

SOUTH COAST EDUCATIONAL COLLABORATIVE (SCEC)

Board of Directors' Meeting
June 16, 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 J. Schoonover at 1:04 PM.
Superintendent Medeiros is retiring, and this requires the reorganization of the SCEC Board of Directors.

Motion, B. Gifford: To approve Superintendent Jeffrey Schoonover as the new Chair of the Board of Directors of SCEC.

Second, J. Robidoux

Roll Call Vote:

A. Azar – Aye

R. Drolet – Aye

B. Gifford – Aye

R. Medeiros – Aye

J. Robidoux – Aye

J. Schoonover – Aye

Vote, Passed

Board Members congratulated Superintendent Medeiros and thanked him for his 18 years of service to SCEC as a board member.

2.00 - Minutes of April 14, 2022

The minutes of April 14, 2022 were presented for review and approved.

Motion, J. Robidoux: To approve the minutes of April 14, 2022

Second, R. Medeiros

Vote, Unanimous

3.00 - Financial Information

3.10 - Post-Employment Benefits (OPEB) Trust

The OPEB Trustees met at 12:00 PM prior to the SCEC board meeting. Superintendent Schoonover now serves as Chair and Superintendent Drolet as Vice Chair. Other members include Executive Director Heimbecker and Director of Finance, Jennifer Prendergast.

An additional board member is needed for the Trustees Board and board members were asked if they wished to volunteer.

3.20 – Updating of the FY22 Business Plan/Budget

At the end of May there are currently 230 students and a loss of \$172,000. June has fewer billing days and is projected to lose a similar amount. The projected surplus revenue over the allowable amount is estimated at \$1,353,000. The projection is to lose close to \$1,000,000 without the PPP loan and grant proceeds. There are no plans to put any of the PPP money into the FY23 Business Plan. Without PPP loan proceeds, SCEC would show a loss of \$714,000.

Executive Director Heimbecker and Director of Finance Jennifer Prendergast spoke about the need to create and fund a Capital Reserve Account. Jennifer explained that this fund is used for purchasing of all capital expenditures including buildings, renovations and vehicles. A Capital Expenditures Plan has always been provided to Board Members and this will continue. The Board must approve all activity within the fund. There must be set limit and SCEC is recommending \$3,000,000. Board Members have approved \$25,000 in the FY23 Business Plan for the Capital Reserve Fund. Board members discussed the SCEC Capital Reserve Fund document included in their packets and strategies that are necessary to ensure that SCEC is below the 25% surplus revenue threshold.

In response to a question regarding PPP proceeds, Jennifer explained that it is a loan and has been forgiven. There are no restrictions for use of these funds. Questions were raised about how the funds are invested. Jennifer explained that although we do not currently have an investment account for this fund, funds are invested in our existing accounts at MMDT or at Rockland Trust.

Board Chair, Jeffrey Schoonover recommended that excess surplus over \$1,000,000 be transferred into the OPEB Trust. This was supported by Superintendent Drolet who is a member of the OPEB Trustees.

Motion, B. Gifford: To support the OPEB Trustees recommendations to transfer the surplus funds of over \$1,000,000 into the OPEB Trust.

Second, A. Azar

Discussion: The surplus funds into the OPEB Trust will be approximately \$350,000. This is separate from the Capital reserve Fund.

Vote, Unanimous

Motion, R. Medeiros: To accept the establishment of a Capital Reserve Fund as recommended by the Executive Director and Director of Finance.

Second, J. Robidoux

Discussion: Board members discussed the timeline to determine what funding goes into the Capital Reserve Fund. Jennifer responded prior to December 2022 and that the vote now is just to create the fund. Superintendent Medeiros stated the need to amend the motion to include the dollar amount.

Motion, R. Medeiros: To amend the motion to: To approve the creation of SCEC's Capital

Reserve Fund with a balance limit of \$3,000,000 for the purpose of accumulating funds for the acquisition, maintenance, and improvement of capital items.

Second, B. Gifford

Vote, Unanimous

Executive Director Heimbecker explained that the motion to be brought to member school committees is in the Capital Reserve Fund document. He thanked Board members for the tremendous work that they have done this year.

3.30 – FY23 Business Plan/Budget

Several partners are requesting prepay invoices/agreements for FY23.

3.40 – SCEC Financial and Control Policies

Board Members voted to create a Capital Reserve Fund. Jennifer Prendergast will get timeline information to board members when it is needed.

Monthly Report (MR-6) was reviewed with no questions.

