

SOUTH COAST EDUCATIONAL COLLABORATIVE

Board of Directors' Meeting
September 22, 2022

AGENDA

- 1.0 - Call to Order
- 2.0 - Minutes of June 16, 2022
- 3.0 - Financial Information
- 4.0 - Human Resources
- 5.0 - Executive Session
- 6.0 - Building Program Update
- 7.0 - Policies and Procedures
- 8.0 - Internal/External Professional Development
- 9.0 - Superintendent Issues
- 10.0 - Other Superintendent Issue(s)
- 11.0 - Warrants
- 12.0 - Other Item(s)
- 13.0 - Adjournment

SOUTH COAST EDUCATIONAL COLLABORATIVE (SCEC)

Board of Directors' Meeting

September 22, 2022, at 1:00 PM

BACKUP

1.00 - Call to Order:

2.00 - Minutes of June 16, 2022:

The minutes of the Board of Directors' Meeting held on June 16, 2022, are being presented for review and approval.

3.00 - Financial Information:

3.10 - Post-Employment Benefits (OPEB) Trust

The OPEB Trustees will be meeting on December 15, 2022, at 11:00 AM to consider future funding initiatives, policies, structural considerations, and retiree benefits. The results of this meeting will be shared with the Board of Directors during the Board meeting scheduled to begin at 1:00 PM on December 15, 2022.

Note: According to an actuarial study completed in August of 2021, the SCEC OPEB Trust exposure is \$12.5 million, and the current market value of the Trust is \$58,000.

3.20 - Updating of the FY 23 Business Plan/Budget

According to John Ratcliffe, partner from Pavento, Ratcliffe, Renzi & Co. LLC, who closed the SCEC books for July and August 2022:

Student enrollment is less than August 2021 by 5 students. Enrollment is below budget by 37 students which consists of less member students budgeted by 21 students and less non-member students by 16. Staffing is at a 207 which is a head count and not full time equivalent (FTE) for August. Full time equivalent staff count for August is 186.98. The staffing count of 207 is 2 over budget and 21 under August of 2021.

The Collaborative's year to date net operating results is at \$58,357 deficit and is \$220,175 less of a deficit than the previous year. However, it should be noted that the summer months' revenue was aided by a \$100,000 grant for summer programming and the return of a \$21,000 deposit on vehicles that are no longer available. Although the SCEC Leadership Team is appreciative of the increase in revenue, it realizes that it was not earned. With the addition of the PPP loan forgiveness, cash reserves currently cover 3.65 months of SCEC's monthly expenses, if adjusted for the PPP loan forgiveness, cash covers 1.69 months. The projected surplus revenue over the allowable amount is estimated at \$1,327,927.

SCEC's Finance Committee (Fin Com) has been researching options to ensure that the Operating Reserve is at or below the 3-month threshold. The Fin Com is comprised of John Ratcliffe, a managing partner at the accounting firms that closes SCEC's books each month, Joseph Delude, SCEC Board's Treasure, Jennifer Prendergast, SCEC's Director of Finance, and David Heimbecker, SCEC's Executive Director. This Committee continues to suggest the following strategies:

- 1) Cover the projected FY22 budget deficit
- 2) Create and fund a Capital Reserve Account
- 3) Contribute to the OPEB Trust

Overall programs are showing a surplus of approximately \$7,604 compared to a deficit the prior year at this time of \$222,212. Student enrollment and billing days are driving the difference. Currently, LIFE Academy, middle school classrooms at North Seekonk, and Bishop High School are producing surplus income.

3.30 - SCEC Financial and Control Policies

Given the receipt of the PPP grant and continuing needs of SCEC, Director of Finance Jennifer Prendergast, and Executive Director David Heimbecker are recommending that the Board create a Capital Reserve Fund. Specifics were included with the Board Backup for the June 16, 2022, meeting, and to date 9 Board Member Districts have voted to create the Capital Reserve Fund. This means that the approval rate is sufficient for SCEC to create the Capital Reserve.

