

Southeastern Massachusetts Educational Collaborative Board
Minutes of June 2, 2014 Board Meeting

Members Present: Frank Kuthan, Donna McKenna, Christopher Oliver, Marlene Pollock,

Members Absent: James Muse, James O'Brien, Jennifer Kulak

Vacancy: Marion Public Schools

Staff Present: Jill Brilhante, Collaborative Business Manager
Catherine S. Cooper, Executive Director

Visitors Present: John Nunes, Treasurer

Mr. Kuthan called the meeting to order at 6:34 P.M. Since a vacancy currently exists on the Board, a quorum was reached with four sitting members present.

1. **VOTED** To approve the Minutes of the Board's March 31, 2014 general 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 and the additional promotion of Sherrie Tetrault to the position of Director of Communication at an annual salary of \$70,000 effective July 1, 2014.

APPROVED

3. **VOTED** To establish an OPEB liability trust in accordance with the Declaration of Trust agreement submitted as Agenda Attachment 2.

APPROVED

4. **VOTED** To establish the SMEC OPEB Liability Trust Board of Trustees membership of which shall coincide with and consist of the sitting members of the SMEC Board of Directors.

APPROVED

5. **VOTED** To allocate up to \$75,000 of surplus funds currently held in the Collaborative fund as an initial deposit into the irrevocable SMEC OPEB liability trust account.

APPROVED

6. **VOTED** To compensate the business manager at her current FY14 rate for two (2) weeks of unused FY14 vacation time.
- APPROVED**
7. **VOTED** Following a second reading, the Board approved the proposed FY15 Collaborative Operating Budget as and 2014-2015 tuitions and service fees as submitted on Agenda Attachments 5 and 6. The budget includes a 2% increase to all salary scales and a 2% increase to all eligible staff administrative and clerical staff. An increase in the Executive Director's travel reimbursement to \$2,400 per year is also reflected in the FY15 Budget proposal.
- APPROVED**
8. **VOTED** To approve year end line item adjustments and amend the FY14 Collaborative Operating Budget as submitted on Agenda Attachment 7.
- APPROVED**
9. **VOTED** To approve the proposed amendment to the Collaborative FY15 Collaborative Operating Budget as submitted on Agenda Attachment 8. The treasurer certified the amended FY15 budget and tuitions for distribution to the member school districts.
- APPROVED**
10. **VOTED** To approve the maternity leave request of Jennifer Houde as submitted on Agenda Attachment 9.
- APPROVED**
11. **VOTED** To allow the Executive Director, at her discretion, to accept Statements of Suitability Determinations from Superintendents of MA public school districts and to also authorize the Executive Director to submit Statements of Suitability to MA public school superintendents, at her discretion and upon request in order to comply with Chapter 459 of the Acts of 2012 for new Collaborative hires who have undergone SAFIS background checks at their previous place of employment. A copy of the SAFIS FAQs and an email from Deputy DESE Commissioner Jeff Wulfson regarding Suitability Determinations was provided to Board members for their information.
12. **DISCUSSION** The Director informed the Board that the Collaborative does not have final contract documents or funding levels for the FY15 DDS and MCB contracts. She explained the timeline and that the FY15 budget will be amended at the next Board meeting to reflect the accurate FY15 funding levels.
13. **DISCUSSION** The Executive Director updated the Board on the status of her search for an appropriate classroom location for the new ASD program to begin in September.

14. **DISCUSSION** The Executive Director gave a brief update on program enrollment for next year and an open invitation to Board members to visit or tour programs at any time.
15. **DISCUSSION** The Executive Director updated the Board regarding the Professional Development activities being developed by SMEC including a graduate course for educators at the end of June on Differentiated Instruction.
16. **DISCUSSION** The Director provided a brief synopsis on the activities of the SCRO.
17. **SET** The date for the next regularly scheduled meeting of the Collaborative Board of Directors is Tuesday, September 30, 2014 at 6:30 P.M at the Collaborative's administrative office.
18. **VOTED** To adjourn at 7:20 P.M.

APPROVED

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