

Southeastern Massachusetts Educational Collaborative Board
Minutes of September 30, 2014 Board Meeting

Members Present: Harry Carter Hunt III, Jennifer Kulak, Frank Kuthan, Donna McKenna, James O'Brien, Marlene Pollock.

Members Absent: Christopher Oliver, Jay Pateakos

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 6:34 P.M. The Board welcomed Mr. Carter Hunt as the new representative from Mattapoisett. The Board also welcomed Ms. Jennifer Kulak as the new representative from Rochester.

1. **VOTED** To approve the Minutes of the Board's June 2, 2014 meeting as submitted.

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 effective immediately.

APPROVED

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

VOTED To appoint Marlene Pollock as the Vice Chairman of the Board of Directors of the Southeastern Massachusetts Educational Collaborative effective immediately.

APPROVED

4. **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 FY15 at an annual stipend of \$2,000.

APPROVED

5. **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**
6. **VOTED** To appoint Frank Kuthan and James O'Brien to sign the Collaborative warrants on behalf of the Board.
- APPROVED**
7. **VOTED** To receive, accept and place on file the FY15 classroom leases for programs located in the Acushnet, Dartmouth, Fairhaven and Old Rochester school districts.
- 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 5, with the additional appointment of Kellie Nogueira to the position of accounts payables/receivables clerk at an hourly rate of \$18.95 per hour.
- 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 FY15 estimated tuition and fee revenue projections listed by district as submitted on Agenda Attachment 6 and the overall FY15 total collaborative revenue projection estimate as of September 26, 2014 of \$7,297,222.56 as detailed on Agenda Attachment 7.
- APPROVED**
11. **VOTED** To approve the FY15 Collaborative Operating Budget Amendment as submitted on Agenda Attachment 8.
- APPROVED**
12. **VOTED** To approve the reimbursement by the Collaborative to its employees for the cost of complying with the SAFIS federal background check/fingerprinting with submission of appropriate documentation.
- APPROVED**

13. **VOTED** To approve a revision to the Collaborative's military leave policy to include two (2) paid days off per fiscal year for active military members scheduled for military duty during a scheduled work day with the submission of appropriate documentation.

APPROVED

14. **VOTED** The Executive Director explained that the Collaborative is in the process of reviewing its facility needs as part of the implementation of the recently completed SMEC Strategic Plan. The Director advised the Board that an RFP has been posted and proposals for leased space will be accepted until October 27, 2014. The Board granted the Executive Director and Board Chair the authority to enter into lease negotiations with the prospective lessor who presents the most advantageous proposal as determined by the Executive Director and Board Chair and/or to decline to accept any and all proposals. Any lease negotiated as a result of this procurement will be subject to Board approval at a scheduled Board meeting prior to execution.

APPROVED

15. **VOTED** The Evaluation Subcommittee presented a compilation of the Educator Evaluation Summative Reports of the Executive Director's performance that had been completed individually by the five Board members currently on the Board who were also on the SMEC Board during FY14. The Board voted to approve the the results of the Executive Director's Educator Evaluation Summative Evaluation Report as submitted on Agenda Attachment 9 with an overall rating of "Proficient".

APPROVED

16. **VOTED** To approve the FY14 Evaluation of the Collaborative's Treasurer in accordance with the recommendations and proposed ratings submitted by the Evaluation Subcommittee on Agenda Attachment 10.

APPROVED

17. **VOTED** The Executive Director informed the Board that the Collaborative's Articles of Agreement, which have been amended to comply with the most recent Collaborative legislation, have received preliminary approval by the DESE. The Board voted to approve the Collaborative's amended Articles of Agreement as submitted on Agenda Attachment 11 and to submit said draft to the member school committees for review and approval.

APPROVED

18. **VOTED** To continue to administer the MCAS as opposed to the PARCC to the Collaborative students during the 2014-2015 school year.

APPROVED

9. **VOTED** To approve the maternity leave request of Beth Costa as submitted on Agenda Attachment 12 with a revised start date of September 29, 2014 due to a revised delivery date.

APPROVED

20. **VOTED** To approve the proposed SMEC Board meeting calendar with the dates of November 19, 2014 and June 3, 2015 included. *(Note: following the meeting, the Board changed the proposed date to June 4, 2015 due to a conflict with the earlier date.)*

APPROVED

21. **VOTED** The Executive Director apprised the Board of the new requirements of Chapter 257 as they relate to our residential state contract (activity code 3153). The Director informed the Board that she has had multiple conversations with the DDS regional leadership regarding these requirements and the misalignment with the Collaborative's model of service for this activity code. The Director has informed the DDS leadership that we do not hold/pay the leases for our consumers' living quarters nor do we operate group homes and the Director does not recommend that the Board undertake such actions. The DDS has been notified that the Collaborative would be willing to switch the services to a different contract code, since none of our consumers have funding allocations supporting 24/7 services individually, and/or to recommend that the consumers be supported by a different provider agency if this particular provision is mandated for continuation of the contract. The Director also informed the Board that the Collaborative has been requested to take over certain other living expenses for these individuals in order to comply with other mandates in Ch. 257 such as the ratio of living expenses to income for each consumer. The Board agreed that the Collaborative may consider paying certain such living expenses under the contract at the Executive Director's discretion subject to appropriation and contract funding, however the Collaborative shall not take responsibility for the lease payments for apartments or houses inhabited by SMEC consumers.

APPROVED

22. **VOTED** The Board voted to declare the Collaborative's 2001 Ford Econoline van, VIN # 1FBSS31L61HA23352 as surplus property and dispose of same in accordance with Collaborative policy.

APPROVED

23. **DISCUSSION** The Executive Director informed the Board that the Collaborative's FY14 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.

24. **DISCUSSION** The Executive Director updated the Board on the status of having a DESE representative appointed to the SMEC Board as mandated by legislation. The Executive Director's current understanding is that a DESE employee assigned to the Collaborative Oversight office will be attending one of our Board meetings each year in a non-voting role as an interim measure while the legislation is being reviewed.

25. **DISCUSSION** The Executive Director reviewed the recent creation of the OPEB trust and OPEB Board of Trustees with the Collaborative Board and informed the Board that an OPEB Board of Trustees meeting would convene immediately following the adjournment of the Board of Director's meeting with the sole purpose on the Trustees' agenda to be the approval of the Board of Trustee's minutes of the June 2, 2014 Board of Trustees' meeting.
26. **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.
27. **DISCUSSION** The Executive Director updated the Board as to the activities of the Southeast Collaborative Regional Organization, of which SMEC is a member.
28. **SCHEDULED** The next scheduled SMEC Board of Directors meeting will be held on November 19, 2014 at 6:30 PM at the SMEC Administrative Office.
29. **VOTED** To adjourn at 7:45 P.M.

APPROVED

Respectfully submitted,
Catherine S. Cooper
Secretary to the Board