

Southeastern Massachusetts Educational Collaborative Board
Minutes of June 1, 2017 Board Meeting

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

Members Absent: Frederick Toomey

Vacancies: Rochester, Mattapoissett

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

A quorum was reached and Mr. Oliver called the meeting to order at 6:36 P.M.

1. **VOTED** To approve the Minutes of the Board's March 29, 2017 meeting as submitted.
(Members Cotter and Muse abstained)

APPROVED

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 with the additional resignation of Crystal Hernandez, retirement of Flora McCoy Greene and RIF of Tara Mendonca.

APPROVED

3. **VOTED** The Executive Director and Business Manager presented the Board with a proposed amended FY17 Operating Budget including backup documentation showing budget line item changes and an overall decrease of \$8,563. Following discussion, the Board voted to approve the amended FY17 Collaborative Operating Budget as submitted on Agenda Attachment 2 showing a total amended FY17 Operating Budget of \$8,839,319.

APPROVED

4. **VOTED** The Executive Director proposed a revision to the FY18 approved teacher scale, to reflect 12 consecutive steps. The prior "Max" step will be changed to Step 11 and the prior "Supermax" step will be changed to Step 12 effective July 1, 2017.

APPROVED

5. **VOTED** The Executive Director asked the Board to make three changes to current administrative position schedules and/or pay rates. Following discussion, the Board voted to change Kim Wilmot's program coordinator position from a school year position to a school year plus position of 220 days, increasing her FY18 annual salary at the same daily rate to \$84,706. The Board voted to change Jill Brilhante's school year plus schedule from the current schedule to a 225 day schedule at the same annual rate. Lastly, the Board voted to increase Audrey Rodrigues FY18 hourly rate from \$26.01 to \$30 per hour to reflect increased responsibility and a collaborative wide position.

6. **VOTED** The Executive Director presented the Board with information regarding the affordability requirement of the ACA in regards to our AHMO Saver 3000 plan, specifically the necessity to increase the Collaborative portion of the premium for that particular plan to 72% to comply with the affordability standard. The employee paid portion would be decreased to 28%. Following discussion, the Board approved the revised premium contributions for the AHMO Saver 3000 plan only.

APPROVED

7. **REVIEWED** The Board reviewed the proposed Collaborative FY18 Operating Budget as a first reading, including proposed FY18 tuitions and service fees (Agenda Attachments 5-7) and backup documentation. The Director informed the Board that the SMEC Treasurer, John Nunes, had reviewed the budget proposal prior to the Board meeting. The FY18 Operating Budget will be presented for a vote at the next regularly scheduled Board meeting on June 22, 2017.

8. **VOTED** The Executive Director presented the Board with proposed amendments to the Collaborative's Employee Handbook policies as shown on Agenda Attachments 8-11, including the SMEC personal appearance policy, cell phone policy, salary administration policy and employee conduct policy to become effective on July 1, 2017. The Executive Director also presented the Board with a new security camera/video recording policy to be included in the Employee Handbook.

APPROVED

9. **DISCUSSION** The Executive Director gave the Board an update on Collaborative programs and discussion ensued regarding potential new classroom leases to expand our substantially separate program options next year, our plan to convert our program at East Fairhaven Elementary School to a multi-disabled/medically fragile program and the possibility of expanded programming with Greater New Bedford Regional Vocational Technical High School.

10. **DISCUSSION** The Executive Director presented the Board with our renewed DDS licenses for Day/Employment and Residential services and QUEST audit findings as well as our new DPH license for our Adult Day Health Program.

11. **DISCUSSION** The Executive Director mentioned the activities of the SCRO, of which SMEC is a member and of MOEC, of which she is currently president.

12. **SCHEDULED** The Board discussed proximity of the last scheduled Board meeting to the end of the fiscal year

and decided to reschedule the next meeting to June 22, 2017 at 6:30 to ensure that the FY18 budget is put to a vote prior to the end of the current fiscal year.

13. VOTED To adjourn at 7:34 P.M.

APPROVED

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