

# SOUTH COAST EDUCATIONAL COLLABORATIVE

## Board of Directors' Zoom Meeting December 17, 2020 Minutes

Present: T. Anderson, T. Aubin, 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 1:02 PM.  
Board members welcomed Interim Superintendent Thomas Aubin.

### 2.00 - Minutes of October 15, 2020

The minutes of October 15, 2020 were presented for review and approved.

Motion, J. Cabral: To approve the minutes of October 15, 2020  
Second, T. Lynch

Vote, Unanimous

### 3.00 - Financial Information

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

Suggestions for future funding initiatives will be made at the next Board of Directors' Meeting on June 17, 2021 following the Trustees Meeting at 11:30 am.

#### 3.20 - Presentation of the 2019-2020 Financial Audit of SCEC

Laticia Michelson from Pavento, Ratcliffe, Renzi & Co. LLC presented and discussed the Report on the Financial Audit of SCEC for fiscal year 2020. It was presented containing no exceptions.

#### 3.30 – Board members voted to approve the Annual Audit.

Motion, T. Lynch: To approve the 2019-2020 Annual Financial Audit of South Coast Educational Collaborative as presented and submitted by Laticia Michelson from Pavento, Ratcliffe, Renzi, & Co. LLC and instruct the Board Chair and the Executive Director to certify that this action was taken by signing a document that memorializes the action taken.  
Second, J. Robidoux

Vote, Unanimous

Motion, B. Gifford: To designate \$3,604,844 as South Coast Educational Collaborative's surplus for FY2020 and retain for the collaborative's use, along with designating \$475,000 of the total cumulative surplus to cover the FY2021 Business Plan.

Second, T. Lynch

Vote, Unanimous

Board Chair, R. Medeiros on behalf of the board thanked Ms. Michelson for her work. In addition, Executive Director Heimbecker commended Jennifer Prendergast for her efficiency and organization in preparing for the audit.

### 3.40 - Updating of the FY 21 Business Plan Budget

Although SCEC has a profit of \$138,000 for the end of November, there is still a \$468,000 deficit. The loss is driven by the number of days billed (8 vs 20) in September and a lower than budgeted student count. Overall projections are to earn additional revenue and to be close to FY 2020-2021 budget at a \$475,000 loss.

Board members reviewed MR-6 and may contact Jennifer Prendergast if any questions,

Executive Director Heimbecker noted that there are renovation activities and proposed transportation additions that may require adjustments to the Capital Plan as described in 6.20. There are changes in the SCEC buildings on the Swansea campus that address issues of safety and Department of Health Guidelines regarding COVID. There is also a need to replace two hybrid cars and two smaller mini vans for transit vehicles.

Motion, B. Gifford: To approve the Capital Plan as adjusted and presented.

Second, T. Lynch

Vote, Unanimous

### 3.50 - SCEC Financial and Control Policies

As policies and procedures change or new ones emerge, Board member participation and oversight will be encouraged and solicited.

### 3.60 - p-Card

Jennifer Prendergast presented information to the Board about utilizing the p-Card program at SCEC to replace credit cards. Jennifer explained that MASBO and multiple school districts utilize this tool which will give more control of spending. The card has a reporting function and can be controlled by the administration. Policies and procedures regarding the p-Card process will be developed and implemented prior to use.

Motion, J. Cabral: To authorize the SCEC Business Manager to execute a p-Card program agreement. Policies and procedures for the p-Card program will be presented to the Board at the next Board of Directors Meeting on January 21, 2021.

Second, A. Azar

Discussion: Although Board members support the use of the p-Card, board members stated concerns about use of the card without proper controls in place prior to SCEC utilizing the card.

