

**Board of Directors Meeting  
Minutes  
October 14, 2015**

**Board Members Present:**

Dr. Melinda Boone  
Dr. Barbara Malkas

**Others Present:**

Dr. Paul Rosen, Interim Executive Director/Director of Clinical Services  
Mr. Michael Tempesta, Saugus Superintendent  
Ms. Beverly Tefft, Director of Finance and Operations  
Mr. Michael Kelly, CMP Program Director  
Ms. Evelyn Marrone, WDS Site Coordinator  
Ms. Teresa O'Neill, WDS Site Coordinator  
Ms. Jessica Pitsillides, HLC Program Director  
Ms. Lisa Roberts, WDS Site Coordinator  
Ms. Susan Strong, RHS Principal  
Ms. Paulajo Gaines, MA DESE, Regional Governance

**Meeting called to order at 8:57 AM**

Dr. Rosen wanted to say a few things before moving on to the agenda. Congratulations to Dr. Boone. He is happy and thankful for all that she has done for CMSEC. He also wanted to welcome Michael Tempesta and Paulajo Gaines.

1. Approval of Board of Directors meeting minutes Motion/Approved
  - a. August 13, 2015-Motion/Approved
  - b. September 4, 2015-Motion/Approved
  - c. September 9, 2015-Motion/Approved
  - d. September 22, 2015-Motion/Approved
  
2. Director of Finance & Operations Report
  - a. Warrant Report: FY16
    - i. August 7, 2015-Approved and signed by board members
    - ii. August 21, 2015- Approved and signed by board members
    - iii. September 4, 2015-Approved and signed by board members
    - iv. September 18, 2015-Approved and signed by board members
  - b. FY16 Budget
    - i. Ms. Tefft stated that the budget is trending on schedule and that expenses on operation side are trending on schedule for some and under for most.
    - ii. Ms. Tefft stated that she has handed out P&L to all Program Directors and they are currently under budget. The only issue is RHS. Concern remains for unforeseen expenditures that have not been budgeted. Billing has commenced for the RHS. Dr. Boone asked what the current enrollment is at the RHS. Ms. Strong said that they currently have 20 students and 4 referrals.
  
3. Interim Executive Director Report
  - a. Policy for Surplus Property

- i. Ms. Tefft handed out a draft version of a policy for the disposal of surplus property following M.G.L Chapter 30B.
  - ii. Dr. Malkas asked if we are voting to approve the policy or the first reading. Dr. Boone said she believes they can waive first reading and vote on policy. Ms. Tefft said she would remove first reading from the policy and change to approved.
  - iii. Motion to approve Policy on Surplus Property (M.G.L. Chapter 30B)/Approved
- b. Authorization of signing rights for Michael Tempesta
  - i. Motion to approve Mr. Tempesta as signatory for all documents/Approved
- c. Acceptance of donations
  - i. Hillis Family through AdCare donated \$5,000 to RHS
    - 1. Motion/Approved
  - ii. Shari Haire, teacher at WDS McKeon, applied for grant through BJs for project based learning. Included 4 laptops and ear buds with an estimated value of \$1,000
    - 1. Motion/Approved
- d. RFP for WDS
  - i. Dr. Rosen stated that we have done 2 cycles of RFPs for WDS Fremont and have not received any proposals. Feedback received from vendors was that Fremont St location is not a site that could be brought up to code and 3 months was not enough time to find a building and have it ready for occupancy.
  - ii. Dr. Rosen said that we are currently on a month to month lease with expectancy of reaching the \$35,000 threshold on December 1<sup>st</sup>. Counsel has said there is an emergency provision for procurement law to stay as emergency, but would need to leave if the current owner sells the site.
  - iii. Dr. Rosen said one option would be to temporarily relocate to the second floor of the RHS and reissue another RFP for the new school year. Another option would be to temporarily relocate one of our other programs to the RHS and move WDS to their location. But the only option is 100 Hartwell St and there is already a WDS at that location. Also, another issue would be transportation since the Fremont location is on a city bus route and currently students walk to school.
  - iv. Dr. Rosen said another option is reconfigure WDS Fremont to be a middle school and they could cohabitate better with the RHS.
  - v. Dr. Boone doesn't want to jeopardize any programs, but RHS is becoming a financial drain. If we move WDS to RHS while we are paying for both floors, we won't be paying for the Fremont site. Doing this would be a wise choice temporarily and it could buy us time to take a different approach and not be pressed by month to month rent.
  - vi. Dr. Malkas stated that Mr. Tempesta should come back with a plan with moving WDS to RHS and discuss with both Directors/Principals as to which staff and kids should go there and when it happens, after Thanksgiving break or Christmas vacation. Dr. Boone said Thanksgiving break would be best since we will reach the threshold on 12/1.
  - vii. Dr. Malkas asked if the 2 floors can operate separately. Dr. Rosen said yes they can. Ms. Strong said the computer lab is the only shared space. Dr. Boone stated that they can make a schedule to facilitate the computer lab so there is no crossover. Dr. Malkas said that the Board would vote on the final plan.
  - viii. Dr. Malkas said we need a plan for developing a new RFP with a timeline. Dr. Rosen said the vendors has said there are plenty of space available and just need the time to develop it.

- c. Clinical Director Position
    - i. Dr. Rosen asked if we should post the position as permanent or internally within CMSEC and WPS for an interim. He knows of 2 great candidates that currently work in WPS. We could appoint an interim and post for a permanent filling for the new school year.
    - ii. Dr. Boone said that it's a valuable position. An interim position can be done and still have the process. Interim is good option to get someone in now since Dr. Rosen is retiring. Dr. Malkas said it can be an internal posting for interim and in spring have a more detailed search and if interim person is a good fit, we could do an internal posting.
  - d. Naming of RHS
    - i. Ms. Strong began the process for naming school with students. They decided on Rockdale High School. They also created a mission statement, school colors are purple and black and mascot is a 2 headed dragon.
    - ii. Motion for the RHS to be named Rockdale High School/Approved
  - e. CMSEC named in legal complaint
    - i. Dr. Rosen wanted to make the Board aware that CMSEC has been named in a legal complaint for an incident that happened in Webster.
    - ii. Dr. Malkas explained the incident. Webster managed the medical care for student. Employee did not return. All medical was covered by Webster.
    - iii. Dr. Rosen stated that CMSEC insurance has retained an attorney.
4. Member Requests / New Business
- a. Dr. Malkas thanked Dr. Rosen for his service, for jumping in, and for his help in the transition to the new Executive Director. Dr. Boone complimented him on the way he brought the team together to close the school year, open a new one and transition to the new Executive Director. Dr. Rosen thanked the Board members and the directors for their support.
  - b. Dr. Boone said she will point out that the next WPS school committee meeting that they need to appoint a new CMSEC Board Member.
5. Motion to enter into executive session at 9:46 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.
6. Motion to exit executive session at 9:58 AM/Approved
- a. No votes or discussions took place in conflict with the open meeting law.
7. Motion to adjourn at 9:58 AM /Approved

Minutes submitted by Mary Dubuque, HR/Operations Coordinator