

## SOUTH COAST EDUCATIONAL COLLABORATIVE

Board of Directors' Meeting  
June 18, 2021  
Minutes

Present: A. Azar, J. Cabral, 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 12:48 PM.

Board Chair, Medeiros informed Board members that the Board must reorganize since Superintendent Lynch is retiring and will no longer serve as Vice Chair. If any Board member has an interest in serving in this position, they should reach out to Board Chair Medeiros or Executive Director Heimbecker.

### 2.00 - Minutes of January 21, 2021

The minutes of April 15, 2021 were presented for review and approved.

Motion, J. Cabral: To approve the minutes of April 15, 2021  
Second, T. Lynch

Vote, Unanimous

### 3.00 - Financial Information

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

The Trustees met prior to the Board meeting and shared information that was discussed. Currently there is \$62,000 in the fund and a liability of 9.9 million dollars. As a prior board decision when SCEC had a surplus, it was moved into the OPEB Trust. The trustees recommend that board members consider designating up to \$50,000 yearly in the business plan/budget for the OPEB Trust. There is no funding to put into OPEB Trust from FY 2022 budget as there are no surplus funds.

Superintendent Schoonover informed Board members that from June of 2019 the liability has increased by 1.4 million and even if contributing surplus, SCEC would not be keeping up with the liability.

Superintendent Robidoux asked about the percentage of the budget that should be placed into the OPEB Trust. Jennifer Prendergast responded that 5-10% of budget should be placed into this. The Trustees will meet again in December 2021 and will continue conversations. The new Vice-Chair of the Board will serve as an OPEB trustee.

### 3.20 - Updating of the FY 21 Business Plan/Budget

The May close indicated a small loss of \$16,000. This was less than expected and the profit for the year is expected to be at \$126,000. The projection is to breakeven even though SCEC had budgeted a \$475,000 loss. At the end of May, student enrollment was at 245 which is a significant loss; but it is moderated, because there are less staff. In response to board member questions regarding enrollment, Jennifer Prendergast informed board members that student enrollment is typically lower in the summer and in September. A question was raised by Superintendent Medeiros regarding the impact of surplus budgets in the past few years on tuition increases for FY 2022. Jennifer Prendergast responded that the Board had approved a 3% tuition increase and this will not change. SCEC had budgeted an operating deficit of \$475,000 for FY 2021, so SCEC is projected to break even this year and will not have a surplus. She spoke about the PPP loans and informed the board that when a determination is made about the status of the loans, this information will be brought to the board but may take 6-8 months before information is available regarding potential forgiveness of loans. Board members had questions about ESSER funding, and Executive Director Heimbecker explained that to date, SCEC has not received any of these funds.

### 3.30 - 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:

4.11 - Jaromir Hovid, Paraprofessional II, LIFE Academy, 12 months

4.12 - Cambret Nystrom, Teacher, Gallishaw High School, 12 months

4.13 - Rona Durnell, ESL Teacher, North School and others as needed, 12 months

Motion, R. Drolet: To accept the new hires as presented

Second, J. Schoonover

Vote, Unanimous

#### 4.20 - Transfers:

None

#### 4.30 - Resignations:

4.31 - Brooke Gardella, Paraprofessional II, at Gallishaw High School, 12 months

4.32 - Billy Kubik, Mental Health Counselor at North School, 12 months

Motion, T. Lynch: To accept resignations as presented

Second, B. Gifford

Vote, Unanimous

4.40 - Retirement:  
None

4.50 - Terminations:  
None

4.60 - Leave of Absence:  
None

4.70 - Educational Leave:

Executive Director Heimbecker has granted an educational leave to Michael Silva, a Paraprofessional at SCEC's inclusion program in Seekonk High School.

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.

6.20 - Renovations continue at North School in Seekonk.

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

Executive Director Heimbecker reviewed the internal and external professional development opportunities at SCEC. All internal professional development is now available online through Google Classroom and SCEC is very proud of this work.

Dr. Heimbecker highlighted the many external professional development offerings available through SCEC and he noted that Dr. Carolyn McKearney has done an outstanding job and has been making a difference

