

SOUTH COAST EDUCATIONAL COLLABORATIVE

Board of Directors' Zoom Meeting
June 18, 2020
Minutes

Present: R. Drolet, B. Gifford, T. Lynch, 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 R. Medeiros at 1:06 PM.

2.00 - Minutes of April 30, 2020

The minutes of April 30, 2020 were presented for review and approved.

Motion, J. Robidoux Schoonover
Second, B. Gifford

Roll Call Vote:
B. Gifford-Yes
T. Lynch - Yes
R. Medeiros-Yes
J. Robidoux-Yes
J. Schoonover-Yes

Vote, Unanimous

3.00 - Financial Information

3.10 - Post-Employment Benefits (OPEB) Trust

Future action will be taken by the Board after the FY20 audit has been completed.

3.20 - Updating the FY2020 Business Plan

SCEC made a small surplus in May and the year to date net operating results are higher than the previous year. Unlike other school years, the surplus at the end of the year will have to be used in the new year. Executive Director Heimbecker thanked board members for their support and spoke about the impact of having a business plan and the need to earn revenue.

3.30 - Status Reporting on the FY 2021 Business Plan/Budget

We are projecting a \$575,000 profit at the end of June. \$475,000 of surplus money will be used to cover salaries which are 80% of the budget. SCEC is proposing a 23.5-million-dollar budget with average tuition increases less than 2% for Members and less than 3% for Non-Members.

Special tuition rates that are in-between Member and Non-Member rates are included for districts who are becoming members such as Westport and New Bedford.

Significant cuts have been made as cost-savings possibilities in many areas including the elimination of 14 substitutes. However, there are increases in safety equipment, supplies, rent, insurance and other areas. A discussion about the need for individual paraprofessionals to continue in their positions occurred and Dr. Heimbecker explained the importance of what they do and why they must be retained.

Motion, T. Lynch: To accept the FY 2021 Business Plan/Budget as presented
Second, B. Gifford

Roll Call Vote:

R. Drolet-Yes

B. Gifford-Yes

T. Lynch- Yes

R. Medeiros - Yes

J.Robidoux-Yes

J. Schoonover-Yes

Vote, Unanimous

3.40 - SCEC Financial and Control Policies

As existing policies are honed and new ones emerge, Board member participation and oversight will be encouraged and solicited.

4.00 - Human Resources

4.10 - New Hires: None

4.20 - Transfers

4.21 - Isabella DiLuglio from Para Professional at Gallishaw to Clinician at Gallishaw and other sites as needed, 12 months

4.22 - Vanessa Moreira from Para Professional at GRAIS to Clinician at FES and GRAIS and other sites as needed, 12 months

4.23 - Sarah Galbraith from Para Professional at North Elementary School to Teacher at North Elementary School, 12 months

Motion, T. Lynch: To accept the transfers as presented
Second, R. Drolet

Discussion: Executive Director Heimbecker noted that all of the transfers began as Unit A and are moving up into Unit B as licensed professionals.

Roll Call Vote

R. Drolet - Yes

B. Gifford – Yes

T. Lynch - Yes
R. Medeiros - Yes
J. Robidoux – Yes
J. Schoonover – Yes

Vote, Unanimous

4.30 - Resignations: None

4.40 - Retirements:

4.41- Jewel Woodside, Administrative Assistant, Business Office Team, 12 months

Discussion: Board Chair Medeiros extended thanks and congratulations to Mrs. Woodside on behalf of the Board and wished her the best.

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 - Rich Shannon has been installing plexiglass around the desks of our Administrative Assistants and has done an exceptional job. Jennifer Prendergast will send pictures to Board members. If Board members need his services, they can reach Mr. Shannon directly.

6.20 Construction of GLC-3 is nearing completion.

Building officials from the Town of Swansea have approved the use of GLC-3. In addition to storing documents in containers or digitally, the building will be used for summer programming.

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 Professional Development – Prepared by Frank Gallishaw Jr.

8.10 - SCEC Internal Professional Development during May 2020.

