

Annual Board Meeting of September 20, 2012

AGENDA INFORMATION AND DIRECTOR'S RECOMMENDATIONS

I. **Call to Order:** Chairman

II. **Routine Actions**

A. **Minutes of June 13, 2012 Board Meeting** (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, Vice Chair, Treasurer and Secretary. The Board will also discuss the creation of a budget sub-committee for FY13 and appoint sub-committee members if deemed appropriate.

In addition, the Board is required to authorize or reauthorize at least two members to 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, 2 & 3)

Recommendation: To receive, accept and place on file the FY13 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.

E. FY 2013 Projected Revenues (Attachments 5 & 6)

The director will present the Board with the FY13 projected student and adult service revenue based on September 2012 enrollment, contracts and services.

Recommendation: To receive, accept and place on file.

D. DDS/MCB Contract Status and Adult Services FY13 Operating Budget Update (Attachment 7)

The FY13 DDS and MCB contract renewals have been approved. The director will update the Board as to the status of the FY13 SAIL operating budget.

Recommendation: To approve as submitted.

F. FY13 LEA and Administrative Budget Plan Updates (Attachment 8 and 9)

Recommendation: To approve as submitted.

G. SMEC Retiree Health Policy (Attachment 10)

Recommendation: To revise, in accordance w/ MGL Ch. 32 B, the SMEC retiree health policy to require a minimum of 21 average hours worked per week to coincide with SMEC's benefit eligibility requirements.

H. Rockland Trust Line of Credit

Recommendation: To approve a procedure whereby the Executive Director and/or Business Office Administrator will notify the treasurer and the Board Chair prior to utilizing the Collaborative's business line of credit.

I. Substitute Caller Stipend

Recommended: To approve a sub caller stipend of \$1,000 per school year effective September, 2012.

J. Executive Director's Goals (Attachment 11)

Recommendation: To approve as submitted.

K. Proposed FY13 SMEC Board Meeting Schedule

(Attachment 12)

Recommendation: To approve as submitted.

IV. Discussion Items

A. FY12 Independent Audit

The Collaborative's internal books will soon be closed for FY12 and our independent audit will begin in early October. Projected FY12 deficit is approximately \$194,678 overall. The Collaborative's fund balance will be reduced by the actual audited FY12 deficit.

B. Chapter 40 Section 4e and DESE Draft Regulations

(Attachment 13)

The director will discuss the draft DESE regulations that address an Act Relative to Educational Collaboratives, Ch. 40 Section 4e. In addition, the Board will discuss the new training requirements for Board members as well as request confirmation that all members have taken the State Ethics online training and the MASC training for school committee members.

C. State Audit Finding #4: LUSA Payback

The Director will update the Board on the status of the State Auditor's finding and action relative to SMEC's audit finding #4.

D. Program Update

The director will update the Board on the status of all SMEC Programs.

E. Southeastern Collaborative Regional Organization (SCRO)

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

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