

Southeastern Massachusetts Educational Collaborative Board  
**Minutes of November 29, 2016 Board Meeting**

**Members Present:** Christopher Cotter, Jennifer Kulak, Sarah Gomes, Donna McKenna, Christopher Oliver, Michelle Smith, Frederick Toomey

**Members Absent:** Harry Carter Hunt III, James Muse

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

**Others Present:** John Nunes, SMEC Treasurer  
James Benoit, CPA, Benoit and McArdle, PC

**Mr. Oliver called the meeting to order at 6:36 P.M.**

1. **VOTED** To approve the Minutes of the Board's September 27, 2016 meeting as submitted.

**APPROVED** *(Members Gomes, Cotter and Kulak 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.

**APPROVED**

3. **VOTED** To approve the FY16 SMEC Audited Financial Statements as submitted on Agenda Attachment 2 and presented by CPA James Benoit and to retain a cumulative surplus amount of \$1,346,962 in the Collaborative Fund representing 17% of the prior fiscal year's expenditures. To approve the SMEC FY16 Annual Report as submitted on Agenda Attachment 3 to be submitted with the Audited Financial Statements to the Office of the State Auditor and the DESE by January 1, 2016.

**APPROVED**

4. **VOTED** To approve the maternity leave request as submitted on Agenda Attachment 4.

**APPROVED**

5. **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 \$23,128. Following discussion, the Board voted to approve the amended FY17 Collaborative Operating Budget as submitted on Agenda Attachment 5 showing a total FY17 amended Operating Budget of \$8,766,928.

**APPROVED**

6. **VOTED** The Executive Director presented the Board with proposed amendments to the Collaborative's Employee Handbook policies as shown on Agenda Attachments 6-10.

**APPROVED**

7. **DISCUSSION** The Executive Director informed the Board of a service request from the Gosnold School District on Cuttyhunk Island that is being fulfilled by the Collaborative's Board Certified Behavior Analyst (BCBA).

8. **DISCUSSION** The Executive Director updated the Board as to the status of the Collaborative's lease with the Fairhaven Public Schools and subsequent occupancy of the Tripp School Building in Fairhaven by the SMEC Transitional Services Program. Information presented included the most recent engineering report conducted by Paul B. Aldinger and Associates, Inc., improvements being planned and funded by the Fairhaven Public Schools and other potential improvements that SMEC will need to make to the facility.

9. **DISCUSSION** The Executive Director discussed the recent revision and status of the Fair Labor Standard Act and the Collaborative's plan for implementation of the revised standards.

10. **DISCUSSION** The Executive Director updated the Board as to the status of House Bill 457 and the Executive Director's activities in her role as MOEC president to facilitate passing of the proposed amendment to the Collaborative legislation.

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.

12. **SCHEDULED** The next scheduled SMEC Board of Directors meeting will be held on January 31, 2017 at 6:30 PM at the SMEC Administrative Office.

13. **VOTED** To adjourn at 7:29 P.M.

**APPROVED**

Respectfully submitted,  
Catherine S. Cooper  
Secretary to the Board