

Southeastern Massachusetts Educational Collaborative Board  
**Minutes of November 29, 2018 Board Meeting**

**Members Present:** Anne Fernandes, Sarah Gomes, Donna McKenna, Michael Shea, James Muse, Christopher Oliver

**Members Absent:** Carole Clifford, Christopher Cotter, Michelle Smith

**Staff Present:** Catherine S. Cooper, Executive Director  
Christopher Haraden, Director of Finance and Operations

**Others Present:** John Nunes, Treasurer  
Joseph McArdle, CPA, Auditor

**Mr. Oliver called the meeting to order at 5:44 P.M.**

1. **VOTED** To approve the Minutes of the Board's October 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, as revised to include the additional appointment of Charles Farrell to the position of Accounts Payable Administrative Assistant.

**APPROVED**

3. **VOTED** To approve the FY18 SMEC Audited Financial Statements as submitted on Agenda Attachment 2 and presented by CPA Joe McArdle, and to retain a cumulative surplus amount of \$1,602,383 in the Collaborative Fund representing 17.62% of the prior fiscal year's expenditures.

**APPROVED**

4. **VOTED** To approve the SMEC FY18 Annual Report as submitted on Agenda Attachment 3 to be posted on the Collaborative's website and submitted with the Audited Financial Statements to the Office of the State Auditor and the DESE by January 1, 2018.

**APPROVED**

5. **VOTED** To approve the FY19 amended spending plan as submitted on Agenda Attachment 4 and as presented by the Director of Finance and Operations.

**APPROVED**

6. **DISCUSSION** The Executive Director summarized the recent DESE Mid-Cycle Visit and explained that the report had not yet been received but it is anticipated to be submitted to the Board at the next meeting in January.
7. **DISCUSSION** The Executive Director spoke briefly about the recent activity of MOEC and the SCRO and explained the regional effort to present the SCRO Special Education Symposium in December.
8. **SCHEDULED** The next scheduled SMEC Board of Directors meeting will be held on January 29, 2018 at 5:30 PM at the Collaborative's SAIL Program.
9. **VOTED** To adjourn at 6:38 P.M.

**APPROVED**

Respectfully submitted,  
Catherine S. Cooper  
Secretary to the Board