

Southeastern Massachusetts Educational Collaborative Board  
**Minutes of March 28, 2013 Board Meeting**

**Members Present:** Gerald Johnson, Frank Kuthan, Marlene Pollock, Timothy Scholz, Jonathan Schwartz.

**Members Absent:** Donna McKenna, James O'Brien, Michelle Ouellette

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

**Visitors Present:** John Nunes, SMEC Treasurer  
Kristen Fortin, Administrative Intern

**Mr. Kuthan called the meeting to order at 6:30 P.M.**

1. **VOTED** To approve the Minutes of the Board's January 31, 2013 meeting as submitted. *Members Pollock and Scholz abstained.*

**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.

**APPROVED**

3. **First Reading** The Board reviewed the proposed FY14 Preliminary LEA Budget as submitted on Agenda Attachment 2. Questions were raised and answered.

4. **First Reading** The Board reviewed the proposed FY14 Collaborative Administrative Budget as submitted on Agenda Attachment 3. Questions were raised and answered.

5. **VOTED** To approve an extension of the Collaborative's lease with St. George's Management/Group One Realty for the existing administrative and program space at 12 Welby Road in New Bedford for a three year term at current rates.

**APPROVED**

6. **VOTED** To continue to utilize the Collaborative's Adult Service Salary scale and to provide appropriate adjustments to FY13 salaries for eligible employees.

**APPROVED**

7. **VOTED** To appoint Nelson Cordeiro to the position of Collaborative Business Manager effective July 1, 2013 at a starting annual salary of \$85,000.

**APPROVED**

8. **VOTED** To allow paraprofessional Jessica Martins to take a non-FMLA leave of absence for personal reasons for the remainder of the 2012-2013 school year with no duties to be assigned during that period.

**APPROVED**

9. **DISCUSSION** The Director reviewed the budgetary timelines given the new DESE regulations and that the LEA and administrative budgets would need to be finalized at the next Board meeting in April. The Director also explained that the Collaborative's adult service budgets for ADH and SAIL do not fall under these timelines and will be proposed to the Board when the state contract process has been completed which would hopefully be prior to the Board's regular meeting scheduled for May 30, 2013.

10. **DISCUSSION** The Director informed the Board that the DDS QUEST Team has issued a new two year license to The SAIL program which is the highest level of licensure available for this type of program. The Director also explained to the Board that the SAIL program received scores of 99% and 98% compliance in its Employment and Residential programs which are considered exceptionally high ratings for these types of programs. The Director informed the Board that the full report is available on the Collaborative's website.

11. **DISCUSSION** The Director updated the Board on the status of the newly issued DESE regulations and the activities that the Collaborative has undertaken relative to those regulations as well as the legislation passed last year. The Director informed the Board that all timelines and new requirements have been met including submission of the Collaborative's annual report and independent audit to the SAO and DESE as well as posting on the Collaborative website by January 1, 2013, that a draft of the revised SMEC Articles of Agreement had been submitted to the DESE by the March 4, 2013 deadline and that we are awaiting DESE's response before finalizing the revisions and presenting them to the Board and the member committees for approval. The Director also explained that the Collaborative website has been updated to include all mandatory information and that the DESE is finalizing the Board member training required by the new legislation and that we will notify the Board members when the online training is available.

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 Tuesday, April 30, 2013 at 6:30 P.M. at the Collaborative's SAIL program location at 693 Purchase Street in New Bedford.
15. **VOTED** To adjourn at 7:35 P.M.

**APPROVED**

**Respectfully submitted,  
Catherine S. Cooper  
Secretary to the Board**