

# Annual Board Meeting of September 30, 2013

## AGENDA INFORMATION AND DIRECTOR'S RECOMMENDATIONS

I. **Call to Order:** Chairman

II. **Routine Actions**

A. **Minutes of May 30, 2013 and August 14, 2013 Board Meetings** (Enclosed)

*Recommendation:* To approve as submitted.

B. **Election of Officers and Authorizations**

The first meeting of the Board following the first of September is designated as the annual meeting of the Board. The nominations and election of officers are to be held at the Board's annual meeting. Board officers include Chairperson and Vice Chair. A Collaborative Treasurer and Board Secretary are also to be appointed. The Board will also discuss the creation of budget and evaluation sub-committees for FY14 and appoint sub-committee members if deemed appropriate.

In addition, the Board is required to authorize or reauthorize at least two members to review and sign payroll and accounts payable warrants on behalf of the Board.

III. **Business Items**

A. **Renewal of Acushnet, Dartmouth and Fairhaven Classroom Lease Agreements** (Attachments 1-3)

*Recommendation:* To receive, accept and place on file the FY14 classroom lease agreements for the Dartmouth High School, East Fairhaven Elementary School, Ford Middle School and Acushnet Elementary School.

B. **Staff Appointments and Reductions** (Attachment 4)

*Recommendation:* To receive, accept and place on file as submitted the attached L.E.A., SAIL and ADH staff appointments, transfers, promotions, resignations, terminations and reductions in force.

C. **Annual Appointment of School Nurses**

*Recommendation:* To appoint, as *special employees* of the Collaborative, the school nurses assigned to the buildings in which the Collaborative programs are located at an annual stipend of \$100.

**D. FY 2014 Projected Revenues** (Attachments 5 & 6)

The director will present the Board with the FY14 projected student and adult service revenue based on September 2013 enrollment, contracts and services.

**Recommendation:** To receive, accept and place on file.

**E. Administrative Office Staff**

**Recommendation:** To increase the hourly salary rate of the Executive Secretary and the Payroll/Payables manager commensurate with increased responsibilities.

**F. FY14 Operating Budget Update** (Attachments 7-10)

The director will update the Board as to the status of the FY14 SMEC operating budget.

**Recommendation:** To approve as submitted.

**G. Substitute Caller Stipend**

**Recommendation:** To increase the sub caller stipend from \$1,000 per school year to \$1,800 per year (school year and summer) effective 2013-2014.

**H. Executive Director's FY13 Professional Evaluation** (Attachment 11)

**Recommendation:** To certify that the information compiled by the chair is the Board's evaluation of the Executive Director's performance in FY13.

**I. Executive Director's FY14 Professional Goals and Evaluation Plan** (Attachments 12-14)

**Recommendation:** To approve the Director's FY14 goals as submitted.

**J. Treasurer Job Description and Evaluation Instrument** (Attachments 15 & 16)

**Recommendation:** To adopt as submitted.

**K. Revised Articles of Agreement**

*Recommendation:* The Director will update the Board regarding the status of SMEC's revised Articles of Agreement.

**L. Proposed FY14 SMEC Board Meeting Schedule** (Attachment 17)

*Recommendation:* To approve as submitted.

**IV. Discussion Items**

**A. FY13 Independent Audit**

The Collaborative's internal books are now closed for FY13 and our independent audit is in the early stages. The final audit report will be presented to the Board by the CPA at the next scheduled Board meeting in November.

**B. Strategic Plan**

The SMEC Strategic Planning committee has been meeting since mid-summer. The professional facilitator, Stephanie Wick, would like to meet with the Board to explain the process and gather Board member's input at the next scheduled meeting of the Board in November.

**C. DESE Board Appointee Update**

The Director will update the Board as to the status of the appointment of a DESE representative to the Collaborative Board.

**D. Program and Service Update**

The director will update the Board on the status of all SMEC programs and services such as upcoming Professional Development offerings.

**E. Southeastern Collaborative Regional Organization (SCRO)**

The director will update the Board on the activities of the SCRO.

**ADJOURN**