

SOUTH COAST EDUCATIONAL COLLABORATIVE

Board of Directors' Zoom Meeting  
January 20, 2022

AGENDA

- 1.0 - Call to Order
- 2.0 - Minutes of December 16, 2021
- 3.0 - Financial Information
- 4.0 - Human Resources
- 5.0 - Executive Session
- 6.0 - Building Program Update
- 7.0 - Policies and Procedures
- 8.0 - Internal/External Professional Development
- 9.0 - Superintendent Issues
- 10.0 - Other Superintendent Issue(s)
- 11.0 - Warrants
- 12.0 - Other Item(s)
- 13.0 - Adjournment

# SOUTH COAST EDUCATIONAL COLLABORATIVE (SCEC)

## Board of Directors' Zoom Meeting

January 20, 2022 at 1:00 PM

### BACKUP

1.00 - Call to Order:

2.00 - Minutes of December 16, 2021:

The minutes of the Board of Directors' Meeting held on December 16, 2021, are being presented for review and approval.

3.00 - Financial Information:

3.10 - Post-Employment Benefits (OPEB) Trust

The OPEB Trustees will be meeting on April 14, 2022 at 11:30 AM to consider future funding initiatives, policies, structural considerations, and retiree benefits. The results of this meeting will be shared with the Board of Directors during the Board meeting scheduled to begin at 1:00 PM on April 14, 2022.

Note: According to an actuarial study completed in August of 2021, the SCEC OPEB trust exposure is \$12.5 million, and the current market value of the Trust is \$64,000.

3.20 - Updating of the FY 21 Business Plan/Budget

According to John Ratcliffe, partner from Pavento, Ratcliffe, Renzi & Co. LLC, who closed the SCEC books for December 2021:

Student enrollment is less than December 2020 by 25 students. Enrollment is below budget by 25 students which consists of less member students budgeted by 8.50 students and less non-member students by 16.5. In FY 2021 SCEC is transitioning two non-member districts to member district status. These districts are included in the member count. Staffing is at 217 which is a head count not full time equivalent (FTE). Staffing is 6 under budget and 12 under December of 2020.

Cash includes \$3,749,535 of proceeds from an SBA PPP loan. Cash for December was higher than the previous year by \$178,518 if adjusted for the PPP proceeds but is less than the previous month of \$404,543. Accounts receivable was lower than the previous year by \$535,573. This is primarily due to student enrollment and tuition rates. Although a mid-fiscal year tuition rate increase could mitigate the losses, an increase is not being proposed at this time.

The Collaborative's year to date net operating results is a \$724,122 deficit and is \$284,652 more of a deficit than the previous year and is \$724,471 unfavorable to budget. Operating reserve shows the past 10-month school year average for operating expenses and the correlating 3-month Operating Reserve recommended, has decreased by \$65,985 in the past 12 months from \$5,907,963 to \$5,841,978. With the addition of PPP loan proceeds, cash reserves currently cover 3.91 months of SCEC monthly expenses. If adjusted for the PPP loan proceeds, cash covers 1.99 months. Indirect revenue is from COVID related support and in December the Collaborative received \$228,097 in support, primarily as reimbursement of prior expenses.

Overall programs are showing a deficit of approximately \$534,442 compared to a deficit the prior year at this time of \$302,401. Lower student enrollment and billing days are driving the deficit. Currently, LIFE Academy and middle school classrooms at Seekonk North are producing surplus income.

### 3.30 – FY23 Business Plan/Budget

Pandemic-driven uncertainty is complicating an already difficult budget construction at SCEC. Currently, the Business Plan/Budget models being considered are reflecting 3% to 5% increases in tuition and other fees for services. All possible avenues are being considered and explored to reduce the potential increases, but at this time major challenges exist. As always, predicting student enrollment and the level of student challenges are the most significant factors that are being considered.

### 3.40 - SCEC Financial and Control Policies

As existing policies are honed and new ones emerge, Board member participation and oversight will be encouraged and solicited.

Note: Monthly Report (MR – 6) for December 2021 is included in this Board Backup

## 4.00 -Human Resources:

### 4.10 - New Hires:

4.11 – Queen Diaz, Paraprofessional II, North School, 12 months

4.12 – Sarah Hannagan, Clinical Assistant, Gallishaw High School, 12 months

### 4.20 – Transfers: None

### 4.30 - Resignations:

4.31 – Courtney Thomas, Paraprofessional II at North School, 12 months

4.32 – Brianna Flinton, Paraprofessional II, Gallishaw High School, 12 months

4.33 – Cambret Nystrom, Teacher, Gallishaw High School, 12 months

### 4.40 - Retirements: None

4.50 - Terminations: None

4.60 - Leave of Absence: None

4.70 - Educational Leave: None

5.00 - Executive Session: None

6.00 - Building Program Update:

6.10 - Repairs and replacements at the majority of SCEC sites are being completed on an as needed basis.

