

Southeastern Massachusetts Educational Collaborative Board  
**Minutes of September 20, 2012 Board Meeting**

**Members Present:** Gerald Johnson, Frank Kuthan, James O'Brien, Michelle Ouellette, Marlene Pollock, Timothy Scholz, Jonathan Schwartz.

**Members Absent:** Brian Monroe

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

**Mr. Kuthan called the meeting to order at 6:00 P.M. The Board welcomed new Rochester representative, Timothy Scholz.**

1. **VOTED** To approve the Minutes of the Board's June 13, 2012 meeting as submitted. *Member Scholz abstained.*

**APPROVED**

2. **NOMINATED** Frank Kuthan for the office of Board Chairman. Nomination was seconded and nominations closed.

**VOTED** To appoint Frank Kuthan as Chairman of the Board of Directors of the Southeastern Massachusetts Educational Collaborative for 2012-2013

**APPROVED**

3. **NOMINATED** Gerald Johnson for the office of Vice Chairman. Nomination was seconded and nominations closed.

**VOTED** To appoint Gerry Johnson as the Vice Chairman of the Board of Directors of the Southeastern Massachusetts Educational Collaborative for 2012-2013.

**APPROVED**

4. **NOMINATED** John Nunes for the office of Collaborative Treasurer. Nomination was seconded and nominations were closed.

**VOTED** To appoint John Nunes for the office of Treasurer of the Southeastern Massachusetts Educational Collaborative for 2012-2013.

**APPROVED**

5. **NOMINATED** Catherine Cooper for the office of Secretary to the Board. Nomination was seconded and nominations closed.

- VOTED** To appoint Catherine Cooper as Secretary to the Board of Directors of the Southeastern Massachusetts Educational Collaborative for 2012-2013.
- APPROVED**
6. **VOTED** To appoint Frank Kuthan and Marlene Pollock to sign the payroll and accounts payables warrants on behalf of the Board.
- APPROVED**
7. **VOTED** To appoint Jonathan Schwartz, Frank Kuthan and John Nunes to the FY13 Budget Subcommittee of the Collaborative Board of Directors.
- APPROVED**
8. **VOTED** To receive, accept and place on file the FY12 renewals of the classroom leases between SMEC and the school committees of Acushnet, Dartmouth and Fairhaven.
- APPROVED**
9. **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 4.
- APPROVED**
10. **VOTED** To appoint the school nurses on staff in each of the school buildings that host Collaborative programs as special employees of the Collaborative, at an annual stipend of \$100.
- APPROVED**
11. **VOTED** To receive, place on file and accept as submitted the FY13 estimated tuition and fee revenue projections by district and overall collaborative revenue projection of \$6,128,864.13 estimated as of September 6, 2012.
- APPROVED**
12. **VOTED** To approve as submitted the SAIL FY13 current Operating Budget listed as Agenda Attachment 7.
- APPROVED**

13. **VOTED** To approve the revised FY13 LEA and Administrative Budget Plans as submitted on Agenda Attachments 8 and 9.
- APPROVED**
14. **VOTED** To revise the SMEC Retiree Health Policy to change the minimum required average number of hours worked from twenty-two (22) hours per week to twenty-one (21) hours per week to be eligible to access the retiree health benefit in order to coincide with the SMEC benefit eligibility for active employees. All remaining policy language to remain the same at this time.
- APPROVED**
15. **VOTED** To approve a procedure whereby the Executive Director or Business Office Manager will notify the Treasurer and the Chairman of the Board prior to accessing the Collaborative's short-term line of credit with Rockland Trust.
- APPROVED**
16. **VOTED** To approve a substitute caller stipend of \$1,000 for FY13.
- APPROVED**
17. **VOTED** To approve the Executive Director's proposed goals for 2012-2013.
- APPROVED**
18. **VOTED** To approve the FY13 SMEC Board of Directors' Meeting Schedule as proposed on Agenda Attachment 12 and revised to indicate that the March meeting date will be scheduled on March 28, 2013.
- APPROVED**
19. **DISCUSSION** The Director informed the Board that the Collaborative's independent audit is scheduled to begin during the first week of October with a goal of presenting the final audit to the Board at the November meeting.
20. **DISCUSSION** The Director informed the Board that she has received verbal information from the Department of Developmental Services that the plan submitted to the State Auditor's office to provide compensatory services for the next two fiscal years equivalent to \$53,000 to address audit finding #4 has been approved by the SAO, however the Director has not received a formal written or verbal explanation or notice of the plan or how the process will proceed. Calls/emails to the DDS contract office requesting clarification had not been returned as of the time of the meeting.

21. **DISCUSSION** The Director updated the Board as to the status of the Collaborative's programs, including school age and adult programs and services.
22. **DISCUSSION** The Director presented a synopsis of the activities of the Southeast Collaborative Regional Organization and current activities on behalf of all member districts in MOEC Region V (SE MA).
- SET** The date for the next scheduled meeting of the Collaborative Board of Directors is Thursday, November 29, 2012 at 6:00 P.M at the Collaborative's administrative office.
23. **VOTED** To adjourn at 7:26 P.M.

**APPROVED**

Respectfully submitted,  
Catherine S. Cooper  
Secretary to the Board