3.40 – Potential Purchase of LIFE Academy

Officials from the Young Men's Christian Association Southcoast, Inc and South Coast Educational Collaborative are currently engaging in crafting a \$1.5 million Purchase and Sale Agreement for the purchase of the building that houses LIFE Academy and surrounding property. Of course, this sale is subject to SCEC Board approval, but there are a number of technical issues related to zoning and other requirements, before a final document can be submitted to the SCEC Board. However, the entire Leadership Team of SCEC strongly endorses purchasing the building. In the 4 years left on the lease of the building we will pay in excess of \$500,000, and then be looking for space to house the program.

Note: Monthly Reports (MR's – 6) for June and August 2022 are included in this Board Backup

4.00 -Human Resources:

4.10 - New Hires:

- 4.11 – Chantel Freitas, Paraprofessional, 12 months at Gallishaw High School
- 4.12 – Allison Mitchell, Counselor, 12 months
- 4.13 – Riley Oliver, Counselor, 12 months
- 4.14 – Stephanie Rosata, Paraprofessional, 12 months at Palmer River School
- 4.15 – Samantha Walkden, Paraprofessional, 12 months at GRAIS

4.20- Resignations:

- 4.21 – Jennifer Stockdale, Teacher, 12 months at Gallishaw High School
- 4.22 – Amanda Cahill, Teacher, 12 months at Gallishaw High School (GHS)
- 4.23 – Kaitlyn Gregoire, Paraprofessional, 12 months at LIFE Academy
- 4.24 – Jessica Roberts, Paraprofessional, 12 months at North School
- 4.25 – Wade Paiva, Teacher, 12 months at North School (NS)

4.30 - Transfers:

- 4.31 – Nancy Vadeboncoeur, Paraprofessional, 12 months to Teacher 12 months at GHS
- 4.32 – Laura Spath, Paraprofessional, 12 months at North School to Teacher 12 months at NS
- 4.33 - Jen Schubert, Paraprofessional, 12 months at NS to Teacher, 12 months at NS
- 4.34 – Susan Medeiros, Teacher, 12 months at Bishop Connolly HS to Teacher, 12 months at NS

4.40 - Leave of Absence:

- 4.41 – Brianna Loyd, Teacher, 12 months at NS

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, e.g., the wooden handicapped accessibility ramp at the main SCEC office in Swansea has been replaced by a concrete one, and the Technology Hut at 2201 GAR Highway is being resided.

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:

8.10 - Internal Professional Development - Prepared by Frank Gallishaw Jr.:

8.11 - South Coast Educational Collaborative (SCEC) staff continued their work in Deep Learning during the months of July and August. The SCEC Deep Learning Planning and Leadership Teams provided guidance to the various SCEC sites to reflect and assess the work completed during the 2021/22 school year. In addition, sites were asked to prepare short and long-term goals for the upcoming school year. It should also be noted that the Planning Team is working to bring greater agency to the upcoming Deep Learning professional development.

The DL Teams will continue to set their own goals that will include the development of a SCEC DL Google Site, and a calendar to guide the DL work during our monthly half-professional days while improving data collection with Deep Learning dimensions.

8.12 - SCEC held its first Professional Development Day of the 2022/23 school year on September 6, 2022. The DESE mandated topics included SCEC Policies and Procedures (presented by Associate Executive Director, Lisa Martiesian and SCEC Assessment Coordinator, Dr. Cathy Viera-Baker.) and Crisis Prevention Interventions, with a focus on Positive Classroom Culture (presented by members of the SCEC CPI Team).

8.13 - SCEC will host its second Professional Day on October 7, 2022. The agenda will include the following topics: "Wellbeing & Learning" (presented by members of the SCEC wellness committee), Annual Legal Topics Presentation (presented by Attorney Felicia S. Vasudevan) and there will be continued professional development provided to our Elementary and Middle-Level educators associated with new ELA Curriculum materials acquired at the end of last year.

8.20- External Professional Development – Prepared by Dr. Carolyn McKearney:

8.21 - The SCEC/BSU Masters/ Ed.S. in Leadership- Eight cohort members are remaining with the cohort to complete their MED/ Ed.S degrees. Cohort members represent: Taunton, Somerset/Berkley, Somerset, and SCEC.

8.22 -The SCEC/BSU Master’s in Special Education- SCEC started its second cohort on September 12, 2022.

8.23 - Dr. McKearney is providing consultation to Dartmouth, Dighton/Rehoboth, Mashpee, Old Rochester Regional, Seekonk, and Wachusett Public Schools in the 2022-2023 school year.

