

Southeastern Massachusetts Educational Collaborative Board
Minutes of September 30, 2021 Board Meeting

Members Present: Christopher Cotter, Ann Fernandes, Donna McKenna, Christopher Oliver, Michelle Smith, Jonathan Teves*, Suzanne Tseki*

Members Absent: Thomas Khoury, Tiffini Reedy, Michael Shea

Staff Present: Catherine S. Cooper, Executive Director
Christopher Haraden, Director of Business

Others Present: John Nunes, SMEC Treasurer

*Left meeting at 6:10 and 6:15 respectively.

Mr. Oliver called the meeting to order at 5:32.

1. **VOTED** To approve the Minutes of the Board's June 22, 2021 meeting as submitted. Motion by Mr. Cotter, Second by Ms. Tseki.

APPROVED

2. **NOMINATED** Christopher Oliver for the office of Board Chairman. Nomination by Mr. Cotter, Second by Ms. Tseki.

VOTED To appoint Chris Oliver as Chairman of the Board of Directors of the Southeastern Massachusetts Educational Collaborative.

APPROVED

3. **NOMINATED** Michelle Smith for the office of Vice Chairman. Nomination by Ms. Fernandes, second by Mrs. Tseki.

VOTED To appoint Michelle Smith as the Vice Chairman of the Board of Directors of the Southeastern Massachusetts Educational Collaborative.

APPROVED

4. **NOMINATED** John Nunes as Collaborative Treasurer. Nomination by Ms. Smith, second by Ms. Fernandes.

VOTED To appoint John Nunes as Treasurer of the Southeastern Massachusetts Educational Collaborative for FY22 at an annual stipend of \$3,000.

APPROVED

5. **VOTED** To appoint Donna McKenna and Christopher Cotter to sign the Collaborative warrants on behalf of the Board. Motion by Ms. Tseki, Second by Ms. Fernandes
- APPROVED**
6. **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. Motion by Ms. Tseki, Second by Ms. Smith.
- APPROVED**
7. **VOTED** To provide retention and recruitment bonus incentives within the parameters of the EOHHS ARPA and/or Workforce Development payments if/when received from the Commonwealth. Motion by Ms. Smith, Second by Ms. McKenna.
- APPROVED**
8. **VOTED** To authorized the Executive Director and Director of Finance and Operations to follow all relevant procurement steps and provisions to identify and present facilities options at the next or future meetings. Motion by Ms. Tseki, Second by Mr. Cotter.
- APPROVED**
9. **VOTED** To approve the recommended revision to our sick leave policy as submitted on Agenda Attachment 5. Motion by Ms. Smith, Second by Mr. Cotter.
- APPROVED**
10. **VOTED** The Board considered a request from a SMEC retiree to assist in payment for his Medicare premium penalties. The circumstances, including a copy of the individual's Medicare bill, were shared and discussion ensued. The Board voted to reimburse the retiree, on a bi- annual basis, the total monthly penalty of \$106.50 for an anticipated total of 108 months due to his delayed Medicare application caused by a shared misunderstanding of his eligibility. Motion by Ms. Fernandes, Second by Ms. Tseki.
- APPROVED**
11. **VOTED** To approve the application for the Bank of Montreal Purchasing Card Program as submitted on Agenda Attachment 6. Motion by Ms. Tseki, Second by Ms. McKenna.
- APPROVED**
12. **VOTED** To approve the SMEC Board of Directors' FY22 Calendar as submitted on revised Agenda Attachment 7. Motion by Mr. Teves, Second by Ms. McKenna.
- APPROVED**

13. **VOTED** To increase the LEA extra duty rate to equal the current hourly equivalent of each employee's position. Summer rates will be based on the prior school year's salary. Motion by Ms. Tseki, Second by Ms. Smith.

APPROVED

14. **VOTED** To declare our 2007 Dodge Caravan, VIN # 1D4GP45R87B153994 as surplus property and dispose of in accordance with our surplus property policy. Motion by Ms. Fernandes, Second by Ms. Smith.

APPROVED

15. **DISCUSSION** The Director of Finance and Operations provided an update on the FY22 Spending Plan and Revenue projections as submitted on Agenda Attachment 2-4. Due to the loss of a quorum at this point in the meeting, the information was given as an update with no vote.

16. **DISCUSSION** The Finance Director informed the Board that the Collaborative's FY20 Independent Audit is underway and that a final audit report is expected to be presented to the Board for approval at the November Board meeting.

17. **DISCUSSION** The Director gave an update on the status of the Collaborative's program operations, including current mask mandates, enrollment, vaccinations and participation in the state surveillance testing at the SAIL program and Test and Stay at our school age programs.

18. **DISCUSSION** The Director shared with the Board that SMEC has received a renewal of our operating license from the DPH for our ADH program.

19. **DISCUSSION** The Director provided a brief summary of statewide legislation relevant to Collaboratives.

20. **DISCUSSION** The Board reviewed a current contact list for all Board members and each member confirmed the accuracy of the contact information as submitted on Agenda Attachment 9.

21. **SCHEDULED** The next scheduled SMEC Board of Directors meeting will be held on November 30, 2021 at 5:30 PM.

22. **VOTED** To adjourn at 6:37 P.M.

APPROVED

Respectfully submitted,
Catherine S. Cooper
Secretary to the Board