

Southeastern Massachusetts Educational Collaborative Board  
**Minutes of January 31, 2013 Board Meeting**

**Members Present:** Gerald Johnson, Frank Kuthan, Donna McKenna, James O'Brien, Jonathan Schwartz\*.

**Members Absent:** Michelle Ouellette, Marlene Pollock and Timothy Scholz.

**Staff Present:** Catherine S. Cooper, Executive Director

**Visitors Present:** John Nunes, SMEC Treasurer\*  
Diane Hahn, Fairhaven Parent

**Mr. Kuthan called the meeting to order at 6:10 P.M.**

1. **VOTED** To approve the Minutes of the Board's November 29, 2012 and December 13, 2012 meetings as submitted.

**APPROVED**

2. **VOTED** To receive, place on file and accept as submitted the LEA, SAIL and ADH funded staff appointments, transfers, promotions, resignations, terminations, and reductions listed on Agenda Attachment 1 and the additional resignation of Kristine Gagne.

**APPROVED**

3. **VOTED** The Board reviewed and approved the FY13 LEA Budget Adjustment as submitted on Agenda Attachment 2.

**APPROVED**

4. **VOTED** To approve the SAIL Program FY13 revised Operating Budget as submitted on Agenda Attachment 4.

**APPROVED**

5. **VOTED** To receive accept and place on file the retirement notices of Pam Mannes effective March 31, 2013 and John Dillingham effective June 30, 2013 and to approve Mr. Dillingham's request to remain on the Collaborative's health, dental and life insurance plans in accordance with the Collaborative's retiree benefit policy.

**APPROVED**

6. **VOTED** To revise the Collaborative's longevity policy as submitted on Attachment 5 and to apply it to employees of all Collaborative programs effective July 1, 2013.

**APPROVED**

7. **VOTED** The Director discussed the Collaborative's adult services salary scale and recommended freezing the salaries at current steps given the state's provision of salary reserve funding for FY13 and the salary increases associated with same. Discussion ensued. Member Schwartz recommended funding any difference between the proposed step increases and the % of salary reserve given. The Board voted to table the recommendation until the next meeting so that the Director can do the funding analysis associated with Member Schwartz's recommendation.

**TABLED**

8. **VOTED** The Director informed the Board that the Collaborative's business office manager has verbally notified the Director of her intent to retire in September 2013 and that the business manager's position is hired directly by the Board rather than through the Executive Director. The Director also informed the Board that there is at least one current Collaborative employee with the qualifications and desire to apply for the position. The Board discussed the pros and cons of posting internally only versus posting internally and externally. The Board voted to post the position internally in February 2013 and to appoint the Collaborative Treasurer to interview any internal candidates on behalf of the Board along with the Executive Director. The Treasurer and Executive Director will then make recommendations to the Board at the March meeting as to whether to appoint an internal candidate effective in FY14 or post the position externally.

**APPROVED**

9. **DISCUSSION** The Director explained that the new regulations promulgated from DESE mandate that Collaborative LEA budgets receive two readings before the Board approval and that the budget/tuitions must be certified and submitted to member districts on or before April 30<sup>th</sup> for the following fiscal year. The Director explained that she plans to submit the preliminary LEA budget to the Board at its next scheduled meeting on March 28<sup>th</sup> for a first reading with a second reading and vote planned for the Board's meeting in April. The Director also explained that the adult service program budgets are not subject to these regulatory timelines and will be submitted at a later meeting when the state contracts/rates are determined and finalized.
10. **DISCUSSION** The Director informed the Board that the DDS QUEST Team has begun its two year quality assurance audit of the Collaborative's SAIL program and were onsite conducting site and records reviews today, January 31<sup>st</sup>. The Director will share the QUEST ratings and report at the next Board meeting.
11. **DISCUSSION** The Director informed the Board that the DESE regulations for Collaboratives as well as the DESE model for Collaborative Articles of Agreement were approved by the BESE at the BESE meeting on January 29, 2013. The Director explained that due to the late approval of both the regulations

and the model agreement, she will be submitting a draft version of SMEC's revised Articles of Agreement to the DESE for review on or before March 4, 2013 and will ask the Board and the member school districts to vote to approve the revised Articles after the DESE approves the draft.

The Director also updated the Board as to the activities and discussions of the special Commission on Collaboratives and notified that Board that the Commission is due to make its final recommendations by April or May of 2013.

12. **DISCUSSION** The Director updated the Board as to the status of the Collaborative's programs, including school age and adult programs and services. Of note, the Director notified the Board that since the last Board meeting the Collaborative has seen several new LEA referrals leading to enrollment including two new enrollments to the Primary Language Program.
13. **DISCUSSION** The Director presented a synopsis of the recent and upcoming professional development activities offered by SMEC for educators from the region.
14. **SET** The date for the next regularly scheduled meeting of the Collaborative Board of Directors is Thursday, March 28, 2013 at 6:00 P.M. at the Collaborative's administrative office.
15. **VOTED** To adjourn at 7:15 P.M.

**APPROVED**

Respectfully submitted,  
Catherine S. Cooper  
Secretary to the Board

\*Left following discussion of the Business Manager's Position.