

Southeastern Massachusetts Educational Collaborative Board
Minutes of March 31, 2016 Board Meeting
(Meeting was rescheduled from March 30, 2016)

Members Present: Christopher Cotter, Sarah Gomes, Donna McKenna, James Muse, Michelle Ouellette, Christopher Oliver

Members Absent: Harry Carter Hunt III, Jennifer Kulak

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

Others Present: John Nunes, SMEC Treasurer

Mr. Oliver called the meeting to order at 6:35 P.M. The Board welcomed Mr. Cotter as the new representative from New Bedford.

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

APPROVED

Members Cotter and McKenna abstained

2. **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 well as the additional resignation of William Starz, Special Education Teacher, effective June 30, 2016.

APPROVED

3. **VOTED** To approve the revised SMEC anti-smoking policy as submitted on Agenda Attachment 2.

APPROVED

4. **VOTED** To amend the FY16 Operating Budget as submitted on Agenda Attachment 3 including a transfer from the Collaborative surplus fund to the contingency line.

APPROVED

5. **VOTED** To approve a 2% increase for all SMEC salary scales and non-scaled staff for FY17. The Executive Director also informed the Board that with the recent and future increases in minimum wage, the Executive Director and Business Manager will be making recommendations regarding possible additional increases to the direct care salary scale once the FY17 contract funding is determined and finalized with the state.

APPROVED

6. **VOTED** The Board utilized a template provided by the Executive Director to conduct an annual evaluation of the Board Treasurer, John Nunes, which was then signed by the Chairman on behalf of the Board.
- APPROVED**
7. **VOTED** The Board voted to give the Executive Director the authority to publish and/or respond to an RFR for the purpose of acquiring or improving facilities if necessary to acquire or renovate space for proposed LEA program expansion or development.
- APPROVED**
8. **DISCUSSION** The Executive Director confirmed with Board members that all current member districts have voted to approve the proposed revisions to the Collaborative Agreement and to allow the Greater New Bedford Regional Vocational Technical High School into the Collaborative membership effective July 1, 2016. The Agreement will now be submitted by the Executive Director to the MA Commissioner of Education for final approval.
9. **DISCUSSION** The Executive Director presented her 2015-2016 Educator Evaluation evidence binder and completed formative assessment document to the Board and distributed the DESE Summative Evaluation document to each Board member. Each member agreed to complete a Summative Evaluation form individually and submit the completed forms to the Board chair for compilation and vote at the next Board meeting in May.
10. **DISCUSSION** The Executive Director explained the FY17 Budget Development timeline and that the first reading of the FY17 proposed Operating Budget will occur at the next scheduled Board meeting.
11. **DISCUSSION** The Executive Director notified the Board that the Collaborative has still not received a final draft of the DESE CPR audit report from the DESE. The item was tabled at the February meeting and remains tabled pending receipt of the report.
12. **DISCUSSION** The Executive Director gave an update on the Collaborative's current programs, upcoming professional development offerings and involvement in the SCRO activities.
13. **SCHEDULED** The next scheduled meeting of the Collaborative Board will be on Tuesday, May 31, 2016 and is planned to take place at the Collaborative's new location at 25 Russells Mills Road in Dartmouth.
14. **VOTED** To adjourn at 7:29 P.M.

APPROVED

Respectfully submitted,
Catherine S. Cooper
Secretary to the Board