

Southeastern Massachusetts Educational Collaborative Board
Minutes of November 28, 2023 Board Meeting

Members Present: Christopher Cotter*, Donna McKenna*, Christopher Oliver, Ann Fernandes, Sara Rodrigues*, Michelle Smith, Tiffini Reedy*, Michael Shea

Members Absent: Rosemarie Bowman, Melissa Cordeira

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

Others Present: Paulajo Gaines, DESE Liaison
Mike Nelligan, Powers and Sullivan, LLC
Laura Stone, Powers and Sullivan, LLC

* Participated remotely. Members McKenna and Reedy arrived during the audit presentation.

Mr. Oliver called the meeting to order at 5:31 PM.

1. **VOTED** To approve the Minutes of the Board's September 27, 2023 meeting as submitted. Motion by Mr. Shea, Second by Ms. Smith.

APPROVED

2. **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 Denisse Garcia and the appointment of Kassandra LeBeau to the ADH direct care staff. Motion by Ms. Smith, Second by Ms. Fernandes.

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 FY23 SMEC Audited Financial Statements and the FY23 Management Letter as submitted on Agenda Attachment 2 and 3. Motion by Mr. Cotter, Second by Ms. Smith.

APPROVED

4. **VOTED** The Board voted retain the total multi-year cumulative surplus balance of \$2,303,912 in the Collaborative Fund Account representing 21.93% of the prior fiscal year's expenditures. Mr. Shea made a motion, seconded by Ms. Fernandes.

APPROVED

5. **VOTED** To extend a previously stated deadline for a settlement agreement offered to a SMEC retiree regarding Medicare late fees. A motion was made by Mr. Shea, second by Ms. Smith. Following discussion, the Board voted.
- APPROVED**
6. **VOTED** To increase the stipend for sub caller coverage coordination to \$3,500 per school year. Motion by Ms. Smith, Second by Mr. Shea.
- APPROVED**
7. **VOTED** To approve 1 x holiday retention bonuses in the amount of \$300 for full-time staff, \$150 for part-time staff and \$75 for regular substitutes. Motion by Ms. Smith, Second by Dr. Rodrigues.
- APPROVED**
8. **DISCUSSION** The Director gave an update on the status of the Collaborative's program operations and facilities.
9. **DISCUSSION** The Director provided a brief summary of statewide legislation and legal action relevant to SMEC.
10. **DISCUSSION** The Director gave summary of the professional development offered by SMEC to district and Collaborative staff related to the upcoming implementation of the new IEP form and process.
11. **SCHEDULED** The next scheduled SMEC Board of Directors meeting will be held virtually on January 30, 2024.
12. **VOTED** Following a motion by Ms. Smith and a Second by Mr. Cotter, the Board voted to adjourn at 6:29 P.M.
- APPROVED**

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