8.24- The SCEC CPI team provided a CPI Refresher training and initial certification training for Freetown/ Lakeville Public schools on September 1, 2022.

8.25 -Linda Cullen Med, MS, CCC-SLP will be conducting a training titled “Communication for All” to James L. Mulcahey Elementary School staff and care givers for Taunton Public Schools on October 20, 2022, 6:00-7:30PM.

8.26- Dr McKearney has been selected as a speaker for the upcoming MOEC Leadership Academy training series.

8.27- SCEC will be hosting a “Threat Assessment” training on November 2, 2022, at the Clarion Hotel & Conference Center in Seekonk Massachusetts. The speaker is Dr. Sharmila Mehta from Cambridge Health Alliance. Districts are welcome to attend. Follow up registration information will be sent to the superintendents soon.

8.28- SCEC recently hired an ESL teacher who is also a certified special education teacher. She is available to help SCEC member districts in supporting their English Learners.

Examples of available supports include:

- Support WIDA testing for students
- Support/train staff on WIDA testing
- Consult with classroom teacher to support EL students in the acquisition of the English language
- collaborating with teachers to plan lessons that include language goals in listening, speaking, reading, and writing
- determining appropriate teaching methods for students based on their English proficiency
- assessing students' progress
- Consult on EL students who also require special education services
- Communicating with and supporting families

Contact Dr. Bethany DeNardo if interested in this service. bdenardo@scecoll.org or call/text at 508-962-6521.

9.00 - Superintendent Issues:

9.10 – As previously mentioned, Ruth Hersh and PaulaJo Gaines from DOE have instructed Executive Director Heimbecker to remind all Board members to make certain to stay current with the DESE Roles and Responsibilities of Collaborative Boards. Document can be accessed online at <https://www.doe.mass.edu/edcollaboratives/governance-guidance/default.html>. This item, 9.10, is meant as a gentle reminder.

9.20 – The final year of SCEC’s Strategic Plan is underway. As a result, we are currently assessing goal attainment data to assist in judging the effectiveness of our efforts and the appropriateness of our goals and the efficiency of our effort. However, the pandemic forced a variety of design and timeline alterations.

Fortunately, at the Leadership Teams request the Board voted in the April 14, 2022, meeting to extend the existing Strategic Plan until December 31, 2022. Since the April 14th meeting, conversations with representative staff members, students, families, and other members of the SCEC community have begun to occur. A strong commitment to deep learning, wellness, and therapeutic environments are emerging as throughlines with most constituents.

Please remember that Board member input is always solicited and appreciated by the Leadership Team.

9.30 - The Executive Director’s Book Club Reflections – Continuous Learning Service for the SCEC Board of Directors – Grammar Lessons & Changemaking:

9.31 – Given the recent events in England, the term “the King’s English” could be seen as being more appropriate than it has been for the past 70 years. However, in Ellen Jovin’s *Rebel with a Clause* readers are provided with a view of the use of the English language that is both instructive and reassuring. It is a book that has the potential for many uses. Among the most typical uses are as: a history of the English language, a reference manual on using correct grammar, and/or a guide for the proper etiquette regarding correcting a person who has made a grammatical error.

The Executive Director Heimbecker is recommending *Rebel with a Clause*, because the writer’s voice is humorous, the content and anecdotes are instructive, and having it on a superintendent’s bookshelf will not be controversial.

9.32 – Although David Ambroz’s *A place called home: A memoir* (2022) may not be a book that is totally safe for superintendents to shelve; Executive Director Heimbecker is recommending it, because he believes the memoir is a must read for educational leaders everywhere.

The book is a gripping narrative of David Ambroz’s childhood. Troubling parental abuse and mental illness, poverty, homelessness, systemic governmental failures in attempts to provide assistance, and a myriad of other heartbreaking experiences are dramatically reflected. Yet, above it all, sibling love and dedication, fortitude, perseverance, and change-making suggestions provide abundant hope.

The Executive Director hopes that Board members will at least read the book’s “Afterword”, pp.364 -368. Doing so may provide validation that the work educational leaders are doing is making a difference in the lives of children and families and reading it may also stimulate an even

more focused and powerful commitment, as Ambroz admonishes on p. 366, "...to become one of the changemakers".

