

SOUTH COAST EDUCATIONAL COLLABORATIVE (SCEC)

Board of Directors' Meeting

April 14, 2016

Minutes

Present: T. Lynch, R. Medeiros, J. Schoonover, J. Hackett, A. Bosco,
R. Monteiro, D. Heimbecker, J. Prendergast

1.00 - Call to Order

The meeting was called to order by Board Chair R. Medeiros at 1:07pm.

2.00 - Minutes of February 25, 2016

The minutes of February 25, 2016 are presented for review and approval.

Motion, T. Lynch: To approve minutes of February 25, 2016

Second, A. Bosco

Vote, Unanimous

3.00 - Financial Information

3.10 - Update on FY16 Business Plan/Budget

The March 2016 Executive Summary shows a trend in enrollment increases and reduction of losses. Controlling staffing levels and lowering indirect costs have both assisted in decreasing anticipated losses for FY2016.

3.20 - Second review of FY17 Business Plan/Budget

The FY17 Business Plan/ Budget was presented for discussion and review by the Business Manager, Jennifer Prendergast. Minimal tuition increases are included. The Plan is built on 224 students with 191 staff. A number of step-up/ step-down opportunities are expanded, along with the capacity for providing increased numbers of 45 day assessments. Transportation services for the member districts are also included for the first time.

Motion, T. Lynch: To approve the FY17 Business Plan/ Budget as presented.

Second, J. Hackett

Vote, Unanimous

3.30 - SCEC Financial and Control Policies

All existing financial policies and procedures that are currently in place are being followed.

4.00 - Human Resources

4.10 - New Hires

Dr. Heimbecker explained SCEC's very ridged hiring process. He also expressed his desire to be completely transparent about Isabella DiLuglio who was being recommended for hire by the Leadership Team. She is his granddaughter, and he reported that he has remained totally removed from the entire hiring process. Discussion by board members followed.

4.11 Isabella DiLuglio, Paraprofessional II, Gallishaw High School, 12 months

Motion, T Lynch: To approve the new hire.

Second, A. Bosco

Vote, Unanimous

4.20 - Resignations

4.21 Kenneth Smith, Paraprofessional II, Gallishaw High School, 12 months

4.22 Eric Plant, Paraprofessional II/ Job Coach, Gallishaw High School, 12 months

4.23 Adam Perry, Paraprofessional II, Gallishaw High School, 12 months

4.24 Holly Flanagan, Teacher Leader/ Speech and Language Pathologist

Motion, J. Hackett: To accept the resignations of 4.21 through 4.23 and to accept the resignation of 4.24 Holly Flanagan with regret:

Second, T. Lynch

Vote, J. Hackett, T, Lynch, R. Medeiros, J. Schoonover

Abstained, A. Bosco

4.30 - Retirements

4.31 Christine Wisher, Paraprofessional III, Related Service Provider, 10 months

Motion, J. Hackett: To accept the retirement.

Second, J. Schoonover

Vote, Unanimous

4.40 - Leave of Absence

None

- 4.50 - Educational Leave
None
- 5.00 - Executive Session
None
- 6.00 - Building Program Update
- 6.10 - SCEC's driveway and parking lot project located at 2201 GAR Highway, Swansea continues with completion expected late spring of 2016.
- 6.20 - Only essential repair and replacement activities are occurring throughout SCEC's buildings.

It was discovered the electrical system on the 2nd floor of the SCEC main office building was very dangerous. The necessary electrical repairs have been completed and passed inspections.
- 7.00 - Policy and Procedures

The new and revised Policies and Procedures for Program and Safety Standards and the new MA Regulations for Physical Restraint and Time Out was presented and discussed by Kathy Novick to the board for review and approval. Kathy reviewed the manual and explained the required changes.

Motion, J. Hackett: To accept the revised Policies and Procedures as presented.
Second, J. Schoonover
Vote, Unanimous
- 8.00 - Professional Development – Presented by Frank Gallishaw Jr.
- 8.10 - SCEC will partner with Primary Source to offer a four week online course for 22.5 PDP's. This course will satisfy the 2016 RETELL extension requirement.
- 8.20 - SCEC will conduct a Legal Workshop at its fourth and final Professional Day of FY2016 on May 6, 2016.
- 8.30 - SCEC plans to provide a course in Special Education subject matter to meet the licensure requirement for general educators.
- 9.00 - Superintendent Issues
- 9.10 - Accommodations at Sea Crest for the 2016 MASS Summer Institute have been secured for board members as they pursue their continuous professional learning plans.
- 9.20 - The Administration Assistants Luncheon will be held on June 16, 2016 at The Aviary in Swansea. The board meeting will follow at 1pm, at SCEC's main office building.

9.30 - FY2017 board meeting dates will be presented for discussion and acceptance.

9.40 - The Executive Director shared Chapter 6 – Uncovering your biggest blind spot, pp.201-232, from Kegan and Lahey, *An everyone culture: becoming a deliberately developmental organization*.

10.00 - Warrants

The warrants were presented and signed.

11.00 - Other Items

12.00 - Adjournment

Motion, R. Monteiro: To Adjourn meeting at 2:17pm

Second, T. Lynch

Vote, Unanimous