

## Board Meeting of March 30, 2016

### AGENDA INFORMATION AND DIRECTOR'S RECOMMENDATIONS

I. **Call to Order:** Chairman

II. **Routine Actions**

A. **Minutes of February 29, 2016** (Enclosed)

*Recommendation:* To approve as submitted.

III. **Business Items**

A. **Staff Appointments and Reductions** (Attachment 1)

*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.

B. **Proposed Policy Revisions** (Attachments 2)

*Recommendation:* To approve the revisions to the Collaborative's No Smoking policy.

C. **FY16 Operating Budget** (Attachment 3)

The director and business manager will present an updated FY16 Operating Budget to the Board for review and approval.

*Recommendation:* To approve as submitted.

D. **FY17 Staff Increases** (Attachment 4-6)

*Recommendation:* To approve a proposed 2% COLA increase on all SMEC salary scales and off-scale staff salaries.

E. **Treasurer's Evaluation** (Attachment 7)

*Recommendation:* To evaluate the Collaborative Treasurer using the draft template submitted.

**F. Executive Director's Evaluation**

(Attachments 8)  
(Additional handouts  
to be distributed at meeting)

**Recommendation:** To complete individual evaluation documents and submit to the Board Chairman for compilation by April 15, 2016.

**G. Articles of Agreement**

**Recommendation:** To submit the SMEC revised draft Articles of Agreement to the MA Commissioner of Education for final approval.

**H. Facilities RFRs**

**Recommendation:** To authorize the Executive Director to respond to and/or publish RFRs on behalf of the Board prior to the next Board meeting if needed to expand or improve Collaborative program space as needed for program development and expansion.

**I. 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. FY17 Program Planning**

**B. FY17 Budget Timeline**

**C. DESE CPR Audit Report**

**D. 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.

**E. Next Scheduled Board Meeting:                      May 31, 2016**

**ADJOURN**