

Southeastern Massachusetts Educational Collaborative Board  
**Minutes of June 22, 2017 Board Meeting**

**Members Present:** Christopher Cotter, James Muse, Christopher Oliver, Michelle Smith

**Members Absent:** Sarah Gomes, Donna McKenna, Frederick Toomey

**Vacancies:** Rochester, Mattapoisett

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

**Others Present:** John Nunes, SMEC Treasurer

**A quorum was reached and Mr. Oliver called the meeting to order at 6:44 P.M.**

1. **VOTED** To approve the Minutes of the Board's June 1, 2017 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 with the additional appointment of Meagan Allaire to the position of special education teacher effective August 25, 2017 at Master's Step 3 of the FY18 teacher salary scale.

**APPROVED**

3. **VOTED** The Executive Director and Director of Finance presented the Board with a proposed amended FY17 Operating Budget including backup documentation showing budget line item changes but no change to overall total FY17 budget amount that had been approved at the prior Board meeting. The Executive Director and Director of Finance, along with the Collaborative Treasurer, explained to the members that based on new guidance received on June 21, 2017 from the Collaborative's auditor and the DESE Associate Commissioner for Finance, the FY17 budget presentation had been revised to add two new line items to the SMEC administrative budget section for OPEB and Capital funds that were previously included in the fringe and facilities lines. Following discussion, the Board voted to approve the amended FY17 Collaborative Operating Budget and line item adjustments as submitted on Agenda Attachment 2 maintaining a total amended FY17 Operating Budget of \$8,839,319 and to follow the guidance of the Collaborative's auditor and the DESE Associate Commissioner to add the two new line items. As part of the FY17 final budget approval, the Board voted to transfer \$50,000 of FY17 funds to the SMEC OPEB Trust and \$50,000 of FY17 funds to the SMEC Capital Reserve account on or before June 30, 2017. The Executive Director explained that the OPEB Trust Funds must also be accepted and approved by the SMEC OPEB Board of Trustees at a subsequent meeting.

**APPROVED**

4. **VOTED** The Executive Director presented the Board with proposed amendments to the Collaborative's Student and SAIL program handbook policies as shown on Agenda Attachments 3 & 4 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 Student and Adult Services handbooks.

**APPROVED**

5. **VOTED** The Board reviewed the proposed Collaborative FY18 Operating Budget as a second reading, including proposed FY18 tuitions and service fees (Agenda Attachments 5-7) and backup documentation. The Executive Director explained that this budget is a preliminary budget based on the best information available when the budget was first presented on June 1, 2017 and that a budget amendment will most likely be necessary at the next scheduled Board meeting to reflect changing and updated 2017-2018 program and service requirements. The Board voted to approve the FY18 Operating Budget in the amount of \$9,077,609 as well as the proposed FY18 tuition and service fees for school year and summer programs and services.

**APPROVED**

6. **VOTED** The Board reviewed the proposed FY18 classroom lease agreement renewals with the Acushnet, Dartmouth, Fairhaven and ORR school districts as well as a new lease agreement with the Rochester School Committee. The Board voted to approve the renewals with Acushnet, Dartmouth, Fairhaven and Old Rochester Regional. The Board also voted to enter into a lease agreement with Rochester to lease two classrooms at the Rochester Memorial School at the FY18 annual amount of \$7,902 per room, however the Board members voiced concerns over the lease document template submitted by the Rochester Business Manager due to some of the language in the standard lease document. Board members felt that the Collaborative leases with host member districts should follow the standard format used by all of the other member districts. Therefore, the Board voted to approve the lease amount but directed the Executive Director to request that the lease agreement be revised by Rochester to be more consistent with that used by the other host districts before signing the agreement on behalf of the Board.

**APPROVED**

7. **SCHEDULED** The Board discussed a proposed date for the Board's annual meeting in September and set the date for the next Board meeting for Tuesday, September 26, 2017, at 6:30 P.M. The remaining FY18 Board calendar will be set at the September meeting.
8. **VOTED** To adjourn at 7:10 P.M.

**APPROVED**

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