

Southeastern Massachusetts Educational Collaborative Board  
**Minutes of November 19, 2014 Board Meeting**

**Members Present:** Harry Carter Hunt III, Jennifer Kulak, Christopher Oliver, Jay Pateakos, Marlene Pollock.

**Members Absent:** Frank Kuthan, Donna McKenna, James O'Brien

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

**Others Present:** John Nunes, SMEC Treasurer  
James Benoit, CPA  
Paulajo Gaines, DESE

**A quorum was reached and Ms. Pollock called the meeting to order at 6:31 P.M. The Board welcomed Mr. Jay Pateakos as the new representative from Marion.**

1. **VOTED** To approve the Minutes of the Board's September 30, 2014 meeting as submitted.  
*Members Oliver and Pateakos abstained.*

**APPROVED**

2. **VOTED** To approve the Collaborative's FY14 Independent Financial Audit as presented by Mr. Benoit, including the cumulative surplus fund balance of \$1,269,823 which will remain in the Collaborative Fund. Also, to approve the content of the SMEC FY14 Annual Report which will accompany the FY14 Audit to be submitted to all appropriate parties by December 31, 2014.

**APPROVED**

3. **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 3.

**APPROVED**

4. **VOTED** To approve the FY15 Collaborative Operating Budget Amendment as submitted on Agenda Attachment 4.

**APPROVED**

5. **VOTED** To authorize the Executive Director to execute the proposed lease agreement with King Realty, LLC resulting from the RFP process that the Collaborative had recently issued for new facilities to house some of the Collaborative's programs and office space.

**APPROVED**

6. **VOTED** To authorize the Executive Director to post an RFP for possible renovation and expansion of the Collaborative owned building located at 4238 Acushnet Avenue in New Bedford.

**APPROVED**

7. **VOTED** The Executive Director reminded the Board that this is the final year of her employment contract with the Collaborative Board and that the current agreement contains a provision that the Board must notify the Executive Director by January 30, 2015 if the Board does not plan to renew the contract. A motion was made and seconded to enter into negotiations with the Director for a new contract. However, the motion was withdrawn when Mr. Hunt suggested that the final decision whether to renew the contract and appoint a negotiation sub-committee should wait until the next scheduled meeting of the Board to give the absent members the chance to weigh in on the decision.

**TABLED**

8. **DISCUSSION** Ms. Gaines explained to the Board that an amendment to the Collaborative legislation (House 398) has passed the House and is now before the Senate which will amend some of the language in the original Collaborative law. She and the Executive Director specifically explained the provision in the original law related to a DESE appointee being assigned to each Collaborative Board and the conflicts of interest that have been identified with that provision. She also reminded the three newest members of the Collaborative Board of the DESE training requirement for new Board members and promised to address Ms. Kulak's report that she has had technical difficulties getting beyond the log in process with the online training.

9. **DISCUSSION** The Executive Director provided a status report on the implementation of the Collaborative's Strategic Plan including progress on finding new locations for certain Collaborative programs, developing new outreach materials including an updated website and brochures and steps being taken to improve overall communication and efficiency.

10. **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.

11. **DISCUSSION** The Executive Director updated the Board as to the activities of the Southeast Collaborative Regional Organization (SCRO), of which SMEC is a member, including the recent common professional development day and the activities of the Virtual Learning Subcommittee.

12. **DISCUSSION** The Executive Director informed the Board that she will need to take a short leave of absence in mid-January to attend to a medical issue.

13. **SCHEDULED** The director informed the Board of an error on the agenda related to the date of the next scheduled Board meeting. The next SMEC Board of Directors meeting is scheduled to be held on January 29, 2015 at 6:30 PM at the SMEC Administrative Office.

14. **VOTED** To adjourn at 7:25 P.M.

**APPROVED**

Respectfully submitted,  
Catherine S. Cooper  
Secretary to the Board