7.00 - Policy and Procedures:

7.10 – Now that the SCEC Board of Directors has seen SCEC’s *Policies & Procedures Manual 2021-2022 School Year* and provided feedback and suggestions, the *Manual* is being disseminated to all SCEC employees. With support from Senior Leadership Team members, site leaders are sharing and discussing the document with members of their teams.

7.20 - As current administrative policies and procedures are refined and new ones emerge, Board participation and oversight will be encouraged and solicited.

8.00 - Internal & External Professional Development—Prepared by Dr. Carolyn McKearney & Frank Gallishaw:

8.10 - Internal Professional Development – Prepared by Frank Gallishaw Jr.:

8.11 - The SCEC Deep Learning Planning Team hosted our sixth Professional Development release day on December 15, 2021. The work was done Collaborative wide at all of our eleven classroom sites and our business office. The goal, to provide professional learning instruction and facilitation in New Pedagogies for Deep Learning (NPDL). During this day, the work continued to focus on the evaluation of various SCEC site lesson plans while utilizing the SCEC Trauma & Equity Informed: Unit Learning Design Planning Template. The template is organized around the steps in the NPDL Collaborative Inquiry Cycle - Assess, Design, Implement, Measure, Reflect and Change.

8.12 - Medical Mandated Training Continues - This training covers the topics of Universal Precautions and Medication Administration and Delegation. The course is being offered on multiple dates in December at all SCEC sites. The course is being moderated by SCEC’s Health Services Administrator, Maggie Arruda, MSN, RN.

This work by SCEC staff will culminate in June 2022, with an academic unit to be presented to all staff, during a virtual Professional Development meeting.

8.13 - The SCEC Deep Learning Planning Team continues to provide professional learning instruction and facilitation in New Pedagogies for Deep Learning (NPDL) throughout the year. The work focuses on the evaluation of various SCEC site lesson plans utilizing the SCEC Trauma & Equity Informed: Unit Learning Design Planning Template. The template is organized around the steps in the NPDL Collaborative Inquiry Cycle - Assess, Design, Implement, Measure, Reflect, and Change.

8.14 - New Pedagogies for Deep Learning Global (NPDL) SCEC recently provided SCEC staff with a link to the entire series as part of the NPDL Learning Hub 2.0 subscription. It should be noted that support systems will be provided throughout 2022.

8.20 - External Professional Development – Prepared by Dr. Carolyn McKearney:

8.21 - The SCEC/BSU Masters- E.Ds. in Leadership cohort is beginning its 4th semester in January 2022. The cohort students who are in the “licensure only track” will be done at the close of this semester (May 2022). The cohort currently consists of 4 SCEC, 1 Berkley, 3 Somerset, 4 Somerset/Berkley and 5 Taunton staff members. Cohort members are doing their second Leadership practicum this semester.

8.22 - The SCEC/BSU Master’s in Special Education cohort is beginning its final semester, with an expected graduation date of May 2022. Dr. McKearney will be assessing if there is enough interest in beginning a new cohort with an anticipated start in Fall 2022.

If superintendents know of staff who may be interested, have them contact Carolyn McKearney (508-922-6213) or [cmckearney@scecoll.org](mailto:cmckearney@scecoll.org)

8.23 - 19 Dartmouth staff members requiring initial CPI certification are participating in the online CPI Flex program with supervision and follow up on physical interventions from the SCEC trainers on January 12, 2022.

8.24 - Dr. McKearney is currently providing consultation to Berkley, Dartmouth, Dighton/Rehoboth, Mashpee, Seekonk, and Wachusett Public Schools.

8.25 - Donna Cranshaw Gabriel is providing consultation to Fall River Public Schools.

8.26 - Dr. McKearney is presenting the 3<sup>rd</sup> session of a 4-part series to Mansfield Public Schools paraprofessionals on “Developing Therapeutic Relationships & Environments for Students” on January 12, 2022.

8.27 - Dr. McKearney is presenting the 2<sup>nd</sup> session of a 2-part series to Wachusett Public Preschool teachers on “Developing Therapeutic Classrooms” on January 26, 2022.

8.28 - Plans are underway for SCEC Related Service Providers to present to Fall River Public Schools Related Service Providers in February 2022.

