

**Board of Directors Meeting  
Minutes  
December 9, 2015**

**Board Members Present:**

Dr. Marco Rodrigues  
Dr. Barbara Malkas

**Others Present:**

Mr. Michael Tempesta, Executive Director  
Ms. Beverly Tefft, Director of Finance and Operations  
Mr. Joseph Meichelbeck, CMSEC Treasurer  
Mr. Michael Kelly, CMP Program Director  
Ms. Sharon Siegel, CMSEC Labor Counsel

**Meeting called to order at 8:53 AM**

1. Approval of Board of Directors meeting minutes from November 18, 2015
  - a. Motion/Approved
2. Director of Finance & Operations Report
  - a. FY16 Budget
    - i. Ms. Tefft stated that it's been a normal month. The budget is trending on schedule. She stated that accounts she has been flagging are still on radar.
    - ii. Ms. Tefft reminded the Board of the unanticipated expenses at the RHS. The landlord of RHS had brought in the second quarter real estate tax bill which was based on the old value. She did a quick estimate of raising the value by 3.5%. In the lease we are responsible for paying 80% of real estate tax bills for the building and parking lots and 100% of CMSEC apportioned share of building insurance, which is approximately \$175K.
    - iii. Mr. Tempesta and Ms. Tefft would like Attorney LeBlanc to come to the January Board Meeting to discuss options for the Collaborative to renegotiate the lease. Dr. Malkas asked if he was the attorney who negotiated the lease.
    - iv. Dr. Rodrigues said they need to have a discussion with Attorney LeBlanc. Even if we were under pressure to sign the lease that is not a reason to have agreed to this. Dr. Malkas said she believed it was the idea that the DPH grant was going to defray the cost. We need to look at long-term sustainability of the program. She would like to reopen the lease discussion.
    - v. Dr. Rodrigues asked what the current enrollment is today. Mr. Tempesta stated it is 27. Dr. Malkas doesn't think we will see an enrollment of 50 for a while if at all based on the other RHS in the state. Dr. Rodrigues stated that breakeven is 33. Ms. Tefft said it is now more like 35-40 with all these additional costs.
    - vi. Dr. Malkas said that the landlord has to understand that once the grant ends we don't need to stay there. It was a great option at the time. Dr. Rodrigues asked what the term clause in the lease is. Dr. Malkas said we wanted it to have it as subject to appropriation. The landlord wanted a guaranty and we couldn't give that guaranty since DPH funds are subject to appropriation. Mr. Tempesta said he could get the wording from the lease. Mr. Tempesta will request that Attorney LeBlanc come to the January Board Meeting.
    - vii. Ms. Tefft stated that based on the recommendation of the auditor she will be including the balance sheet. It shows our financial condition. These accounts have been audited in June 2015. The Total Health Trust Fund for \$944K is our OPEB Fund. The Webster C/U Money Market for \$3M is our Operating Fund. Mr. Meichelbeck moves the funds to cover warrants.

- viii. Dr. Malkas asked about OOD tuition for RHS students. Are they starting to fall into place? Ms. Tefft said they are still chasing Lynn and Springfield. Mr. Tempesta has been following up on this. Dr. Rodrigues asked how many districts we serve. Ms. Tefft said she believed 7, but Mr. Tempesta indicated that those numbers may have increased with the addition of the Recovery High School.
  
- b. Warrant Report: FY16
  - i. November 13, 2015-Approved and signed by board members
  - ii. November 27, 2015- Approved and signed by board members
  
- c. FY17 Budget
  - i. Ms. Tefft and Mr. Tempesta met with Finance Committee (Brian Allen and Ted Avlas) on December 1<sup>st</sup>. The first version is very raw. Ms. Tefft and Mr. Tempesta are meeting with program directors next week and will discuss their needs. This version shows salaries, rental property and rental equipment. The numbers will fluctuate once we meet with the Program Directors.
  - ii. This version doesn't include most of the RHS personnel. They are using the \$500K from DPH grant to cover their salaries. 8.5 FTEs if they are fully staffed. All staff over the \$500K will come from our budget, which is approximately \$40K. Ms. Strong had conversations with DPH and they are ok with this. The FY16 RHS budget was a little over \$1M and we don't know what FY17 is going to look like.
  - iii. Dr. Malkas said that it was helpful to see this and have FY16 budget so we can see where the budget has been cut. She asked how we are handling utilities with the spike in electricity. Are we building in wiggle room? Ms. Tefft said that Hartwell St and McKeon Rd have the utilities built into the square footage so we are only responsible for Fremont and Rockdale locations. Since we are moving out of Fremont, then we will only have to worry about RHS. Dr. Rodrigues asked what the heating source is at RHS. Ms. Tefft said it was Eversource (gas).
  - iv. Dr. Malkas said while you are budgeting by program look at current and potential enrollment to know capacity and OOD.
  - v. Ms. Tefft said the next Finance Committee meeting is scheduled in the beginning of January.
  - vi. Dr. Rodrigues said that it has been a struggle this year with RHS expectations for certain personnel. Now that it is up and running does it reflect our need? Can we share jobs to max our money with what we have and number of students? We want to stay in compliance, but it's something to look at.
  - vii. Dr. Malkas said it's a good idea to look at other funding for RHS. Ms. Tefft said we received a \$13,200 grant from UMass and \$5,000 grant from Adcare. We have 4 more years with the current DPH grant and can apply to re-up. Dr. Malkas said there were several people at the ribbon cutting who have a connection to recovery. It might be good to reach out to some of them. Dr. Rodrigues said to look at different grants and external funding, explore partnerships to help relieve costs on our end. He suggested having a conversation with Adcare. Ms. Tefft said she will ask Ms. Strong to attend a future Board meeting to give a better update on what she is doing about reaching out to agencies.
  - viii. Dr. Malkas said that Webster has to deliver their budget by end of February. The Governor's numbers will be out on the third week of January. Need to know budget liabilities. Any anticipated tuition costs changes? In the past we held the in-district tuition same so we need to make sure we are competitive. Ms. Tefft said she will speak with the Finance Committee about it. We did raise 4% last year, but will look at competition to see if we can raise. Dr. Rodrigues said a survey will be helpful.
  - ix. Ms. Tefft mentioned that she did send the trust agreement to Board members and looking to schedule a Trust meeting after the January Board Meeting for approximately 15-20 minutes. Both Board members said that January 13<sup>th</sup> is ok.

