

Southeastern Massachusetts Educational Collaborative Board  
**Minutes of November 29, 2022 Board Meeting**

**Members Present:** Rosemarie Bowman, Ann Fernandes, Donna McKenna\*, Michael Shea, Michelle Smith, Jonathan Teves

**Members Absent:** Christopher Cotter, Christopher Oliver, Tiffini Reedy and Sarah Rodrigues

**Staff Present:** Catherine S. Cooper, Executive Director  
Christopher Haraden, Director of Business  
Kim Wilmot, Director of Therapeutic Services

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

\* *Participated virtually*

**Ms. Smith called the meeting to order at 5:31. The Board welcomed Ms. Rosemarie Bowman as the new representative from Old Rochester Regional.**

1. **VOTED** To approve the Minutes of the Board’s September 27, 2022 meeting as submitted. Motion by Mr. Shea, Second by Ms. Fernandes.

**APPROVED** Ms. Bowman 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 with the additional promotion of Brittany Houbre to SAIL Program Manager at an FY23 annual salary of \$48,000 (to be prorated). Mr. Shea made a motion, seconded by Mr. Teves.

**APPROVED**

3. **VOTED** Following a presentation by Mike Nelligan, CPA, from Powers and Sullivan, and Board discussion, the Board voted to receive, accept and place on file the FY22 SMEC Audited Financial Statements and the FY22 Management Letter as submitted on Agenda Attachment 2 and 2a, to transfer \$75,000 of FY22 surplus funds to the OPEB Trust Account and \$100,000 of FY22 Surplus funds into the SMEC Capital Reserve Account with the remaining \$575,058 in FY22 surplus funds to remain in the Collaborative Fund Account for a total Cumulative Surplus balance of \$2,546,150 representing 20.78% of the prior fiscal year’s expenditures. Mr. Shea made a motion, seconded by Ms. Fernandes.

**APPROVED**

4. **VOTED** To provide staff appreciation/retention bonuses in December 2022 and to extend recruitment

bonus incentives to all new hires who remain in good standing for six months or more, using a portion of the balance of the FY22 surplus funds remaining in the Collaborative fund. Motion by Ms.Fernandes, Second by Mr. Shea.

**APPROVED**

5. **VOTED** To approve the SMEC FY22 Annual Report draft 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, 2023. Mr. Shea made a motion, seconded by Ms. McKenna.

**APPROVED**

6. **VOTED** To approve the recommended revisions to our sick leave, vacation, attendance and timekeeping policies as submitted on Agenda Attachments 4-7. Motion by Mr.Shea, Second by Ms. Fernandes.

**APPROVED**

7. **VOTED** Following discussion, to approve a \$5/hour off-site on-call rate for SAIL weekend/holiday phone coverage rotations and a \$10/hour stipend for lead paraprofessionals providing long term or regularly scheduled teacher coverage during teacher absences. Motion by Mr.Shea, Second by Ms. Fernandes.

**APPROVED**

8. **VOTED** To declare the Collaborative's 2006 Ford EconoWagon, VIN # 1FBNE31L9DA375 as surplus property and dispose of same in accordance with the SMEC Surplus Property Policy. Motion made by Mr. Teves, Seconded by Mr. Shea.

**APPROVED**

9. **DISCUSSION** The Director gave an update on the status of the Collaborative's program operations.

10. **DISUSSION** The Director provided a brief summary of statewide legislation relevant to Collaboratives and reported no update on the status of an ongoing legal case.

11. **DISCUSSION** The Director asked the members to sign and return acknowledgement forms included in their agenda packets confirming that SMEC has provided them with current copies of the state Ethics Regulations and the state Open Meeting Law Regulations and Guide.

12. **DISCUSSION** The Executive Director notified the Board that a meeting will be scheduled with the Board's

Subcommittee to go over her summative assessment and to draft an evaluation for the Collaborative Treasurer before gathering input from all sitting Board members for completion at the January 2023 Board meeting.

**13. SCHEDULED** The next scheduled SMEC Board of Directors meeting will be held on January 31, 2023 by Zoom at 5:30 PM.

**14. VOTED** To adjourn at 6:46 P.M. Motion by Ms. Fernandes, Second by Mr. Teves.

**APPROVED**

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