8.29 - Dr. McKearney is concluding a program evaluation of the Dighton/Rehoboth Transition Program. She is collaborating with Dr. Lisa Fournier and Linda Cullen.

9.00 - Superintendent Issues:

9.10 – Ruth Hersh and PaulaJo Gaines from DOE have instructed Executive Director Heimbecker to remind all Board members to make certain to stay current with the DESE Roles and Responsibilities of Collaborative Boards. Document can be accessed online at <https://www.doe.mass.edu/edcollaboratives/governance-guidance/default.html>

9.20 – Both the South Coast Educational Collaborative Annual Report for 2020-2021 and the Annual Audit for FY21 have been successfully submitted to all relevant governmental authorities.

9.30 – All SCEC School Committees have approved Fall River’s request to become a SCEC member, and the majority of them have forwarded Leah Thibault their school committee minutes with a copy of the motion to approve. As soon as she is in possession of them all, we will be forwarding them to Commissioner Riley so that the accommodating changes in our collaborative agreement can be finalized.

9.40 - As was previously reported, for the past 20 years, SCEC has been providing services to a number of Rhode Island students. Typically, the students are transported by the RI districts to SCEC facilities in Massachusetts. With the support of SCEC teachers who are trained to administer the high stakes RI tests (equivalent to MCAS), RI students are able to follow all RI mandates. On occasion SCEC Related Service staff members provide therapies to RI students in Rhode Island.

Given this history of RI students being served by SCEC in MA, it is not surprising that some officials from RI school districts are expressing a desire to have SCEC staff provide services in RI schools, and these officials are offering space in their schools for the program(s) to be housed. Executive Director Heimbecker is informally exploring the possibilities with education department staff from both the RI and the MA Departments of Education.

At this point in time, it appears that there may be many issues that would need to be successfully addressed for SCEC to provide services in RI. However, the long history of SCEC serving RI students will be able to continue in our MA programs.

9.50 - The Executive Director’s Book Club – Continuous Learning Service for Board of Directors:

A few days ago, Amanda Gorman published and read for the world her latest poem “New Day’s Lyric” There are many ways in which you should be able to hear her perform it. I suggest “Amanda Gorman Ushers in 2022 with Poem ‘New Day’s Lyric’” at [rollingtonstone.com](http://rollingtonstone.com). Hopefully, before our meeting, you will be able to access Gorman performing her newest work.

Another of Gorman’s work, “The Miracle of Morning” can be seen as an appropriate antidote to the impact of living and leading during these times. This selection appears on pages 174 and 175 in a book of her poetry published in 2021. The book is entitled *Call us what we carry*. As we continue this section of our meeting today, we will access Amanda Gorman performing “The Miracle of Morning”.

10.00 - Other Superintendent Issue(s):

10.10 – Please remember that there are National Conference Opportunities: Interested parties should contact Leah Thibault. The AASA national conference is scheduled for February 17-19, 2022 in Nashville, Tennessee.

10.20 – According to our Influence 100 Fellows, the second year of Influence 100 has been successfully unfolding. Fellows, Lisa Martiesian and Raymond Steele report that as SCEC’s Equity/Access, Deep Learning, and Curriculum initiatives have merged into their Influence 100 plans, the monthly release day activities have become increasingly impactful. And, as previously mentioned, they are expressing their gratitude to Board Members Bonny Gifford and Thomas Anderson for their support and guidance throughout the Influence 100 program.

10.30 - SCEC Board of Board Directors’ Meeting Schedule for 2021-2022

<u>Date</u>	<u>Meeting Description</u>	<u>Time</u>	<u>Location</u>
September 23, 2021	Board of Directors’ Meeting	1:00 – 3:00 PM	Zoom
October 21, 2021	Board of Directors’ Meeting	1:00 – 3:00 PM	SCEC Admin. Build.
December 16, 2021	Superintendent’s Academic Excellence	11:30 AM - 1:00 PM	Zoom
	Board of Directors’ Meeting	1:00 – 3:00 PM	Zoom
January 20, 2022	Board of Directors’ Meeting	1:00 – 3:00 PM	Zoom
March 3, 2022	Board of Directors’ Meeting (Changed From February 2/17/2022 Due to Scheduling Conflicts)	1:00 – 3:00 PM	Zoom
April 14, 2022	Board of Directors’ Meeting	1:00 – 3:00 PM	SCEC Admin. Build.
June 16, 2022	Administrative Assistants’ Luncheon	11:30 - 1:00 PM	TBA
	Board of Directors’ Meeting	1:00 – 3:00 PM	TBA

11.00 - Warrants: To be signed via DocuSign

12.00 - Other Item(s):

12.10 - Updating and Discussing Leasing Property for Instructional Purposes

Space to operate SCEC programs continues to be a serious concern for the SCEC Leadership team. Both extending existing leases, acquiring new ones with lease/purchase provisions, and other arrangements are being pursued. For example, discussions are in process with officials from the Dioceses of Fall River relative to

all of the above as related to the Bishop Connolly High School and surrounding property.

