

Board of Directors Meeting

Minutes

June 8, 2016

Board Members Present:

Ms. Maureen Binienda
Dr. Barbara Malkas

Others Present:

Mr. Michael Tempesta, Executive Director
Ms. Beverly Tefft, Director of Finance and Operations
Mr. Joseph Meichelbeck, CMSEC Treasurer
Dr. Jean Lindquist Grady, Director of Clinical Services
Ms. Jessica Pitsillides, HLC Program Director
Ms. Lisa Roberts, WDS Site Coordinator

Meeting called to order at 8:46 AM

1. Approval of Board of Directors meeting minutes Motion/Approved
 - a. May 11, 2016-Motion/Approved
 - b. May 25, 2016-Motion/Approved

2. Director of Finance & Operations Report
 - a. Warrant Report: FY16
 - May 13, 2016-Approved and signed by board members
 - May 27, 2016- Approved and signed by board members
 - b. FY16 Budget
 - Ms. Tefft stated CMSEC closed all FY16 spending on April 30, 2016. The P&L is a draft as of May 31st and there will there will be some additional year end purchases, particularly technology purchases that were presented by the technology committee.
 - Ms. Tefft stated they will need to write off receivables of approximately \$60k. They are working on getting some of the receivables paid, but are getting some push back from districts for the RRHS. Mr. Tempesta is working with the attorney on collecting some of these debts. Dr. Malkas asked how many districts are involved. Ms. Tefft said that 6 districts are involved, but some have acknowledged that they owe. Dr. Malkas suggested they look at the language in the RHS agreement. Mr. Tempesta stated that it has to do with students overall attendance, transience and other factors that are part of part of the recovery process. Ms. Binienda stated that once they are enrolled and tutoring is provided by us, the tuition has to be paid and we should continue our efforts to get this money.
 - Dr. Malkas asked if the potential for \$60k write off was built into the amount coming out of surplus or is this on top of that amount. Ms. Tefft stated that this amount was already included in the financial and will not come out surplus. She is keeping track of what is encumbered, stretch pay, etc. The numbers will change and she is confident that we won't have to dip into surplus. Mr. Tempesta praised the efforts of Ms. Tefft and mentioned how next year we will focus on updating our financial software and reviewing staffing and processes to alleviate the time-consuming burden of dialing hand checking of all transactions within our organization. We have a small operation and grant management on the RRHS is takes a lot of time in and of itself due to DPH regulations and fluctuating budget disbursements.
 - Ms. Binienda asked about the duration and time frame for the DPH grant. Ms. Tefft stated that we are "guaranteed" funding of \$500k per year for 5 years. Mr. Tempesta stated that the Governor fully supports the Recovery High School program and the opioid epidemic isn't going away and that Susan Strong, as well as state and DPH representatives have stated that they are confident that the grant should rollover for another 5 five years. Mr. Tempesta is working with Principal Strong and others to look for options for leasing out the 2nd floor of RHS to an external business or other community partners involved with the recovery community. Dr. Malkas also suggested looking at community

partners who may need an office, QCC who works with adult education, a GED program or other services that could help with recovery.

- Ms. Tefft stated that revenue is \$131k over budget. The IRS FICA refund boosted the numbers by \$45K which will be added to the surplus funds. Ms. Tefft stated that there are a handful of expenses that are under budget. This includes legal fees, building maintenance, which is intentionally budgeted high due to student damage, and outside services since we haven't used the budgeted French River services.
- Ms. Tefft stated CMSEC has had a significant turnover rate, and much of the savings came when staff leave and new staff aren't hired right away, some aren't replaced or the new staff are hired at a lower rate and some choose not to have insurance. Ms. Pitsillides stated IA positions see the most turnover due to salary, stress, and certified staff waiting for teaching positions to open up. Mr. Tempesta mentioned that some of the turnover involves a long history of CMSEC losing staff to the WPS and other surrounding towns because when our staff become experienced or begin to start families, they prefer the long term security of a school district (union contract) instead of yearly letters of appointment provided by CMSEC.
- Ms. Tefft stated that expenses that are over budget are rental at \$12k due to additional space needed at Hartwell St and having to pay 2 months in advance as well as taxes and insurance at RRHS. We have offset some of those costs by closing WDS Fremont.
- Mr. Tempesta stated that we are taking over an ACT classroom of 10 students from the WPS without additional staffing, funding or curriculum and we will be meeting with WPS to strategize ways to make this happen. If we see an overage, it could go before the board to fund additional staffing positions.
- Dr. Lindquist Grady stated that with WPS classroom cuts and WDS expansions, CMSEC clinicians can be shared among schools. She is trying to figure it all out to make sure they meet the principals' needs and make sure that classrooms and schools are covered. Mr. Tempesta, Dr. Malkas and Ms. Binienda all stated that it will be important to build a surplus for FY17, with safety being a priority, for the new building at 14 New Bond as well as for the possible expansion of the WDS program.
- Mr. Tempesta doesn't anticipate having less enrollment at WDS next year and has worked with the site supervisors on feedback to support WDS. Mr. Tempesta stated that is why the Campus/Technology Facilitator position has been created at CMSEC. Although we were not able to support the budgeted positions of Spanish teachers, ELL teachers, SPED teachers and Instructional Assistants at WDS, Mr. Tempesta will present a proposal to add three Campus/ Technology facilitator positions at the next BOD meeting.
- Ms. Binienda stated that she is going to Boston for Chapter 222 with other principals as they don't feel that 90 days is enough for the student assault piece. They are putting forth a bill that changes it to one year and this could increase the census at WDS from WPS as well as provide opportunities for OOD tuitions from other communities.