Senior Leadership Team member, Dr. Carolyn McKearney, is training staff in Bullying Prevention via Zoom. Board members are encouraged to contact Dr. McKearney for district training needs and SCEC can do remotely.

8.20 - Update on Leading Deep Learning through the Sustainability Lenses

All SCEC staff members are able to access supportive information through an international internet hub at New Pedagogies for Deep Learning (NPDL) and through online meetings facilitated by NPDL and SCEC staff.

8.30 - SCEC has been accepted into DESE's Influence100 Fellows program. Executive Director Heimbecker gave thanks to Senior Leadership Team Members, Donna Cranshaw and Lisa Martesian for facilitating this process. Raymond Steele and Lisa Martesian will serve as Influence 100 Fellows for SCEC.

9.00 - External Professional Development – Prepared by Dr. Carolyn McKearney

9.10 - SCEC External Professional Development trainings in May 2020

Dr. McKearney has been conducting online trainings via Zoom for districts.

9.20 - Master's Degree Cohort in Special Education with BSU.

The Master's Degree cohort has begun its second semester and is fully enrolled. We are very proud of this program.

9.30 - If districts have specific areas of training or needs, SCEC experts will research for you and tailor your continuous learning experiences to meet the needs of your district.

10.00 - Superintendent Issues

10.10 - Both the Paraprofessional and Licensed Educators unions ratified the 1-year contract approved by the Board on April 30, 2020. Negotiations will begin in the fall to pursue 3- year agreements.

10.20 - Potential for New Membership in South Coast Educational Collaborative

The Leadership Team is awaiting the approval of Commissioner Riley for the admission of New Bedford and Westport into SCEC. Dr. Heimbecker thanked all Board members for their work with their school committees in this process. The request to have the SCEC Board become a Superintendents only board is expected to be approved as well.

10.30 - SCEC's participation in DESE's Kaleidoscope Collective continues.

10.40 - MASS Summer Executive Institute July 14th and July 15th, 2020

Board members will be participating in the Paul J. Andrews Executive Institute remotely via Zoom.

- 10.50 - Executive Director Heimbecker spoke about the proposed Reopening Plan for SCEC developed by the Senior Leadership Team. Extended School Year (ESY) begins on July 6th with staff members conducting remote learning from their classrooms, serving “high Priority” students on a limited basis will be considered. All SCEC staff will be trained the week of July 6th on re-entry protocols. Board members discussed reopening plans in each of their districts.

10.60 - The Executive Director’s Literary Club

Executive Director Heimbecker chose to utilize the medium of poetry and music for the Literary Club and has selected the poem by Graham Nash, “Teach your Children” as well as the song performed by Crosby, Stills, Nash and Young. There is a universality that is relevant today as we learn from our staff and our students and each other.

11.00 - Other Superintendent Issue(s)

- 11.10 - Superintendent Schoonover spoke about the building project at the Somerset Middle School that is underway with the Massachusetts School Building Authority. (MSBA) At this point, it is questionable if SCEC can maintain a program in the new building which is projected to be completed in 2023. Dr. Heimbecker raised the question about the possibility of SCEC being considered a partner in this project. Superintendent Schoonover stated that having SCEC in the building is value added.

12.00 - Warrants

Jennifer Prendergast is completing the process for implementing DocuSign and will send Warrants and attached PDF for approvals and signatures.

13.00 - Other Item(s)

Executive Director Heimbecker expressed his gratitude to Board members and the SCEC Leadership Team for their collaboration, support and hard work during these challenging times. He noted that Jennifer Prendergast, SCEC Business Manager, supported the Leadership Team throughout this process.

14.00 - Adjournment

Motion, T. Lynch: To adjourn meeting at 1:50 PM
Second, J. Schoonover

Roll Call Vote:

R. Drolet – Yes

B. Gifford – Yes

T. Lynch - Yes

R. Medeiros - Yes

J. Robidoux – Yes
J. Schoonover - Yes
Vote, Unanimous