

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

**Members Present:** Carole Clifford, Anne Fernandes, Sarah Gomes, James Muse, Christopher Oliver

**Members Absent:** Christopher Cotter, Donna McKenna, Michelle Smith

**Vacancies:** Greater New Bedford Reg. Vocational Technical High School

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

**A quorum was reached and Chairman Chris Oliver called the meeting to order at 6:41 P.M.**

1. **VOTED** To approve the Minutes of the Board's April 30, 2018 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.  
**APPROVED**
3. **VOTED** To approve a 3% increase to the classroom lease rates paid to host member districts for FY19.  
**APPROVED**
4. **VOTED** The Executive Director and Director of Finance presented the Board with a proposed amended FY18 Spending Plan including backup documentation showing budget line item changes but no change to overall total FY18 total budget amount that had been last approved. The Executive Director also distributed an updated FY18 projected revenue sheet showing an anticipated FY18 overall revenue of \$9,401,744.96 based on figures available as of May 15, 2018. Following discussion, the Board voted to approve the amended FY18 Spending Plan and line item adjustments as submitted on Agenda Attachment 2 maintaining a total amended FY18 Operating Budget of \$9,365,347. As part of the FY18 final budget approval, the Board voted to transfer up to \$25,000 of FY18 surplus funds to the SMEC OPEB Trust on or before June 30, 2017. The Executive Director explained that the deposit of OPEB Trust Funds must also be accepted and approved by the SMEC OPEB Board of Trustees at a subsequent meeting.  
**APPROVED**
5. **VOTED** The Executive Director and Business Manager presented the Board with a proposed FY19

Spending Plan, including backup documentation, showing a proposed expense total of \$9,644,189, along with proposed FY19 tuition and service fees. This was a second reading of the proposed FY19 Spending Plan. The Director informed the Board that we still do not have final FY19 contract numbers for our adult service contracts with DDS and MCB, therefore the program budget for the SAIL program is based on existing FY18 figures and will be amended to reflect actual contract totals and services in place in September. The Board voted to approve the proposed FY19 Spending Plan and Tuitions as submitted on Attachments 3-5.

**APPROVED**

6. **VOTED** The Board voted to appoint Christopher Haraden to the position of Collaborative Business Manager effective July 1, 2018 at an FY19 annual salary of \$95,000 with four weeks of paid vacation. Training days during June 2018 will be paid at the per diem rate of \$365.38.

**APPROVED**

7. **DISCUSSION** The Executive Director informed the Board that the DESE Financial Compliance team had completed an audit of the Collaborative's business office procedures and administrative policies during the week of April 30, 2018. A final report will be submitted to the Board once received.
8. **DISCUSSION** The Executive Director provided an update to the Board on the Collaborative's programs including the plan to close the ECP program at Acushnet Elementary School at the close of the school year and reallocate the classroom staff to the Primary Language Program at Rochester Memorial School.
9. **TO BE DETERMINED:** The Board asked the Executive Director to send a poll to all Board members to determine the best date for the September Annual Board meeting.

10. **VOTED** To adjourn at 7:04 P.M.

**APPROVED**

Respectfully submitted,  
Catherine S. Cooper  
Secretary to the Board