

Board of Directors Meeting

Minutes

April 13, 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. Ann Ortiz, CMA Program Director

Ms. Jessica Pitsillides, HLC Program Director

Mr. Brian Allen, WPS Chief Financial and Operations Officer

Meeting called to order at 8:33 AM

1. Approval of Board of Directors meeting minutes from March 9, 2016
 - a. Motion/Approved
2. Director of Finance & Operations Report
 - a. FY16 Budget
 - Ms. Tefft stated that the standard expenses flowed through. The IRS FICA refund came in for \$45K (\$39K plus interest) which will be added to the surplus funds since that is where the payments came from. She stated they are closing all FY16 spending on April 30, 2016. This way we will know what we end with. She will be projecting salaries for stretch pay and hopes to have the numbers ready for the May BOD meeting.
 - Ms. Tefft reminded the Board, when looking at the comparatives, that FY16 has RHS included. Looking at the P&L, we will have a potential savings under the outside services since we have not used the budgeted French River services.
 - Ms. Tefft stated that the RHS will has a current loss of approximately \$5K. The RRHS is still receiving students and Ms. Strong continues to control expenses. She is working with DPH to shift funds through amendments to cover expenses, it's a weekly process. DPH has granted an additional \$126.5K in grant funds for FY16. \$40K will be used for after school and summer school. The remaining funds will be used for transportation. The funds need to be expended before 6/30/16. Transportation has been a large hurdle with the RHS.
 - Dr. Malkas commented that if towns surrounding Webster were interested, they could cost share transportation. For example, if Southbridge wanted to get the students to Webster, they could ride together to Worcester. She suggested having the superintendents contact her and they can discuss.
 - Dr. Rodrigues said the enrollment is now 29 and asked what the closing year gap was. He stated that the breaking point had been 35-36 students, what is our deficit. Dr. Rodrigues asked what is causing the fluctuation. Mr. Tempesta stated that even though there are new students entering the Recovery High School that the number remains at 31 because some students exit the program as well. He stated that they are investigating using DPH funds to buy vans to work out the transportation issues.
 - Dr. Rodrigues stated that he is exploring some issues. There are students moving to Worcester, registering at a WPS high school, then moving to RHS. Some are temporary, homeless and in foster care. He is researching 3 students with no history of where they are coming from. Dr. Malkas stated this could be a good situation to cost share with the referral district.
 - Ms. Tefft said the comparative P&L variances are due to the inclusion of RHS and tuition increases. Balance sheet has a positive cash flow. She stated under receivables is an allowance for \$50K unpaid tuition and Mr. Tempesta is working with our attorney on it.
 - b. Warrant Report: FY16

- March 4, 2016-Approved and signed by board members
 - March 18, 2016- Approved and signed by board members
- c. W/C Audit
- Ms. Tefft notified the Board that the auditor was in and out quickly. They came in, audited our payroll and notified that since our salaries went up, our annual premium will as well. She feels there is enough in the budget to absorb premium change for this year and next year.
3. Executive Director Report
- a. CMSEC RFP #2
- Mr. Tempesta stated that 6 packets have been picked up by potential bidders. Proposals are due on Monday, 4/25/16. He already has a meeting scheduled with the Building Committee to go over all proposals and will present the successful RFP to the Board at the next meeting.
- b. Budget Discussion
- Mr. Tempesta went over the restructuring of the positions. He explained that all the changes under Tier 1 were submitted to the Board. He consolidated his request to work into the \$600K allotment recommended by the Finance Subcommittee. It also includes 2 THRIVE K-6 classrooms with 6 FTEs, since we have turned away students and could get additional students from Worcester and Webster as well. Ms. Seale requested to have a THRIVE 14-22 classroom, requesting 4 FTEs for next year, maybe not at start of school, but sometime next year. This addition requires the acquisition of new space at 100 Hartwell of 5,000 sf (reduced from the original 8500 sf proposal).
 - Dr. Malkas stated that she needs a clear understanding of the budget. What is a must have vs. request? Are the restructured positions being restructured to benefit the Collaborative? How many FTEs are being requested?
 - Mr. Tempesta explained that the HR/Operations Coordinator to Executive Administrative Assistant and change from Director of Technology and Curriculum to Data Information Specialist are both a restructure not a request for FTEs. Dr. Malkas asked who would be doing the HR part, previously it was with the Executive Director. Mr. Tempesta said the Executive Director would assume the HR responsibilities with the assistance of the Admin Assistant and the Data Specialist will have data submission responsibilities as well as working with Program Leaders for Collaborative data needs. Mr. Tempesta stated the THRIVE Program Director is a response to the increase of students in the THRIVE Program this year as well as the planned expansion over the next three years. Dr. Malkas asked if it needs to be an admin position. Mr. Tempesta said he is looking for a candidate that is both certified as an Administrator as well as a BCBA and who has experience building Autism Spectrum/ABA programs. The nurse requested in the budget is required for RHS. Clinicians are needed and the BCBA duties could be reduced if THRIVE Program Director is certified as a BCBA.
 - Mr. Tempesta notified the board that the current RGA Program Director has resigned and he is looking to restructure the position rather than reposting the position due to budget concerns. There is an opportunity to consolidate staff in anticipation of having a successful RFP that would house several programs at the same site. Mr. Tempesta also mentioned that a restructuring proposal would allow him to have more support with the curriculum alignment---particularly the Vocational curriculum alignment at CMA, RGA and THRIVE.
 - Dr. Malkas asked if nurse, clinician and BCBA are compliance based. Mr. Tempesta said that they were and that we will still need to follow IEP's closely. Overall, we have always been understaffed for nurse, clinical support and BCBA support in our programs.
 - Mr. Tempesta said that with ACT, we need to review placement of students named, need to know if they are going to be absorbed at CMP or HLC and that CMSEC will need either the teacher or funds to hire another teacher. Originally we discussed moving all assessments from Harlow St. and relocate them to 100 Hartwell so that Harlow could seek out of district tuitions, but that has been put on hold due to the budget reductions.
 - Mr. Tempesta stated that the 3 Spanish teachers could be scaled back at WDS. He is concerned with kids at CMA and RGA since they are not transient, rather than focusing on the short term placements of WDS students who return to their home schools in WPS. They hired a Spanish teacher last year at WDS and it didn't work out.

