

# SOUTH COAST EDUCATIONAL COLLABORATIVE (SCEC)

Board of Directors' Meeting

February 8, 2018

1:00 PM

## BACKUP

1.00 - Call to Order

2.00 - Minutes of December 7, 2017

The minutes of the meeting held December 7, 2017 are presented for review and approval.

3.00 - Financial Information

3.10 - FY 18 Business Plan/Budget

According to the monthly close for December, which was prepared by John Ratcliffe, for the first time in FY 18, SCEC is operating at a surplus. Although the surplus of \$46,433 is a modest one; it is driven by student enrollment, and non-member student enrollment continues to increase. These increases are predominantly at the elementary with request for middle school placements beginning to rise.

As can be seen in MR-6, which is included in the Board Backup packet, the LIFE Academy, Related Services, Seekonk North, Somerset Middle, and Bishop Connolly programs are carrying the financial load for SCEC. Due to student enrollment levels, the remainder of the programs are operating at a deficit. Fortunately, it appears that the programs that are prospering and will continue to do so, and that those experiencing difficulties are beginning to improve. As a result, SCEC should end FY18 with a surplus.

3.30 - FY 19 Business Plan/Budget

As FY 18 unfolds, the strengths and relative weaknesses of the SCEC Business Plan/Budget become increasingly understandable. At the present time, financial success and failure of SCEC are tied directly to student enrollment. The Leadership Team believes that sustainability depends on being increasingly more responsible for the SCEC narrative, firming up the relationships that maintain and grow student enrollment, increasing consultative services, expanding external professional development, migrating into slightly more regular education initiatives, and partnering with other agencies.

3.30 - SCEC Financial and Control Policies

It appears that all the existing financial and control policies and procedures that are currently in place are being followed. As new ones are required or emerge, Board participation and oversight will be encouraged and solicited.

- 4.00 - Human Resources
- 4.10 - New Hires:
  - 4.11 - Sarah Berube, Paraprofessional II, Seekonk North Elementary School, 12 months
  - 4.12 - Justina Botelho, Paraprofessional II, Somerset North Elementary, 12 months
  - 4.13 - Erin Carr, Social Worker, Clinical Services, 12 months
- 4.20 - Resignations:

None
- 4.30 - Retirements:
  - 4.31 - Elizabeth Emond, Paraprofessional II, LIFE Academy, 12 months
  - 4.32 - Elizabeth Dunn, Paraprofessional II, Somerset North Elementary, 12 months
  - 4.33 - Ersilia Fanuele, Paraprofessional II, Somerset North Elementary, 12 months
- 4.40 - Terminations:

None
- 4.50 - Leave of Absence

None
- 4.60 - Educational Leave

None
- 5.00 - Executive Session

None
- 6.00 - Building Program Update
- 6.10 - The renovation activities at the LIFE Academy are entering into their final stages. Significant site redesign is nearing completion with the inclusion of a new entrance, driveway, and exit. It is currently estimated by our architect Adrien Mercure and Richard Shannon that the project should be completed by the end of February, 2018.
- 6.20 - Repairs and replacements at the majority of SCEC sites are being completed on an as needed basis.
- 7.00 - Policy and Procedures

As current administrative policies and procedures are refined and new ones emerge, Board participation and oversight will be encouraged and solicited. At the present time Leadership

Team members are focusing on refining and creating policies relating to cybersecurity, social media video use, and staff and or student marijuana use,

8.00 - Professional Development – Prepared by Frank Gallishaw Jr.

8.10 - SCEC Professional Development Committee is coordinating with SCEC STEAM Consultant Charles Seekell to provide professional development to our classroom teachers. The goal is to assist staff in expanding on their knowledge of the 2016 Massachusetts Science and Technology/Engineering Curriculum Framework and preparing instructional lessons. Mr. Seekell has previously worked with many of our teachers in their classrooms modeling instruction in STEAM activities such as robotics, coding and programming. Classes will be scheduled for the early Spring.

