

Southeastern Massachusetts Educational Collaborative Board  
**Minutes of December 14, 2020 Board Meeting**  
Rescheduled from November 30, 2020

**Members Present:** Carole Clifford, Christopher Cotter\*, Ann Fernandes, Donna McKenna, Christopher Oliver, Michael Shea, Michelle Smith, Jonathan Teves, Suzanne Tseki

**Members Absent:** Thomas Khoury  
\*Mr. Cotter left the meeting at 5:50 during the audit presentation to attend a district meeting.

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

**Others Present:** John Nunes, SMEC Treasurer  
James Benoit, CPA  
Paulajo Gaines, DESE

**A quorum was reached and Mr. Oliver called the meeting to order at 5:31 P.M.**

1. **VOTED** To approve the Minutes of the Board's September 30, 2020 meeting as submitted. Ms. Smith made the motion, Ms. Fernandes seconded.

**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. Mr. Shea made a motion, seconded by Ms. Fernandes.

**APPROVED**

3. **VOTED** To approve a revision to the Collaborative's Longevity policy as submitted on Agenda Attachment 5. Motion by Mr. Cotter, seconded by Ms. Tseki. Ms. McKenna abstained.

**APPROVED**

4. **VOTED** To approve the FY20 SMEC Audited Financial Statements as submitted on Agenda Attachment 2 and the FY20 Management Letter submitted on Agenda Attachment 3, both presented by CPA James Benoit, and to retain a cumulative surplus amount of \$1,862,801 in the Collaborative Fund representing 19.09% of the prior fiscal year's expenditures. Mr. Shea made a motion, seconded by Ms. Fernandes. Ms. McKenna abstained.

**APPROVED**

5. **VOTED** To approve the SMEC FY20 Annual Report as submitted on Agenda Attachment 4 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, 2021. Ms. Smith made a motion, seconded by Ms. Tseki.

**APPROVED**

- 6. DISCUSSION** The Director of Finance and Operations provided an update on the FY20 Collaborative Spending Plan and Revenues. An explanation and visual presentation was given regarding the uncertainties of the DDS and MA Health adult service funding as well as a general projection of estimated monthly revenue expectations based on billing information currently received only verbally from the state, and a discussion of the possible necessity of using cumulative fund revenue to balance the budget and/or the potential of reducing positions or adult service programs at a future date once more information is received were discussed. The Board restated its prior position that the Executive Director and Director of Finance can take any action necessary based on evolving information as needed between meetings to maintain solvency. No vote was taken as there were no budget amendments proposed at this meeting; an additional meeting will be scheduled in January for an update and a proposed vote on recommendations to be made once the state releases updated written billing guidance and the resulting impact can be determined.

- 7. VOTED** To receive, accept and place on file the November 2020 OPEB statement as received from Rockland Trust and submitted on Agenda Attachment 7. Discussion regarding a potential rebalancing of the portfolio was initiated by Mr. Teves; the Executive Director and Director of Finance and Operations will follow up with the Rockland Trust Government Banking representatives. Motion was made by Ms. Clifford, seconded by Ms. McKenna.

**APPROVED**

- 8. VOTED** To approve a new Prevention of Abuse policy as requested by our liability insurance carrier and as submitted on Agenda Attachment 6. Mr. Shea made a motion, seconded by Mr. Teves.

**APPROVED**

- 9. VOTED** To approve the 2020-2022 professional goals submitted by the Executive Director as submitted on Agenda Attachment 8 and to appoint Mrs. Smith and Mr. Shea to the evaluation subcommittee. A motion was made by Ms. McKenna and seconded by Ms. Fernandes.

**APPROVED**

- 10. VOTED** To amend the FY21 Board Meeting Calendar to add a meeting in January and to finalize dates for the spring meetings as submitted on Agenda Attachment 9. Motion by Mr. Shea, second by Ms. Clifford.

**APPROVED**

- 11. DISCUSSION** The Director updated the Board members on the Collaborative's current hybrid operating schedule, program status, the temporary switch to remote services for our ADH program this week due to

Covid related staffing shortages and the difficulties caused by and communications related to inconsistencies of the current written protocols issued for Covid situations and quarantines from the CDC, DPH, DESE and Governor's office.

12. **DISCUSSION** The Executive Director informed the Board that the OSD has extended the deadline for submission of the FY20 UFR from November 15, 2020 to January 15, 2021 due to the State of Emergency.
13. **DISCUSSION** The Executive Director informed the Board that Juneteenth was a new recognized holiday that would need to be added to the Collaborative program and employee payroll calendars, however she suggested that a vote be delayed on the specific implementation schedule for 2021 until the winter inclement weather cancellations and impact on specific school calendars are known.
14. **DISCUSSION** The Executive Director gave a brief update on the status of an ongoing legal case and the relevant procedural status as of the date of the meeting.
15. **SCHEDULED** The next scheduled SMEC Board of Directors meeting will be held on January 20, 2021 at 5:30 PM by Zoom.
16. **VOTED** To adjourn at 6:42 P.M. Motion by Ms. Tseki, Second by Ms. McKenna.

**APPROVED**

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