10.00 - Other Superintendent Issue(s):

10.10 – It appears that the 2022 Paul J. Andrews Executive Institute held from Monday, July 11 through Thursday, July 14, 2022 at the Sea Crest Resort/Mashpee High School was a resounding success. Many Board members have reported that attending the Institute a restorative experience for them and their families. As is the long tradition at SCEC, please be prepared to share highlights of the Institute with colleagues at our Board meeting on September 22, 2022.

10.20 – The SCEC Leadership is continuing its tradition of sharing exemplarily highlights from programs throughout the Collaborative. During this Board meeting the focus will be on the evolving aquatics program being facilitated by Tracey Lancellotta, a SCEC OTA and being ably guided by her immediate supervisors Linda Cullen and Dr. Bethany DeNardo. There are three major goals of this initiative: 1-To train volunteer staff members as Certified Lifeguards, 2-To provide swimming lessons to all SCEC students whose families desire to have them learn how to swim, and 3-To infuse best-practices into the program. Currently, the pools at George R. Austin Intermediate School (GRAIS) in Lakeville and the Newman YMCA in Seekonk are being graciously being provided for our use.

The SCEC Leadership Team strongly supports this program, not only because swimming is an important life skill, but because drowning is a leading cause of children's accidental death.

10.30 - Reviewing the proposed scheduling of SCEC Board of Board Directors' meetings for the 2022-2023 school year:

- National Conferences:

The AASA national conference on education entitled Live Well Lead Well is scheduled for February 16-18, 2023 in San Antonio, Texas

The ASCD annual conference is scheduled for March 31-April 3, 2023 in Denver, Colorado.

Note: Board members interested in attending either of these conferences should contact Leah Thibault. She will assist in making participation possible as a continuous professional learning experience.

Board of Directors' Meetings:

<u>Date</u>	<u>Meeting Description</u>	<u>Time</u>	<u>Location</u>
September 22, 2022	-Board of Directors' Luncheon	12:30 – 1:00 PM	GLC-2
October 27, 2022	-Board of Directors' Luncheon -Board of Directors' Meeting	12:30 – 1:00 PM 1:00 – 3:00 PM	GLC-2 GLC-2
December 15, 2022	-OPEB Trust -Superintendents' Academic Excellence Award Luncheon with students and their families -Board of Directors' Meeting with presentations of Annual Audit and Annual Report	11:00 – 11:30 AM 11:30 AM -1:00 PM 1:00 – 3:00 PM	TBA TBA TBA
January 12, 2023	-Board of Directors' Luncheon -Board of Directors' Meeting	12:30 – 1:00 PM 1:00 – 3:00 PM	GLC-2 GLC-2
February 9, 2023	-Board of Directors' Luncheon -Board of Directors' Meeting	12:30 – 1:00 PM 1:00 – 3:00 PM	GLC-2 GLC-2
April 13, 2023	-Board of Directors' Luncheon -Board of Directors' Meeting	12:30 – 1:00 PM 1:00 – 3:00 PM	GLC-2 GLC-2
June 15, 2023	-Administrative Assts' Luncheon -Board of Directors' Meeting	11:30 AM – 1:00 PM 1:00 – 3:00 PM	TBA TBA

11.00 - Warrants: To be signed via DocuSign

12.00 - Other Item(s):

12.10 - Updating and Discussing Leasing and/or Purchasing Property for Instructional Purposes

Space to operate SCEC programs continues to be a serious concern for the SCEC Leadership team. Both extending existing leases, acquiring new ones with lease/ purchase provisions, and other arrangements are being pursued.

12.11 – Leases have been extended at the Berkley Community and Middle Schools in Berkley.

12.12 - Discussions with officials from the Dioceses of Fall River ended successfully with the execution of a three-year lease that expands the SCEC footprint at Bishop Connolly High School.

12.13 – Leases have been extended at FES and GRAIS in Freetown Lakeville.

12.14 – Negotiations are continuing to secure additional time on the leases of the Gallishaw and North Schools in Seekonk and a classroom at SHS.

12.15 – As previously reported, plans are emerging to purchase LIFE Academy.

12.16 – Lease has been extended at the Palmer River School in D/R.

12.17 - The possibilities of purchasing school buildings in Seekonk and other properties are currently being pursued by the Executive Director.

12.20 – Additional items

13.00 - Adjournment: