

Southeastern Massachusetts Educational Collaborative Board
Minutes of September 27, 2016 Board Meeting

Members Present: Donna McKenna, James Muse, Christopher Oliver, Michelle Smith, Frederick Toomey

Members Absent: Christopher Cotter, Sarah Gomes, Harry Carter Hunt III, Jennifer Kulak,

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

Others Present: John Nunes, SMEC Treasurer
Paulajo Gaines, DESE Liaison

Mr. Oliver called the meeting to order at 6:33 P.M.

1. **VOTED** To approve the Minutes of the Board's June 29, 2016 meeting as submitted.

APPROVED

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

VOTED To appoint Chris Oliver as Chairman of the Board of Directors of the Southeastern Massachusetts Educational Collaborative.

APPROVED

3. **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.

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 FY17 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 Donna McKenna and Christopher Oliver to sign the Collaborative warrants on behalf of the Board.
- APPROVED**
7. **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, as submitted.
- APPROVED**
8. **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**
9. **VOTED** To receive, accept and place on file the FY17 estimated tuition and fee revenue projections listed by district as submitted on Agenda Attachment 2 and the overall FY17 total collaborative revenue projection estimate as of September 25, 2016 of \$8,774,308.29, including capital reserve and contingency funds, as detailed on Agenda Attachment 3.
- APPROVED**
10. **VOTED** The Executive Director and Business Manager presented the Board with an amended FY17 Operating Budget including backup documentation showing budget line item and overall changes and a breakout of capital expenses totaling \$109,878.65 associated with the renovation and improvement to the Collaborative building at 4238 Acushnet Avenue. Following discussion, the Board voted approve the amended FY17 Collaborative Operating Budget as submitted on Agenda Attachment 4 showing a total FY17 amended Operating Budget of \$8,743,800 and to approve a transfer of \$50,000 from the capital reserve account to the Collaborative fund to cover costs associated with the renovation and improvement to the Collaborative building at 4238 Acushnet Avenue.
- APPROVED**
11. **VOTED** The Executive Director presented her 2016-2018 professional goals and Educator

Evaluation form. The Board voted to appoint Michelle Smith to be the primary evaluator for this evaluation cycle and to approve the Executive Director's 2016-2018 goals as submitted on Agenda Attachment 5.

APPROVED

12. **VOTED** To approve a new policy for the SMEC School Program Policies and Procedure Handbook for Teaching Students about Drugs, Tobacco and Alcohol as submitted on Agenda Attachment 6.

APPROVED

13. **VOTED** To approve the proposed FY17 SMEC Board meeting calendar as submitted on Agenda Attachment 7.

APPROVED

14. **DISCUSSION** The Executive Director informed the Board that the Collaborative's FY16 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** Paulajo Gaines, the DESE liaison to SMEC from the Collaborative Oversight Office, updated the Board on the status of having a DESE representative appointed to the SMEC Board as currently mandated by legislation. Ms. Gaines 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. She also reminded all present Board members of the Collaborative training requirement that must be completed within sixty (60) days of appointment to the Board.

16. **DISCUSSION** The Executive Director informed the Board that the DESE will be reissuing the Collaborative's Coordinated Program Review Final Report after it was determined that the DESE erroneously found the Collaborative in partial compliance on CSE 55. The revised report will eliminate this finding and will document that the Collaborative is in compliance with CSE 55 and the public day school licensing requirements.

17. **DISCUSSION** 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 that she has, 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, she has 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 FY15 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 reminded the Board that they had voted in September 2015 to support the Director in her position

in the matter but that if the members now felt that if 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 reaffirmed their position in support of refusal to submit until clear guidance is given by the DESE. Ms. Gaines also suggested that the Executive Director, through her position with MOEC, submit another request to the DESE data team for a meeting to discuss the current system and it's incompatibility with Collaborative processes.

18. **DISCUSSION** The Director gave an update on the status of the Collaborative's programs, the upcoming move of the Transitional Services Program and Student Services offices to Fairhaven and upcoming professional development offerings. She also discussed the activities of the SCRO and MOEC.
19. **DISCUSSION** The Director informed the Board that the recently received Rockland Trust statement of activity for the Collaborative's OPEB trust account indicates a balance of \$141,687.58 which is an increase of \$11,187.58 over the FY14 and FY15 deposit total of \$130,500.00.
20. **SCHEDULED** The next scheduled SMEC Board of Directors meeting will be held on November 29, 2016 at 6:30 PM at the SMEC Administrative Office.
21. **VOTED** To adjourn at 7:37 P.M.

APPROVED

Respectfully submitted,
Catherine S. Cooper
Secretary to the Board

Minutes Approved: November 29, 2016

