

Southeastern Massachusetts Educational Collaborative Board  
**Minutes of May 29, 2024 Board Meeting**

**Members Present:** Rosemarie Bowman, Christopher Cotter, Christopher Oliver, Ann Fernandes, Sara Rodrigues\*, Michael Shea

**Members Absent:** Melissa Cordeira, Michelle Smith

**Vacancies:** Mattapoisett

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

**Others Present:** John Nunes, Treasurer

**Mr. Oliver called the meeting to order at 5:32 PM. The Board welcomed Brendalee Smith as the new Fairhaven representative. The Executive Director also notified the Board that she had been recently informed that Ms. Reedy did not run for re-election in Mattapoisett and is therefore, no longer on the SMEC Board.**

\*Dr. Rodrigues participated by Zoom.

1. **VOTED** To approve the Minutes of the Board's April 30, 2024 meeting as submitted. Motion by Mr. Shea, Second by Mr. Cotter.

**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. Motion by Mr. Shea, Second by Mr. Cotter.

**APPROVED**

3. **VOTED** The Board conducted a second reading of the proposed FY25 Spending Plan. An explanation was provided regarding the general projection of estimated overall revenue expectations and expenditures based on expected FY25 enrollment, historic and projected expenses and evolving fiscal guidance. The Board voted to approve the FY25 Projected Spending Plan totaling \$12,976,957 as shown on Agenda Attachment 3 and the FY25 revenue projection as shown on Agenda Attachment 2. Motion by Mr. Cotter, Second by Ms. Fernandes.

**APPROVED**

4. **VOTED** Following a presentation by the Executive Director and Director of Finance and Operations, the Board voted to approve the FY25 Tuition and Fee schedules for both school year and summer ESY school programming as submitted on Agenda Attachments 4 & 5. Motion by Mr. Shea,

Second by Dr. Rodrigues.

**APPROVED**

5. **VOTED** Following a presentation by Mr. Haraden regarding updated projections to our FY24 revenue and expenses, the Board voted to approve the updated FY24 Spending Plan and line item adjustments as shown on Agenda Attachment 7, and Revenue Projection as presented on Agenda Attachments 6. Motion by Mr. Shea, Second by Mr. Cotter.

**APPROVED**

6. **VOTED** The Director of Finance and Operations presented an explanation and estimated projection of FY24 overall surplus revenue expectations based on current FY24 revenue, billing and expenses. He and the Executive Director recommended that the Board vote to transfer, on or before June 30, 2024, up to \$150,000 of FY24 operational surplus funds to the SMEC OPEB Trust Fund. Motion by Ms. Fernandes, Second by Mr. Shea.

**APPROVED**

7. **VOTED** In conjunction with the explanation given above, the Board voted to transfer up to \$200,000 of FY24 operational surplus funds to the SMEC Capital Reserve account, including funds approved for the capital purchases of vans and playground upgrades, as well as using additional available FY24 surplus to pay down the Collaborative's line of credit balance that had been used to fund the down payment on the purchase of 267 Samuel Barnet Boulevard earlier this fiscal year. Motion by Mr. Shea, Second by Mr. Cotter.

**APPROVED**

8. **VOTED** Following explanation, the Board voted to approve recommended revisions to the Collaborative's Holiday, Worker's Compensation and Family and Medical Leave policies as submitted on Agenda Attachments 8-10. Motion by Mr. Shea, Second by Dr. Rodrigues.

**APPROVED**

9. **VOTED** The Board voted to accept notification from three employees that they will be retiring within the next few months, as submitted on Agenda Attachments 8-10, and to approve the requests of two of the future retirees to stay on the Collaborative's insurance benefits per the Retiree Benefit Policy. Motion by Mr. Shea, Second by Mr. Cotter

**APPROVED**

10. **VOTED** The Board voted to extend the term of the Executive Director's employment contract to June 30, 2030. Motion by Mr. Shea, Second by Mr. Cotter.

**APPROVED**

11. **VOTED** The Executive Director provided an update of an ongoing legal case and the current recommendations of the Collaborative's attorney and insurance company. Following discussion, the Board voted to table any decisions on the matter until more detail is provided by the attorneys for all parties.

**TABLED**

12. **VOTED** The Board voted to appoint Mr. Shea to replace Ms. McKenna as the Board's third warrant signatory for the remainder of the current cycle. Motion by Ms. Fernandes, Second by Ms. Bowman.

**APPROVED**

13. **VOTED** Following discussion, the Board voted to approve recommended salary adjustments for three year-round administrative support employees as submitted on Agenda Attachment 14 and to change the title of the Collaborative's payroll manager to Assistant Business Manger effective July 1, 2024. Motion by Mr. Shea, Second by Ms. Fernandes.

**APPROVED**

14. **DISCUSSION** The Director shared a letter from DESE, as shown on Agenda Attachment 15, documenting that the Collaborative's FY23 independent audit had been reviewed and was in compliance with all requirements. She also shared that she and the Director of Finance and Operations had been asked by DESE staff to pilot the new DESE Collaborative Financial Review tool and process and that DESE would be conducting the review during the last week of June, 2024.

15. **DISUSSION** The Director asked the current Board members if they wish to offer a hybrid meeting option going forward to alleviate concerns about a quorum and whether 5:30 PM was still a convenient meeting time for the members. The Board members present indicated that the time and a hybrid meeting model were the best options for Board meetings at this time.

16. **SCHEDULED** The next Board meeting is scheduled for September 30, 2024.

17. **Adjourned** The Board adjourned at 7:05.

**APPROVED**

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