

Southeastern Massachusetts Educational Collaborative Board
Minutes of September 30, 2024 Board Meeting

Members Present: Rosemarie Bowman, Christopher Cotter, Ann Fernandes, Jack LeBrun, Christopher Oliver, Brendalee Smith, Michelle Smith, Michael Shea

Members Absent: Melissa Cordeira

Vacancies: Fall River

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

Mr. Oliver called the meeting to order at 5:34 PM. The Board welcomed Jack LeBrun as the new representative from Mattapoisett.

1. **VOTED** To approve the Minutes of the Board's May 29, 2024 meeting as submitted. Motion by Mr. Shea, Second by Ms. Fernandes.

APPROVED Members B. Smith and LeBrun abstained

2. **NOMINATED** Chris Oliver for the office of Board Chairman. Nominated by Mr. Shea, Second by Mr. Cotter.

VOTED To appoint Chris Oliver of Dartmouth as the Chairman of the Board of Directors for the Southeastern Massachusetts Educational Collaborative for the 2024-2025 school year.

APPROVED

3. **NOMINATED** Michelle Smith for the office of Vice Chairman. Nominated by Mr. Oliver, Second by Mr. Cotter.

VOTED To appoint Michelle Smith to the office of Vice Chairman of the Southeastern MA Educational Collaborative for the 2024-2025 school year.

APPROVED

4. **NOMINATED** John Nunes as Treasurer. Nominated by Mr. Oliver, Seconded by Ms. Fernandes.

VOTED To appoint John Nunes as Treasurer of the Southeastern MA Educational Collaborative at an FY25 Stipend of \$3,000.

APPROVED

5. **VOTED** To appoint Michelle Smith, Mike Shea and Christopher Cotter to review, approve and sign the Collaborative warrants on behalf of the Board. Motion by Ms. Fernandes, Second by Mr. LeBrun.

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. Motion by Motion by Mr. Shea, Second by Ms. Michelle Smith.

APPROVED

7. **VOTED** The Director of Finance and Operations presented an update on the FY25 Spending Plan and Revenue Projections. The Board voted to approve the updated Spending Plan and accept the updated Revenue Projections as submitted on Agenda Attachments 2 and 3. Motion by Ms. Brendalee Smith, Second by Ms. Fernandes.

APPROVED

8. **VOTED** To approve the recommended revisions to the Employee Handbook-Retiree Benefit, Longevity and Mandated Reporter policies as submitted on Agenda Attachments 4-6. Motion by Ms. Michelle Smith, Second by Mr. Cotter.

APPROVED

9. **VOTED** To declare two of the Collaborative's vans, a 2007 Dodge Caravan, VIN 1D4GP45R57B206912, and a 2011 Dodge Caravan, VIN 2D4RN3DGXBR635434, as surplus property and dispose of same in accordance w/ the SMEC surplus property policy. Motion by Ms. Michelle Smith, Second by Ms. Fernandes.

APPROVED

10. **VOTED** To approve the SMEC Board of Directors' FY25 Calendar as submitted on Agenda Attachment 6 with one revision of November 18, 2024 set for the Board meeting which will include the FY24 audit presentation. Motion by Ms. Bowman, Second by Ms. Fernandes.

APPROVED

11. **VOTED** To receive, accept and place on file the 2024 DDS Quality Enhancement Survey as shown on Agenda Attachment 8. Motion by Ms. Smith, Second by Mr. Shea.

APPROVED

12. **DISCUSSION** The Finance Director informed the Board that the Collaborative's FY24 Independent Audit is underway and that a final audit report is expected to be presented to the Board at the November Board meeting.

13. **DISCUSSION** The Executive Director and Student Services Director gave an update on the status of the Collaborative's program operations and facilities.
14. **DISUSSION** The Director provided a brief summary of statewide legislation relevant to Collaboratives and the status of ongoing legal issue.
15. **DISUSSION** The Director provided a brief summary of a Family Engagement Study that the Collaborative has arranged through Scholastic.
16. **DISUSSION** The Director provided the Board members with a copy of DESE's list of Collaborative Board member responsibilities and reminded everyone of their DESE online training requirements.
17. **DISUSSION** The Director provided a brief update on the Collaborative's Strategic Planning process.
18. **DISUSSION** The Director provided an update on the DESE financial review process and explained that SMEC's report draft has been delayed due to discrepancies in the DESE regulations and guidance regarding the calculation of cumulative surplus.
19. **DISUSSION** The Director shared an invitation to all Board members for the MOEC breakfast session for Collaborative Boards to be held on November 8, 2024 at the MASS/MASC conference.
20. **SCHEDULED** The next scheduled SMEC Board of Directors meeting will be held on November 18, 2024 at 5:30 PM.
21. **VOTED** Following a motion by Ms. Smith and a Second by Mr. Cotter, the Board voted to adjourn at 6:54 P.M.

APPROVED

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