

Southeastern Massachusetts Educational Collaborative Board
Minutes of May 30, 2013 Board Meeting

Members Present: Frank Kuthan, James O'Brien, Christopher Oliver, Michelle Ouellette, Timothy Scholz.

Members Absent: Marlene Pollock, Donna McKenna

Board Vacancy: Mattapoisett

Staff Present: Catherine S. Cooper, Executive Director

Visitors Present: Kristen Fortin, Administrative Intern

Mr. Kuthan called the meeting to order at 6:36 P.M.

1. **VOTED** To approve the Minutes of the Board's April 30, 2013 meeting 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, with a correction to the spelling of the name "Andrade" to "Andre" under appointments and the additional resignation of Susan Ruell.

APPROVED

3. **VOTED** To accept the proposed retirements of Karyn Labonte and Karen Stern and to approve the continuation of their current insurance benefits per the SMEC retiree benefit policy.

APPROVED

4. **VOTED** To approve the line item adjustments to the FY13 LEA budget included on Agenda Attachment 4.

APPROVED

5. **VOTED** To approve an amendment to the FY13 ADH Budget as submitted on Agenda Attachment 5 reflecting a mid-year increase in the state reimbursement rates for ADH services, an increase in the average daily attendance and three non-reimbursable days due to weather related closures.

APPROVED

6. **VOTED** To approve the FY14 ADH Preliminary Budget as submitted on Agenda Attachment 6, including promotions and salary increases for Jennifer Houde, Zoraida Amaral and Luzia Mendonca.
- APPROVED**
7. **VOTED** To approve the FY14 SAIL Preliminary Budget as submitted.
- APPROVED**
8. **VOTED** To acknowledge and include FY13 Salary Reserve funding in the amount of \$43,315 in the final FY13 SAIL budget to provide salary increases to eligible staff and associated payroll costs per the Salary Reserve contract.
- APPROVED**
9. **VOTED** To increase the wage incentive for Direct Care staff in job coaching positions from \$.50 per hour to \$1.00 per hour effective July 1, 2013.
- APPROVED**
10. **VOTED** To increase the Collaborative mileage reimbursement rate from \$.35 per mile to \$.40 per mile effective July 1, 2013.
- APPROVED**
11. **VOTED** To engage the services of Stephanie Wick to facilitate a Strategic Planning process for the Collaborative during the summer and fall of 2013.
- APPROVED**
12. **TABLED** The Chair distributed the compilation of the Executive Director's 2012-2013 performance evaluation to the members present. However, since one member brought an additional survey to the meeting and another had submitted a survey to the chair that had inadvertently been left out of the compilation, the Board chose to table the vote to approve the final evaluation until those additional individual responses could be included in the document. The Board will review and vote on the final evaluation document at the September Board meeting.
13. **DISCUSSION** The Director explained to the members present that she had met with representatives of the MA DESE's Collaborative Oversight and Legal Departments that morning to discuss the Collaborative's draft revision to the Articles of Agreement and particularly, to determine how to best describe the Collaborative's budget process given the different processes and timelines for the school age service budgets and adult service budgets. The Director felt that the meeting was positive and productive and that she would be able to submit a second draft to the DESE within the next week that would satisfy all concerned. Assuming the draft is approved by the DESE prior to the

September SMEC Board meeting, the Director will present it to the Board for approval in September, followed by presentation to the member districts for their approval.

14. **DISCUSSION** The Director explained to the Board that the final recommendation report of the Commission on Collaboratives has not yet been released and that it is reportedly due out next week. The Director will keep the Board apprised of any recommendations that would affect the Collaborative programs or practices. The Director also shared that the DESE has not yet appointed a member to the SMEC Board and that the DESE Legal Department is researching whether appointing a DESE employee would create a conflict of interest. The Director informed the Board that she expects the appointee to be at the September meeting.
15. **DISCUSSION** The Director updated the Board as to the status of the Collaborative's programs, including school age and adult programs and services.
16. **DISCUSSION** The Director presented a synopsis of the recent and upcoming professional development activities offered by SMEC for educators from the region.
17. **VOTED** The Board nominated James O'Brien to the office of interim Vice Chair to fill the vacancy left by Gerry Johnson. Officers for the 2013-2014 will be appointed at the September Annual Board Meeting.

APPROVED

18. **SET** The date for the next scheduled meeting of the Collaborative Board of Directors is Monday, September 30, 2013 at 6:30 P.M. at the Collaborative's Administrative Office located at 12 Welby Road in New Bedford. This meeting is designated as the Board's Annual Meeting.
19. **VOTED** To adjourn at 7:37 P.M.

APPROVED

Respectfully submitted,
Catherine S. Cooper
Secretary to the Board