

Southeastern Massachusetts Educational Collaborative Board
Minutes of September 26, 2017 Board Meeting

Members Present: Ann Fernandes, Sarah Gomes, Donna McKenna, Christopher Oliver, Michelle Smith

Members Absent: Carole Clifford, Christopher Cotter, James Muse, Frederick Toomey

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 6:40 P.M.

1. **VOTED** To approve the Minutes of the Board's June 22, 2017 meeting as submitted.

APPROVED

Member Fernandes abstained

2. **NOMINATED** Christopher Oliver for the office of Board Chairman. Nomination was seconded and nominations closed.

VOTED To appoint Chris Oliver as Chairman of the Board of Directors of the Southeastern Massachusetts Educational Collaborative.

APPROVED

3. **NOMINATED** Michelle Smith for the office of Vice Chairman. Nomination was seconded and nominations closed.

VOTED To appoint Michelle Smith as the Vice Chairman of the Board of Directors of the Southeastern Massachusetts Educational Collaborative.

APPROVED

4. **NOMINATED** John Nunes as Collaborative Treasurer. Nomination was seconded and nominations were closed.

VOTED To appoint John Nunes as Treasurer of the Southeastern Massachusetts Educational Collaborative for FY18 at an annual stipend of \$2,000.

APPROVED

5. **NOMINATED** Catherine Cooper for the position of Secretary to the Board. Nomination was seconded and nominations closed.
- VOTED** To appoint Catherine Cooper as Board Secretary.
- APPROVED**
6. **VOTED** To appoint Donna McKenna and Sarah Gomes to sign the Collaborative warrants on behalf of the Board.
- APPROVED**
7. **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 revised to include the appointment of Elaine Lin, SLPA and the resignation of Laurie Suffoletto Sousa. The Board also discussed the compensation request of the Student Services Director and decided to table the discussion until the start of FY19.
- APPROVED**
8. **VOTED** To appoint the district school nurses assigned to the buildings where SMEC programs are located as “special employees” of the Collaborative at an annual stipend of \$100.
- APPROVED**
9. **VOTED** To approve the revisions the SMEC Contractual Staff Pricing Policy as submitted on Agenda Attachment 2.
- APPROVED**
10. **VOTED** To receive, accept and place on file the FY18 estimated tuition and fee revenue projections listed by district as submitted on Agenda Attachment 3 and the overall FY18 total collaborative revenue projection estimate as of September 20, 2017 of \$9,199,448.22, including \$100,000 contingency funds, as detailed on Agenda Attachment 4.
- APPROVED**
11. **VOTED** The Executive Director and Business Manager presented the Board with an amended FY18 Operating Budget including backup documentation showing budget line item and overall changes. Following discussion, the Board voted to approve the amended FY18 Collaborative Operating Budget as submitted on Agenda Attachment 5 showing a total FY18 amended Operating Budget of \$9,165,716 including 100,000 in contingency funds.
- APPROVED**

12. **VOTED** To notify the management of Ledgewood Apartments that SMEC will not be renewing the lease for the training apartment when it expires on November 30, 2017 due to decreased DDS funding.

APPROVED

13. **VOTED** To approve the proposed FY18 SMEC Board meeting calendar as submitted on Agenda Attachment 6 and revised to reflect the schedules of the members present.

APPROVED

14. **DISCUSSION** The Executive Director informed the Board that the Collaborative's FY17 Independent Audit is underway and that a final audit report is expected to be presented to the Board for approval at the November Board meeting.

15. **DISCUSSION** The Director gave an update on the status of the Collaborative's programs. She also discussed the activities of the SCRO and MOEC.

17. **SCHEDULED** The next scheduled SMEC Board of Directors meeting will be held on November 28, 2017 at 6:30 PM at the SMEC Administrative Office.

18. **VOTED** To adjourn at 7:45 P.M.

APPROVED

Respectfully submitted,
Catherine S. Cooper
Secretary to the Board