalists for the next board meeting scheduled August 15th.
 - g. Finalist interviews with Board- Mr. Palladino suggested board members and Dr. Rosen put together list of characteristics/credentials that candidate must have to share with screening committee; They reviewed potential questions – Dr. Malkas added question on SPED compliance, Dr. Boone added question on curriculum & instruction; Dr. Malkas added question on management of personnel; Dr. Boone added to Q#6 on discuss entry plan not just 1st year; sample candidate rubric standards.

4. Director of Finance & Operations Report

a. FY15 Budget

- i. Ms. Tefft provided P/L statement year to date 6/30 (including all year end encumbrances; includes FICA refund (net loss of \$202,000; actual lose \$413,00; budget originally \$700,00; only have to use approx. \$225,000 from surplus; at end of FY14 1.7M; projected about 1.5 surplus at end of FY15; over budget for revenue; expense over in HRA; payroll fees due to outsourcing); these are unaudited #s but fluid and should be pretty tight;
- i. Mr. Meichelbeck questioned building maintenance line. Ms. Tefft - came under budget through streamlining but you never know what could happen so rather budget high
- ii. Workers comp way down due to better process and getting employees back to work ASAP
- iii. Mr. Meichelbeck asked about contribution to OPEB. Ms. Tefft said no recent history of contributing, we could discuss contributing in future

b. Warrant Report: FY15

- i. Signed – Boone & Malkas

c. FY15 Audit Contract (voting item)

- i. Ms. Tefft stated that the Collaborative has used same auditor for several years, Marcum did audit last year, not very prompt and lacked customer service. They felt we were not their priority being small. Thought good idea to look for new company
- ii. Ms. Tefft researched firms and requested 3 quotes from companies familiar with schools and collaboratives, but received only 2 back
- iii. Dr. Rosen, Ms. Tefft and Mr. Meichelbeck interviewed both companies and chose Pazento, Ratcliffe, Renzi and Company, who have been auditing collaboratives for over 10 years. Were very impressed with how involved in collaboratives and ability to respond. They asked for reference from BICO. The manager comes highly recommended (all agreed on this company). With RHS UFR is mandatory this year. The cost will be slightly higher because of UFR than in past but lower than other company they looked in to.
- iv. Motion to approve said company – Dr. Malkas; Dr. Boone seconded

5. Building Committee

a. McKeon Road Lease (voting item)

- i. 6% increase down from 11%
- ii. 1 year with 4 year option presented; counsel did say we can do all 5 at once but it is not necessary
- iii. Motion to execute lease as 1 year with 4 year options – Dr. Malkas; Dr. Boone seconded Fremont Street extension of month to month tenancy (voting item)

b. Fremont Street Lease (voting item)

- i. The most recent RFP, 2 packets picked up/both landlords. Fremont landlord concerned building not up to code. They are hopeful for buyer who could

- bring to code. We are consulting with counsel on month to month lease agreement.
- ii. Asked for vote on this, then vote to cancel current RFP due to procurement issues and then vote to rewrite RFP for December 1st
- iii. Dr. Boone questioned what if no buyer is able to get it up to code for December 1st. Counsel has said there is an emergency provision for procurement law to stay as emergency
- iv. Dr. Boone questioned RFP process timeline - takes a month. Dr. Rosen said timelines are pressed. We would have to vacate during renovations (shut off water to put in sprinkler system)
- v. They discussed possibility of using 2nd floor of RHS if need be, but can't mix populations. CMP could vacate if needed to allow Freemont WDS to use 100 Hartwell site. Dr. Boone really wants 2nd floor used.
- vi. Dr. Malkas suggested moving central office to consolidate 2 WDS sites to McKeon if needed. Dr. Rosen said WPS wants 3 sites which we are committed to. Dr. Rosen mentioned many 5 year leases have clocks ticking
- vii. Dr. Malkas wants special attention to be on Hartwell St. Lease in the near future
- viii. Motion to execute month to month lease through November – Dr. Malkas; Dr. Boone seconded
- ix. Motion to Cancel/terminate current RFP – Dr. Malkas; Dr. Boone seconded
- x. Motion to Issue new RFP for December 1st delivery date – Dr. Malkas; Dr. Boone seconded

