

April 17, 2014

Minutes

Present: A. Bosco, T. Lynch, R. Medeiros, R. Monteiro, M. Canner, D. Heimbecker, J. Prendergast, P. Gains (DESE)

1.0- Call to Order

The meeting was called to order by Board Chair R. Medeiros at 1:03 PM.

2.0- Minutes of February 10, 2014

The minutes of February 10, 2014 were presented for review and approved.

Motion, T. Lynch: To approve minutes of February 10, 2014.

Second, R. Monteiro

Vote, Unanimous

3.00- Financial Information

3.10- According to Glenn Anderson from Pavento, Ratcliffe, Renzi & Co., LLC:

The major concerns for FY 2014 and consequences for FY 2015: *The immediate need to increase all student enrollments, reduce staff level down to coincide with student levels, and to reduce all expenses. Cash flow issues will arise next fall if measures are not taken or enrollment does not improve immediately.*

3.20- Business Plan/Budget for FY 15

Budget shortfall continues due to non-member districts not enrolling students that SCEC had built staffing levels to accommodate. Executive Director, Heimbecker reviewed his March 5, 2014 memo sent to SCEC Community. This memo informed staff that actions would be taken to ensure the organization's viability. These actions include:

- an immediate freeze on all expenses that are not paramount to the well-being of our students or the day-to-day operations of SCEC-effective 3/21/14
- staff reductions to accommodate the actual student enrollment-effective 4/4/14

- Initiating an ongoing, thorough review of all SCEC positions, identifying the present requirements of each position, and assessing the need for the position.

3.30- Business Plan/ Budget for FY 15-Reflections from February and an Update

Jennifer Prendergast, Business Manager, reviewed all financial reports. An austere Business Plan for FY2015 is being developed and is a work in progress that is based upon certain assumptions. The budget summary page illustrates how revenue/expenses were budgeted and the outcome.

Sick pay accrual is a major item in the budget and could be a big impact as staff retire over the next three years.

The Leadership Team and SCEC staff have been working very hard to increase enrollments and continue to do so. A variety of locations are being considered for the relocation and consolidation of some programs. At the current time, elementary and middle school space in the Freetown/Lakeville Regional School District seem to hold the most potential for inclusive classrooms.

3.40- SCEC Financial and Control Policies

The board will be informed when SCEC works on new financial and control policies.

4.00- Human Resources

4.10- New Hires

None

4.20- Resignations

Sharon Hale, Business Office Administrative Assistant, Administration, 12 month

Motion, T. Lynch: To accept the retirement, with the date of May 31, 2014, for Sharon Hale, Administrative Assistant.

Second. A. Bosco
Vote, Unanimous

4.30- Retirements

None

4.40- Leave of Absence

None

4.50- Educational Leave

None

5.00- Executive Session: Personnel

Motion, R. Medeiros: To enter into executive session.

Second, R. Monteiro
Vote, Unanimous

See Additional Document

5.10- Teacher and Paraprofessional contract negotiations

The SCEC and Union negotiating teams have met and are working hard. They are currently negotiating contract wording.

5.20- Executive Director's performance assessment and consideration of contract issues.

Discussed in Executive Session

6.00- Building Program Update

Only essential repairs and renovations are being completed. Rich Shannon continues to monitor the work as he finishes medical treatment.

7.00- Policy and Procedure

7.10- As SCEC updates and revises current existing policies and procedures, the Board will be informed and involved.

8.00- Professional Learning

8.10- The SCEC/BU Licensure program for Administrator's 1st cohort began classes in February 2014. Dr. David R. Heimbecker is the instructor for the first course, which is entitled, "Performance Based Instructional Leadership." The second course will be facilitated by Dr. Stephen Hemman and is entitled "School Governance, Finance and Operations".

- 8.20- The Framingham State University /SCEC Partnership Program for Professional Licensure in general education is currently recruiting. An information session will be held on April 15th.
- 8.30- Recruitment for the “Bridge to Teaching”, a SCEC /Northeastern University Partnership Program is ongoing with a virtual, informational open house on April 17th.
- 8.40- The SCEC/Northeastern University Doctoral Program continues to grow beyond expectations. High quality Individuals are encouraged to apply.
- 8.50- The Simmons/SCEC Master’s Program in Special Education Teaching Cohort #18 began last summer and students are scheduled to graduate in May of 2014. This will be the last cohort with Simmons.
- 8.60- The first cohort of the SCEC/Bridgewater State University Special Educator licensure/graduate degree program began in February 2014 with twelve members.
- 8.70- The Southeastern Massachusetts Readiness Center (SEMARC) will be sponsoring events throughout the spring for EEC providers/administrators and two DDM workshops.
- 8.80- In, 2016, SCEC will partake in its first Coordinated Program Review. (CPR) The leadership team will be examining its policies and procedures to ensure the organization is meeting its obligations and will be soliciting insights from district partners and collaboratives who have completed this process. Four sub-committees have been formed to explore the standards and indicators.
- 9.00- Superintendent Issues
- 9.10- Jennifer Prendergast & Maureen Canner shared their reflections from the 9th Annual Women’s Educational Leadership Network Conference at the College of Holy Cross.
- 9.20- Currently, the new collaborative agreement has not been ratified by all member districts. SCEC and DESE would like to have the agreement approved prior to the end of the current school year.
- 9.30- The MASS Executive institute will be held July 15 to July 18, 2014. Please contact Jewel Woodside if you are interested in attending.
- 9.40- Other Superintendents’ issues

None

10.00- Warrants

The warrants were presented and signed.

11.00- Other Items

None

12.00- Adjournment

Motion, T. Lynch: To adjourn at 2:36PM

Second, R. Monteiro

Vote, Unanimous