9.00 - Superintendent Issues

9.10 - Executive Director Heimbecker referred to the article in the May-June 2021 HBR by Lynda Gratton entitled *How to Do Hybrid Right* when reviewing SCEC contract negotiations. He explained to Board members how the ideas in this article were used to generate activities and proposals when considering the ratification of union contracts for paraprofessional (Unit B) and licensed (Unit A) SCEC staff using her methodology. Interest Based Negotiations were utilized by the team when negotiating the proposed contract and were guided by a strong commitment to consider the following: Jobs and Tasks; Employee preferences; Projects and workflow; Inclusion and fairness. Dr. Heimbecker reviewed the major components of the documents that have been ratified by the union membership. He has included the Preamble to

the Union Contract for board members to review as it is important for the Board to know what we stand for at SCEC. The Preamble reflects union members' commitment to the sustainability of SCEC and draws heavily from the SCEC Strategic Plan. Board Chair Medeiros asked if there were any questions and many board responded with questions. Superintendent Cabral asked who would be chairing the monthly half professional days. Dr. Heimbecker responded that Dr. McKearney and Frank Gallishaw would do so. Superintendents' Robidoux and Medeiros asked about releasing students on those days and the expense for this. Dr. Heimbecker explained that there is no additional cost and would be the same as if students were in school.

In response to other questions, a copy of the full contract will be sent to Board members. Dr. Heimbecker reviewed the Sustainability Stipend for Paraprofessionals. This gives them an opportunity to see what it is like to be a teacher and allows us to build our own. Dr. Drolet asked about the Facilitator compensation and a discussion ensued about this. Dr Heimbecker explained this stipend is built into the contract for retirement benefits.

Motion, R. Drolet: To approve the SCEC Contract for Unit A as presented  
Second, A. Azar

Vote:

A. Azar – Aye  
J. Cabral – Present  
R. Drolet - Aye  
B. Gifford – Aye  
T. Lynch – Aye  
R. Medeiros – Aye  
J. Robidoux – Aye  
J. Schoonover – Aye

Motion Passes

Motion, T. Lynch: To approve the SCEC contract for Unit B as presented  
Second, A. Azar

Vote:

A. Azar – Aye  
J. Cabral – Present  
R. Drolet – Aye  
B. Gifford – Aye  
T. Lynch – Aye  
R. Medeiros – Aye  
J. Robidoux – Aye  
J. Schoonover – Aye

Motion passes

9.20 - Lisa Martiesian and Ray Steele, the SCEC Fellows in the Influence 100, have led SCEC's Senior Leadership Team to begin generating a proposal for presenting at the joint MASS/MASS conference in November 2021.

9.30 - At the April 15, 2021, Board of Directors meeting, Board members voted unanimously to extend the contract of Executive Director Heimbecker through July 1, 2024. As agreed, upon, Dr. Heimbecker met with subcommittee members' Superintendent Medeiros and Superintendent Lynch to discuss the specifics of his contract and to complete his Educator Evaluation. Superintendent Lynch stated that they reviewed Dr. Heimbecker's goals and professional development plan, and they were very thorough and well done. Superintendent Medeiros stated that the Board of Directors had previously taken action on the contract extension only.

Motion, J. Cabral: To approve and support the salary increase of 2% for the Executive Director as recommended by Board Chair Richard Medeiros and Board Vice-Chair Thomas Lynch

Second, J. Schoonover

Vote, Unanimous

Superintendent Schoonover congratulated Dr. Heimbecker on 50 years in education.

9.40 - The Executive Director's Book Club

Dr. Heimbecker shared two recent articles from the Harvard Business Review. Paul Ingram has written an article entitled The Forgotten Dimension of Diversity and Lynda Gratton has written an article entitled How to Do Hybrid Right.

10.00 - Other Superintendent Issues

10.10 - Leah Thibault delivered spring flower bouquets and gift cards to Administrative Assistants in appreciation of their work. Superintendent Medeiros said that these gifts were very much appreciated by all.

10.20 - An outdoor retirement celebration is being held on the grounds of SCEC at 2201 GAR Highway for Superintendent Tom Lynch following the board meeting. Board Chair Medeiros thanked Superintendent Lynch for his work and support during his time at SCEC.

10.30 - It appears that all board members will be attending the July Summer Institute in Falmouth this year.

10.40 - Board members reviewed and discussed the draft SCEC Board of Directors' Meeting schedule for 2021-2022. The August meeting is being changed to September 23, 2021. Additional adjustments will be made to the schedule due to conflicts in some and AASA will be included in the schedule. Jennifer Prendergast will send a revised schedule to Board members. It was noted that the next OPEB Trust meeting will be held on 12/16/21.

11.00 - Warrants:

Warrants will be signed via DocuSign.

12.00 - Other Items(s):

12.10 - Updating and Discussing Leasing Property for Instructional Purposes: Board Member response

The Leadership Team is thankful for the suggestions that Superintendent Cabral made in the Zoom chat from the April 15<sup>th</sup> Board meeting and will be exploring the possibilities,

13.00 - Adjournment

Motion, J. Robidoux: To adjourn meeting at 1:39 PM

Second. T. Lynch

Vote, Unanimous