

## **SOUTH COAST EDUCATIONAL COLLABORATIVE (SCEC)**

### **Board of Directors' Meeting December 12, 2025 Minutes**

Present: R. Kidwell, B. Starkie, T. Curley, B. Runey, J. Cabral, F. Roy, J. Schoonover, J. Saba-Maguire, D. Heimbecker, L. Thibault, L. Stone (auditor)

#### 1.00 - Call to Order

The meeting was called to order by Superintendent/Chair J. Schoonover at 1:04 PM.

#### 2.00 - Minutes of October 16, 2025

The minutes of October 16, 2025 were presented for review and approved.

Motion, B. Runey: To approve the minutes of October 16, 2025  
Second, J. Cabral

All in favor

#### 3.00 - Financial Information

##### 3.10 - Presentation of the Annual Audit for 2024-2025

Laura Stone from CBIZ CPA's, P.C. presented the 2024-2025 Audit.

##### 3.11 – Approval of the 2024-2025 Annual Financial Audit

Motion, J. Cabral: “To approve the 2024-2025 Annual Financial Audit of South Coast Educational Collaborative as presented and submitted by Laura Stone, CBIZ CPA's P.C. 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. Starkie

All in Favor

Motion, J. Cabral: To accept the Executive Director, David Heimbecker's recommendation to transfer \$100,000 from Cumulative Surplus to Capital Reserve Fund and transfer \$20,204 from Cumulative Surplus to the OPEB Trust.

Second, B. Runey

All in Favor

3.20 – Updating of the FY2026 Business plan/Budget

SCEC reports that at the end of November, SCEC had a profit of \$54,985.

SCEC is still in the process of hiring additional staff and will continue to monitor the student/staff ratios. SCEC ended November with 207 staff.

SCEC had 207 students at the end of November, which is 8 less than budget and 8 less than the prior year.

4.00 - Human Resources:

4.10 - New Hire(s):

4.11 – Leanne Vieira- 12 Month Counselor/Social Worker

4.12 – William Quirk- Per Diem Substitute Para

4.13 – David Henderson- Para II/12 Month-Palmer River Elementary

Motion: J. Cabral: To approve New Hires as presented.

Second: R. Kidwell

All in Favor

4.20 – Transfer(s): None

4.30 – Resignation(s):

4.31 – John Hill- 12 Month Para II-Seekonk North 6-8 205

4.32 – Brianna Gordon – 12 Month Special Ed Teacher- Gallishaw HS

4.40 – Retirement(s): None

4.50 – Leave(s): None

6.00 - Building Program Update:

6.10 – Work has started on the new wiring, new panels, etc. at the SCEC main office building. We are currently waiting for National Grid to transfer the old service to the new upgraded service. This will require a half-day shutdown at the main office. Fortunately, the outbuildings will not be impacted.

6.20 – Renovation continues the second-floor bathroom in the main office/campus at 2201 GAR Highway.

6.40 – Additionally, according to SCEC’s Facilities Director Shane Vezina, repairs and replacements at most SCEC sites are being completed on an as needed basis.

7.00 - Policy and Procedures:

7.10 – As current administration policies and procedures are refined and new ones emerge, Board participation and oversight will be encouraged.

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 – Executive Director, David Heimbecker noted how SCEC trains our own lifeguards with specific training for our students. The SCEC Aquatics team has trained 10 of our very own SCEC employees to be lifeguards.

Also, SCEC can offer training to parents of Autistic Children.

Motion, J. Cabral: For SCEC to offer aquatic training services.

Second, R. Kidwell  
All in Favor

9.00 - Superintendent Issues

9.10 – The South Coast Educational Collaborative Annual Report 2024-2025 has been submitted to the Board of Directors.

Motion, J. Cabral: “To approve the 2024-2025 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. Runey  
All in favor

Discussion: Superintendent, B. Runey looked the over the Annual Report and mentioned it was well done. Superintendent/Board Chair, J. Schoonover was impressed with the map to see the scales of services SCEC offers.

9.11 - Board Chair, Jeffrey Schoonover called for Executive Session to approve Executive Director, David Heimbecker’s Educator Evaluation.

Executive Session: Roll Call, 1:24 PM

J. Schoonover-yes  
T. Curley-yes  
R. Kidwell-yes  
B. Runey-yes

F. Roy-yes  
B. Starkie-yes  
J. Cabral-yes  
J. Saba-Maguire-yes

All in favor

The SCEC Board of Directors voted for a two-year extension (2028) with a succession plan for Executive Director, David Heimbecker. Contract is in place from prior contract with no other changes except the dates.

Motion, J. Cabral: To execute and authorize Executive Director, David Heimbecker's contract as presented.

Roll Call:

J. Schoonover-yes  
J. Cabral-yes  
F. Roy-yes  
B. Starkie-yes  
B. Runey-yes  
T. Curley-yes  
R. Kidwell-yes  
J. Saba-Maguire-yes

All in favor

Executive Session: Ends, 1:35 PM

#### 10.00 - Other Superintendent Issues

##### 10.10 – SCEC Board of Board Directors Meetings for 2025-2026

<u>Date</u>	<u>Meeting Description</u>	<u>Time</u>	<u>Location</u>
January 15,2026	Board Luncheon	12:30 – 1:00 PM	GLC 2
	Board of Directors' Meeting	1:00 – 3:00 PM	GLC 2
February 12,2026	Board Luncheon	12:30 – 1:00 PM	GLC 2
	Board of Directors' Meeting	1:00 – 3:00 PM	GLC 2
April 16,2026	Administrative Luncheon	11:30 – 1:00 PM	The Rookery
	Board of Directors' Meeting	1:00 – 3:00 PM	The Rookery
June 11,2026	Board Luncheon	12:30 – 1:00 PM	GLC 2
	Board of Directors' Meeting	1:00 – 3:00 PM	GLC

11.00 - Warrants:

Presented to Board Members through DocuSign approval.

13.00 - Adjournment

Motion, B. Runey: Motion to adjourn at 1:42 PM  
Second, T. Curley

All in favor