

SOUTH COAST EDUCATIONAL COLLABORATIVE (SCEC)

Board of Directors' Zoom Meeting April 14, 2022 Minutes

Present: A. Azar, R. Drolet, B. Gifford R. Medeiros,
J. Robidoux, J. Schoonover
M. Canner, D. Heimbecker, J. Prendergast

1.00 - Call to Order

The meeting was called to order by Board Chair R. Medeiros at 1:23 PM.

2.00 - Minutes of March 3, 2022

The minutes of March 3, 2022 were presented for review and approved.

Motion, J. Robidoux: To approve the minutes of March 3, 2022
Second, J. Schoonover

Vote, Unanimous

3.00 - Financial Information

3.10 - Post-Employment Benefits (OPEB) Trust

The OPEB Trustees will meet on June 16, 2022, and will share updates during the Board meeting at 1pm. The current market value of the Trust is just under \$64,000 now.

3.20 – Updating of the FY22 Business Plan/Budget

At the end of March, there are currently 233 students. This is less than March 2021 by 15 students and 19 less than budget. There are 210 staff which is 22 less than prior year and 13 under budget. SCEC has a profit of \$118,000 which includes grants, PPP, and one-time reimbursements. If there were no grants, PPP proceeds and reimbursements then SCEC would be down by \$714,000.

The projection is to be down by one million dollars at the end of the year. SCEC will lose money in April, May, and June due to less billing days.

At the end of March, the Collaborative has \$3.4 million due to PPP loan proceeds and grants. At the next Board of Directors' meeting in June, board members must discuss strategies to best utilize this money.

3.30 – FY23 Business Plan/Budget

Executive Director Heimbecker explained to board members that when it comes to revenue, what SCEC charges for tuition is the only funding available. He noted that there are currently 235 students at SCEC, while there were 257 students in the prior year.

As SCEC grows its membership, students transition from non-member status to member status. FY2023 business plan will have 38 less non-member students due to students moving into a membership status. There will be 205 staff which is 18 less staff than this year's business plan.

The business plan reflects actual costs and projected current indirect rates to estimate what next year's costs would be. Tuition increases will average 5%.

Motion, B. Gifford: To approve the FY2023 Business Plan/Budget as presented
Second, A. Azar

Discussion: A question was raised by Superintendent Robidoux about OPEB funding and Jennifer Prendergast, Director of Finance, informed the Board that once money is placed in OPEB, it cannot be taken out. Our Business Plan includes placing \$25,000 per year in OPEB. In response to a question from Superintendent Drolet about Debt Service Payments and Capital Expenditures, Jennifer informed members about SCEC vans used for students and the need to replace each van every five years.

Superintendent Medeiros commented that many Collaboratives are assessing members and SCEC does not do this.

Superintendent Drolet asked about tuition increases for member and non-member students and why the increase is the same. Superintendent Medeiros explained that DESE frowns upon large gaps in tuition between member and non-member programs. Jennifer noted that there used to be a more significant difference and SCEC is working on decreasing the gap. Executive Director Heimbecker also explained that DESE also does not like some programs financially supporting other programs, there is a higher percentage increase in tuitions for programs with losses.

Jennifer Prendergast responded to Superintendent Robidoux's questioning of a 6% increase in tuition at LIFE Academy when it is showing a surplus for the current year. She explained the details of the building lease and in FY23 LIFE would not show a profit.

Executive Director Heimbecker thanked Jennifer for her work on this budget process.

Roll Call Vote:·

A. Azar - Aye
R. Drolet – Aye
B. Gifford – Aye
R. Medeiros – Aye
J. Robidoux – Aye
J. Schoonover - Aye

Superintendent Robidoux noted his wife's employment at SCEC.

Vote, Passed

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.

4.00 - Human Resources

4.10 - New Hires: None

4.20 – Transfers: None

4.30 - Resignations: None

4.40 – Retirements:

4.41 – Savit Makhijani, Paraprofessional II, Palmer River, 12 months

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 - The wooden handicapped accessibility ramp at the main SCEC office in Swansea is being replaced by a concrete one.

