

South Coast Educational Collaborative

Board of Directors

April 25, 2013

Minutes

Present

A. Bosco, J. Elimeena (arrived at 1:20 PM), T. Lynch, R. Medeiros, R. Monteiro, M. Canner, & D. Heimbecker

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 28, 2013

The minutes of February 28, 2013 were presented for review and approved.

Motion, T. Lynch: To approve minutes of February 28, 2013.

Second, A. Bosco

Vote, Unanimous

3.00 Financial Information

3.10 Monthly Reports (as of March 31, 2013)

For the first time in the history of this organization, every month has been profitable and South Coast continues to build up its cash reserves toward 3 months. Restructuring to the Teacher Leader model as well as collaborative/district blended programs have contributed to this financial success.

MR-6, Program Analysis, has comparative data through the last day of March, 2013 and indicates that SCEC is trending in the right direction.

### 3.20 Business Plan/Budget for FY 14

The business plan/budget proposal is designed to enable SCEC to continue to be profitable and get parity between member and non-member rates. It strives to keep indirect costs down and is designed to break even.

Board members discussed responses to member questions regarding Business plan/budget written by Executive Director Heimbecker which was distributed prior to meeting.

Motion, T. Lynch: To approve the Business Plan/Budget for FY 2014.

Second: R. Monteiro

Vote, 4 in favor and 1 abstention

### 3.30 SCEC Financial and Control Policies

The policies and procedures that are currently in place are being followed.

SCEC currently has only a line of credit to cover one payroll.

Motion, T. Lynch: To authorize Executive Director, D. Heimbecker, to sign a line of credit with Rockland Trust for the Board.

Second: R. Monteiro

Vote, Unanimous

## 4.00 Human Resources

### 4.10 New Hires

None

### 4.20 Resignations

Motion, T. Lynch: To accept both resignations at one time.

Second, A. Bosco

Vote, Unanimous

#### 4.30 Retirements

Both Michael Novick and Fran Perry are in the process of filing the proper documentation but the process has not been finalized.

#### 4.40 Leave of Absence

None

#### 4.50 Educational Leave

Motion, R. Monteiro: To accept the educational leave of Therese Rigollet, Paraprofessional II, Gallishaw High School, for 12 months.

Second, T. Lynch

Vote, Unanimous

#### 5.00 Executive Session

None

#### 6.00 Building Program Update

6.10 The first phase of renovations at SCEC's main office is nearing completion.

#### 7.00 Policy and Procedures

7.10 Executive Director Heimbecker requests a vote on the standardized lease and policy at the next Board meeting.

#### 8.00 Professional Development

8.10 The renewal application for the SCEC/BU Administrators Licensure Program has been submitted to DESE. This will be an expansion of the administrators' licensure and allows students the opportunity to apply to the Masters in Educational Leadership Program at Boston University.

8.20 The Framingham State University for Professional Licensure program is continuing recruitment.

8.30 SCEC/Northeastern University "Bridge to Teaching" cohort will be scheduling an Open House.

- 8.40 The SCEC/Northeastern University Doctoral Program continues to grow. High quality individuals are encouraged to apply.
- 8.50 Students in the SCEC/Simmons Special Education Administration program are continuing their coursework.
- 8.60 The Simmons/SCEC Masters' Program in Special Education Teaching Cohort #18 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 activities are currently in progress for a new SCEC/BCC Associate's Degree Program.
- 8.90 Carol Doherty is assisting SCEC Leadership Team Members in assessing, honing and developing higher education partnerships.
- 9.00 Superintendent Issues
- 9.10 The MASS Summer Institute is scheduled for July 16-19, 2013. Housing and conference registration for Board members who are attending will be made by SCEC.
- 9.20 Executive Director Heimbecker will present an overview of Collaboratives at the Seekonk Selectmen's workshop.
- Board members discussed the new Collaborative regulation requirements regarding training for school committee and other community members.
- 9.30 The SCEC Technology team continues its work on upgrading the SCEC technology with guidance from Superintendent Lynch.
- 9.40 The SCEC budget design team worked very effectively together to develop a FY'14 budget. Joseph Delude joined the team and worked with SCEC Treasurer, Frank Connor as part of his year-long shadowing of Frank Connor.

- 9.50 The SCRO is continuing its work and its organizational structure remains as an example of regional initiatives being considered by the Commissioner of Education.
- 9.60 It is suggested that applicable draft goals listed by the Executive Director for FY 13 could be used for FY 14. Executive Director's Performance Evaluation will be discussed at the June Board of Directors' meeting.
- 9.70 Executive Director Heimbecker spoke about the new Collaborative Agreement submitted to Massachusetts Department of Secondary and Elementary Education (DESE). He explained the background and process involved with submitting the original document and shared the revisions being suggested by DESE staff members.

Board feedback was welcomed and a thorough question-and-answer discussion ensued.

#### 10.00 Warrants

Warrants were posted and signed.

#### 11.00 Other Items

##### 11.10 Green Enterprise

The use of the most current renewal energy practices are being taught and modeled at SCEC.

#### 12.00 Adjournment

Motion, J.Elimeena: To adjourn at 2:35 PM

Second, R.Monteiro

Vote, Unanimous