

Southeastern Massachusetts Educational Collaborative Board
Minutes of September 30, 2015 Board Meeting

Members Present: Jennifer Kulak, Frank Kuthan, Donna McKenna, James O'Brien, Christopher Oliver, Michelle Ouellette.

Members Absent: Harry Carter Hunt III, Marlene Pollock.

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

Others Present: John Nunes, SMEC Treasurer

Mr. Kuthan called the meeting to order at 6:30 P.M.

1. **VOTED** To approve the Minutes of the Board's June 11, 2015 meeting as submitted.

APPROVED

2. **NOMINATED** James O'Brien for the office of Board Chairman. Nomination was seconded and nominations closed.

VOTED To appoint James O'Brien as Chairman of the Board of Directors of the Southeastern Massachusetts Educational Collaborative effective October 1, 2015.

APPROVED

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

VOTED To appoint Christopher Oliver as the Vice Chairman of the Board of Directors of the Southeastern Massachusetts Educational Collaborative effective October 1, 2015.

APPROVED

4. **NOMINATED** John Nunes as Collaborative Treasurer. Nomination was seconded and nominations were closed.

VOTED To appoint John Nunes as Treasurer of the Southeastern Massachusetts Educational Collaborative for FY16 at an annual stipend of \$2,000.

APPROVED

5. **NOMINATED** Catherine Cooper for the position of Secretary to the Board. Nomination was seconded and nominations closed.
- VOTED** To appoint Catherine Cooper as Board Secretary.
- APPROVED**
6. **VOTED** To appoint Christopher Oliver and Michelle Ouellette to sign the Collaborative warrants on behalf of the Board.
- APPROVED**
7. **VOTED** To amend the Collaborative's FMLA policy to include provisions covering the care of injured service members as indicated on the meeting Agenda Business Item A.
- 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 1, with the additional resignations noted and accepted for James Kearns, Gloria Monty and Sharon Otero.
- APPROVED**
9. **VOTED** To approve the maternity leave request of Annelise Gonsalves as submitted on Agenda Attachment 2.
- APPROVED**
10. **VOTED** To appoint the district school nurses assigned to the buildings where SMEC programs are located as "special employees" of the Collaborative at an annual stipend of \$100.
- APPROVED**
11. **VOTED** To receive, accept and place on file the FY16 estimated tuition and fee revenue projections listed by district as submitted on Agenda Attachment 3 and the overall FY16 total collaborative revenue projection estimate as of September 25, 2015 of \$7,740,285.81 as detailed on Agenda Attachment 4.
- APPROVED**
12. **VOTED** To approve the amended FY16 Collaborative Operating Budget as submitted on Agenda Attachment 5 showing a total FY16 amended Operating Budget of \$7,785,245 including a contingency line of \$60,000 to be transferred from the Collaborative surplus fund as needed to cover the anticipated one time costs associated with moving part of the Collaborative operations to a new location during the latter part of the fiscal year.
- APPROVED**

13. **VOTED** To approve the proposed FY16 SMEC Board meeting calendar as submitted on Agenda Attachment 6.
- APPROVED**
14. **DISCUSSION** The Executive Director informed the Board that the Collaborative's FY15 Independent Audit is underway and that a final audit report is expected to be presented to the Board for approval at the November Board meeting.
15. **DISCUSSION** The Executive Director updated the Board on the status of having a DESE representative appointed to the SMEC Board as currently mandated by legislation. The Executive Director's explained that until the legislative amendments regarding Collaboratives that are currently pending are passed, a DESE employee from the Collaborative Oversight office will be attending one of our Board meetings each year in a non-voting role as an interim measure. The Director informed the Board that she is scheduled to attend a meeting with the House Ways and Means Committee on October 8, 2015 to discuss the pending amendments to the Collaborative Legislation.
16. **DISCUSSION** The Executive Director informed the Board that the Collaborative is scheduled to undergo a Program Quality Assurance Coordinated Program Review this fall. The Collaborative Student Services Director has submitted all required documentation for the self-assessment phase and the Student Services Director and Executive Director will meet with the DESE chairperson in October for an orientation. An onsite document review will take place in November with the full on site program review scheduled for the week of December 7, 2015.
17. **DISCUSSION** The Executive Director explained that the SMEC OPEB Trustees' meeting is scheduled to be held following the adjournment of the Board meeting for the purpose of approving the minutes of the June meeting.
18. **DISCUSSION** The Executive Director shared with the Board that she had received an inquiry from a non-member district as to the process of requesting membership in the Collaborative. The Executive Director had provided the inquiring district with the procedures and timelines in early September.
19. **VOTED** The Executive Director apprised the Board on the status of the Collaborative's EPIMS and SCS data reporting. She explained that as she had informed the Board last year at this time, she had, on many occasions, requested Collaborative-specific training and written guidance from DESE regarding the reporting process and data entry due to the fact that the current data collection process does not allow for accurate or useful data collection from Collaborative programs as the system is designed using a general school district template. She explained that despite many attempts to communicate with the DESE data team over the course of last year, she had received no assistance and no responses to her requests. She explained that the latest communication from the data team was to inquire as to why the Collaborative's end of the year reporting had not been completed, to which she replied, in writing, that she was still awaiting training and guidance. The Director stated to the Board that if the members felt she should submit the reports despite the lack of such training and guidance, she would certainly comply with the Board's wishes. The members

present voiced strong support for the Director's position on this matter and although not listed on the Agenda as a business item, the Board chose to vote to support the Director's position. The motion was made, seconded and the motion carried.

AFFIRMED

- 20. 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 will be temporarily vacant due to under-enrollment and having both classroom staff on maternity leave, but that she would be discussing possibilities for shifting the service model with the member Special Education Directors at the upcoming Steering Committee in October. She also discussed the activities of the SCRO, of which SMEC is a member.
- 21. SCHEDULED** The next scheduled SMEC Board of Directors meeting will be held on November 30, 2015 at 6:30 PM at the SMEC Administrative Office.
- 22. VOTED** To adjourn at 7:17 P.M.

APPROVED

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