7.00 - Policy and Procedures

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

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

8.10 – Internal Professional Development

8.11 – SCEC has a growing relationship with Dr. Jean Clinton. She will present again during our Deep Learning Professional Days in May and June. Most people feel validated and understood through her presentations. Educators from the Cape and Barrington school districts have also been participating.

8.12 – SCEC will hold its annual legal workshop on May 6, 2022. Board members are invited to send participants from their districts. Board members should send any topics they would like covered to SCEC so our attorney can prepare. This will take place virtually and a link will be sent to Board members.

8.20 – External Professional Development

8.22 - SCEC is partnering once again with Bridgewater State University to offer a master's program in Special Education. There is interest in this and 15 students are needed to begin the program. If Board members have staff who are interested, have them contact Dr. McKearney.

8.25 – Dr. McKearney is consulting in several school districts and she is always very well received. She was a keynote speaker at the SCRO Social Emotional Wellness Symposium 2022 on March 24, 2022. Dr. McKearney can help to change the culture in a school.

9.00 - Superintendent Issues

9.10 - Dr. Heimbecker reminded board members that he has been instructed by Ruth Hersh and PaulaJo Gaines at DESE to remind Board members about the need to stay current with the DESE Roles and Responsibilities of Collaborative Boards.

9.20 – Executive Director Heimbecker informed Board members that SCEC is aging out of its Strategic Plan by June 2022. However, the Leadership Team is requesting that the Board vote to extend the existing plan. Dr. Heimbecker noted that SCEC uses the Strategic Plan a great deal in Influence 100. He will check with Ruth Hersh from DESE to make sure that we are able to get an extension and he will let Board members know at the June meeting.

Motion, J. Schoonover: To extend the SCEC Strategic Plan until December 31, 2022.
Second, J. Robidoux

Vote, Unanimous

9.30 – A letter has been sent to Commissioner Riley requesting that the accommodating changes in the Collaborative agreement be finalized.

9.40 – The necessary signed documents from the Board have been forwarded to the attorney pursuing the settlement of the property dispute between SCEC neighbors.

9.50 - The Executive Director's Book Club Reflections – Continuous Learning Service for the SCEC Board of Directors:

Executive Director Heimbecker shared his reflections on the book by Juliette Kayyem, *The devil never sleeps: Learning to live in an age of disasters*. (2022). She writes that bad things will happen but always be prepared and have the resources available. It is the “Now Normal.”

10.00 - Other Superintendent Issues

10.10 – Accommodations and registration for the 2022 Paul J. Andrews Executive Institute in July has been arranged for all SCEC Board members who have requested assistance. Board members can continue to reach out to Dennis Henriques for further assistance if needed.

10.20 – The Influence 100 Programs’ focus on deep learning as an equity/access vehicle has been proving successful.

10.30 – The CPR took place last week and went very well. It was led by Lisa Martiesian, Associate Executive Director who was assisted by the Senior Leadership Team.

10.40 –Board members reviewed the remaining SCEC Board of Directors’ meetings scheduled for 2021-2022.

11.00 – Warrants: To be signed via DocuSign

12.00 - Other Item(s)

12.10 - Updating and Discussing Leasing Property for Instructional Purpose

Executive Director Heimbecker gave updates on leases. SCEC should get a good amount of space at Bishop Connolly High School. SCEC is toward the end of its leases in Seekonk.

12.20 – Superintendent Drolet discussed an event Seekonk is hosting for new school committee members. Glenn Koocher will be speaking, and board members are invited to send participants.

12.30 – Superintendent Drolet asked Board Members if they know of anyone who could facilitate strategic planning.

12.40 – Superintendent Drolet stated that his current schedule is extremely busy, and he would not be able to serve as Board Chair, although he would be happy to remain as Vice-Chair.

13.00 - Adjournment

Motion, J. Schoonover: To adjourn meeting at 2:16 PM
Second, J. Robidoux

Vote, Unanimous