

Southeastern Massachusetts Educational Collaborative Board  
**Minutes of November 30, 2015 Board Meeting**

**Members Present:** Harry Carter Hunt III, Jennifer Kulak, Donna McKenna, Christopher Oliver, Marlene Pollock

**Members Absent:** James Muse, Michelle Ouellette

**Vacancies:** Acushnet

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

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

**Mr. Oliver called the meeting to order at 6:35 P.M.**

1. **VOTED** To approve the Minutes of the Board's September 30, 2015 meeting as submitted.

**APPROVED**

2. **DISCUSSION** The Executive Director informed the Board that following the resignation of Frank Kuthan from the Acushnet School Committee and SMEC Board of Directors, the Acushnet representative has yet to be determined.

3. **DISCUSSION** The Executive Director also informed the Board that due to the resignation of James O'Brien from the ORR School Committee and SMEC Board of Directors, a new Chairman of the SMEC Board would need to be appointed and that Mr. James Muse has been appointed by the ORR School Committee to be the new ORR representative to the SMEC Board of Directors.

4. **NOMINATED** Christopher Oliver for the office of Chairman. Nomination was seconded and nominations closed.

**VOTED** To appoint Christopher Oliver as Chairman of the Board of Directors of the Southeastern Massachusetts Educational Collaborative effective November 30, 2015.

**APPROVED**

5. **DISCUSSION** The Executive Director informed the Board that with the appointment of Mr. Oliver to the position of Chairman, a new Vice-Chairman would need to be appointed.

6. **NOMINATED** Jennifer Kulak for the office of Vice Chairman. Nomination was seconded and nominations closed.
- VOTED** To appoint Jennifer Kulak as the Vice-Chairman of the Board of Directors of the Southeastern Massachusetts Educational Collaborative effective November 30, 2015.
- APPROVED**
7. **VOTED** To amend the vote taken at the June 11, 2015 SMEC Board of Directors' meeting to transfer \$55,000 to the SMEC OPEB trust account to reflect the intended FY15 OPEB deposit amount of \$55,500. The Executive Director explained that if approved by the SMEC Board, the SMEC OPEB Trustees' meeting would be held immediately following the adjournment of the Board meeting for the purpose of accepting the revised FY15 OPEB deposit amount of \$55,500.
- APPROVED**
8. **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**
9. **VOTED** To approve the revised SMEC Physical Restraint and Behavior Support policy as submitted on Agenda Attachment 4 to comply with revised regulation 603 CMR 46.00 effective January 1, 2016.
- APPROVED**
10. **VOTED** To approve the SMEC Health Care Policy and Procedure Manual as submitted on Agenda Attachment 5.
- APPROVED**
11. **DISCUSSION** The Executive Director informed the Board of the status of the FY16 Operating Budget and that no amendments were being recommended for this meeting.
12. **VOTED** To approve the proposed SMEC employee handbook policy revisions as submitted on Agenda Attachment 6.
- APPROVED**
13. **VOTED** To approve the membership request of the Greater New Bedford Regional Vocational Technical High School and to submit the request to the current member school committees for comment.
- APPROVED**
14. **VOTED** To approve the FY15 SMEC Audited Financial Statements as presented by CPA James Benoit

and to retain a cumulative surplus amount of \$1,363,865 in the Collaborative Fund representing 21% of the prior fiscal year's expenditures and to approve the SMEC FY15 Annual Report to be submitted with the Audited Financial Statements to the Office of the State Auditor and the DESE by January 1, 2016.

**APPROVED**

15. **DISCUSSION** Paulajo Gaines explained the status of the DESE liaison legislative requirement and that no amendments had yet been approved to the legislation. She also mentioned that all SMEC Board members in attendance were in compliance with the mandatory Board member training and new Board members will be informed of the training requirement once appointed.
16. **DISCUSSION** The Executive Director informed the Board that the Collaborative is currently undergoing a DESE Program Quality Assurance Coordinated Program Review audit with site visits and interviews scheduled for the week of December 7, 2015. A final report is expected to be presented at the Board's next scheduled meeting in February 2016.
17. **DISCUSSION** The Director gave an update on the status of the Collaborative's programs, the upcoming move of the administrative offices and adult service programs and upcoming professional development offerings. She informed the Board that one of the Collaborative programs is temporarily vacant due to under-enrollment and having both classroom staff on maternity leave, but that she would be re-assigning those staff members upon their return. She also discussed the activities of the SCRO, of which SMEC is a member.
18. **SCHEDULED** The next scheduled SMEC Board of Directors meeting will be held on February 29, 2016 at 6:30 PM at the SMEC Administrative Office.
19. **VOTED** To adjourn at 7:37 P.M.

**APPROVED**

Respectfully submitted,  
Catherine S. Cooper  
Secretary to the Board