

## SOUTH COAST EDUCATIONAL COLLABORATIVE

### Board of Directors' Meeting October 27, 2016 Minutes

Present: A. Azar, A. Bosco, J. Hackett, T. Lynch, R. Medeiros, J. Robidoux, J. Schoonover,  
M. Canner, D. Heimbecker, J. Prendergast, & P. Gaines (DESE Observer)

1.00 - Call to Order

The meeting was called to order by Board Chair R. Medeiros at 1:00 PM.  
Board Chair Medeiros welcomed PaulaJo Gaines.

2.00 - Minutes of August 18, 2016

The minutes of August 18, 2016 are presented for review and approval.

Motion, T. Lynch: To approve minutes of August 18, 2016  
Second, J. Robidoux  
Vote, Unanimous

3.00 - Financial Information

3.10 - Update on FY16 Business Plan/Budget

The audit of FY 16 will be presented at the Board of Directors' meeting on December 15, 2016. The loss for 2016 will be considerably lower than projected and will be approximately \$200,000.

3.20 - FY 17 Business Plan/ Budget

The October 23, 2016 Executive Summary indicates that at the end of September, 2016, SCEC is at a break-even point and is guardedly optimistic about the next quarter. The current enrollment at SCEC indicates that the number of students from member districts has increased and is higher than projected numbers. Executive Director Heimbecker spoke about the wisdom of the Board in their support of shrinking the range between member and non-member tuitions and the positive impact this has had upon the budget

3.30 - SCEC Financial and Control Policies

All existing financial policies and procedures that are currently in place are being followed. SCEC is currently working on the travel policy.

4.00 - Human Resources

4.10 - New Hires

- 4.11 Nanci Caron, Paraprofessional II, Gallishaw High School, Seekonk, MA, 12 months
- 4.12 Tammara Neville, ABA Paraprofessional II, Related Services, 12 months
- 4.13 Logan Butler, Paraprofessional II, Seekonk North ACE Elementary, 12 months

Motion, T Lynch: To approve the new hires of 4.11 through 4.13  
Second, A. Bosco  
Vote, Unanimous

4.20 - Resignations

- 4.21 Cameron Costa, Paraprofessional II, Seekonk North High, Seekonk, MA, 12 months
- 4.22 Kimberly Perry, APE Teacher, Related Services, 12 months
- 4.23 Sandra Cariker, Paraprofessional II, Seekonk North High, Seekonk, MA, 12 months

Motion, J. Hackett: To accept the resignations of 4.21 through 4.23  
Second, T. Lynch  
Vote, Unanimous

4.30 - Retirements

None

4.40 - Leave of Absence

None

4.50 - Educational Leave

None

5.00 - Executive Session

None

6.00 - Building Program Update

6.10 - Work is continuing on the Swansea YMCA site and costs are as projected. Rick Shannon is doing a lot of the work on his own which is a great cost savings to SCEC. With the exception of the Swansea YMCA site, only necessary repair-and-replacements are currently being completed.

6.20 - Spreadsheets of expenditures that have been made on rental properties are being compiled.

7.00 - Policy and Procedures

As current administrative policies and procedures are refined and new ones emerge, Board participation and oversight will be encouraged and solicited.

- 8.00 - Professional Development – Presented by Frank Gallishaw Jr.
- 8.10 - The list of learning opportunities for the Southeast Collaborative Regional Organization (SCRO) Professional Development Day on November 8, 2016 was reviewed.
- 8.20 - SCEC hosted an initial training in Crisis Prevention Intervention for twenty five educators.
- 8.30 - Recruitment efforts are continuing for the SCEC workshop in Special Education subject matter to meet licensure requirements for general educators.
- 8.40 - SCEC will be participating in the DESE ED Prep Formal Review 2017-18.
- 9.00 - Superintendent Issues
- 9.10 - Board members were asked to complete a survey illustrating the need for an administrative licensure program. Letters of support were available for signing.
- 9.20 - The SCEC transportation initiative is moving forward and SCEC is currently building a workforce. Board members are welcomed to suggest people for bus drivers or monitors.
- 9.30 - Board members discussed their interest in attending the March, 2017 American Society of Curriculum Development (ASCD) Annual Conference or the March, 2017 American Association of School Administrators (AASA) Annual Conference. Executive Director Heimbecker spoke about the value of both of these conferences and the reporting out by board members at the board meeting following the conference. He also spoke about past ASCD conferences that Maureen Canner has attended and how she reported out to the Leadership Team. Dr. Heimbecker explained that Mrs. Canner has retired but remains in her role as Associate Director at SCEC and continues to serve as a valued member of the SCEC Leadership Team.
- 9.40 - Board members are working on plans to honor Robert Monteiro for his years of service as a Superintendent of Schools in Swansea.
- 9.50 - Board Chair Richard Medeiros and Vice-Chair Thomas Lynch updated board members on the progress of the Educator Evaluation and goal achievement from the last two years for Executive Director Heimbecker. A new two year plan is being developed and Dr. Heimbecker is looking forward to working with board members on this process. In addition, board members discussed various means of feedback as part of the evaluation process. Dr. Heimbecker spoke about the SCEC Coherence Assessment Survey and other methods of staff feedback.
- 9.60 - Executive Director Heimbecker facilitated a discussion regarding Coherence, Educational Leadership and the SCEC Strategic Plan. Referring to the work of Michael Fullan on Coherence, he spoke about the SCEC Opening Day and the discussion of a SCEC Coherence Assessment Survey. Dr. Heimbecker explained that coherence is about the organization and not the individual. He also spoke about the balance between pressure and support. Referring to the article on Leadership Training from the *Harvard Business Review*, Dr. Heimbecker spoke about

the real challenge for all of us is that the organization must change and not the individual. It is the organization's responsibility to get things done in an effective way. In addition, the SCEC Strategic Plan must be updated and Board member input will be elicited.

10.00 - Warrants

The warrants were presented and signed.

11.00 - Other Items

Superintendent Bosco distributed copies of a letter from the U.S. Department of Education and the U.S. Department of Justice regarding transgender students.

12.00 - Adjournment

Motion, T. Lynch: To Adjourn meeting at 2:10 PM  
Second, J. Robidoux  
Vote, Unanimous