

SOUTH SHORE EDUCATIONAL COLLABORATIVE
75 Abington Street, Hingham, MA 02043

BOARD MEETING MINUTES
Friday, October 3, 2014

Present: Braintree Maureen Murray, Ed.D.
 Cohasset Barbara Cataldo
 Hingham Dorothy Galo, Ph.D.
 Hull Kathleen Tyrell, Ed.D.
 Marshfield Scott Borstel, Ed.D.
 Norwell Matthew Keegan
 Quincy Richard DeCristofaro, Ed.D.
 Scituate John McCarthy (arrived at 9:00 a.m.)

SSEC: Henry W. Perrin, Ed.D., Executive Director
 Richard Reino, Business Administrator

Guests: Paulajo Gaines, Collaborative Coordinator, Office of Regional
 Governance, Department of Elementary and Secondary Education

1. Approval of minutes from the Friday, May 30, 2014 meeting. A motion to accept the minutes was made by Dr. Tyrell and seconded by Dr. Galo; unanimously approved.
2. Board members were provided with two 3-ring binders; one contains the final, approved collaborative agreement with the Department of Elementary and Secondary Education, and the lease of the building at 75 Abington Street. The other binder is to hold all of the meeting agendas and handouts throughout the 2014-2015 school year.
3. As of July 1, 2014, the operation and management of the Community Adult Program has been transitioned to Road to Responsibility (RTR). A copy of the signed memorandum of understanding and the lease agreement for the building at 40 Pond Park Road were distributed. RTR is paying half of building expenses, and approximately 75% of SSEC staff have been hired by RTR. The transition went smoothly and there have been no complaints from parents or family members of individuals. At the end of the lease of 40 Pond Park Road, the intention of SSEC is to transfer the lease to RTR. Owners of the building are aware that this is a possibility. If the SSEC needs classroom space at that time, it would rent space from RTR. A vote was taken to approve final agreements and to approve transferring furniture and materials to RTR (the classroom and office furniture was purchased by the Department of Developmental Services (DDS) when the building opened in 2006); a motion was made that the Board approve the memorandum of agreement, and authorize the executive director, subject to review by legal

counsel, to proceed with all matters relative to the transfer of management, was made by Dr. Borstel and seconded by Mr. Keegan; unanimously approved.

4. Discussion and approval of the executive director's evaluation, salary and contract. Dr. DeCristofaro distributed a copy of the executive director's evaluation to each board member for review. The executive director went over each of the goals and how the expectations were met. Following review of the evaluation contents, Dr. Tyrell noted that she thinks the executive director does a great job and students are the first priority for him; board members responsibilities are made easier because of the way he does his job, and she thanked him for his hard work and expertise. Dr. Murray noted that the executive director is responsive, that students are at the center of decisions made, people feel included, and that he has completed challenging transitions successfully. Dr. Galo stated that as executive director, with all the tasks performed on a daily basis; to add two significant moves this past year and having them be so successful and smooth is remarkable. Dr. Borstel appreciates how the executive director stays connected outside of the collaborative by attending meetings such as the Southeast Collaborative Regional Organization, and other meetings involving area superintendents. Dr. DeCristofaro has been working closely with the executive director over the past few years, is appreciative of his leadership, and praised both he and the responsible team at work at the SSEC. The executive director is open and communicative, keeps the board aware of what is going on, and did an extraordinary job getting the new building up and running. There are seven new board members, all of whom have been very supportive of SSEC. Mr. Keegan noted how Dr. Perrin is good at keeping goals in sight and reaching out for information and support. (Mr. McCarthy arrived at this time). A motion was made by Dr. DeCristofaro to accept the goals set by the executive director; Dr. Murray seconded the motion, and it was unanimously approved. Dr. Perrin and Mr. Reino left the meeting for the discussion of contract negotiations. The executive director's contract ends in 2016. Following discussion relative to the percentage of an increase, and the length of a new contract for the executive director, a motion was made by Dr. Tyrell to approve a three percent (3%) increase in the contract for FY 2015, retroactive to July 1, 2014, and that the board chairperson appoint a subcommittee to review the contract; Dr. Murray seconded that motion and it was unanimously approved. Dr. DeCristofaro and Mr. Keegan will serve on the subcommittee, and will meet to discuss the future contract. The executive director returned to the meeting. Board members are appreciative of his leadership, and approved a three percent (3%) increase for FY 2015, retroactive to July 1, 2014. Dr. Perrin thanked the board for their support. Mr. Reino returned to the meeting.

5. Ms. Gaines congratulated the SSEC Board on completing the agreement with the Department of Elementary and Secondary Education.

6. A draft suitability letter for fingerprinting results was presented to the board. One superintendent added a line for comments, and a space to check off if the person has a copy of

his/her fingerprinting results. The executive director was asked to consult with legal counsel on what to include in the suitability letter.

7. A Purchase Card (P-Card) procedure manual was presented to the board for a first reading by the business administrator. Every purchase is logged in; no staff member is able to keep the “P-card” overnight. It must be returned with an initialed receipt. The process seems to be working well and provides greater accountability. A vote on the procedure manual was tabled until the next meeting to allow board members time to read through it.

8. Health and wellness committee topic. The executive director inquired about what is being done in districts regarding the use of breathalyzers in the schools. The SSEC nurse is wondering if it is used in any SSEC districts, and some towns do. Assistant principals are authorized users. Information on breathalyzer use is in the school handbooks.

9. Financial update; the yearend report was distributed and shows FY 14 actual and budgeted figures. FY 2014 was a challenging year with unanticipated expenses such as those related to moving to 75 Abington Street. A motion was made by Dr. Borstel to accept the October financial report as presented; Dr. Galo seconded; unanimously approved.

10. Review of the classroom rental rates. The rates have not been increased in several years, and a recent survey shows that the average amount collaboratives pay for classroom space per year is \$6,067. A motion was made by Dr. Tyrell to increase rates to \$6,000 per classroom per year; Dr. Galo seconded that motion; unanimously approved.

11. The program visitation policy was distributed. It is a comprehensive policy and SSEC staff tries to communicate any time something is happening within a program located in a district. A statement will be added that states that the out of district coordinator, administrator of special education or a designee be notified of any visit. The current policy was reviewed by the operating committee, special education directors, and SSEC legal counsel. The executive director will make the change and bring the policy back to the board for further review.

12. The administrator licensure program with Boston University being held at the SSEC was discussed. The first cohort will be ending soon. BU and SSEC staff are recruiting students for the next cohort. Board members would like notification of professional development opportunities sent to assistant superintendents in each district as they are the ones who handle professional development. Do not notify principals of teachers directly without approval of the superintendents.

A motion to adjourn was made by Dr. Galo and seconded by Dr. Murray; unanimously approved. The meeting adjourned at 10:32.