

Board of Directors Meeting
Minutes
August 13, 2015

Board Members Present:

Dr. Melinda Boone
Dr. Barbara Malkas

Others Present:

Dr. Paul Rosen, Interim Executive Director/Director of Clinical Services
Ms. Ann Ortiz, CMA Program Director
Ms. Beverly Tefft, Director of Finance and Operations
Mr. Michael Kelly, CMP Program Director

Meeting called to order at 9:08 AM

1. Approval of Board of Director's meeting minutes from July 22, 2015 (voting item)
 - a. Motion/Approved

2. Director of Finance & Operations Report
 - a. FY16 Budget
 - i. Ms. Tefft provided financial statements. The negative numbers in expenses are some encumbered expenses from FY15 that haven't hit yet.
 - ii. No expenses in legal have been invoiced yet.
 - iii. Ms. Tefft provided a report that has the expenses for the RHS broken out. They need to watch expenses as year goes along since we do not have any revenue yet.
 - iv. Ms. Tefft stated that the DPH FY15 grant is all wrapped up and all bills are paid. They spent all but \$1,000. FY16 grant is for \$500,000.
 - v. Billing has gone out for month of July. Usually they wait until September, but wanted to get a jump on it.
 - vi. All capital purchases for RHS is done.
 - b. Warrant Report: FY16
 - i. July 10, 2015-Approved and signed by board members
 - ii. July 24, 2015- Approved and signed by board members

3. Interim Executive Director Report
 - a. Update on program changes for upcoming school year
 - i. Safety Center starting at 6th grade this year instead of 7th grade. The Safety Center and Short-Term Assessment Center (TLC) will have 2 full time school adjustment counselors.
 - ii. Change within RISE at RGA. It will run as an ABA classroom similar to THRIVE. This will be an opportunity for THRIVE students to step down. Tuitions for THRIVE are higher and will be able to charge the THRIVE tuition for this classroom. They will be updating safety training (ABA). Dr. Rosen will be meeting with Webster to hopefully have them take advantage of this new program.
 - b. Acceptance of \$3,850 donation from Harvard Pilgrim Healthcare
 - i. Motion/Approved
 - c. RHS Status Report
 - ii. There are currently 10 students enrolled plus 2 active referrals

- iii. August 18, 2015 - Visits by Mayor, DPH, NECN and Fox News
- iv. Dr. Rosen toured the building on August 11th. He feels that once it is open they will get more referrals. The building is beautiful, very effective planning. All involved should be really proud.
- v. This will serve as a highlight as to what CMSEC can provide.
- vi. Several people have brought up getting the school named. Ms. Strong wants to have the students involved in naming the school.
- vii. The Lt. Governor would like to schedule the ribbon cutting on October 7th at 3:30 PM and the Attorney General would like to attend as well. Both Board Members will forward names of people who should be invited.
- viii. Dr. Rosen asked the board who they recommend to include in speaking at the event. Dr. Boone suggested Lt. Governor, Mayor, City Manager and Harriet Chandler. Dr. Malkas suggested former Senator Moore. Both Drs. Boone and Malkas should speak as well.
- ix. Dr. Malkas is working on a ribbon cutting and she will have her administrative assistant, Lori, forward their invitation and program.
- x. It was recommended they should send out a 'save the date' card.
- xi. Dr. Rosen asked who else they thought should be invited. It was recommended to look up the RFP to get a list of the partnering agencies and all superintendents from all Worcester County School Districts.
- xii. Dr. Rosen asked who should be the MC. All agreed that it should be Ms. Strong.
- xiii. Dr. Boone suggested using the color of addiction. If there are different colors for alcohol and drug additions, then use both. *(Per Ms. Strong, the light blue on the RHS logo is the color of addiction)*
- xiv. Dr. Rosen asked what else needs to be thought of. Light refreshments. Dr. Malkas recommended having a graduate from an existing RHS speak at the event. It was recommended to have the entire event to last approximate 45 minutes.

4. Report on Executive Director Search

- a. Dr. Rosen stated NESDEC received 12 completed applications, 6 candidates were screened on Tuesday, August 11th and 1 withdrew (accepted another position).
- b. 3 candidates are being passed on to the Board
 - i. Michael Tempesta, Saugus Superintendent
 - ii. Richard D'Agostino, Retired Warwick, RI Superintendent
 - iii. Teresa O'Neill, Site Coordinator WDS Fremont
- c. The interviews will be held on Friday, August 21st. Mr. Palladino isn't available until 12:00 PM. If the Board wants him there, they need to start the interviews after 12:00 PM.
- d. Some questions that need to be answered are length of interview, does the Board want any other participants involved, and have they thought about questions. Dr. Rosen handed out questions that the screening committee asked.
- e. The Board agreed that they would like Mr. Palladino's input and voice of experience, so the interviews should be at 12:30, 1:30 and 2:30 PM. The Board will meet at 12:00 PM and start deliberating right after last interview, around 3:30 PM.
- f. Dr. Rosen asked if they should have the candidates meet with the Program Directors at the Central Office or at the program locations. Dr. Malkas stated that rotation of the candidates at the programs is helpful. They should have an escort to bring them to the sites and then back to the Central Office for their interview. It is a great way for the candidates to see the programs as well as for the Program Directors to give the Board

feedback. They can use a feedback form so it can be anonymous since there is an internal candidate.

