

Southeastern Massachusetts Educational Collaborative Board
Minutes of March 29, 2017 Board Meeting

Members Present: Sarah Gomes, Donna McKenna, Christopher Oliver, Michelle Smith, Frederick Toomey

Members Absent: Christopher Cotter, Harry Carter Hunt III, James Muse

Vacancies: Rochester

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

Others Present: John Nunes, SMEC Treasurer

Mr. Oliver called the meeting to order at 6:43 P.M.

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

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.

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 increase of \$80,954. 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 \$8,847,882. The Board also reviewed the revised projected revenues for FY17 totaling an estimated \$9,311,689.97 including \$100,000 in contingency funds and \$50,000 in capital reserve funds as shown on Agenda Attachment 3 and voted to receive, accept and place on file the revised revenue projections.

APPROVED

4. **VOTED** The Executive Director and Business Manager reviewed the proposed FY18 salary scales as shown on Agenda Attachments 4-6, including the teacher salary scale, paraprofessional salary scale and adult service direct care salary scales. The proposal included a 2% increases for teachers and paraprofessionals and an approximate 5% increase to the direct care scale in order to stay ahead of the increase minimum wage and attract and retain qualified direct care staff. The

Executive Director and Business Manager also proposed a 2% increase for all non-scaled SMEC employees.

APPROVED

5. **VOTED** The Executive Director presented the Board with proposed amendments to the Collaborative's Employee Handbook policies as shown on Agenda Attachments 7-9, including the SMEC sick leave, personal leave and voluntary unpaid time off policies, to become effective on July 1, 2017.

APPROVED

6. **VOTED** The Board voted to approve the retiree health request as submitted on Agenda Attachment 10.

APPROVED

7. **VOTED** The Board voted to appoint Jill Brillhante, Director of Finance and Operations, as Public Records Officer.

APPROVED

8. **DISCUSSION** The Executive Director updated the Board as to the status of the Collaborative's lease with the Fairhaven Public Schools and occupancy of the Tripp School Building in Fairhaven by the SMEC Transitional Services Program. Information presented included improvements being planned and funded by the Fairhaven Public Schools and other potential improvements that SMEC has made and will need to make to the facility, including partnering with the students from the Greater New Bedford Regional Vocational High School to renovate the kitchen.

9. **DISCUSSION** The Executive Director gave the Board the anticipated timeline for the FY18 budget presentation.

10. **DISCUSSION** The Executive Director informed the Board that the FY16 Annual Report and UFRs had been submitted to the respective agencies as required.

11. **DISCUSSION** The Director gave an update on the status of the Collaborative's programs and services. She also mentioned the activities of the SCRO, of which SMEC is a member and of MOEC, of which she is currently president, including efforts to seek regulatory or legislative relief to the Ethics Commission regulations related to hiring of member district staff.

12. **SCHEDULED** The Board discussed the remainder of the FY17 Board meeting calendar and decided to reschedule the next scheduled meeting from May 31, 2017 to June 1, 2017 at 6:30 P.M.

13. **VOTED** To adjourn at 7:40 P.M.

APPROVED

Respectfully submitted,
Catherine S. Cooper
Secretary to the Board