

**Board of Directors Meeting  
Minutes  
March 9, 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  
Mr. Michael Kelly, CMP Program Director  
Ms. Jacqui Lake, RGA Program Director  
Dr. Jean Lindquist Grady, Director of Clinical Services  
Ms. Jessica Pitsillides, HLC Program Director  
Ms. Lisa Roberts, WDS Site Coordinator  
Mr. Michael Palladino, NESDEC  
Ms. Kay Seale, WPS Manager of Special Education & Intervention Services

**Meeting called to order at 12:12 PM**

1. Approval of Board of Directors meeting minutes from February 10, 2016
  - a. Motion/Approved
2. Director of Finance & Operations Report
  - a. FY16 Budget
    - Ms. Tefft stated that the budget is trending nicely and seeing standard expenses. As she has stated at previous Board meetings, she is watching the problem areas. As with FY15, they are closing all FY16 spending on April 30, 2016.
    - Ms. Tefft reminded the Board that the FY16 YTD P&L includes Rockdale Recovery High. The balance sheet has a positive flow having \$3.6 M at end of February which will help with stretched pay crossing into the new FY though July and August. She also stated that they have been aggressive with billing. A handful of receivables are over 90 days old, but we are chasing them down.
    - Ms. Tefft reminded the board of a district refusing to pay and wrote that cost off in FY15. Mr. Tempesta is working with our attorney and the district is now going to pay, but has to bring it to their school committee for approval.
  - b. Warrant Report: FY16
    - February 5, 2016-Approved and signed by board members
    - January 19, 2016- Approved and signed by board members
  - c. W/C Audit
    - Ms. Tefft notified the Board of an upcoming Worker's Compensation audit. It's a standard audit done annually for our insurance. They come in, audit our payroll and come up with a rate. She doesn't anticipate any problems.
  - d. FY17 Budget
    - Ms. Tefft and Mr. Tempesta met with Finance Committee. The FY17 Budget V.3 was discussed. Increased the use of \$103k from surplus for RHS administrative fees that weren't included in V.2. Overall expense increase was \$300k due legal fees for IA negotiation, shift in FTEs/restructure of positions of \$30k, 7% health insurance increase which is \$37k change in premium and includes \$170k for rental space for RFP #1.

### 3. Executive Director Report

#### a. RFP #1 for WDS1

- No proposals were received. Mr. Tempesta has consulted with Attorney LeBlanc about the option of posting a “Unique Acquisition” instead of pursuing resubmitting a similar RFP. After touring the spaces available with other Program Directors (HLC, RGA, CMP), Mr. Tempesta would like to submit a unique acquisition for the Hartwell St location.

#### b. CMSEC Business Plan FY16-FY21

- Mr. Tempesta presented the business plan he drafted with Ms. Tefft which included student capacity, staffing costs, square footage prices, OOD rates with 4% annual increases and projected growth rates based on historical rates, current capacity issues and enrollments CMSEC has had to turn away.
- Dr. Malkas asked if any programs were at capacity. Mr. Tempesta said HLC and THRIVE are already at capacity and have waiting lists for member schools as well as non-member tuitions that are not being realized. The need from the perspective of the Member district Special Education Directors---as well as from MASS, MASC and MSSAA is that there is a great need for programming for students with emotional disorders across the state and nation.

#### c. RFP #2

- Mr. Tempesta presented the steps leading to the RFP that included meeting with Program Leaders, meeting with Dr. Palladino who was hired to conduct the NESDEC Space Needs Study, meeting with local real estate agents to review current and upcoming inventory, meeting with a local builders who submitted previous RFP’s, and visiting other Collaboratives (SSEC, AVC, FLACC, SWEC, CAPS), as well as public school programs in Sharon and Vocational training programs (Work Inc. in Dorchester).
- Dr. Rodrigues asked about the timeline for the project and if HLC, RGA and CMP would fit in the spaces at all phases. Mr. Tempesta went over the timelines for all phases and assured that all students from these programs would fit in during Phase I, the project would allow for program expansion as well as the potential to merge other programs if needed.
- Dr. Rodrigues asked if he knew how much this project is going to cost. Mr. Tempesta mentioned that everything in the business plan was projected at the project being \$19.50 per square foot. Dr. Rodrigues asked what are we currently paying per square foot at Hartwell and Mr. Tempesta responded that we are paying close to 18 dollars per square foot
- RFP in the Central Register for approximately 90 thousand square feet.
  - Motion/Approved

#### d. Budget process/timeline

- Mr. Tempesta went over the restructuring of the positions. He explained that all the changes are included in the V.3 budget except the Art/Music teacher.
- Dr. Malkas stated that even though it’s not an approved budget, if he wants to look for qualified candidates, he should look to capture the pool in April or May so he doesn’t miss the opportunity to get the qualified staff.
- Mr. Tempesta stated that he will have the technology audit to present at one of the next BOD Meetings. He stated that the findings of the Technology Committee is to use the budget in the following ways: \$20k teacher stations, \$20k curriculum and software and \$20k budget software.

#### e. PQA Audit

- Mr. Tempesta notified the Board about the upcoming PQA audit next year. Mr. Tempesta mentioned that CMSEC has not had a PQA audit before and that they would be participating in trainings soon. He also mentioned that he has concerns surrounding staff certification requirements, special education staffing ratios for all programs and ELL staffing. Dr. Malkas and Dr. Rodrigues responded that like all DESE visits there will be findings and most likely significant action step items will need to be addressed--- but that it is important to address these concerns as soon as possible in preparation for the visit.

#### f. Acceptance of Donation

- Nasuti Properties donated \$25 to RHS in honor of Sandy Malone
  - Motion/Approved

g. Documentary

- Mr. Tempesta stated that Noel Foy, documentary filmmaker, is working on a film documentary with her son about the effects of stress on student learning primarily in the WDS program. The project aims to expand awareness about stress, ways it impedes learning in grades 3-12 and strategies that decrease stress and boost cognition, engagement and performance.
- Dr. Malkas has concerns and would like additional time to review the proposal. Dr. Rodrigues agreed. He will have his research and accountability staff look it over. Mr. Tempesta mentioned that he has mentioned these concerns as well to the Ms. Foy and that he will seek more information from her to present at future board meetings.

4. Member Requests / New Business

- a. Ms. Tefft wanted to answer a question that was brought up a last month's BOD meeting. Dr. Rodrigues had asked what the hourly rate was that we paid for tutoring. Ms. Tefft said most of our tutoring is done through Education, Inc. at \$25/hour.

5. Motion to enter Executive Session at 1:29 PM according to M.G.L. Ch. 30A, Section 21, Subsection 2, for the purpose of conducting strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel, and the Chair so declares. Approved.

6. Motion to exit executive session at 1:45 PM/Approved

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

7. Motion to adjourn at 1:45 PM /Approved

Minutes submitted by Mary Dubuque, HR/Operations Coordinator