6. Interim Executive Director Report

- a. Program changes for upcoming school year
 - i. Mostly stemming from conversations with Dr. Rodrigues (recommendations from him and from us)
 - ii. Agreed to WDS starting at 6th grade this year and 5th next to allow acceptance of students that we have not been able to serve in the past, over the years trending toward younger violent offenders
 - iii. Dr. Malkas asked about sites and grade spans. Mr. Kelly spoke to looking at certifications and need to separate students. 3 sites still may need to be used. Dr. Boone stated beware parents still see their young kids as babies and may not want a 6th grader with H.S. kids
 - iv. Transition Center for students who arrive to the district and it is unclear where they should be placed. This is currently at St. Casimir. The program is not working well and often look like WDS students/streetwise population. WDS McKeon will be taking that program. Dr. Rodrigues to tighten up population of students being placed. Dr. Malkas would like Webster to be included in this option
 - v. Safety Center (middle/HS) also at St. Casimir (short stay 3 days; structured curriculum, anger management, given skills); CMA to adopt program (WPS full time teacher and .3 clinical person SAC)

- vi. Agreed to open short term Assessment Center (like TLC – 2 week programs). Always full with lengthy wait lists and no current middle school capacity. CMA will house new 5-8 grade (7 seats). CMSEC will provide educational staff and WPS will provide clinical staff/SAC with IA possibility. Dr. Malkas likes timelines of stay and possibility to use
- vii. Dr. Boone ok with Webster also using and staying within 7 seats (between both member districts) at all assessment center sites. Dr. Malkas sees using all but safety center

b. Marketing plans

- i. Need to increase budget through marketing to out of district
- ii. Committee has been formed
- iii. Mailing to go for WDS specific advertising with CH.222
- iv. Identified marketing as most important
- v. Opening school year with right number of OOD students to meet budget. Any more we can bring will truly benefit the budget
- vi. Dr. Boone discussed in past worried as a board on over inflated OOD numbers budgeted. Ms. Tefft's FY16 budget built on #s at the time budget built which were under usual
- vii. Dr. Malkas stated other districts often don't even realize we service more than just WPS

c. Staff change

- i. Neil Trahan submitted letter of resignation. He is a very valuable team member and there will be a void
- ii. Dr. Rosen recommended to not fill position at this time due to budget issues
- iii. Dr. Malkas agreed also based on Interim ED position not to hire at this time

7. Recovery High School update

- a. Ms. Strong presented an update via PowerPoint presentation and handed out current marketing material/folder
- b. Dr. Boone suggested RHS specific tab on website instead of having to go under programs and services tab. Dr. Malkas reiterated that in a sense RHS is separate from Collaborative. Districts need to know that it is the Worcester County RHS open to all districts
- c. Questions: Dr. Boone gave ok to talk to Donna Lombardi in Nutrition about providing lunch
- d. Slide show of building pictures
- e. Dr. Malkas and Dr. Boone suggested posting pictures online
- f. Ms. Pitsillides suggested Twitter/Facebook posts with updated pictures of progress
- g. Dr. Boone suggested a contact she will connect Ms. Strong with (Jen Ward)
- h. Dr. Rosen updated on referral process and marketing. He commended Susan for her outreach and marketing efforts. Unfortunately we are learning it is not an easy model to sell in MA or nationally. Looking across MA, all RHS are under capacity. The projected numbers seem unlikely. Budget wise, originally tried to not fully staff based on student numbers. DPH has clearly stated we must open fully staffed regardless of student numbers. Running under in capacity is going to run a significant deficit. Projecting

\$200,000-300,000 deficit in tuition if not at 33 students per month. What we have done for this will redeploy clinician and nurse from current positions to offset some monies. Won't fill rehab position (we do have a recovery counselor through community Healthlink)

- i. Other budget concerns or ways to save: Not replacing Neil (\$100,000) itinerant services remain through WPS (\$100,000). Also to be discussed in Executive Session, IA negotiations.
 - j. Ms. Strong stated all 11 current students/referrals are community and parent referrals. Once school opens hopefully we will also get school-base referrals
 - k. Dr. Malkas recommended offering in-house PD on October PD date that most surrounding districts have
8. Ribbon cutting RHS
- a. Yes, maybe in early October. Want to make it big and get it in the media. Also the school needs to be named
 - b. Ms. Strong mentioned wanting students to be part of the naming
 - c. Dr. Rosen suggested Central MA High School for Recovery
 - d. October 5th or 7th suggested. Will talk to Lieutenant Governor's aide to see if available
9. Member Requests / New Business
- a. Dr. Malkas requested 4th quarter report – review past minutes to see if it ever happened
10. Motion to enter into executive session at 11:21 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.
11. Motion to exit executive session at 12:00 PM/Approved
- ii. No votes or discussions took place in conflict with the open meeting law.
12. Motion to adjourn at 12:00 PM/Approved

Minutes submitted by Jessica Pitsillides, HLC Program Director