### 3. Executive Director Report

#### a. Clinical Director Position

- i. Mr. Tempesta stated that Dr. Jean Lindquist Grady has accepted the position and will start on Monday, December 22<sup>nd</sup>. She has already started attending meetings.

#### b. Central Office Staffing Proposal

- i. Mr. Tempesta stated he is hoping to add 3 positions: part time Data Specialist, part time Accountant and full time Assistant Technician. He is having a consultant come in to do an audit of our technology. He would like to have the Data Specialist coordinate submission to DESE.
- ii. Dr. Malkas said she will share her Data Specialist job description. In Webster this position works from home and only comes into the office 1 day.
- iii. Dr. Malkas asked regarding the Assistant Technician if he's looking for an IT person. Mr. Tempesta said he wants someone who can handle maintenance, support and possibly be an integrationist. Dr. Malkas asked if we have this equipment inventoried. Mr. Tempesta said yes. Dr. Malkas said since Webster is a small district, they outsource their technology and have a recent job description she can share. Be aware it's a different skillset for someone to work with teachers. She asked if we have an internal staff capable of doing it. Mr. Tempesta said we have teachers who have expressed an interest in possibly doing this but it would involve adding FTE's.
- iv. Dr. Malkas asked if the consultant is going to help create a plan. Mr. Tempesta said Yes. She asked if we have our own IEP software and Mr. Kelly said we use Sage for WPS and SEMS Tracker for Webster.
- v. Mr. Tempesta discussed looking for integrated software solutions as iPass may not be able to serve all of the district needs.

#### c. Site Visit to 10 New Bond St Site

- i. Mr. Tempesta said the Building Committee had a site visit with Northpoint at 10 New Bond St on December 2<sup>nd</sup>.
- ii. Hartwell location is month to month and the location doesn't meet all of our needs. There are limitations and curb appeal is a hindrance when trying to attain OOD.
- iii. Mr. Tempesta said that he is aware that WDS needs to keep their programs separate, but this facility is vast. The location is central, close to RHS and efficient for transportation. It was a great presentation. Northpoint is coming to the Hartwell location on December 16<sup>th</sup> to tour our current configuration and program needs.
- iv. Dr. Malkas asked if we are moving the Hartwell site and ending our stay. Mr. Tempesta said he doesn't want to be limited to only replicating what we currently have for space and programs.. It may be labor intensive, but the Collaborative needs to invest in space and facilities that can expand or contract with the changing needs of the Collaborative. Dr. Rodrigues asked why this property wasn't available when we were looking. What changed? Mr. Tempesta said the property was looked at previously during the RFP process last year.

#### d. Annual Report

- i. Mr. Tempesta asked if they can have an emergency Board meeting on December 23<sup>rd</sup> to approve the annual report. Dr. Malkas isn't available. Mr. Tempesta is talking with Program Directors and getting information, but he doesn't want to submit it late. Dr. Malkas suggested Mr. Tempesta request a 30 day extension from DESE since he has just started. Mr. Tempesta said he will put it on the agenda for the January Board meeting. Dr. Rodrigues said at least if you request the extension, even if they don't respond, it shows you tried.

### 4. Member Requests / New Business

- a. Ms. Tefft wanted to let the Board know that the audited financials have been uploaded to DESE.

5. Motion to enter into executive session at 10:00 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 10:39 AM/Approved
  - a. No votes or discussions took place in conflict with the open meeting law.
7. Motion to adjourn at 10:39 AM/Approved

Minutes submitted by Mary Dubuque, HR/Operations Coordinator