

## SOUTH COAST EDUCATIONAL COLLABORATIVE (SCEC)

Board of Directors' Meeting  
December 15, 2022  
Minutes

Present: T. Anderson, T. Aubin, J. Cabral, B. Gifford, M. Pontes, W. Runey, Jr., M. Ryan,  
J. Schoonover, A. Straus, M. Canner, D. Heimbecker, J. Prendergast, L. Thibault,  
M. Nelligan

### 1.00 - Call to Order

The meeting was called to order by Board Chair J. Schoonover at 1:39 PM.

### 2.00 - Minutes of October 27, 2022

The minutes of October 27, 2022 were presented for review and approval.

Motion, B. Gifford: To approve the minutes of October 27, 2022  
Second, J. Cabral

Vote, Unanimous

### 3.00 - Financial Information

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

The OPEB Trustees met at 11:00 AM prior to the SCEC Board meeting. They recommend transferring \$100,000 of the FY22 surplus revenue to the OPEB trust. SCEC has a current OPEB liability of \$8.8M.

Motion, T. Aubin: To have \$100,000 from FY22 surplus revenue transferred to OPEB Trust.  
Second, A. Strauss

Vote, Unanimous

Executive Director Heimbecker explained SCEC must create policies to fund the OPEB trust. He suggested if SCEC has excess revenue at the end of the year, a minimum of \$25,000 should be transferred into the OPEB Trust.

Motion, B. Gifford: To put at least \$25,000 into the OPEB Trust if SCEC has yearly profit in excess of \$25,000.  
Second, T. Anderson

Vote, Unanimous

### 3.20 – Presentation of the 2021-2022 Financial audit of SCEC from Powers and Sullivan, LLC

Mike Nelligan from Powers and Sullivan presented and discussed the written report on the Financial Audit of SCEC for fiscal year 2022. It was presented containing no exceptions and considered a clean audit.

### 3.30 – Approval of the Annual Financial Audit

Motion, J. Robidoux: To approve the 2021-2022 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, B. Gifford

Vote, Unanimous

Motion, J. Cabral: To designate \$5,803,507 as South Coast Educational Collaborative's Retained Earnings for FY2022 and retain for the collaborative's use.  
Second, B. Gifford

Vote, Unanimous

Executive Director Heimbecker informed board members that the purchase and sale of the LIFE Academy property has not been signed yet. The SCEC attorney has drawn up additional wording that will be presented to the YMCA board for approval.

Motion, J. Cabral: To approve \$1,000,000 of the surplus revenue from FY22 to be transferred into the capital reserve fund for purchase of the LIFE academy building at the YMCA Swansea.  
Second, J. Robidoux

Roll Call Vote:

B. Gifford, Aye

T. Auburn, Aye

T. Anderson, Abstain

A. Strauss, Aye

M. Ryan, Aye

M. Pontes, Aye

J. Cabral, Aye

J. Schoonover, Aye

Motion passes

### 3.40 – Updating of the FY 23 Business Plan Budget

SCEC has a loss of \$782,000 at the end of November. There are currently 209 students enrolled, which is 26 students below the business plan. Staffing is at 206 and is 7 below the business plan. It has been difficult to get qualified staff. The Leadership Team has been

meeting to expand outreach and grow the referral process in an effort to increase student enrollment. We are also looking at restructuring staff.

Board members asked about forecasting for the end of the year potential losses. Director of Finance Jennifer Prendergast explained that we can take money from our reserves if needed but are trying to execute changes so that is not necessary. Executive Director Heimbecker asked board members to let us know if there are referrals. SCEC is looking to repurpose our staff to accommodate additional students, he will be meeting with the union presidents to discuss staffing. Executive Director Heimbecker explained that SCEC is being transparent, and we need the assistance of the board to help us through this time.

### 3.50 – FY24 Business Plan/Budget

Jennifer Prendergast informed board members that SCEC is looking closely at the individual needs of SCEC students to prepare for FY24 Business Plan/Budget. Currently, the Business Plan/Budget models being considered are reflecting 3%-5% increases in tuition and other fees for services.

