

Annual Board Meeting of September 30, 2014

AGENDA INFORMATION AND DIRECTOR'S RECOMMENDATIONS

I. **Call to Order:** Chairman

II. **Routine Actions**

A. **Minutes of June 2, 2014** (Enclosed)

Recommendation: To approve as submitted.

B. **Election of Officers and Authorizations**

The first meeting of the Board following the first of September is designated as the annual meeting of the Board. The nominations and election of officers are to be held at the Board's annual meeting. Board officers include Chairperson and Vice Chair. A Collaborative Treasurer and Board Secretary are also to be appointed. The Board will also discuss the creation of budget and evaluation sub-committees for FY15 and appoint sub-committee members if deemed appropriate.

In addition, the Board is required to authorize or reauthorize at least two members to review and sign payroll and accounts payable warrants on behalf of the Board.

III. **Business Items**

A. **Acceptance of Acushnet, Dartmouth and Fairhaven and ORR Classroom Lease Agreements** (Attachments 1-4)

Recommendation: To receive, accept and place on file the FY15 classroom lease agreements with the Acushnet, Fairhaven, Dartmouth and ORR school districts.

B. **Staff Appointments and Reductions** (Attachment 5)

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. **Annual Appointment of School Nurses**

Recommendation: To appoint, as *special employees* of the Collaborative, the school nurses assigned to the buildings in which the Collaborative programs are located at an annual stipend of \$100.

D. FY 2015 Projected Revenues (Attachments 6 & 7)

The director will present the Board with the FY15 projected student and adult service revenue based on September 2014 enrollment, contracts and services.

Recommendation: To receive, accept and place on file.

E. FY15 Operating Budget Update (Attachment 8)

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.

F. SAFIS/Fingerprinting

Recommendation: To reimburse Collaborative employees for the cost of submitting to the federal background check under SAFIS.

G. Military Leave

Recommendation: To approve two (2) paid military leave days per year for active military personnel with appropriate documentation.

H. Relocation of Programs/RFR

Recommendation: To review any and all relevant proposals that may be received through an RFP for program space for SMEC off site programs and administrative office space. To allow the Executive Director and Board Chair the authority to begin negotiations with the vendor offering the most advantageous proposal with any lease agreement being subject to Board approval.

I. Executive Director's FY14 End of Cycle Performance Review and Summative Evaluation (Attachment 9)

Recommendation: To vote to approve the information compiled by the chair in the Board's evaluation of the Executive Director's performance in FY14. To change the Director's Educator Evaluation period to a March-March cycle.

J. Treasurer Performance Evaluation (Attachment 10)

Recommendation: To approve as submitted by the Board Evaluation Subcommittee.

- K. Revised Articles of Agreement** (Attachment 11)
- Recommendation:* The Collaborative's Articles of Agreement, revised to comply with the most recent Collaborative legislation, have been given preliminary approval by the DESE. The Executive Director recommends that the SMEC Board approve this draft of the document and submit it to the member school committees for approval.
- L. MCAS vs. PARCC**
- Recommendation:* To maintain the current implementation of MCAS for Collaborative students for the 2014-2015 school year.
- M. Maternity Leave** (Attachment 12)
- Recommendation:* To approve as submitted.
- N. Proposed FY15 SMEC Board Meeting Schedule** (Attachment 13)
- Recommendation:* To approve as submitted.
- O. Chapter 257 Requirements**
- Recommendation:* To comply with the requirements of Chapter 257 relevant to the terms of the Collaborative's residential contract exclusive of resident lease payments.
- P. Surplus Property**
- Recommendation:* To declare the Collaborative's 2001 Ford Econoline van, VIN # 1FBss31L61HA23352 as surplus property and dispose of same in accordance with Collaborative surplus property policy.
- Q. 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. FY14 Independent Audit

The Collaborative's internal books are now closed for FY14 and our independent audit is in underway. The final audit report will be presented to the Board by the CPA at the next scheduled Board meeting in November.

B. DESE Board Appointee Update

The Director will update the Board as to the status of the appointment of a DESE representative to the Collaborative Board.

C. OPEB Trust

The OPEB Board of Trustees is scheduled to meet immediately following the Board meeting in order to review and approve the minutes of the June 2, 2014 OPEB Trustees meeting.

D. Program and Service Update

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

E. Southeastern Collaborative Regional Organization (SCRO)

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

F. Next Scheduled Board Meeting:

ADJOURN