

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

Members Present: Frank Kuthan, Donna McKenna, James Muse, Christopher Oliver, Michelle Ouellette, Marlene Pollock, Timothy Scholz.

Members Absent: James O'Brien

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

Others Present: John Nunes, SMEC Treasurer

Mr. Kuthan called the meeting to order at 6:36 P.M. The Board welcomed Mr. James Muse as the new representative from Mattapoisett. The Board also welcomed Ms. Jill Brilhante as the new SMEC Director of Business.

1. **VOTED** To approve the Minutes of the Board's August 14, 2013 meeting as submitted.

APPROVED

Members Pollock, McKenna and Muse abstained

2. **VOTED** To approve the Minutes of the Board's May 30, 2013 meeting as submitted.

APPROVED

Members Pollock, Muse and Scholz abstained

3. **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 FY14.

APPROVED

4. **NOMINATED** James O'Brien for the office of Vice Chairman. Nomination was seconded and nominations closed.

VOTED To appoint James O'Brien as the Vice Chairman of the Board of Directors of the Southeastern Massachusetts Educational Collaborative for FY14.

APPROVED

5. **NOMINATED** John Nunes as Collaborative Treasurer. Nomination was seconded and nominations were closed.
- VOTED** To appoint John Nunes as Treasurer of the Southeastern Massachusetts Educational Collaborative for FY14 at an annual stipend of \$2,000.
- APPROVED**
6. **NOMINATED** Catherine Cooper for the position of Secretary to the Board. Nomination was seconded and nominations closed.
- VOTED:** To appoint Catherine Cooper as Board Secretary.
- APPROVED**
7. **VOTED** To receive, accept and place on file the FY14 classroom leases for programs located at Acushnet Elementary School, Ford Middle School, East Fairhaven Elementary School, Hastings Middle School and Dartmouth High School.
- APPROVED**
8. **VOTED** To receive, accept and place on file the LEA, SAIL and ADH funded staff appointments, transfers, promotions, resignations, terminations, and reductions as submitted on Agenda Attachment 4, with a correction of the name "Susan Mello" to "Samantha Mello" listed under resignations.
- APPROVED**
9. **VOTED** To appoint the district school nurses assigned to the buildings where SMEC programs are located as "special employees" of the Collaborative at an annual stipend of \$100.
- APPROVED**
10. **VOTED** To receive, accept and place on file the FY14 estimated tuition and fee revenue projections listed by district as submitted on Agenda Attachment 5 and the overall FY14 total collaborative revenue projection estimated as of September 26, 2013 of \$6,930,580.34 as shown on Agenda Attachment 6.
- APPROVED**
11. **VOTED** To increase the hourly salary rates of Elizabeth Kearns, Payroll Manager, and Sheryl Aguiar, Executive Secretary, to \$23/hour each, effective immediately, commensurate with increased roles and responsibilities.
- APPROVED**

12. **VOTED** To approve the FY14 Revised LEA Budget as submitted on Agenda Attachment 7.
APPROVED
13. **VOTED** To approve the FY14 Revised Adult Day Health Budget as submitted on Agenda Attachment 8.
APPROVED
14. **VOTED** To approve the FY14 Revised SAIL Budget as submitted on Agenda Attachment 9.
APPROVED
15. **VOTED** To approve the FY14 Revised Administrative Budget as submitted on Agenda Attachment 10.
APPROVED
16. **VOTED** To increase the substitute caller stipend from \$1,000 per year to \$1,800 per year, covering the school year and extended year schedules.
APPROVED
17. **VOTED** The Chair distributed the compilation of the Executive Director's 2012-2013 performance evaluation to the members present. The Board reviewed and voted to certify the results as final.
APPROVED
Member Muse Abstained
18. **VOTED** The Executive Director reviewed her 2013-2014 Professional Practice and Student Learning Goals, Educator Evaluation Plan and Self-Assessment Plan with the Board. The Board voted to appoint the Chair and Vice-Chair to act as the Evaluation Sub-Committee for the current year, to meet and discuss progress periodically with the Executive Director throughout the evaluation period and to submit a final report with recommendations to the Board upon completion.
APPROVED
19. **VOTED** The Board voted to approve the Treasurer Job Description submitted as Agenda Attachment 15 and the Treasurer Evaluation Form submitted as Agenda Attachment 16. The Evaluation Subcommittee will complete the Treasurer's evaluation in the spring based on the Treasurer's FY14 performance.
APPROVED
20. **DISCUSSION** The Executive Director updated the Board as to the status of the Collaborative's revised Articles of Agreement. The revision is still in draft status pending DESE approval. A second

meeting has been scheduled for October with representatives from the DESE to try to resolve disputes with certain language in the document and revision requests made by the DESE. The Director will present the final draft to this Board as soon as approval is received from the DESE and prior to presentation to the member school committees for final approval.

21. **VOTED** The Board voted to approve the FY14 Board Meeting Schedule presented on Agenda Attachment 17 with the next Board meeting scheduled to be held on Thursday, November 21, 2013 at 6:30 P.M.

APPROVED

22. **DISCUSSION** The Executive Director informed the Board that the Collaborative's FY13 Independent Audit is underway and that a final audit report is expected to be presented to the Board for approval at the November Board meeting.
23. **DISCUSSION** The Executive Director informed the Board that the Collaborative's Strategic Planning process began over the summer and has had strong participation and a very positive response. The Director informed the Board members that the professional facilitator is planning to do a focus group session with the Board at the next Board meeting in November.
24. **DISCUSSION** The Executive Director updated the Board on her understanding of the current status of the process of having a DESE representative appointed to the SMEC Board as mandated by legislation. The process is reportedly being delayed due to concerns regarding conflicts of interest/state ethics. The Executive Director's understanding is that a DESE employee assigned to the Collaborative Oversight office will be attending one of our Board meetings this year in a non-voting role as an interim measure.
25. **DISCUSSION** The Executive Director updated the Board regarding the Collaborative's programs and services, including school age and adult service programs and upcoming professional development.
26. **DISCUSSION** The Executive Director updated the Board as to the activities of the Southeast Collaborative Regional Organization, of which SMEC is a member. Stephen Donovan, Superintendent of the Acushnet Public Schools, is the SMEC Superintendent representative this year on the SCRO Governing Board.
27. **SCHEDULED** The next scheduled SMEC Board of Directors meeting will be held on November 21, 2013 at 6:30 PM at the SMEC Administrative Office.
28. **VOTED** To adjourn at 8:00 P.M.

APPROVED

Respectfully submitted,
Catherine S. Cooper
Secretary to the Board