

Southeastern Massachusetts Educational Collaborative Board
Minutes of September 26, 2018 Board Meeting

Members Present: Carole Clifford, Christopher Cotter, Ann Fernandes, Sarah Gomes, James Muse, Christopher Oliver, Michael Shea, Michelle Smith

Members Absent: Donna McKenna

Staff Present: Catherine S. Cooper, Executive Director
Christopher Haraden, Director of Business

Mr. Oliver called the meeting to order at 5:34 P.M.

1. **VOTED** To approve the Minutes of the Board's May 30, 2018 meeting as submitted.

APPROVED

Member Shea abstained

2. **NOMINATED** Christopher Oliver for the office of Board Chairman. Nomination was seconded and nominations closed.

VOTED To appoint Chris Oliver as Chairman of the Board of Directors of the Southeastern Massachusetts Educational Collaborative.

APPROVED

3. **NOMINATED** Michelle Smith for the office of Vice Chairman. Nomination was seconded and nominations closed.

VOTED To appoint Michelle Smith as the Vice Chairman of the Board of Directors of the Southeastern Massachusetts Educational Collaborative.

APPROVED

4. **NOMINATED** John Nunes as Collaborative Treasurer. Nomination was seconded and nominations were closed.

VOTED To appoint John Nunes as Treasurer of the Southeastern Massachusetts Educational Collaborative for FY19 at an annual stipend of \$2,000.

APPROVED

5. **NOMINATED** Catherine Cooper for the position of Secretary to the Board. Nomination was seconded and nominations closed.
- VOTED** To appoint Catherine Cooper as Board Secretary.
- APPROVED**
6. **VOTED** To appoint Donna McKenna and Christopher Cotter to sign the Collaborative warrants on behalf of the Board.
- APPROVED**
7. **VOTED** To receive, accept and place on file the LEA, SAIL and ADH funded staff appointments, transfers, promotions, resignations, terminations, and reductions as submitted on Agenda Attachment 1, as revised to include the January 2019 retirement of Elizabeth Kearns.
- APPROVED**
8. **VOTED** To approve the revisions the SMEC Personal Day policy as submitted on Agenda Attachment 2 revised to reflect additional wording “upon renewal of said employee” to the revision language.
- APPROVED**
9. **VOTED** The Executive Director and Director of Finance presented the Board with an amended FY19 Spending Plan, with backup documentation, showing line item and overall expense revisions. Following discussion, the Board voted to approve the amended FY19 Collaborative Spending Plan as submitted on Agenda Attachment 3 showing a total FY19 amended Operating Budget of \$9,642,536 including \$100,000 in contingency funds and to receive, accept and place on file the FY19 estimated LEA tuition and fee revenue projections listed by district as submitted on Agenda Attachment 5 and the overall FY19 total collaborative revenue projection estimate as of September 21, 2018 of \$9,677,071.52, including \$100,000 in contingency funds, as detailed on Agenda Attachment 4.
- APPROVED**
10. **VOTED** To approve the maternity leave request of Meagan Geppner-Drewniak as submitted on Agenda Attachment 6.
- APPROVED**
11. **VOTED** To receive, accept and place on file the retirement notices of Kathleen Walsh and Elizabeth Kearns and to approve their requests to stay on the Collaborative’s insurance per the SMEC Retiree Benefit Policy.
- APPROVED**
12. **VOTED** To receive, accept and place on file the DESE Collaborative Compliance and Fiscal Review

summary report submitted by the DESE finance audit team.

APPROVED

13. **VOTED** The Board Vice-Chairman presented the Executive Director's 2016-2018 End of Cycle Summative Evaluation draft which had been compiled following a presentation of relevant artifacts, opportunities for input from all SMEC Board members, member Special Education Directors and Superintendents, and Collaborative staff. The Board voted to give the Executive Director an overall rating of Exemplary. The Executive Director indicated that she would submit goals for the next two-year cycle at the next regularly scheduled Board meeting.

APPROVED

14. **VOTED** Following discussion, the Board approved an FY19 Board meeting calendar.

APPROVED

15. **DISCUSSION** The Executive Director informed the Board that the Collaborative's FY17 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.

16. **DISCUSSION** The Director gave an update on the status of the Collaborative's programs. She also discussed the activities of the SCRO and MOEC.

17. **SCHEDULED** The next scheduled SMEC Board of Directors meeting will be held on October 30, 2018 at 5:30 PM at the SMEC Administrative Office.

18. **VOTED** To adjourn at 6:47 P.M.

APPROVED

Respectfully submitted,
Catherine S. Cooper
Secretary to the Board