

South Coast Educational Collaborative (SCEC)
Board of Directors
September 26, 2013

Minutes

Present:

A. Bosco, T. Lynch, M. Malone, 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 1:05pm.

2.00 - Minutes of August 5, 2013

The minutes of the August 5, 2013 Board meeting were presented for review, and they were approved.

Motion, A. Bosco: To approve minutes of August 5, 2013.

Second: T. Lynch

Vote, unanimous (abstained: M. Malone)

3.00 - Financial Information

3.10 - Monthly Reports (as of August 2013)

Financial Executive Summary was reviewed.

Executive Director Heimbecker reported that he met with administrators from the Fall River School District, and he said that during the meetings, a wide range of available SCEC services and possible SCEC/FR partnerships were discussed. He indicated that it appears Fall River School Department officials are considering expansion of their relationship with SCEC.

Executive Director Heimbecker expressed concern that SCEC's reliance on a few large accounts could render SCEC extremely vulnerable.

3.20 - Business Plan/ Budget for FY 14

Student enrollment was reported to be increasing, but the enrollment is below expectation and below budget projections.

According to the Executive Director, officials from area school districts are requesting consultation services and staff development from SCEC staff more frequently than in previous years. It has been reported by SCEC staff that officials maintain that the

increases are due to recognition of increasing levels of expertise on the part of SCEC staff members.

3.30 - SCEC Financial and Control Policies

According to reflections from the Business Office Team (BOT), policies and procedures that are currently in place are being followed.

4.00 - Human Resources

4.10 - New Hires

Motion, T. Lynch: To accept new hires Tyler Roberge, Paraprofessional II, Seekonk High School – VTC. Michael Silva, Paraprofessional II, Gallishaw Middle School. Kelly Duda, Physical Therapist, Various Programs.

Second, A. Bosco

Vote, Unanimous

4.20 - Resignations

Motion, T. Lynch: To approve resignations from Mackenzie Burns, CNA/Paraprofessional II, Rehoboth – Palmer River Program. Jennifer Puccini, ABA Paraprofessional II, Early Childhood Hoyle. Alessandra Quattrocchi, Related Services, Various Programs.

Second, R. Monteiro

Vote, Unanimous

4.30 - Retirements

None

4.40 - Leave of Absence

Motion, A. Bosco: To approve the leave of absence for one year for Leah Paliotta, SLP, Related Services, Various Program.

Second, R. Monteiro

Vote, Unanimous

Motion, T. Lynch: To approve the leave of absence for one year for Holly Cabral, SLPA, Related Services, Various Program.

Second, A. Bosco

Vote, Unanimous

- 4.50 - Educational Leave
None
- 5.00 - Executive Session
None
- 6.00 - Building Program Update
- 6.10 - It was reported that repair and renovation projects are being done as needed and renovations to create additional classroom space have been completed on GLC1.

According to the Executive Director, classroom space in inclusive environments continues to be a programmatic need.
- 7.00 - Policy and Procedures
- 7.10 - No new policies or procedures were reported.
- 8.00 - Professional Development
- 8.10 - A new SCEC/BU Administrators' Licensure program was enthusiastically unveiled by the Executive Director. As described, the program is expected to begin January 2014. Executive Director Heimbecker thanked Board members for their commitment to this program. He mentioned that Dr. Stacey Kaminski deserved all the credit for the approval of the program and that she is now a reader for some Department of Education projects. Executive Director Heimbecker mentioned that he was pleased with the high quality of her work and its positive reflection on SCEC.
- 8.20 - It was reported that the Northeastern University Doctoral Program continues to grow and that high quality individuals are being encouraged to apply to this Educational Leadership program.
- 8.30 - According to information discussed, the members of the final Simmons/ SCEC Master's Program are continuing their studies.
- 9.00 - Superintendent Issues
- 9.10 - A draft Business Manager Job Description was presented for discussion and approval. Executive Director Heimbecker informed Board members that the job description was created by using multiple district and collaborative reference sources. He mentioned that was intended to comply generically with the new collaborative legislations and be flexible enough to be used as need may arise. It was also reported that the job description provide the basis for assessing the performance of the Business Manager.

Motion, M. Malone: To approve the Business Manger Job Description.

Second, T. Lynch
Vote, Unanimous

- 9.20 - Executive Director Heimbecker requested that Board members provide feedback on his performance by completing the appraisal form that was distributed at the last Board meeting. He mentioned that once the Board Chairman has received the assessments from Board members, he will use the feedback to assist the Executive Director in moving forward.
- 9.31 - In regard to their professional development, Board members were reminded that if they are interested in attending the AASA Annual Conference, they should contact Jewel Woodside, SCEC's Travel Assistant. The importance of setting professional development goals for the conference and reporting back to the Board after attending the conference was discussed.
- 9.32 - In regard to their professional development, Board members were reminded that if they are interested in attending the ASCD Annual Conference, they should contact Jewel Woodside, SCEC's Travel Assistant. The importance of setting professional development goals for the conference and reporting back to the Board after attending the conference was discussed.
- 9.40 - The Executive Director reminded Board members that the new collaborative agreement is not in place until all member school committees and the department of education has signed it. SCEC encourages the superintendents to have their Board Chairs sign the agreement as soon as possible.
- 9.50 - Board members were reminded that they had previously voted to approve a one million dollar line of credit agreement with Rockland Trust. Members were also told that bank officials had requested that, in addition, Board members reiterate their certification that the Board Chair and the Executive Director are authorized by them to sign the appropriate documents for the Board.

Motion, M. Malone: To approve that the Board Chair and Executive Director can sign with Rockland Trust for a line of credit on behalf of the South Coast Educational Collaborative Board of Directors.

Second, A. Bosco
Vote, Unanimous

9.60 - Other Superintendents' Issues

Executive Director reported that there is a continuing need for inclusive classroom space at the middle school level and asked Board members to contact him, if they know of any availability.

It was reported that SCEC leaders and consultants are in negotiations with the company who was successful in obtaining the contract fulfilling the new MA fingerprinting mandate. Board members expressed their desire that SCEC staff provide the fingerprinting service in a reasonably convenient manner. The Executive Director said

that as it become available, new information on the topic would be shared with Board members.

The fact that SCEC is in the third year of a three year union contract with October being the designated month to begin Union/Management discussions regarding new contracts was discussed. Board members expressed continued support for using a needs-based-decision-making approach and requested that related issues be discussed in Executive Session at the October 17, 2013 Board meeting.

10.00 - Warrants

The warrants were posted and signed.

11.00 - Other Items

None

12.00 - Adjournment

Motion, R. Monteiro: To adjourn at 2:20 PM.

Second, M. Malone

Vote: Unanimous