

Southeastern Massachusetts Educational Collaborative Board  
**Minutes of January 30, 2018 Board Meeting**

**Members Present:** Carole Clifford, Christopher Cotter, Donna McKenna, James Muse, Christopher Oliver, Michelle Smith, Frederick Toomey

**Members Absent:** Anne Fernandes, Sarah Gomes

**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 6:36 P.M.**

1. **VOTED** To approve the Minutes of the Board's November 28, 2017 meeting as submitted.

**APPROVED**

Member Cotter 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** 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 as well as an updated revenue projection. Following discussion, the Board voted to approve the amended FY18 Collaborative Operating Budget as submitted on Agenda Attachment 2 showing a total FY18 Operating Budget of \$9,404,612 including \$100,000 in contingency funds and an updated FY18 Revenue Projection as submitted on Agenda Attachment 3 showing a mid-year revenue projection of \$9,411,168.74, also including \$100,000 in contingency funds.

**APPROVED**

4. **VOTED** To receive, accept and place on file the December 2017 Rockland Trust Statement of Value and Activity for the SMEC OPEB Trust Account showing a total portfolio value of \$211,795.48.

**APPROVED**

5. **VOTED** To amend the language of the SMEC Sexual and Other Unlawful Harassment Policy, Internet

Usage Policy, Equal Employment Opportunity Policy, Workplace Violence Policy and Retiree Health Policy as submitted on Agenda Attachments 5-9, and to revise the Collaborative's Inclement Weather policy as it relates to student transportation as submitted at the meeting.

**APPROVED**

6. **VOTED** The Board considered a request from a former employee, under the Collaborative's Retiree Health Policy, to offer a Medicare Supplement Plan to the current list of benefits offered to eligible Collaborative retirees. After discussion, the Board voted to table a decision on the request until the Collaborative's 2018 actuarial study is completed.

**TABLED**

7. **VOTED** The Board voted to approve a revised SMEC Organizational Chart as submitted on Agenda Attachment 10.

**APPROVED**

8. **VOTED** The Board voted to approve a revised SMEC School Health Policy Manual as submitted on Agenda Attachment 11.

**APPROVED**

9. **DISCUSSION** The Executive Director informed the Board that SMEC has been named as a defendant in a civil complaint filed by a former employee. The Director explained the stated basis of the plaintiff's claims against the Collaborative and informed the Board that the information has been submitted to the Collaborative's liability insurance company and the Collaborative's legal counsel.

10. **DISCUSSION** The Executive Director informed the Board of the status of a recent issue regarding the Collaborative's plan to hire a Sheltered English Immersion instructor to teach a night course to local teachers and our efforts to comply with advice given by the Ethics Commission to comply with MGL Chapter 20, since the instructor also works for a SMEC member district. The Executive Director also informed the Board that she will be working on behalf of MOEC, the Collaborative statewide organization, to find a solution with the Ethics Commission for this type of arrangement in the future.

11. **DISCUSSION** The Director gave an update on the status of the Collaborative's programs. She informed the members that SMEC will hold an Open House at the Tripp School location on February 15, 2018 from 4:00-7:00 P.M. She also discussed the activities of the SCRO and MOEC.

12. **SCHEDULED** The next scheduled SMEC Board of Directors meeting will be held on March 27, 2018 at 6:30 PM at the SMEC Administrative Office.

13. **VOTED** To adjourn at 7:48 P.M.

**APPROVED**

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