3. Executive Director Report

- a. Approval for Executive Director to carry over 3.75 vacation days above contracted amount for FY16
 - Motion/Approved
- b. Update on CMSEC and Liberty Property Lease Negotiations
 - Mr. Tempesta met with Liberty Properties as well as with CMSEC attorney Don Graham from MHTL concerning the lease negotiations. They have made extensive progress and hope to have the lease signed and presented to the BOD for ratification at the July 19th meeting.
 - Walk through was scheduled for last Friday and Mr. Tempesta has a punch list and wants to make sure the building is green and efficient as possible. Dr. Malkas asked if a budget for the project has been developed yet, is he going to present it as part of a Board meeting and does he need to have authority for change orders. Mr. Tempesta stated that project meetings are every Friday at the property at 8:30 AM until the project is completed and they are welcome to attend.
- c. Update on the Unique Acquisition of Property at 100 Hartwell
 - Unique acquisition is finished. Mr. Kelly is working with AI to get technology upstairs in new classrooms.
- d. "The Marketing Studio"

- Mr. Tempesta is meeting with them to create new logos, program trifold, naming/branding and website.
 - The leadership team is looking at changing name of the Central Massachusetts Collaborative. Ms. Binienda said there's a process to changing a name. Mr. Tempesta stated that he wants to get approval from the Board first then work on the state approval. Both Board members feel it's a good idea. Dr. Malkas stated that the non-profit charter is 40 years old and might have language on name change. She also suggested Mr. Tempesta look up guidelines on how to change the name of a business.
 - Approval to allow Mr. Tempesta to pursue investigating the change of name to CMC
 - Motion/Approved
- e. Staffing Update; Hire letters; certification issues
- Mr. Tempesta has met with staff who are not certified. Ms. Dubuque is good at keeping track of who is licensed. Ms. Binienda asked if he applied for waivers for unlicensed staff. Mr. Tempesta stated that he has applied for waivers and they are not getting approved.
 - Mr. Tempesta stated that the letters are ready to go out to staff, but are waiting on IAs since the union contract hasn't been ratified. Ms. Binienda asked if there is a deadline for staff you are letting go. Mr. Tempesta stated the deadline for the state is June 15th for teachers. Ms. Binienda asked if they included unemployment into the budget and Ms. Tefft stated that CMSEC isn't self-employed so they pay a certain amount into the system and it should go up.
 - Mr. Tempesta said that they are looking at certifications ways they may reconfigure staffing and Mr. Kelly is looking at a possible PE/Health teacher at RGA instead of a "Transitions" position. Ms. Binienda stated that there is no longer a requirement to have Health in common core and that WPS has cut it out but has kept all of its PE.
- f. Admin Institutes (June 15th and for 2016-2017) and August 17th and 18th at KettleBrook Country Club
- Building Project Transition
 - CMSEC Safety Planning
 - Marketing/ Promotion
 - Curriculum/ Professional Development
- g. LEAP Train the Trainer
- "Special Education and School Improvement: The Low Income Educational Access Project (LEAP)" Dates 8/25, 8/26, 9/7, 9/14, 9/21 and one date TBD. Collaboratives will be able to train districts after the project. CMSEC is sending four staff members to be trained (CMSEC Executive Director, Mr. Michael Tempesta, Dr. Jean Grady, CMSEC Director of Clinical Services, CMA Principal Ann Ortiz and WDS Site Coordinator Evelyn Marrone. Dr. Malkas asked that if they allow districts to go and for Mr. Tempesta to reach out to Andrew Kelly at Webster or send one of his trained staff to Webster to train the staff at Webster. Mr. Tempesta agreed and will set this up with Mr. Lind and Mr. Kelly over the summer.
- h. 5th Annual CMSEC Golf Outing at Kettle Brook Golf Club in Paxton, MA
- 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
- i. RRHS Proposal for Additional Grant Funding
- Ms. Strong was asked to submit a proposal for additional fund from DPH. She submitted the request for \$218,640 for after school programming and transportation
- j. Acceptance of Donation
- Anonymous donation to RRHS of \$350 for prom tuxedos
 - Motion/Approved
 - G&H Staffing Companies LLC donated \$250 to HLC for bouncy houses for spree day
 - Motion/Approved
 - Anna Pierce donated \$1,000 to RRHS for Boston Duck Tour
 - Motion/Approved

4. Member Requests / New Business

- a. Mr. Tempesta and the Board have scheduled the next meeting on Monday, July 11th at 8:30 AM. Mr. Tempesta will have a draft of FY17 meeting dates at the next meeting. **NOTE: This meeting was rescheduled to Tuesday July 19th at 10:30 am to accommodate multiple summer schedules and transitions.**

5. Motion to adjourn at 10:18 AM /Approved

Minutes submitted by Mary Dubuque, HR/Operations Coordinator