8.20 - A number of SCEC staff recently participated in a workshop sponsored by Rhode Island College's Sherlock Center on Disabilities and the Rhode Island Community of Practice in Autism Winter Meeting. The workshop was entitled Inclusion: It's Not That Hard! The presenter was Professor Emeritus Dr. Tony Antosh.

The Spring workshop is scheduled for March 6, 2018. The title is Working Together to Develop Effective IEPs for Students with ASD. This workshop is co-sponsored by the RI – Consortium for Autism Research & Treatment. It is anticipated that many SCEC will be in attendance.

8.30 - Update: SCEC Leadership team participated in its second workshop meeting entitled – Planning for Success: Action Plan Program for Implementing our Strategic Plan lead by Katherine Novick. The LT created a SWOT Analysis Document that specifies the practices and cultures associated with our strengths, weaknesses, opportunities and threats.

8.40 - The South Coast Professional Development Committee is actively pursuing a Bachelor's and Master's Degree Program in Special Education. We will share more information as it becomes available.

8.50 - Volume 3, Issue 6 of SCEC's Health & Wellness newsletter was recently published. It is being made available in the Board Backup packet. This informative document was produced through the leadership of Maggie Arruda, SCEC's Healthcare Leader and the work of nurses Kim Cappello, Jill Policastro, and Marissa Rauseo. The Leadership Team commends them for their efforts and trusts that Board Members will avail themselves of the information contained in the document.

9.00 - Superintendent Issues

9.10 - Board Members planning to attend the AASA National Conference being held in Nashville, Tennessee will be providing updates regarding the importance of their attendance. Information will be shared relative to the manner in which participating in this February conference will assist them in pursuing goals that relate to South Coast Educational Collaborative's Strategic Plan, SCEC pursuits, their District initiatives, the Educator Evaluation Process, and/or Individual Professional Development Plans.

9.20 - Board Members planning to attend the National ASCD Conference in Boston during March of 2018 will be providing updates regarding the importance of their attendance. Information will be shared relative to the manner in which participating in this March conference will assist them in pursuing

goals that relate to South Coast Educational Collaborative's Strategic Plan, SCEC pursuits, their District initiatives, the Educator Evaluation Process, and/or Individual Professional Development Plans.

- 9.30 - Board Members and the Executive Director planning to attend the Global Deep Learning Lab 2018 being held in Vancouver, Canada in April of 2018 will be providing updates regarding the importance of their attendance. Information will be shared relative to the manner in which participating in this April conference will assist them in pursuing goals that relate to South Coast Educational Collaborative's Strategic Plan, SCEC pursuits, their District initiatives, the Educator Evaluation Process, and/or Individual Professional Development Plans.
- 9.40 - The SCEC Executive Director, David R. Heimbecker recently met with the Fall River School Department's Assistant Superintendent, Julia Carlson, and the Executive Director of Special Education/Student Services, Lisa Moy. The meeting was a productive interchange focused on sharing ideas, needs, and future plans. Fall River's Superintendent of Schools, Matthew H. Malone and SCEC's Executive Director, Heimbecker are in the process of arranging a meeting to continue the conversation.
- 9.50 - Donna Ottaviano, Executive Director of East Bay Collaborative in Warren, RI and David Heimbecker, Executive Director of South Coast Educational Collaborative in Swansea, MA are exploring potential opportunities for collaboration that would benefit both organizations.
- 9.60 - With the supervision of the Board Chair and Vice-Chair, the Executive Director's Educator Evaluation process continues. This is the first year of a 2-year cycle.
- 9.70 - Executive Director Heimbecker will facilitate a brief book club activity utilizing *Dear Girl* written by Amy Krouse Rosenthal and her daughter Paris Rosenthal in 2017. This book was written by Amy and Paris shortly prior to Amy dying from ovarian cancer, and it is a monument to intergenerational collaboration that celebrates being comfortable in one's own skin.
- 9.80 - Other Superintendent Issue(s)
- 10.00 - Warrants
- 11.00 - Other Item(s)
- 12.00 - Adjournment