

Board of Directors  
February 28, 2013

Minutes

Present:

A. Bosco, J. Elimean, J. Huizenga, T. Lynch, R. Medeiros, R. Monteiro,  
D. Heimbecker, & J. Prendergast

1.00 Call to order

The meeting was called to order by Board Chair R. Medeiros at 1:00pm.

2.00 Minutes of December 20, 2012

The minutes of December 20, 2012 were presented for review and approved.

Motion, T. Lynch: To approve minutes of December 20, 2012.

Second, R. Monteiro

Vote, unanimous (abstained: J. Elimean, J. Huizenga)

3.00 Financial Information

3.10- Monthly Reports (as of January 31, 2013)

For the first time in the history of the organization, every month has been profitable. This will help SCEC replenish the required cash reserves.

SCEC completes a MR (monthly report) at the end of each month so we know where we are financially.

Executive Director Heimbecker, spoke about the need of having a capital plan and having the board vote at the end of this year.

3.20- Business Plan/ Budget for FY 13

Per new legislature, more board input will be needed. Superintendent Medeiros and SCEC treasurer will be included in budget discussions.

The business plan/ budget will be presented at the April board meeting.

### 3.30- SCEC Financial and Control Policies

SCEC currently only has a line of credit to cover one payroll. SCEC will be looking into getting a policy to cover an entire month of payroll expenses.

### 3.40- Annual Report

Executive Director Heimbecker shared the feedback SCEC received on the first annual report.

The auditor general wants each program to be self-sufficient, although the current regulations do not require it. SCEC will need to report on it.

Each program must have objectives and purpose goals set.

## 4.00 Human Resources

### 4.10- New Hires

None

### 4.20- Resignations

None

### 4.30- Retirements

M Novick and F Perry are in the process of completing the required paperwork.

### 4.40- Leave of Absence

None

### 4.50- Educational Leave

None

## 5.00 Executive Session

None

## 6.00 Building Program Update

6.10- Repair and renovation projects are being done as needed. Alterations on the first floor of the SCEC Administration building in Swansea are nearing completion.

- 6.20- All buildings currently being used by SCEC have passed annual inspections and/or have certificates. The department of education will not allow students in a building without the proper paperwork.

Executive Director Heimbecker will be presenting at Seekonk on the following Monday.

Interim Superintendent Bosco spoke about the building conditions and their grandfathered situations.

- 6.30- Executive Director Heimbecker spoke about the three operational green houses. He offered their use to the board for their staff and/ or students.

#### 7.00 Policy and Procedures

- 7.10- The lease policy and a sample lease are presented for Board members consideration and input. Executive Director Heimbecker requests a vote on the standardized lease and policy at the next board meeting.

The board discussed who has the legal right to sign the leases, town vs. school department. And what the legal length limit might be. It was concluded that these issues often differ from jurisdiction-to-jurisdiction.

#### 8.00 Professional Development

- 8.10- Dr. Stacey Kaminski is revising the BU program from feedback received for DESE.
- 8.20- The Framingham State University for Professional Licensure program is continuing recruitment.
- 8.30- SCEC/ Northeastern University "Bridge to Teaching Cohort" is currently accepting applications.
- 8.40- Northeastern University Doctoral Program continues to grow. High Quality individual are being encouraged to apply.
- 8.50- SCEC/ Simmons Special Education Administration students are continuing their coursework.
- 8.60- The Simmons/ SCEC Master's Program in Special Education Teaching Cohort began this summer.
- 8.70- If interest continues to build, the Teacher of Students with Severe Disabilities, Initial Licensure program with Bridgewater State University will be reinstated.

8.80- Program design and implementation are currently in progress for a new SCEC/ BCC Associate's Degree Program.

8.90- At the Professional Development training held on January 29, 2013, SCEC employees received training on needs assessment, program design, service delivery, record keeping, continuous quality and transitional services.

9.00 Superintendent Issues

9.10- A copy of the new regulations governing all educational collaboratives in the Commonwealth of Massachusetts was provided to all Board members.

9.20- A new collaborative agreement was presented to the board. The agreement follows the suggestions of J Sullivan and C Lynch.

Detailed discussion was held by the board.

Motion, T. Lynch: To submit the new Collaborative Agreement for South Coast Educational Collaborative to DESE.

Second, R. Monteiro

Vote, unanimous (abstained: J. Elimean)

9.30- Christine Lynch was given the names of the board members. Trainings will be designed and scheduled for collaborative board members.

9.40- Executive Director Heimbecker will continue SCEC outreach by presenting to the Seekonk School Committee in March of 2013.

9.50- Our SCRO is continuing its work and its organizational structure is being used as an example of regional initiatives to the Commissioner of Education.

9.60- Goals used to guide the participation of SCEC contingent on attending the AASA convention were provided. Superintendent Lynch and Executive Director Heimbecker spoke of their session experiences.

9.70- The final Educator Assessment Agreement, already ratified by the union at SCEC, is submitted for Board ratification.

Motion, J Elimean: To accept the teacher evaluation assessment agreement.

Second, R. Monteiro

Vote, unanimous

9.80- Superintendent Lynch has agreed to work with SCEC Leadership and Business Office Teams with 1:1 instructional programming, DESE reporting and upgrading the SCEC technology.

9.90- A progress report of the Executive Director's pursuit of his goals for FY13 was presented.

10.00 Warrants

Warrants were posted and signed.

11.00 Other Items

11.10 Green Enterprise

Executive Director Heimbecker informed the board that according to Attorney Benjamin Scungio, the failure of eTerra officials to guarantee funding for the solar array project within the timeline specified in their agreement with SCEC rendered their contract null-and-void. Based on the advice of counsel, suggestions from officials from SCEC's accounting firm, and the fact that officials at the Inspector General's office discourage multi-year contracts that extend for 25 years, the Executive Director reported that he would not be pursuing a contract renewal with eTerra.

12.00 Adjournment

Motion, J Elimean: To adjourn at 2:45 p.m.

Second, R. Monteiro

Vote, unanimous