

**Board of Directors Meeting
Minutes
May 11, 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. Evelyn Marrone, WDS Site Coordinator
Ms. Ann Ortiz, CMA Program Director
Ms. Jessica Pitsillides, HLC Program Director
Ms. Lisa Roberts, WDS Site Coordinator
Ms. Maureen Binienda, South High Principal
Ms. Kay Seale, WPS Manager of Special Education & Intervention Services

Meeting called to order at 8:33 AM

1. Approval of Board of Directors meeting minutes from April 13, 2016
 - a. Motion/Approved

2. Director of Finance & Operations Report
 - a. FY16 Budget
 - Ms. Tefft stated that the standard expenses flowed through the Month of April with no extraordinary expenses. She also stated they closed all FY16 spending on April 30, 2016 and that she appreciated the efforts of all Program Directors for making this happen. Ms. Tefft will be compiling FY16 encumbrances to present preliminary numbers for the June BOD meeting.
 - Ms. Tefft stated that the RRHS has a current YTD loss of approximately \$33K.
 - The IRS FICA refund increased revenue by \$45K which will be added to the surplus funds since that is where the previous payments came from.
 - Ms. Tefft said the balance sheet has a positive cash flow and will start encumbering year end payroll due to the stretch pay.
 - Dr. Malkas asked if there will be a request for any line item adjustments. Ms. Tefft said she will wait until June once all the POs are in and she will have a better sense of what needs to be moved.
 - Ms. Tefft stated that Ms. Strong was granted an additional \$126.5K from DPH
 - b. Warrant Report: FY16
 - April 1, 2016-Approved and signed by board members
 - April 15, 2016- Approved and signed by board members
 - April 29, 2016- Approved and signed by board members

3. Executive Director Report
 - a. Awarding CMSEC RFP #2 Bid
 - Mr. Tempesta stated that 6 packets had been picked up and 3 proposals were submitted, Rockdale Group, Ernest W. Foster, Jr. Real Estate and Liberty Property.
 - Mr. Tempesta went over the comparison of proposals and presented the Building Committee's recommendation. He also presented an updated business plan showing the numbers from the recommended proposal.

- Ms. Binienda asked if CMSEC had no growth at all, would they be able to afford to move to this new building. Mr. Tempesta stated he believed the Collaborative would be able to do so, but it would be difficult and that the Program Leaders would still aggressively seek to expand programming and ODD tuitions.
 - Ms. Seale stated that she is currently sending students to other programs since CMSEC doesn't have the space for them---six or seven students at last count for between 600,000.00 and 900, 000.00 depending on programs and transportation. Dr. Rodrigues stated that he doesn't question that there is a need, but he is concerned that if the projected growth doesn't happen, then WPS is left with the additional cost. Dr. Malkas stated that she believes there will be a growth for the first 3 years, but then it will level off. She asked what the length of the lease is. Mr. Tempesta stated it is 10 years with an additional 3 year option.
 - Ms. Binienda pointed out that WDS has been at capacity more than once this year. We should look at expanding that program since the surrounding towns need to adhere to Chapter 222 and have to provide placement for those students. Mr. Tempesta said he did factor in normal growth for WDS and would be able to go up to an additional 50 and potentially 100 more students by adopting the new building project.
 - Dr. Malkas and Dr. Rodrigues decided to delay the vote. They requested an updated business plan using the historic growth percentages and projecting a lower growth/ dependence on ODD model as well as zero growth models to move to New Bond St or to stay at 100 Hartwell St. Dr. Malkas stated the additional OOD tuitions would offset the costs of the facility, but the Board members need to see what would happen if there were fewer tuitions, or no new tuitions, so they could present to their committees.
 - Mr. Tempesta requested to hold an emergency meeting in a week or so to hold the vote so that there would not be a delay in the construction process to meet the proposed August 15th 2017 Phase 1 occupancy schedule. They scheduled the meeting for Wednesday, May 25, 2016 at 10:30 am. Mr. Tempesta will rework the business plan and send it to the Board members.
 - Dr. Rodrigues recommended that since it is a tight timeline, having a clause in the lease that if there are any delays on the builders end, they are responsible for covering the costs for the current lease.
- b. Approval of FY17 Budget
- Mr. Tempesta went over the numbers
 - Motion/Approved
- c. Approval of CMSEC 3rd Quarter Report
- Mr. Tempesta presented the quarterly report
 - Motion/Approved
- d. RGA/CMP Leadership and Staff changes for 2016-2017
- Michael Kelly will be moving to RGA as Program Director for 2016-2017
 - Dan Smachetti will be moving up as CMP Program Director for 2016-2017
 - Adding a Campus/Technology Aide for CMP and WDS
 - Transition planning is underway
- e. Update on RRHS Vans
- Mr. Tempesta informed the BOD that with the \$126.5K grant, RRHS is purchasing 2 Toyota Sienna minivans. He is planning on using the additional funds for the vans, insurance and gas cards. They will be driven by hourly drivers.
 - Dr. Malkas asked if they are being used for transportation to/from RRHS. If so, is there a fee schedule for the transportation costs or will there be a tuition differential for districts who are using their own transportation. She stated that it is a great grant, however other districts not included in the transportation may cry foul. Mr. Tempesta noted that Principal Strong is already developing the transportation routes and has included Webster.
 - Mr. Tempesta stated that students have been turned away due to transportation issues and they are looking at ways to transport those students who would otherwise attend RRHS.
 - Dr. Rodrigues asked what happens when the driver is out sick or the van is out of commission. What is the contingency plan? Mr. Tempesta stated they are working on hiring multiple drivers and that here is the possibility that these may be grant funded.
- f. 5th Annual CMSEC Golf Outing
- Thursday, June 16, 2016

- This fundraising event will allow CMSEC to invest in Positive Behavioral Support incentives and materials for our students in each CMSEC school
- g. Acceptance of Donation
 - District Attorney's Office made 2 donations totaling \$2,250 to RRHS for portable basketball hoops
 - Motion/Approved
- 4. Member Requests / New Business
 - a. No requests
- 5. Motion to adjourn at 10:54 AM /Approved

Minutes submitted by Mary Dubuque, HR/Operations Coordinator