

SOUTH COAST EDUCATIONAL COLLABORATIVE

Board of Directors' Zoom Meeting
January 21, 2021
Minutes

Present: T. Aubin, A. Azar, R. Drolet, B. Gifford, T. Lynch, R. Medeiros, 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 1:08 PM.

2.00 - Minutes of December 17, 2020

The minutes of December 17, 2020 were presented for review and approved.

Motion, B.Gifford : To approve the minutes of December 17, 2020
Second, A.Azar

Vote, Unanimous

3.00 - Financial Information

3.10 - Post-Employment Benefits (OPEB) Trust

The Trustees will be meeting on June 17, 2021 to consider future funding initiatives.

3.20 - Updating of the FY 21 Business Plan/Budget

The December month end close indicated a small profit of \$29,000. The goal is to keep steady and make a small profit each month. SCEC is budgeted at a \$475,000 loss; current loss is \$438,000. Enrollment is down 7 students and 10 staff.

Jennifer Prendergast spoke about two policies contained in the packets for Board Members. She explained that The *SCEC Financial and Control Policies* are reviewed and updated each year with the auditors. The newly developed *South Coast Educational Collaborative (SCEC) Purchasing Card (p-card) Policy* was also reviewed and Ms. Prendergast explained that this will be updated as needed as we move forward.

SCEC has applied to participate in the Paycheck Protection Program (PPP).

3.30 – Business Plan/Budget Considerations for FY22

Executive Director Heimbecker stated that the SCEC business plan/budget proposal is in the range of 2-5%. The goal is to get the budget right and use PPP funds to lessen the impact to districts regarding the budgetary impact of SCEC's dire need to upgrade its financial, human resource, technology, and physical infrastructures.

Board members discussed the Collaborative's participation in the PPP Program and how it could be beneficial to districts. Dr. Heimbecker explained that SCEC will not spend it unless it is absolutely the right thing to do and board member have a comfort level. He told Board members to build their budget as if there are no PPP funds and at the end of next year, tuition credits may be made available to member districts. If the application is accepted, at the next board meeting, a vote to approve funds may be taken.

3.40 – SCEC Financial and Control Policies

A draft of guidelines for using p-cards was included with the Board Backup.

4.00 - Human Resources

4.10 - New Hires:

4.11 – Christan Belanger, Paraprofessional II, Berkley Middle School, 12 months

4.12 – Brittany Burt, Paraprofessional II, North Seekonk School, 12 months

Motion, T. Lynch: To accept the new hires as presented
Second, J. Schoonover

Vote, Unanimous

4.20 - Transfers:

None

4.30 - Resignations:

4.31 - Matt Pacheco, Paraprofessional II, Berkley Middle School, 12 months

Motion, T. Aubin: To accept resignations as presented
Second, A. Azar

Vote, Unanimous

4.40 - Retirements:

None

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 - Repairs and replacements at the majority of SCEC sites are being completed on an as needed basis

6.20 - The whole flow of the office has changed at Swansea campus at 2201 GAR Highway. Students who need related services can come to GLC1 if they are unable to go to their school site. The office at the Swansea campus at 2201GAR highway was shut down for a deep cleaning due to COVID.

7.00 - Policy and Procedures

7.10 - Board members are able to review our Policies and Procedures each year. As part of our involvement with Influence 100, SCEC will be referring to the 2017-2022 Strategic Plan.

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

8.10 - Internal Professional Development:

Executive Director Heimbecker reviewed internal professional development undertakings at SCEC.

8.20 - External Professional Development:

All external professional development offerings were reviewed and discussed. Dr. Heimbecker spoke about the outstanding assessments that SCEC leaders are available to do in districts. Most recently, Dr. Carolyn Kearney and Linda Cullen M.Ed., MS CCC-SLP completed a special education program evaluation for the Dartmouth Public Schools.

9.00 - Superintendent Issues

9.10 - BinaxNow testing is available at our main campus now. By keeping people in pods at SCEC and having this testing available, we do not have to close the whole school when there is exposure to COVID.

9.20 - Dr. Heimbecker spoke about how this is a complicated time for all of us and he thanked Board members for their partnership in all things COVID related. COVID has compelled SCEC to be involved with town & state Health Departments in deep ways, and Board members and their respective staff have been teaming with SCEC leaders. He explained about the collaboration among health departments and sighted as an example the fact that some of our nurses have been vaccinated in towns that are part of this collaboration. All of our nurses have been vaccinated through their part time jobs or with First Responders.

Since SCEC offers BinaxNow testing, we may be able to become a vaccination site.

Board members shared information about COVID related issues and practices in their districts. Executive Director Heimbecker thanked Board members for this discussion and stated that being able to have this rich interchanges is one of the strengths of being a Collaborative member. He also expressed appreciation to Board members for enabling SCEC classrooms to be in their buildings throughout the pandemic. Although many districts are utilizing the dashboard, it was agreed that SCEC will continue to send letters to families and not utilize the dashboard at this time.

9.30 - SCEC participation in the DESE *Influence 100* initiative is assisting SCEC in becoming a more culturally responsive educational collaborative.

9.40 - SCEC 100 Fellows are writing a plan that will assist in solving a Problem of Practice.

9.50 – The Executive Director’s Book Club

Dr. Heimbecker reviewed the book by Neurosurgeon Sanjay Gupta, entitled *Keep Sharp: Build a Better Brain at any Age* published by Simon & Schuster.

Dr. Heimbecker also spoke about Marc Brackett’s book entitled *Permission to Feel: The power-of emotional intelligence to achieve well-being* published by Caladon Books.(2019) All board members will receive a copy of this book.

10.00 - Other Superintendent Issue(s):

None

11.00 - Warrants:

Warrants will be signed via DocuSign.

12.00 - Other Items(s):

12.10 – SCEC may be seeking three quotes for auditors. Dr. Heimbecker stated that we are not dissatisfied with our current firm, however this is good practice.

13.00 - Adjournment

Motion, T. Lynch: To adjourn meeting at 1:58 PM
Second, J. Schoonover
Vote, Unanimous