Additionally, Executive Director Heimbecker is exploring the possibility of purchasing school buildings in Seekonk and the LIFE Academy building at the YMCA in Swansea.

13.00 - Adjournment:



## SOUTH COAST EDUCATIONAL COLLABORATIVE

Board of Directors' Zoom Meeting  
December 16, 2021  
Minutes

Present: T. Anderson, T. Aubin, A. Azar, R. Drolet, B. Gifford, R. Medeiros, J. Schoonover, P. Gaines, M. Canner, D. Heimbecker, J. Prendergast, M Nelligan, K Casey

### 1.00 - Call to Order

The meeting was called to order by Board Chair R. Medeiros at 1:05 PM. Executive Director Heimbecker welcomed Paulajo Gaines, Educational Collaborative Coordinator at the Massachusetts Department of Elementary and Secondary Education and noted that we are fortunate to have her here with us, as she must monitor SCEC's Annual Audit.

### 2.00 - Minutes of October 21, 2021

The minutes of October 21, 2021 were presented for review and approved.

Motion, B. Gifford: To approve the minutes of October 21, 2021  
Second, J. Schoonover

Vote, Unanimous

### 3.00 - Financial Information

#### 3.10 -Post-Employment Benefits (OPEB) Trust

The OPEB Trustees will meet on January 20, 2022 at 11:30 AM.

#### 3.20 – Presentation of the 2020-2021 Financial Audit of SCEC from Powers & Sullivan, LLC

Michael Nelligan and Katheryn Casey from Powers & Sullivan were introduced as SCEC's new Auditors. They presented and discussed the written report on the Financial Audit of SCEC for fiscal year 2021. It was presented containing no exceptions.

#### 3.30 – Financial Audit Approved

Motion, T. Aubin: To approve the 2020-2021 Annual Financial Audit of South Coast Educational Collaborative as presented and instruct the Board Chair and the Executive Director to certify that this action was taken by signing a document that memorializes the action taken.  
Second, J. Schoonover

Roll Call Vote:

R. Medeiros, Aye  
J. Schoonover, Aye  
R. Drolet, Aye  
A. Azar, Aye  
T. Aubin, Aye  
B. Gifford, Aye  
T. Anderson, Yes  
Unanimous

Motion, B. Gifford: To designate \$4,138,709 as South Coast Educational Collaborative's cumulative surplus for FY2021 and retain for the Collaborative's use.  
Second, J. Schoonover

Roll Call Vote:  
T. Anderson, Yes  
T. Aubin, Yes  
A. Azar, Yes  
R. Drolet, Aye  
J. Schoonover, Aye  
B. Gifford, Yes  
R. Medeiros, Aye  
Unanimous

Paula Jo Gaines offered congratulations on another successful audit.

### 3.40 – Updating of the FY 21 Business Plan/Budget

Executive Director Heimbecker explained that there are Federal and State funds available for the first time to educational collaboratives. He commended Business Manager, Jennifer Prendergast, for collaborating with SCEC leaders to pursue funds. Jennifer explained that she has been researching opportunities to help with the budget. SCEC's enrollment is down over 25 students and is the lowest in many years due to the Pandemic. The following revenue streams have been pursued:

- COVID Paid Sick Leave
- P-EBT Administration Reimbursement
- COVID EASSER Reimbursement Cost
- DESE Grant COVID Summer Programming FY 22
- MEMA/FEMA

Business Manager Prendergast stated that SCEC has a loss of \$787,000 which is all student related and is down \$414,000 in tuition revenue. The PPP loan is in process for forgiveness.

### 3.50 – FY23 Business Plan/Budget

The FY23 Business Plan/Budget is still a work in progress as we wait for more information. The models being considered are reflecting 3%-5% increases in tuitions and other fees for services.

4.00 - Human Resources

4.10 - New Hires:

4.11 – Emily Parsons, Paraprofessional II, North School, 12 months

4.12 – Sarah Hannagan, Clinical Assistant, Gallishaw High School, 12 months

Motion, J. Schoonover: To accept new hires as presented

Second, B. Gifford

Vote, Unanimous

4.20 - Transfers:

4.21 – Brittany Burt, Clinical Assistant at North Seekonk, 12 months from Paraprofessional II at North Seekonk.