- g. Dr. Rosen asked if they plan on having anyone else present, previously they had a parent. Dr. Malkas would like Kathy Baris to attend if she is available or Andrew Kelley. Dr. Boone would like Brian Allen to attend if he is available or Kay Seale.
 - h. Dr. Rosen stated that Mr. Palladino would like to have a conference call with the Board to generate a list of questions. The Board decided Wednesday, August 19th at either 12-1:45 PM or at 3:30 PM. Dr. Rosen will send those times to Mr. Palladino in the morning.
5. Reallocation of computers
- a. Dr. Rosen stated that 55 computers (not counting laptops, chrome books or iPads) were purchased for the Rockdale site for the professional development center and the RHS. He stated that now there will not be a PD center, he would like to reallocate some of those computers. Original design had 5 computers in each of the 5 classrooms and 30 for computer lab for school and PD. The RFP requires the RHS to have 28 computers. Ms. Strong stated that she could work with 3 computers in each of the 5 classrooms.
 - b. After consulting with Ms. Strong, Dr. Rosen would recommend using 33 computers in the following areas:
 - i. 15 computers for the classrooms
 - ii. 12 computers for the computer lab
 - iii. 4 computers for the learning commons (library)
 - iv. 2 computers for administrative use
 - c. Dr. Rosen would like the Board to consider taking the remaining 22 computers into CMSEC's other programs that have a need for computers.
 - d. Ms. Ortiz suggested using more computers for the classrooms. Dr. Boone asked Ms. Tefft what funds were used to pay for these computers. Was this part of the \$250,000 surplus used that was approved in the spring? Ms. Tefft stated not all of the computers were purchased with grant funds.
 - e. Dr. Rosen suggested a vote on the reallocation of the desktop computers. Dr. Boone asked if this needs a vote.
 - f. Ms. Tefft stated that they used \$47,000 surplus instead of the original estimated \$49,000. With that money, they used \$32,000 on computers and \$15,000 on furniture. Dr. Boone stated that we met the spirit of the vote for the \$49,000 out of operating funds. Dr. Malkas asked if that allocation was specific to computer lab and furniture for the RHS. Dr. Boone asked if the Board said they would use grant money.
 - g. Dr. Malkas asked if all 55 computers have been inventoried and marked yet. Dr. Rosen stated he didn't know if that has been completed yet.
 - h. Dr. Boone said to look at the budget, who purchased them, did operational funds pay for it or did grant pay for the 22 computers.
 - i. Dr. Rosen recommended that they deploy the 33 computers at the RHS and hold on to the rest for now to see if more are needed.
 - j. Dr. Malkas asked how many desktops will be at RHS and how many will be leftover. Dr. Rosen stated 33 at RHS and 22 leftover.
 - k. Dr. Malkas stated that anything purchased with grant money needs to be at the RHS. At this time there should be no vote until they find anything different. Some purchases could have come from the budget for the office and some were purchased with operational funds. Look at original motion for supplies and computers for RHS approved by board.
 - l. According to the April 8, 2015 meeting minutes:
Ms. Tefft presented a draft FY16 "break-even" budget with the recovery high school portion identified. Changes from the previous version included a 2% increase in non-

member tuitions, maintaining a third WDS site (Fremont St.) and non-movement of WPS/CMSEC staff as previously discussed.

This version also included the start-up costs of the computer lab at the recovery high school at \$49,000. Ms. Baker explained that the reason this was not included in the RHS budget is due to the intent to share this lab with CMSEC for PD. The finance subcommittee recommended that this amount be taken from surplus.

Ms. Baker cautioned the Board about doing this given the current fund balance of one million dollars, which is only 8.1% of the FY15 operating budget. She expressed concern that since the RHS will be in its first year of operations, actual vs. anticipated enrollment is unknown, and thus if projected census is not realized, it may be necessary to utilize surplus funds by year end.

Dr. Malkas was willing to support the use of the revolving account for those funds.

Dr. Boone indicated that since it is a relatively small amount, following the movement of FY15 line items, there may be other areas to cover that expense.

m. According to the May 12, 2015 meeting minutes:

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.

6. Member Requests / New Business

- a. Dr. Malkas asked about the quarterly report. Dr. Rosen stated that he has gathered information, is currently working on a draft report and asked who he submits the report to. Dr. Malkas stated that he would submit it to the Board for their approval at a board meeting.

7. Motion to enter into executive session at 10:09 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.

8. Motion to exit executive session at 10:35 AM/Approved

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

9. Motion to adjourn at 10:35 AM /Approved

Minutes submitted by Mary Dubuque, HR/Operations Coordinator