

## Board Meeting of November 19, 2014

### AGENDA INFORMATION AND DIRECTOR'S RECOMMENDATIONS

I. **Call to Order:** Chairman

II. **Routine Actions**

A. **Minutes of September 30, 2014** (Enclosed)

**Recommendation:** To approve as submitted.

III. **Business Items**

A. **FY14 Independent Audit and Annual Report** (Attachments 1 and 2)

The Collaborative's Independent Auditor, James Benoit, will present the FY14 Independent Financial Audit including the surplus fund account balance and percentage. In addition, the Board is asked to approve the Collaborative's FY14 Annual Report that is to be attached to the Independent Audit and submitted to various state agencies and Collaborative members by December 31, 2014 per legislation.

**Recommendation:** To approve the FY14 Financial Statement and accompanying Annual Report as presented. To accept, receive and place on file the unassigned surplus fund balance of \$1,269,823 as of June 30, 2014 which represents a 19.8% surplus balance based on the prior fiscal year budget and to maintain said surplus funds in the Collaborative's fund balance.

B. **Staff Appointments and Reductions** (Attachment 3)

**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. **FY15 Operating Budget Update** (Attachment 4)

The director and business manager will update the Board as to the status of the FY15 SMEC operating budget including any amendments or revisions.

**Recommendation:** To approve as submitted.

**D. RFP and Lease Proposal**

(Attachment 5)

**Recommendation:** To approve the execution of the lease offered by RP Valois/King Realty Trust in accordance with the RFP issued by SMEC to acquire facilities to move several of the Collaborative's offices and programs to a new location during FY16.

**E. RFP**

**Recommendation:** To issue an RFP for possible expansion/renovation of the Collaborative's Building at 4238 Acushnet Avenue in New Bedford.

**F. Executive Director's Contract**

The Executive Director's contract expires on June 30, 2015. Should the Board choose not to renew the Director's contract, the Board's is obliged to notify the Director in writing by January 30, 2015.

**Recommendation:** To vote whether to notify the Executive Director of non-renewal.

**G. Other:** Any agenda item(s) not reasonably foreseen by the Executive Director or Board Chair at least 48 hours prior to the Meeting.

**IV. Discussion Items**

**A. DESE Board Appointee Update/DESE Board Member Training**

**B. Strategic Plan Update**

**C. Program and Service Update**

The director will update the Board on the status of all SMEC programs and services such as recent and upcoming Professional Development offerings and issue an open invitation to all Board members to schedule a visit to any and all SMEC programs.

**D. Executive Director Information for the Members**

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

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

**F. Next Scheduled Board Meeting: January 30, 2015**

**ADJOURN**