4.22 – Kerrie Serrecchia, Teacher at Palmer River, 12 months from Paraprofessional II at Berkley Middle School

4.23 – Alicia Albernaz, Paraprofessional II at Seekonk High School, 12 months from Paraprofessional II at Palmer River

4.30 - Resignations:

4.31 – Ashly Berry, Paraprofessional II at GRAIS, 12 months

4.32 – Kristy Ferreira, Nurse, 12 months

4.40 – Retirements

4.41 – Kathy Ventura, Paraprofessional II at Berkley Middle School, 12 months

4.42 – Maria Rodriguez, Paraprofessional II at Gallishaw, 12 months

Discussion: Dr. Heimbecker stated that these people will be missed and have contributed a great deal to SCEC students through the years.

4.50 – Terminations: None

4.60 – Leave of Absence:

Erica Allardice, Nurse, 12 months

4.70 – Educational Leave: None

5.00 - Executive Session: None

6.00 - Building Program Update

6.10 - Repairs and replacements at most SCEC sites are being completed on an as needed basis.

7.00 - Policy and Procedures

7.10 – The *Policies and Procedures Manual 2021-2022 School Year* was sent to the Board of Directors for informational purposes and to solicit suggestion and/or comments.

7.20 – As current administrative policies and procedures are refined and new ones emerge, Board participation and oversight will be encouraged and solicited.

8.00 - Internal & External Professional Development – Prepared by Dr. Carolyn McKearney & Frank Gallishaw

Board members reviewed all SCEC professional development activities. Executive Director Heimbecker suggested that it is helpful to contact Dr. Carolyn McKearney if there is a need for professional development in a district. This also provides SCEC an opportunity to gain an understanding of what is happening in the field.

9.00 - Superintendent Issues

9.10 – Dr. Heimbecker discussed the Annual Report that had been submitted to the Board of Directors. He commended Dr. Bethany DeNardo, Linda Cullen, Lisa Martiesian and other leaders behind the scenes who worked diligently to compile this informative report.

Motion, R. Drolet: To approve the 2020-2021 Annual Report of South Coast Educational Collaborative and instruct the Board Chair and the Executive Director to certify that this action was taken by signing a document that memorializes the action taken.

Second, B. Gifford

Vote: Unanimous

9.20 – All SCEC School Committees have approved Fall River's request to become a SCEC member, and a majority of them have forwarded Leah Thibault their school committee minutes with a copy of the motion to approve.

9.30 - Executive Director Heimbecker continues to informally explore the possibilities with education department staff from both RI and the MA Department of Educations for having SCEC staff provide services in RI schools.

9.40 - The Executive Director's Book Club – Continuous Learning Service for Board of Directors

Executive Director Heimbecker reviewed the new book by Brene Brown entitled *Atlas of the heart: Mapping meaningful connections and the language of the human experience*. (2021) Board members are map makers, and our Annual Report illustrates that we are all taking the journey together. At our meeting today, we memorialized our Audit and the Annual Report.

10.00 - Other Superintendent Issues

10.10 - Interested parties should contact Leah Thibault for National Conferences. The AASA national conference is scheduled for February 17-19, 2022 in Nashville, Tennessee.

10.20 - Executive Director Heimbecker thanked Board Members Thomas Anderson and Bonny Gifford for their support and guidance throughout the Influence 100 program. In addition, Deep Learning at SCEC is about equity, access and social justice and is merged into Influence 100 plans.

10.30 - Board members reviewed the Board of Director's Meeting Schedule for 2021-2022. After discussing the February 17<sup>th</sup>, 2022 meeting conflict, it was recommended to reschedule the meeting to a virtual meeting on March 3, 2022 at 1PM.

10.40 - Board members discussed the challenge of filling nursing positions and the use of other possible resources to meet this need.

11.00 - Warrants:

Warrants will be signed via DocuSign.

12.00 - Other Items(s):

12.10 - Updating and Discussing Leasing Property for Instructional Purposes

Executive Director Heimbecker is exploring the possibility of purchasing school buildings in Seekonk and the LIFE Academy building at the YMCA in Swansea

12.11 - Dr. Heimbecker shared that the Doorways Food Pantry in Seekonk is donating \$5,000 to SCEC to create a Maker Space at Seekonk North site.

12.12 – T. Anderson facilitated a brief discussion regarding the need to take a balanced approach to monitoring social media.

13.00 - Adjournment

Motion, R. Drolet: To adjourn meeting at 1:55 PM  
Second. B. Gifford

Vote, Unanimous