4.00 - Human Resources

4.10 - New Hires

4.11 – Jeffrey Booker, Reading Specialist, 12 months

4.12 – Allison Smith, Board Certified Behavior Analyst, 12 months

Motion, R. Medeiros: To approve new hires as presented

Second, R. Drolet

Vote, Unanimous

4.20 – Transfers

Sara Hanagan from Social Worker Assistant at Gallishaw, 12 months to Social Worker at Gallishaw, 12 months

4.30 – Resignations

4.31 – Jennifer Brosnan, Clinician at North School, 12 months

4.32 – Lauren Beaulieu, Paraprofessional II, North School, 12 months

4.33 – Dennis Pereia, Teacher, North School, 12 months

4.34 – Dennis Henriques, Administrative Assistant, SCEC Business Office, 12 months

Motion, J. Robidoux: To accept all resignations as presented

Second, R. Drolet

Vote, Unanimous

4.40 – Retirements: None

4.50 – Terminations

4.51 - Queen Diaz, Paraprofessional II at North School, 12 months

4.60 – Leave of Absence

4.61 - Katrina Fitzgerald, Speech and Language Pathology Assistant, 12 months

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 has been replaced by a concrete one. Rich Shannon did a great job completing this project.

7.00 - Policy and Procedures

7.10 – We are working on our Strategic Plan and changing the format. Recommendations for policies and procedures may come as a result of this.

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

8.10 – Internal Professional Development

8.11 – We are very excited about being awarded the Federal/State grant that has enabled us to buy high quality curriculum materials. Associate Executive Director Lisa Martiesian was responsible for this process and has established curriculum trainings for staff. These trainings will be recorded and made available for others to view.

8.12 – Dr. Clinton’s presentation at SCEC have been well received and changed the way that staff look at their own wellness. SCEC is committed to the wellness of board members as well.

8.20 – External Professional Development

8.21 – The SCEC/BSU Masters-Ed.S in Leadership cohort has completed its fourth semester.

8.22 – The SCEC/BSU Master’s in Special Education cohort completed its final semester.

8.23 – In collaboration with BSU, SCEC ran its first Math MTEL prep course in May/June 2022.

8.24– Dr. McKearney is consulting in several school districts and she is always very well received.

8.25 – Dr. Heimbecker and Dr. McKearney have completed their work with a team from Central Falls and created an evaluation tool for the Central Falls Superintendent.

8.26 – Dr. McKearney and Linda Cullen have been working as a team. They have conducted a program evaluation of Preschool programs in Truro, Ma.

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. DESE is looking for other collaboratives to do trainings that EDCO has done.

9.20 – SCEC is working diligently to change the style of the Strategic Plan. In the first two years, there will be many action items. Board members are welcomed to let us know if there are any recommendations.

9.30 – Commissioner Riley has been very supportive of SCEC and our initiatives.

9.40 – The property dispute between SCEC neighbors has been resolved to the satisfaction of all parties involved.

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

9.51 - Executive Director Heimbecker shared his reflections on the book by Dr. Joe Sanfelippo, *Lead from where you are: Building intention, connection and direction in our schools* (2022) which was recommended by Jennifer Prendergast, Director of Finance and Sheena Martin, Human Resource Director. This is a book that is validating for SCEC.

9.52 – Dr. Heimbecker shared a book, *Kindness matters*, written and illustrated by Karen Silva’s SCEC inclusion class at the George Austin Intermediate School in Lakeville. Dr. Heimbecker thanked Board Members for these inclusive programs in their schools. This is what is possible for our students who are not regular ed but go to SCEC programs. Superintendent Medeiros noted that this has made a difference in the lives of these students.

10.00 - Other Superintendent Issues

10.10 – Accommodations and registration for the 2022 Paul J. Andrews Executive Institute in July 2022 has been arranged for all SCEC Board members who have requested assistance.

10.20 – Executive Director Heimbecker noted that Superintendents Bonnie Gifford and Thomas Anderson have been valuable in their support and guidance throughout Influence 100. The Influence 100 Programs’ focus on deep learning as an equity/access vehicle has been proving successful. SCEC Fellow Lisa Martiesian is now an Associate Executive Director and Ray Steele has been promoted to the SCEC Leadership Team

10.30 – Dr. Heimbecker shared highlights from the inclusion classroom at the George R. Austin Intermediate School (GRAIS) in Lakeville, Ma.

10.40 –Board members reviewed the proposed scheduling of SCEC Board of Directors’ meetings for the 2022-2023 school year. In addition, the AASA national conference on education, scheduled for February 16-18, 2023 in San Antonio Texas was reviewed as well as the ASCD annual conference scheduled for March 31-April 3, 2023 in Denver Colorado.

11.00 – Warrants: To be signed via DocuSign

12.00 - Other Item(s)

12.10 - Updating and Discussing Leasing Property for Instructional Purpose

Discussions are continuing with the Diocese of Fall River relative to expanding classrooms and space for our existing program as well as possibly opening a high school inclusion program.

Dr. Heimbecker continues to explore purchasing other buildings in Seekonk and the LIFE Academy at the YMCA in Swansea.

13.00 - Adjournment

Motion, R. Medeiros: To adjourn meeting at 2:21 PM
Second, A. Azar

Vote, Unanimous