

**Board of Directors Meeting
Minutes
February 10, 2016**

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
Ms. Jessica Pitsillides, HLC Program Director
Mr. Michael Kelly, CMP Program Director

Meeting called to order at 8:40 AM

1. Approval of Board of Directors meeting minutes from January 13, 2016
 - a. Motion/Approved
2. Director of Finance & Operations Report
 - a. FY16 Budget
 - i. Ms. Tefft stated that the budget is trending nicely. She stated that the summer school salaries were over budget due to THRIVE salaries not being budgeted. Summer Program revenues came in over budget for program break even. Ms. Tefft did an analysis on RHS expenses and will be about \$130K loss, but that can change. Ms. Strong is aggressively going for grants and enrollment is slowly going up. Currently at 31 students.
 - ii. Per the Board's suggestion, Ms. Tefft contacted the Worcester Assessors' Office to inquire about an abatement on 20 Rockdale St. They told her that the owner is the only one who can request an abatement. She will be speaking with the owner, Mr. Hanna, to have him contact the office to request the abatement.
 - iii. Dr. Rodrigues suggested asking our attorney to open the contract to deal with the lease issue. Dr. Rodrigues suggested that we get the market price per square foot. Ms. Tefft said we are paying \$28-29 per square foot at RHS and the market around here is \$18 per square foot. Mr. Tempesta had spoken with Attorney LeBlanc and will have him set up a meeting with Mr. Hanna and his attorney.
 - iv. Ms. Tefft stated that we will use approximately \$5-7K of the money budgeted for French River for tutoring services for RHS students who have been admitted. Dr. Rodrigues asked which agency Ms. Strong is using. Ms. Tefft stated Education, Inc. Dr. Rodrigues asked for the hourly rate. Ms. Tefft didn't know off hand and will find out the amount and let the Board know.
 - v. Ms. Tefft explained differences in P&Ls from FY15 and FY16. Revenue is higher due to tuition increase. Ms. Tefft also stated that they have been timely with billing and paying bills as they come in.
 - b. Warrant Report: FY16
 - i. January 8, 2016-Approved and signed by board members
 - ii. January 22, 2016- Approved and signed by board members
 - c. DESE Audit Final Report
 - i. Ms. Tefft said that both she and Mr. Tempesta responded to the original findings.
 - d. IRS Audit

- i. Ms. Tefft stated that the report from the IRS states that they are happy with the documentation. One area was under review, 4th quarter of 2011. They approved our claim and in 3 -4 months we will be getting back \$39K.
 - ii. Dr. Malkas thanked Ms. Tefft. With her the Collaborative is better organized and feels confident going back to her committee saying CMSEC is financially sound.
- e. FY17 Budget
 - i. Ms. Tefft and Mr. Tempesta met with Finance Committee. No changes to the numbers submitted at the January Meeting.
 - ii. Mr. Tempesta spoke with the Finance Committee about the building plans. Both members were receptive. One thing they were in agreement with was increasing the tuition by 4% due to the difference of \$10K less than other collaboratives. Ms. Tefft stated that a 4% increase based on 7 Webster students and 21 OOD would be approximately \$56K more in revenue.
 - iii. Dr. Malkas asked if any programs were at capacity. Mr. Tempesta said HLC, CMA and RGA are at capacity and CMP is close to capacity. Mr. Tempesta stated that once WDS vacates he wants to move either the RGA Vocational program or THRIVE to RHS second floor to make room for classrooms at HLC.
 - iv. Acceptance of CMSEC Non-Member Tuitions with a 4% tuition increase. Motion/Approved

3. Executive Director Report

- a. Preliminary Entry Plan Findings
 - i. The topics discussed by Mr. Tempesta included: CMSEC facilities inadequacies, program safety, curriculum alignment, professional development, classroom and program technology equity, teacher/faculty retention and enhancing program, marketing, networking.
 - ii. Mr. Tempesta is planning on having the entry findings, along with the CMSEC administration team and CMSEC Committee goals developed into a strategic plan by June.
- b. CMSEC Building Committee Update
 - i. Mr. Tempesta stated that he will have the technology audit to present at the March BOD Meeting.
 - ii. Mr. Tempesta presented a facilities PowerPoint presentation. He stated that there are 322 students in HLC, CMP and RGA. He presented a multiple phase expansion of all programs.
 - iii. Dr. Malkas asked if Mr. Tempesta was planning on building based on the idea of filling additional seats. She said we need to look at capacity and the declining enrollment overall in MA. She asked if the presentation was based on data or a wish. Mr. Tempesta confirmed that it was based on data and that he would show the data in the next meeting. It will be tough to quantify a two year forecast of what the region will bear for these programs, but he will get the historical data requested by Dr. Malkas.
 - iv. Dr. Rodrigues said to look at the big picture. The issues we are currently facing with RHS making ends meet. Don't have the enrollment to breakeven. Need to look at the logistics of site. Flow of students throughout the building.
- c. RFP #1 for WDS1
 - i. Posted for packets to be picked up beginning February 5, 2016
 - ii. None had been picked up yet
- d. RFP #2
 - i. Mr. Tempesta said he is asking to post an RFP with no less than 70K square feet. The goal would be to move some or all of the existing programs from Hartwell to a site in Worcester that includes more comprehensive educational spaces. Dr. Rodrigues would like more information at the next meeting before an RFP goes out.
- e. Declaration for list of equipment and materials to be deemed surplus
 - i. Motion/Approved
- f. Acceptance of Donation