- Mr. Tempesta feels the Collaborative could be exposed to significant and potential issues. He spoke with DESE at length about SPED and non-SPED students need to have content certified instructors. All programs and practices in the Collaborative are reviewed at during the PQA audit. Dr. Malkas said the audit report will give the Collaborative leverage for member districts. With the audit report, it will be spelled out what needs to be corrected therefore it needs to be in budget.
 - Dr. Rodrigues said THRIVE has to be the hub for BCBA services and can be a support system to others, therefore the Program leader has to have a strong BCBA background as well as be able to work directly in that role. WPS can't continue to supply more programs when they are cutting their own teachers. THRIVE shift should be \$90K for Program Director and BCBA as 1 person and have consultative services. Dr. Rodrigues feels that the clinicians for RGA and RHS may be a need, but this is not a compliance issue and can't afford to have one this year. Dr. Rodrigues said he will check with Ms. Seale, but the ACT program is for 6 kids, not 10. It should be cost neutral and doesn't need more space. They are not expecting it to be a whole new classroom or program.
 - Dr. Rodrigues stated that Spanish is a requirement, but not for all students, only 9 and 10 graders. WDS is as important as all others. If a student is placed in WDS for 90 days and doesn't get the required credits, that is not good. SPED students can get a waiver for graduating requirement. RGA's 9 and 10 grades are very small number of students, you can hire one teacher and make it work.
 - Dr. Rodrigues said he would check with Ms. Seale, but they aren't looking for the THRIVE expansion for 14-22 for next year. He believes the priority is for us to consider opening 2 classrooms, each with 1 teacher and 2 IAs. Dr. Rodrigues asked if the \$107K for space at the current Hartwell location. Mr. Tempesta said yes, we have the availability to expand as we go.
 - Dr. Rodrigues said that we could start with 1 ESL teacher. Having the audit done gives the Collaborative 1 year to correct, can plan for it for FY18 and also look at teachers that are dual certified.
 - Dr. Rodrigues stated that taking over the 18 IAs from WPS can't be done this year. He also stated that he wants a clear picture of what that would look like before deciding not to fill the RGA Director.
- c. PQA Audit
- Mr. Tempesta stated that he and all the directors went to the training and have logins. They are compiling information and will have it available to DESE for the August 24th deadline.
- d. Acceptance of Donation
- No donations to accept
4. Member Requests / New Business
- a. Dr. Malkas asked where Mr. Tempesta was at with the quarterly report. We are now in the third quarter and it is a requirement. Dr. Malkas stated that 4 quarterly reports and the annual reports are required each year and that Mr. Tempesta should submit the third quarter report next meeting. Mr. Tempesta said he will submit the report next month.
 - b. Dr. Rodrigues stated that when he was doing the required training for board members, there was a list of items that were required and he didn't think that everything was being done. He requested that Mr. Tempesta check the list of requirements to make sure they are in compliance.
5. Motion to enter Executive Session at 9:44 AM 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 10:07 AM/Approved
- a. No votes or discussions took place in conflict with the open meeting law.
7. Motion to adjourn at 10:07 AM /Approved