

Southeastern Massachusetts Educational Collaborative Board
Minutes of February 24, 2015 Board Meeting
(Rescheduled from January 30, 2015)

- Members Present:** Frank Kuthan, Donna McKenna, James O'Brien, Jennifer Kulak, Christopher Oliver, Marlene Pollock.
- Members Absent:** Harry Carter Hunt III, Jay Pateakos
- Staff Present:** Catherine S. Cooper, Executive Director
Jill Brilhante, Director of Business
- Others Present:** John Nunes, SMEC Treasurer

A quorum was reached and Mr. Kuthan called the meeting to order at 6:39 P.M.

1. **VOTED** To approve the Minutes of the Board's November 19, 2014 meeting as submitted.
Members Kuthan, McKenna and O'Brien abstained.
APPROVED

2. **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 1, with the additional appointment of Janelle Costa at \$11.22 per hour as SAIL Direct Care and the additional termination of Abel Michaud from SAIL Direct Care.
APPROVED

3. **VOTED** To approve the FY15 Collaborative Operating Budget Amendment as submitted on Agenda Attachment 2.
APPROVED

4. **VOTED** To appoint a negotiation subcommittee to negotiate a new employment contract with the Executive Director to become effective on July 1, 2015 following review and approval of the draft by the Board at a future meeting. Members Kulak, Kuthan and O'Brien were appointed to the subcommittee.
APPROVED

5. **VOTED** To approve several recommended revisions the SMEC Employee Handbook policies as submitted on Agenda Attachment 3.
APPROVED

6. **DISCUSSION** The Director presented the Collaborative's revised Articles of Agreement as approved by all SMEC member school committees for signatures of approval.
7. **DISCUSSION** The Director updated the Board regarding amendments proposed to the Collaborative legislation, including the standing of the DESE appointment to Collaborative Boards. She also reminded new Board members of the requirement to complete Collaborative specific training requirements.
8. **DISCUSSION** The Director informed the Board that the DDS QUEST audit team is currently reviewing the Collaborative's SAIL program and the audit report is anticipated to be received and presented by the next SMEC Board meeting.
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 informed the Board that the Collaborative's UFR has been submitted to the MA OSD and has been prescreened with no deficiencies found. She also informed the Board that the Collaborative's Annual Report was submitted to all necessary parties as required by December 31, 2014. Copies of the Annual Report were distributed to Board members.
12. **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.
13. **SCHEDULED** Next SMEC Board meeting is scheduled for March 31, 2015
14. **VOTED** To adjourn at 7:10 P.M.

APPROVED

**Respectfully submitted,
Catherine S. Cooper
Secretary to the Board**