

South Coast Educational Collaborative
Board of Directors
December 20, 2012

Minutes

Present:

A. Bosco, T. Lynch, R. Medeiros, R. Monteiro,
D. Heimbecker, M. Canner

1.00- Call to order

The meeting was called to order by Board Chair R. Medeiros at 1:17pm.

2.00- Minutes of October 26, 2012

The minutes of October 26, 2012 were presented for review and approved.

Motion, R. Monteiro: To approve minutes of October 26, 2012.

Second: T. Lynch

Vote, unanimous

3.00- Financial Information

3.10- Monthly Reports (as of November 30, 2012)

According to Glenn Anderson from our accounting firm, the analysis of SCEC financials from July 1 through November 30 of 2012 indicates that FY 13 will be an especially good year for SCEC.

For the first time in decades, every month has been in the black for the first 5 months of the fiscal year. There is an increase in our student census and much of that increase comes from non-member districts.

3.20- Business Plan/Budget for FY 13.

Since the needs of the students being served are increasingly complex, increased staffing levels are necessitated. We continue to pursue other revenue streams that are not tuition driven to offset the budgetary impact of the increased need for new employees as well as other financial challenges. We must be very careful financially and we are tracking our business plan closely.

Executive Director Heimbecker, spoke about the possibility of having an actuarial study of the need to create a dedicated account or trust to support the cost of medical insurance for retirees.

3.30- SCEC Financial and Control Policies.

Dr. Francis Connor has served as the Collaborative's Treasurer and will be leaving this position to concentrate fully on his university responsibilities. Joseph Delude attended the board meeting to listen to the audit and will eventually assume the responsibility of SCEC Treasurer. Mr. Delude will work with Dr. Connor for the remainder of the fiscal year until Dr. Connor leaves the position.

D. Heimbecker spoke about the ability of SCEC to replenish the cash reserves equal to 3 months, since there are only enough reserves for 1.23 months. Fortunately, it appears that a portion of this fiscal year's revenues will be able to begin rebuilding this account.

3.40- Elaine Renzi's Presentation of SCEC's Annual Financial Audit for FY 12

Elaine Renzi, a Principal at Pavento, Ratcliffe, and Renzi in Franklin, MA presented the Annual Audit of SCEC's financials for FY 12. Ms. Renzi explained that the audit was driven by enhanced industry standards and in anticipation of new regulations that are being promulgated for Collaboratives. There were no exceptions.

Motion, T. Lynch: To approve the SCEC audit for FY 12
Second, R. Monteiro
Vote, Unanimous

4.00 Human resources

4.10- New Hires

Motion, T. Lynch: To accept all new hires
Second, R. Monteiro
Vote, Unanimous

4.20- Resignations

None

4.30- Retirements

None

4.40- Leave of Absence

None

4.50- Educational Leave

Motion, T. Lynch: To approve the educational leave, not to exceed one year and not to be renewed.

Second, R. Monteiro

Vote, Unanimous

5.00- Executive Session

None

6.00- Building Program Update

Repairs and renovations projects are being done as needed.

It appears that there may be inclusionary space needs at the elementary, middle, and high school levels for next year.

7.00- Policy and Procedures

7.10- As policies and procedures are modified or developed, The Board of Directors' will be consulted for input and approval.

8.00- Professional Development

8.10- Dr. Stacey Kaminski is revising the BU program for re-approval for June, 2013. The revised program will expand the licensure program and will share expertise with two other collaboratives.

8.20- The Framingham State University for Professional Licensure program is continuing recruitment.

8.30- Applications are being accepted for the SCEC/Northeastern University "Bridge to Teaching Cohort" and students may join the cohort at any time.

8.40- The SCEC partnership with the Northeastern University Doctoral Program continues to grow beyond the expectations of NEU officials. High quality individuals are being encouraged to apply.

8.50- Students in the SCEC/Simmons Special Education Administration program are continuing their coursework.

8.60- The Simmons/SCEC Master's Program in Special Education Teaching, Cohort #18, began this summer.

Dr. Heimbecker and Dr. Kaminski met with the Dean at Simmons and agreed that courses will be updated with a SCEC/Simmons team.

8.70- If interest continues to build, the Teacher of Students with Severe Disabilities, Initial Licensure program with Bridgewater State University will be reinstated.

8.80- A new SCEC/BCC partnership will make an Associate's Degree Program available.

BCC and SCEC have developed a strong connection around technology and sustainability. Students are bused to BCC for a Lego Engineering Class. SCEC Teacher/Leader, Evan Salvo, has helped to make this a strong program.

9.00- Superintendent Issues

9.10- The strategic Plan was presented as a reiteration of the one recently approved by the Board. It aligns with the DESE Strategic Plan and reflects the changes in the State relative to Collaboratives. It now goes through 2017 and suggested changes have been made.

Motion, T. Lynch: To approve the recommended changes in the 2012 Strategic Plan and extend the timeline to 2017.

Second, R. Monteiro

Vote, Unanimous

9.20- Sample letters of support for the newly redesigned Administrator Program with Boston University are included for Board Members.

9.30- Leasing Arrangements

Executive Director, Dr. David R. Heimbecker and the Business Office Team are researching the topic of leasing and will present a leasing template and procedures that are consistent with the emerging Collaborative Regulations. The findings will be shared with Board Members as the information becomes available.

9.40- SCRO Update

The South Coast Regional Organization has been reauthorized for the fourth year through the signing of the Memorandum of Understanding on December 12, 2012. This organization has emerged as the best model of a regionalization of collaboratives in the Commonwealth.

9.60- Proposed Regulations Relating to Educational Collaboratives

The proposed collaborative regulations continue to be available for public review and comment.

10.00- Warrants

Warrants were posted and signed.

11.00- Other Items

11.10- Green Enterprise

11.11- SCEC is purchasing natural gas through the Southeastern Natural Gas Consortium.

11.12- SCEC is pursuing an arrangement with National Grid to acquire replacement bulbs that are the most energy efficient.

11.13- eTerra reports that if the new investor commits, construction should be completed by Spring of 2013.

11.14- Ten ACE students from Case Junior High School are attending a Lego Engineering course at BCC for the next 12 weeks. A limited number of slots are being made available to students in SCEC school districts for the next course.

11.15- The year-round use of greenhouse technology for the production of food sources is continuing through our high school and middle school programs.

12.00- Adjournment

Motion, T. Lynch: To adjourn at 2:30 p.m.

Second, R. Monteiro

Vote, Unanimous