

Southeastern Massachusetts Educational Collaborative Board
Minutes of September 27, 2023 Board Meeting

Members Present: Rosemarie Bowman, Ann Fernandes, Sara Rodrigues*, Michelle Smith, Tiffini Reedy, Michael Shea

Members Absent: Melissa Cordeira, Christopher Cotter, Donna McKenna, Christopher Oliver

Staff Present: Catherine S. Cooper, Executive Director
Christopher Haraden, Director of Business
Kim Wilmot, Student Services Director
Charles Farrell, Payroll Manager

Others Present: John Nunes, SMEC Treasurer

* Participated remotely

Ms. Smith called the meeting to order at 5:35 PM.

1. **VOTED** To approve the Minutes of the Board's June 20, 2023 meeting as submitted. Motion by Mr. Shea, Second by Dr. Rodrigues.

APPROVED

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

VOTED To appoint Chris Oliver as Chairman of the Board of Directors of the Southeastern Massachusetts Educational Collaborative for the 2023-2024 school year.

APPROVED

3. **NOMINATED** Michelle Smith for the office of Vice Chairman. Nomination by Ms. Bowman, second by Mr. Shea.

VOTED To appoint Michelle Smith as the Vice Chairman of the Board of Directors of the Southeastern Massachusetts Educational Collaborative for the 2023-2024 school year.

APPROVED

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

VOTED To appoint John Nunes as Treasurer of the Southeastern Massachusetts Educational Collaborative for FY24 at an annual stipend of \$3,000.

APPROVED

5. **VOTED** To appoint Michelle Smith, Donna McKenna and Christopher Cotter to sign the Collaborative warrants on behalf of the Board. Motion by Mr. Shea, Second by Ms. Bowman.

APPROVED

6. **VOTED** To receive, accept and place on file the LEA, SAIL and ADH funded staff appointments, transfers, promotions, resignations, administrative adjustments, terminations, and reductions as submitted on Agenda Attachment 1 amended to reflect the additional resignation of Jessica Fernandes Andrade and the salary adjustments to Kimmi Silvia and Brittany Houbre. Motion by Ms. Fernandes, Second by Dr. Rodrigues.

APPROVED

7. **VOTED** The Director of Finance and Operations provided an update on the FY24 Spending Plan and Revenue projections as submitted on Agenda Attachment 2 and 3. An explanation for the increase primarily attributed to time-sensitive renovation of 267 Samuel Barnet Boulevard, unanticipated increases to our MA Health ADH rates and other changes since the June meeting was provided. The Board voted to approve the updated Spending Plan and accept the updated Revenue Projections as submitted.

Motion by Mr. Shea, Second by Mr. Ms. Fernandes.

APPROVED

8. **VOTED** To approve the recommended revisions to the SMEC Employee Handbook Drug and Alcohol and Salary Administration policies as submitted on Agenda Attachments 4 and 5.

APPROVED

9. **VOTED** To declare our 2010 Ford Econoline, VIN # 1FBNE3BL8ADA26246 and 2013 Toyota Senna, VIN # 5TCZK3DC1DS346973 as surplus property and dispose of in accordance with our surplus property policy. Motion by Ms. Bowman, Second by Mr. Shea.

APPROVED

10. **VOTED** To approve the SMEC Board of Directors' FY24 Calendar as submitted on Agenda Attachment 6 and with November 28, 2023 set for the Board meeting with audit presentation.

Motion by Ms. Bowman, Second by Ms. Fernandes.

APPROVED

11. **DISCUSSION** The Finance Director informed the Board that the Collaborative's FY23 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.
12. **DISCUSSION** The Director gave an update on the status of the Collaborative's program operations and facilities.
13. **DISUSSION** The Director provided a brief summary of statewide legislation relevant to Collaboratives.
14. **SCHEDULED** The next scheduled SMEC Board of Directors meeting will be held on November 28, 2023 at 5:30 PM.
15. **VOTED** Following a motion by Mr. Shea and a Second by Ms. Bowman, the Board voted to adjourn at 6:42 P.M.

APPROVED

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