

Southeastern Massachusetts Educational Collaborative Board  
**Minutes of April 29, 2015 Board Meeting**

**Members Present:** Jennifer Kulak, James O'Brien, Christopher Oliver, Jay Pateakos, Marlene Pollock.

**Members Absent:** Harry Carter Hunt III, Frank Kuthan, Donna McKenna

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

**Others Present:** John Nunes, SMEC Treasurer

**A quorum was reached and Ms. Pollock called the meeting to order at 6:37 P.M.**

1. **VOTED** To approve the Minutes of the Board's March 31, 2015 meeting as submitted.  
*Member Pateakos 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 resignations of Michael Serenita and Destinee DeCosta.

**APPROVED**

3. **VOTED** To approve the Domestic Violence and Parental Leave Policies as submitted on Agenda Attachments 2 and 3.

**APPROVED**

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

**APPROVED**

5. **REVIEWED** The Board reviewed the proposed Collaborative FY16 Operating Budget as a first reading, including proposed FY16 tuitions and service fees (Agenda Attachments 5-7) and backup documentation. The FY16 Operating Budget will be presented for a vote at the next regularly scheduled Board meeting in June.

6. **VOTED** To approve and execute the Executive Director's renewed Employment Agreement to become effective July 1, 2015. Vice-Chair Pollock signed the Agreement on behalf of the Board.
- APPROVED**
7. **VOTED** To request the approval of the SMEC member school committees to establish a Capital Reserve Account for the Collaborative. The Executive Director will send a request for approval to the eight member districts for approval.
- APPROVED**
8. **VOTED** To approve a revised Collaborative Organizational Chart as submitted on Agenda Attachment 8.
- APPROVED**
9. **VOTED** To approve the maternity leave requests submitted by Lindsay Greenspan and Monica Serpa as submitted on Agenda Attachments 9 and 10.
- APPROVED**
10. **DISCUSSION** The Director informed the Board that the Collaborative's revised Articles of Agreement have now been approved and signed by the Commissioner of the DESE.
11. **DISCUSSION** The Executive Director and Business Manager provided the Board with an update of the performance of the Collaborative's OPEB trust account as of March 31, 2015 and a synopsis of the Collaborative's recently updated actuarial study. An OPEB Trustees' meeting may be scheduled following the June SMEC Board meeting if a recommendation for deposit is to be made.
12. **DISCUSSION** The Executive Director updated the Board regarding the Collaborative's compliance with the SAFIS fingerprinting program including the fact that all SMEC school program staff are currently completing the process and will be completed by August 31, 2015 but that the Executive Director is waiting to have the Collaborative's adult service staff submit to the SAFIS program until the state fingerprinting centers are set up to comply with and report to DDS funded and governed agencies.
13. **DISCUSSION** The Executive Director provided an update of the Collaborative's programs and services.
14. **DISCUSSION** The Executive Director updated the Board as to the activities of the Southeast Collaborative Regional Organization (SCRO), of which SMEC is a member.
15. **SCHEDULED** Next SMEC Board meeting is scheduled for June 4, 2015 at 6:30 P.M.
16. **VOTED** To adjourn at 7:25 P.M.
- APPROVED**

Respectfully submitted,  
Catherine S. Cooper  
Secretary to the Board