

Southeastern Massachusetts Educational Collaborative Board
Minutes of June 11, 2015 Board Meeting
(Rescheduled from June 4, 2015)

- Members Present:** Harry Carter Hunt III, Jennifer Kulak, Frank Kuthan, Donna McKenna, James O'Brien, Christopher Oliver, Michelle Ouellette*
- Members Absent:** Marlene Pollock
- 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 6:32 P.M.

1. **VOTED** To approve the Minutes of the Board's April 29, 2015 meeting as submitted.
Members Hunt, Kuthan and McKenna 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 Laura Peirce and Alexis Rose.
APPROVED
3. **VOTED** To approve a revised Bullying Prevention Plan and relevant SMEC Employee Handbook Policy.
APPROVED
4. **VOTED** To grant year round salaried employees one additional personal day for FY16 to offset the additional work day attributed to 2016 being a Leap Year. The additional day will not be converted from the employees' accumulated sick leave.
APPROVED
5. **VOTED** To approve the FY15 Collaborative Operating Budget Amendment as submitted on Agenda Attachment 4.
APPROVED

6. **VOTED** The Board reviewed the proposed Collaborative FY16 Operating Budget as a second reading, including proposed FY16 tuitions and service fees presented on Agenda Attachments 5-7 and all relevant backup documentation. The Director informed the Board that although FY16 LEA revenues can be reasonably anticipated as of the meeting date in order to calculate and approve an estimated FY16 Operating Budget and actual FY16 tuition structure, the Collaborative has yet to receive final adult service contract figures, which also affect the shared administrative sections of the Budget. The FY16 Operating Budget presentation as proposed is the initial budget plan with an amendment anticipated at the September meeting when revenue figures will be more current. The Board acknowledged the process and voted on the proposed FY16 Operating Budget and FY16 tuitions as submitted.

APPROVED

7. **VOTED** The Director informed the Board that as of June 11, 2015, six of the eight member districts had voted to approve the Collaborative's proposal to create a Capital Reserve account as defined and presented at the respective School Committee meetings. The remaining 2 districts have yet to vote. The Board decided to move forward with the creation of the reserve account given that the requisite 2/3 of the member districts had approved the plan. The Board also voted to transfer \$50,000 from unrestricted surplus funds to the restricted Capital Reserve Account on or before June 20, 2015.

APPROVED

8. **VOTED** To remove the "set aside" designation of \$55,000 in Collaborative cumulative surplus funds formerly designated for many years as "sick leave" on the Collaborative financial statements and to transfer \$55,000 of those unrestricted surplus funds from the Collaborative fund to the restricted SMEC OPEB trust fund on or before June 30, 2015.

APPROVED

9. **VOTED** The director explained the provision of the Affordable Care Act's "Play or Pay" requirement that effectively required the Board to offer an additional, more affordable health care option for Collaborative employees and to offer a 70/30 agency/employee premium share on that particular lower level plan in order to meet the affordability mandate. The Board voted to approve the offering of the additional plan at a 70/30 split, effective July 1, 2015.

APPROVED

10. **VOTED** To approve the FY16 SMEC Teacher Salary Scale as submitted and to revise the heading of the final column from CAGS to Ed.D/Ph.D.

APPROVED

11. **VOTED** To approve the revised SMEC student handbook as submitted.

APPROVED

12. **DISCUSSION** The Executive Director provided an update of the Collaborative's programs and services, including upcoming professional development offerings.
13. **DISCUSSION** The Executive Director updated the Board as to the activities of the Southeast Collaborative Regional Organization (SCRO), of which SMEC is a member.
14. **SCHEDULED** Next SMEC Board meeting is scheduled for September 30, 2015 at 6:30 P.M.
15. **VOTED** To adjourn at 7:11 P.M.

APPROVED

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

**The Board welcomed Ms. Ouellette back to the SMEC Board as the representative of the Marion School Committee. Ms. Ouellette arrived at the meeting following the vote on Agenda Business Item G.*

***Mr. Nunes arrived at the meeting following Agenda Discussion Item A.*

Minutes Approved: September 30, 2015