## 4.00 - Human Resources

### 4.10 - New Hires

4.11 – Allison Pelagi - Clinician 12 months

4.20 – Resignation(s)

4.21 – Andrew Cormier, Teacher, Life Academy 12 months

Motion, J. Cabral: To approve new hires and resignations as presented  
Second, T. Anderson

Vote, Unanimous

4.30 – Retirements(s): None

4.40 – Leave of Absence(s): 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 – 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

Medical Mandated Training is a 4-hour class and will be offered at all SCEC sites in December.

Board members can contact Dr. Carolyn McKearney for Initial and Refresher CPI courses.

8.20 – External Professional Development

Executive Director Heimbecker is proud of the SCEC programs with Bridgewater State University and spoke about its affordability for students.

Dr. Lisa Fournier is an expert on transitional planning and transitional assessments.

Through our ESL Teacher, SCEC can offer strong ESL support to SCEC member districts.

SCEC Board Chair, J. Schoonover organized a meeting with Kelvin Oliver and now the SCEC Board of Directors is sponsoring two days of training on Alternatives to Suspension. Presentation dates are Thursday, January 19, 2023 and Friday January 20, 2023 from 8:00AM-4:00PM at The Venue @ Clarion Seekonk-Providence Hotel and Conference Center. Board members can email a list of participants to Dr. Carolyn McKearney (cmckearney@scecoll.org). This training is happening in response to the new legislation and laws.

Board Chair, Schoonover thanked Executive Director Heimbecker for all the work that SCEC has done to organize this.

9.00 - Superintendent Issues

9.10 - The South Coast Educational Collaborative Annual Report 2021-2022 has been submitted to the Board of Directors. SCEC is very proud of this document.

Motion, J. Cabral: To approve the 2021-2022 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

Discussion: Board Chair Schoonover asked about the pie chart of percentages of member and non-member districts in previous reports. Executive Director Heimbecker said that it was removed because the chart wasn't helpful with the current data but appreciated the input and will be reviewed for future reports.

Vote, Unanimous

9.20 – The Executive Director’s Book Club: Sustainability

The works of Michael Fullan and Jeffrey Duncan-Andrade have impacted the writers of the SCEC Strategic Plan the most. In his book, Jeffrey Duncan-Andrade talks about students as changemakers. As a result of our monthly SCEC Deep Learning professional development, SCEC students are doing things that are phenomenal.

9.30 – Draft Copy of the 2023-2028 Strategic Plan for South Coast Educational Collaborative.

The final draft version of the Strategic Plan was submitted for final Board comment and approval.

Motion, J. Robidoux: To approve the South Coast Educational Collaborative 2023-2028 Strategic Plan as presented  
Second, T. Aubin

Vote, Unanimous

10.00 - Other Superintendent Issues

10.10 – National Conference Opportunities

Leah Thibault will reach out to the AASA national conference as well as the M.A.S.S. Paul Andrews Summer Executive Institute. Please contact Leah if you are interested in these conferences.

10.20 – Scheduling of Remaining SCEC Board of Directors Meetings for 2022-2023

Board members reviewed the schedule of meetings. The January 12, 2023 meeting will remain as a placeholder.

Leah will contact the Administrative Assistants regarding the June 15<sup>th</sup>, 2023 luncheon.

Executive Director Heimbecker spoke about Leah Thibault’s new title as Administrative Associate

11.00 – Warrants: To be signed via DocuSign

12.00 - Other Item(s)

Executive Director Heimbecker spoke about the need for space for SCEC programs. He met with Superintendent Drolet and SCEC will continue to have space in Seekonk High School. The town would like to take over Gallishaw and Seekonk North. Executive Director Heimbecker will talk with the town administrator. Our current Collaborative Agreement states that SCEC will give tuition credits and if that were to change, the board would have to vote. Superintendent Drolet thinks that the town administrator will keep it the way it is. SCEC has put large amounts of money into those buildings. Life Academy is being negotiated.

13.00 - Adjournment

Motion, J. Cabral: To adjourn meeting at 2:50 PM  
Second, J. Robidoux

Vote, Unanimous