

Southeastern Massachusetts Educational Collaborative Board
Minutes of November 28, 2017 Board Meeting

Members Present: Carole Clifford, Ann Fernandes, Sarah Gomes, Donna McKenna, James Muse, Christopher Oliver, Michelle Smith, Frederick Toomey

Members Absent: Christopher Cotter

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

Others Present: John Nunes, SMEC Treasurer
James Benoit, CPA

Mr. Oliver called the meeting to order at 6:31 P.M. The Board welcomed Carole Clifford as the new representative from Mattapoisett.

1. **VOTED** To approve the Minutes of the Board's September 26, 2017 meeting as submitted.

APPROVED

Members Clifford, Muse and Toomey 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, as revised to include the terminations of Christopher Popa and Laura Dixon.

APPROVED

3. **VOTED** To approve the FY17 SMEC Audited Financial Statements as submitted on revised Agenda Attachment 2 and presented by CPA James Benoit and to retain a cumulative surplus amount of \$1,374,309 in the Collaborative Fund representing 16% of the prior fiscal year's expenditures. To approve the SMEC FY17 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, 2017.

APPROVED

4. **VOTED** To accept the retirement of Maria Andrade effective December 31, 2017 and to approve her request to remain on the Collaborative's dental policy consistent with the SMEC retiree benefit policy.

APPROVED

5. **VOTED** To approve the capital purchase request of a new wheelchair van in the amount quoted by National Van Builders, Inc., of \$39,775.10.

APPROVED

6. **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 \$9,370,162 including \$100,000 in contingency funds.

APPROVED

7. **VOTED** The Board voted to revise the Collaborative's social media policy as submitted on Agenda Attachment 6 with language added to clarify the prohibition on using employee's personal email and social media sites to communicate with students, consumers and families.

APPROVED

8. **DISCUSSION** The Executive Director informed the Board that the Fairhaven Public Schools has completed the structural bracing in the basement of the Tripp School as promised when the lease was approved as well as replacing certain doors that had been affected by the settling of the foundation and patching a portion of the roof that had peeled away from one corner of the building.

9. **DISCUSSION** The Executive Director and Member Smith informed the Board that they had met to discuss the Executive Director's progress on her evaluation goals and sign the mid-cycle evaluation forms.

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

11. **SCHEDULED** The next scheduled SMEC Board of Directors meeting will be held on January 30, 2018 at 6:30 PM at the SMEC Administrative Office.

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

APPROVED

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

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