Vote, Unanimous

4.00 - Human Resources

4.10 - New Hires:

4.11 – Justine Bailey, Teacher, Palmer River, 12 months

4.12 – Jennifer Butterworth, Paraprofessional II, Palmer River, 12 months

4.13 – Danielle Fox, Nurse, 12 months

4.14 - Dennis Henriques, Business Office Team Member, 2201 GAR Highway  
Swansea, 12 months

4.15 - Debra Zejnnullaha, Business Team Member, North Seekonk School, 12 month

Motion, A. Azar: To accept the new hires as presented

Second, J. Cabral

Vote, Unanimous

4.20 - Transfers:

4.21 - Matt Pacheco from Paraprofessional II at Bishop Connolly to Paraprofessional  
Berkley Middle

4.30 - Resignations:

4.31 - Justina Botelho, Paraprofessional II, Berkley Middle School, 12 months

Motion, J. Schoonover: To accept resignations as presented

Second, T. Anderson

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 - There have been changes in the main office at the Swansea campus at 2201 GAR Highway. The 2<sup>nd</sup> floor has become the Business Office and the reception area has been being relocated to the office next to the conference room. GLC-1 is now the Related Services Center. Renovations are necessary at North School in Seekonk to create a safer reception area.

7.00 - Policy and Procedures

7.10 - As current administrative policies and procedures are refined or new ones emerge, Board participation and oversight will be encouraged and solicited.

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

8.10 - Internal Professional Development:

8.11 - November 3, 2020 was a half-professional day for SCEC staff.

8.12 - Remote Learning Plans are being created for students who are currently in-person, so when the need arises to pivot quickly into remote learning.

8.20 - External Professional Development:

8.21 - Dr. Heimbecker commended Dr. Carolyn Kearney for her outstanding work with SCEC external partners to recruit students for the BSU/SCEC Master's in Educational Leadership. This is an affordable program and Board members should contact SCEC if there are candidates to recommend for this program.

8.22 - Dr. Cathy Vieira-Baker provided training for districts on "Conducting Virtual Evaluations" on November 3, 2020. A second training was later held in East Providence.

8.23 – Linda Cullen Med,MS CCC-SLP and Carolyn McKearney EdD are conducting a special education program evaluation for Dartmouth Public Schools.

8.24 – Dr. McKearney is currently consulting for Dartmouth and Seekonk Public Schools.

9.00 - Superintendent Issues

9.10 - Dr. Heimbecker discussed the SCEC Annual Report that has been submitted to the Board of Directors. He commended Lisa Martiesian, Bethany DeNardo and Linda Cullen for their excellent work in preparing this document and is very proud of the work of SCEC.

Motion. T. Lynch: To approve the 2019-2020 Annual Report of South Coast Educational Collaborative and instruct the Board Chair and the Executive Director to certify that this action was taken by signing a document that memorializes the action taken.

Second, B. Gifford

Vote, Unanimous

9.20 - SCEC is now a BinaxNow test site and we are pleased that DESE has chosen SCEC for this. Testing will take place on Friday, December 18, 2020 at the Gallishaw School. Board members who have test sites in their districts shared information regarding this and Dr. Heimbecker commented that we can all learn from each other. Dr. Heimbecker feels that it is the right thing to do if there is space and staff.

9.30 - Due to the effort and expertise of Michael Novick and the importance of adhering to all health and safety requirements, SCEC will be receiving 50 air purifiers at no cost through DESE.

9.40 – Dr. Heimbecker thanked Superintendent Anderson and Superintendent Gifford for their support of Lisa Martiesian and Raymond Steele, the SCEC Fellows in the Influence 100 program.

9.50 – The Executive Director’s Book Club

Dr. Heimbecker reviewed the book by Kwame Alexander (2020) entitled *Light for the world to see: A thousand words on race and hope*.

SCEC is taking a three prong approach in our work and studies around racial justice.

This work is very important for our children and for the world. If assistance is needed in this work, SCEC is available.

10.00 - Other Superintendent Issue(s):

10.10 - The Scholars’ Luncheon has been rescheduled to occur at 11:30 AM prior to the next Board of Directors meeting scheduled for 1:00 PM on January 21, 2021.

11.00 - Warrants:

Warrants will be signed via DocuSign.

12.00 - Other Items(s):

12.10 - Russell Amanda Greene, Secondary Transition Coordinator, DESE and Russell Johnston, Senior Associate Commissioner, DESE will observe at LIFE Academy on January 5, 2021. LIFE Academy volunteered and we are very proud of this.

12.20 - Board members discussed the updated Time on Learning requirements.

13.00 - Adjournment

Motion, R. Drolet: To adjourn meeting at 1:53 PM

Second. J. Cabral

Vote, Unanimous