

## Board Meeting of November 30, 2015

### AGENDA INFORMATION AND DIRECTOR'S RECOMMENDATIONS

I. **Call to Order:** Chairman

II. **Routine Actions**

A. **Minutes of September 30, 2015** (Enclosed)

*Recommendation:* To approve as submitted.

III. **Business Items**

A. **Appointment of Officers**

Due to the resignation of James O'Brien from the Old Rochester School Committee and Collaborative Board of Directors, a new Chairman must be appointed for FY16.

B. **FY15 Contribution to OPEB**

To amend the amount of the previously approved FY15 transfer to the SMEC OPEB trust from \$55,000 to \$55,500 consistent with the intended contribution amount.

C. **FY15 Independent Audit and Annual Report** (Attachments 1 and 2)

The Collaborative's Independent Auditor, James Benoit, will present the FY15 Independent Financial Audit including the surplus fund account balance and percentage. In addition, the Board is asked to approve the Collaborative's FY15 Annual Report that is to be attached to the Independent Audit and submitted to various state agencies and Collaborative members by December 31, 2015 per legislation.

*Recommendation:* To approve the FY15 Financial Statement and accompanying Annual Report as presented. To accept, receive and place on file the unassigned surplus fund balance of \$1,363,865 as of June 30, 2015 which represents a 21% surplus balance based on the prior fiscal year budget and to maintain said surplus funds in the Collaborative's fund balance.

D. **Staff Appointments and Reductions** (Attachment 3)

*Recommendation:* To receive, accept and place on file as submitted the attached L.E.A., SAIL and ADH staff appointments, transfers, promotions, resignations, terminations and reductions in force.

**E. Revised Restraint Policy** (Attachment 4)

**Recommendation:** To approve the revised Collaborative Physical Restraint Policy to comply with revised DESE regulations becoming effective January 1, 2016.

**F. Collaborative Health Care Manual** (Attachment 5)

**Recommendation:** To approve as submitted.

**G. FY16 Operating Budget Update**

The director and business manager will update the Board as to the status of the FY16 SMEC Operating Budget.

**H. Employee Policy Revisions** (Attachment 6)

**Recommendation:** To approve as submitted.

**I. Membership Request**

**Recommendation:** To approve the request for membership of the Greater New Bedford Regional Vocational Technical High School.

**J. Other:** Any agenda item(s) not reasonably foreseen by the Executive Director or Board Chair at least 48 hours prior to the Meeting.

**IV. Discussion Items**

**A. DESE Board Appointee Update/DESE Board Member Training**

**B. DESE Collaborative CPR Audit**

**C. Program and Service Update**

The director will update the Board on the status of all SMEC programs and services such as recent and upcoming Professional Development offerings and issue an open invitation to all Board members to schedule a visit to any and all SMEC programs.

**D. Southeastern Collaborative Regional Organization (SCRO)**

**E. Next Scheduled Board Meeting: February 29, 2016**

**ADJOURN**

**DRAFT**