

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

Members Present: Christopher Cotter, Ann Fernandes, Thomas Khoury, Tiffini Reedy, Michael Shea, Christopher Oliver, Jonathan Teves

Members Absent: Donna McKenna, Michelle Smith and Suzanne Tseki

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

Others Present: John Nunes, SMEC Treasurer
Mike Nelligan, CPA, Powers and Sullivan*
Paulajo Gaines, DESE, virtual*

*Left meeting following audit presentation and approval.

Mr. Oliver called the meeting to order at 5:32. The Board welcomed Ms. Tiffini Reedy as the new representative from Mattapoisett and said goodbye to Mr. Khoury, who did not seek re-election in Fall River.

1. **VOTED** To approve the Minutes of the Board's September 30, 2021 meeting as submitted. Motion by Mr. Cotter, Second by Ms. Fernandes.

APPROVED Ms. Reedy abstained

2. **VOTED** To receive, accept and place on file the LEA, SAIL and ADH funded staff appointments, transfers, promotions, salary adjustments, resignations, terminations, and reductions as submitted on Agenda Attachment 1. Mr. Shea made a motion, seconded by Mr. Khoury.

APPROVED

3. **VOTED** To approve the FY21 SMEC Audited Financial Statements and the FY21 Management Letter as submitted on Agenda Attachment 2, both presented by CPA Mike Nelligan of Powers and Sullivan, and to retain a cumulative surplus amount of \$1,796,092 in the Collaborative Fund representing 20.24% of the prior fiscal year's expenditures. Mr. Shea made a motion, seconded by Mr. Cotter.

APPROVED

4. **VOTED** To approve the SMEC FY21 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, 2022. Ms. Fernandes made a motion, seconded by Mr. Khoury.

5. **VOTED** The Director of Finance and Operations provided an update on the FY22 Collaborative Spending Plan and Revenue projections. An explanation was provided regarding the general projection of estimated overall revenue expectations based on current enrollment, billing information and evolving programmatic and fiscal guidance. In addition, an explanation and presentation on the cost assessment and realignment measures was discussed. The Board voted to approve the FY22 Amended spending plan and revenue projections as presented on Agenda Attachments 4-5 with a 1% overall increase and a revised total of \$9,870,717. Mr. Shea made the motion, second by Mr. Khoury.
- APPROVED**
6. **VOTED** To expand the previously approved retention and recruitment bonus incentives to all Collaborative staff/new hires using the applicable funding sources (DDS/MA Health workforce initiative and DESE/FEMA Covid reimbursement) once total relevant funding amounts are determined and received. Motion by Mr. Khoury, Second by Mr. Teves.
- APPROVED**
7. **VOTED** To approve the recommended revisions to our life insurance and vacation policies as submitted on Agenda Attachments 4 and 5 and as revised for clarity. Motion by Mr. Cotter, Second by Mr. Shea.
- APPROVED**
8. **DISCUSSION** The Executive Director updated the Board regarding a request from a SMEC retiree to assist in payment for his Medicare premiums. The circumstances, including a copy of a preliminary analysis from the Collaborative's legal counsel, were shared and discussion ensued. The Executive Director indicated that it was in SMEC's best interest to await a final legal opinion and comply with whatever that opinion may be.
9. **DISCUSSION** The Director gave an update on the status of the Collaborative's program operations.
10. **DISCUSSION** The Director provided a brief summary of statewide legislation relevant to Collaboratives.
11. **DISCUSSION** The Executive Director notified the Board that a meeting scheduled with the Evaluation Subcommittee to go over her formative assessment and mid-cycle progress on goals had been postponed due to a conflict preventing the participation of one of the subcommittee members and will be rescheduled before the January Board meeting.
12. **SCHEDULED** The next scheduled SMEC Board of Directors meeting will be held on January 31, 2022. at 5:30 PM.
13. **VOTED** To adjourn at 7:27 P.M. Motion by Mr. Shea, Second by Ms. Fernandes.

APPROVED

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