

South Coast Educational Collaborative

Board of Directors

October 16, 2014

Minutes

Present: A. Azar, A. Bosco, R. Medeiros, R. Monteiro, 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 1:23 PM.

2.00 - Minutes of June 19, 2014

The minutes of August 7, 2014 were presented for review and approved.

Motion, R. Monteiro: To approve minutes of August 7, 2014

Second, A. Bosco

Vote, Unanimous

3.00 - Financial Information

3.10 – Update on FY 14 Business Plan/Budget

As a result of writing off bad debt, the losses for FY 14 and overall losses will increase by \$125,543.04. The SCEC Executive Director and Business Manager will continue to pursue collecting the written off amount.

3.20 - Business Plan/Budget for FY 15

The austerity measures implemented in March of 2014 seem to be working and we are holding the line. Various programs have been restructured and have increased enrollment, and staff members are committed to supporting teaching-and-learning. If current trends continue in enrollments, requests for consultation, and request for other services, SCEC should be headed towards profitability.

3.30- Elaine Renzi a partner in the firm of Pavento, Ratcliffe, Renzi, & Co. LLC, will be presenting the FY 2013 Audit at the next Board Meeting scheduled for December 18, 2014.

3.50 - SCEC Financial and Control Policies

The policies and procedures that are currently in place are being followed. As new ones emerge, Board participation and oversight will be encouraged

4.00 - Human Resources

4.10 - New Hires

4.11 - Kenneth Smith, Paraprofessional II, Gallishaw High School, 12 months

4.12 - William MacDonald, Teacher, Gallishaw High School, 12 months

4.13 – Katrina Melanson, SPLA, Related Services, 10 months with possible extended year

4.14 - Debra Robidoux, Administrative Assistant, 12 months

Motion, R.Monteiro: To approve the hires of 4.11-4.14

Second, J. Schoonover

Vote, Unanimous

4.20 - Resignations

4.21 - Thomas Rafferty, Paraprofessional II, Gallishaw Middle School, 12 months

4.22 - Matthew Biltcliffe, Paraprofessional II, Early Childhood, 12 months

Motion, J. Schoonover: To accept the resignations of 4.21-4.22

Second, A. Bosco

Vote, Unanimous

4.30 - Retirements

4.31 - Diane Mello, SPLA, Related Services, 10 months with possible extended year

Motion, R. Monteiro: To accept the retirement of Diane Mello, SPLA, related Services, 10 months with possible extended year

Second, A. Bosco

Vote, Unanimous

4.40 - Leave of Absence

4.41 - Krystal Medeiros, Paraprofessional II, Somerset Berkley RHS, 12 months

Motion, R. Monteiro: To accept the leave of absence for Krystal Medeiros for remainder of 2014-15 school year
Second, J. Schoonover
Vote, Unanimous

4.42 - Melissa Durand, Occupational Therapist, Related Services, 10 months with possible extended year

4.43 - Jocelyn Albanez, COTA, Related Services, 10 months with possible extended year

4.44 - Sharon Carney, Teacher, Gallishaw High School, 10 months with possible extended year

Motion, R. Monteiro: To not accept the requests for Leave of Absence of 4.42-4.44
Second, A. Bosco
Vote, Unanimous

4.50 - Educational Leave

None

5.00 - Executive Session

None

6.00 - Building Program Update

Engineering reports on some of SCEC buildings are being completed and will be presented at next meeting.

7.00 - Policy and Procedures

7.10 - The Policies and Procedures Manual is being presented for Board members review and suggestions. All relevant Federal and State Laws and Regulations are addressed in this document.

8.00 - Professional Development - Presented by Frank Gallishaw Jr.

8.10 - Currently, the SCEC/BU Administrator's Licensure Program candidates are participating in their third and fourth courses.

8.20 - The Framingham State University /SCEC Partnership Program for Professional Licensure in regular education Pre-K-2 and grades 1-6 is continuing recruitment.

- 8.30 - Recruitment efforts are continuing for the “Bridge to Teaching”, a SCEC/Northeastern University Partnership Program.
- 8.40 - The SCEC/Bridgewater State University Special Educator licensure graduate degree program is continuing with two classes.
- 8.50 - SCRO is hosting two workshops on the Professional Day, November 4, 2014. District staff are attending.
- 8.60 - First Annual Transition Fair October 29, 2014

This is a joint effort by the interagency team created in December, 2013. The fair will be held at Bristol Community College-Commonwealth Campus Center (Building G) in Fall River, MA. Lisa Fournier, Teacher Leader for Transition Services at SCEC is a major leader in this.

9.00 - Superintendent Issues

- 9.10 - Board members noted that the information and learning acquired at the 2014 MASS Summer Institute has been informing their practice. Ideas and suggestions from *Leverage leadership (2012)* has been beneficial.
- 9.20 - *Thanks for the Feedback (2014)* has proven useful, especially in regard to supervisory and educator evaluation activities.
- 9.30 - The SCEC Leadership Team has decided to administer PARCC to elementary and middle school students and MCAS to high school students. The performance of SCEC students on PARCC and/or MCAS do not need to be considered in district aggregates.
- 9.40 - Dr. Carolyn McKearney, Special Education Administrator at SCEC, shared a status report with the Board entitled “Data Collection and Analysis”. Dr. McKearney has developed this system with the guidance of Dr. Marc Hauser. She was able to demonstrate to board members how the use of data at SCEC’s ACE classrooms at the North Elementary School in Seekonk has helped to track student therapeutic and academic progress. In addition this data collection and analysis will be very useful in monitoring student progress for District Determined Measures. Board members may access the identified professional development classrooms at SCEC for training and resources.
- 9.50 - The SCEC Board meeting scheduled for December 18, 2014 will be preceded by the SCEC/MASS Scholarship Luncheon.

9.60 - Executive Director Heimbecker has been accepted into the Graduate Credential in Executive Coaching (GCEC) Program at the Massachusetts School of Professional Psychology and is beginning the second graduate course in the Program. He shared with board members the Rock and Schwartz's 2006 article entitled "The Neuroscience of leadership" as an example of learning that is occurring in the program.

9.70 - Other Superintendent's Issues

A discussion ensued about documents required for completion of DESE Mandated Course for Collaborative member districts and for Board Member Attendance. Executive Director, Heimbecker will send a memo to all board members outlining the requirements and will include necessary documents and materials.

10.00 -Warrants

The warrants were presented and signed.

11.00 - Other Items

None

12.00 - Adjournment

Motion, R.Monteiro: to adjourn at 3:07 PM
Second, J. Azar
Vote, Unanimous