

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

BOARD MEETING MINUTES  
Friday, January 22, 2016

Present: Cohasset Barbara Cataldo  
Hingham Dorothy Galo, Ph.D.  
Norwell Matthew Keegan  
Randolph Thomas Anderson  
Scituate John McCarthy  
Weymouth Kenneth Salim, Ed.D.

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

Guests Jon Reynard, Community School Coordinator  
Michael Regan, AFT Representative  
Katherine Rogers, SSEC Union President  
Constance Crosby, SSEC Paraprofessional

1. Approval of the minutes from the December 4, 2015 meeting. A motion to accept was made by Dr. Galo and seconded by Mr. McCarthy; unanimously approved.
2. Appointment of trustees to OPEB board. The board voted to approve the Other Post-Employment Benefits (OPEB) trust agreement at its last meeting. Arthur Sullivan, SSEC Treasurer, Richard Reino, SSEC Business Administrator, Dorothy Galo and Thomas Anderson will serve on the board of trustees. The SSEC executive director will explore locating an SSEC retiree to also serve on the board. A motion to approve Dr. Galo and Mr. Anderson serving on the OPEB Board of Trustees, with anticipation that an SSEC retiree will be selected as the final board member, was made by Mr. Keegan and seconded by Dr. Salim; unanimously approved. The executive director will serve as the ex officio non-voting member of the OPEB Board of Trustees.
3. The business administrator provided a financial summary and current budget update. The Mini School enrollment is 10 students lower than expected, so during budget review administration will be looking at possible personnel reductions for FY 17. A motion to accept the financial summary and current budget update was made by Dr. Galo and seconded by Mr. McCarthy; unanimously approved.

4. FY 17 budget process, timeline and tuition estimates. The executive director and the business administrator met with each SSEC program director individually to go through their budget and discuss changes in professional development, new positions or technology needs. Each program identifies its priorities for the 2016-2017 school year. The SSEC is working on staffing changes with therapy services, as there may be more therapists than necessary relative to the number of students and their needs. It is a long process to work on; administration will initially look at COTA's and PTA's. Tuition increases for SSEC programs for FY 17 will hold to 3% but summer tuitions for Community and Mini need to be increased to a higher rate to be able to operate safely. Numbers will be provided at next meeting. A draft FY 17 budget will be presented at the meeting on March 4<sup>th</sup>, with a potential vote to be taken at the board meeting in April.
5. SSEC is preparing for a third cohort with Boston University. The current class is going smoothly; the assignments are practical and applicable. A new cohort will start in the spring if any district has someone who may be interested. SEI; 31,000 people have completed the course across the state. Requirements may change over the next few years. Current class is for teachers who have students who are non-English speaking and offers 67.5 PDPs to become endorsed, while 15 credits are required for license renewal. The executive director wants to help out SSEC districts with SEI requirements as much as possible.
6. Personnel matter; the board was approached by Katherine Rogers, Constance Crosby and Michael Regan regarding a level 3 grievance. In the spring of 2015, Careers High School was being reorganized to provide regular staffing in the greenhouse and kitchen. Two academic paraprofessional positions were going to be transitioned to become greenhouse and kitchen paraprofessionals as more help was needed in both of those areas. The two paraprofessionals whose positions were changing were approached and the situation was explained to them. Neither of the paraprofessionals was interested in adapting to the needs of the greenhouse or kitchen positions. The program needed to grow and change, and despite the paraprofessionals doing their best, the program needed a change in personnel. One paraprofessional understood that it may be time for a career change for her, and expressed that working with the Careers High School student population may no longer be appropriate for her. The other paraprofessional filed a grievance, which was presented to the board for review. Despite the fact that the union employees did not follow their own grievance procedure in a timely manner, the SSEC board agreed to hear the grievance. The SSEC board has ten days to respond to this grievance.

Michael Regan addressed the Board. Constance Crosby was a paraprofessional in the Careers High School for 3+ years. The program was to be restructured to strengthen and improve the culinary arts and greenhouse areas. According to the union book, Article 23, section B states that "In determining the order in which employees who have been employed by the SSEC shall be laid off within a discipline, the SSEC will consider the following factors: 1) professional training as evidenced by column placement on the salary scale; 2) seniority within a program as defined by paragraph E; 3) history of work performance for the SSEC; 4) needs of the SSEC; 5) appropriate certification; and 6) total number of years of continuous service in the SSEC". According to Mr. Regan, there are

two paraprofessionals below Ms. Crosby on the seniority list. The other paraprofessional impacted has opted to retire. Ms. Cataldo asked for clarification of length of service for Ms. Crosby. Mr. Regan stated that she had been employed by SSEC for 3 years, 6 months. Ms. Crosby had one evaluation during her time of employment, and the evaluation was excellent. No certification is required for the paraprofessional position.

Section C in the union agreement states “When, save for seniority, the foregoing factors are in the judgment of the SSEC substantially equal, seniority shall govern within the discipline. Mr. Regan asked why Ms. Crosby was laid off instead of the two paraprofessionals below her. Section F of the union agreement states that “Persons who were employed by the Collaborative who have been laid off pursuant to this article shall, for one (1) year after the effective date of layoff, be placed on a recall list”. Section H states “within a specific, present program and/or a specific, present L.E.A., employees laid off pursuant to this article shall be recalled in the inverse order by which they were laid off. Failure to accept an offer of employment in a position similar to that previously held shall terminate the employee’s recall rights”. Was Ms. Crosby on a recall list? This appears to be a violation of reduction in force and recall. Mr. Regan asked for Ms. Crosby’s position to be restored for this year since the recall right was not followed. If the grievance is upheld, she is made whole for this year.

Dr. Galo asked if there is anything to suggest that the criteria all be equal in weight, and the response is no. New greenhouse and kitchen paraprofessionals were hired in August, 2015. Mr. Keegan asked if the culinary and kitchen positions are connected to South Shore High School, which they are, along with the Quest School. Ms. Crosby was never assigned to the kitchen. Mr. McCarthy asked if the positions were both posted, which they were. Dr. Galo clarified that Ms. Crosby did not formally apply for the positions when they were posted. Ms. Cataldo asked when the layoff took place. Dr. Perrin stated that it was at the end of June. Ms. Crosby worked as a paraprofessional for the Careers High School in the summer of 2015. Ms. Crosby was asked if she is currently employed; she stated that she is not, and has sought employment elsewhere. Ms. Rogers stated that Ms. Crosby was told that she could apply for positions at SSEC but it is not a guarantee that she would receive the position. The board will make a decision within ten days. Mr. Regan, Ms. Rogers and Ms. Crosby left the meeting at this time.

Dr. Perrin will speak with SSEC legal counsel again regarding this issue. Dr. Galo asked if the restructure was for the purpose of meeting the needs of the collaborative, and it was. There are now paraprofessionals in place with the new structure who are able to do the job correctly. Ms. Cataldo stated that the timeline is important; the union did not follow their timeline; the procedural pieces on the union side have not worked. Dr. Perrin will forward the response of legal counsel to board members.

A motion was made by Mr. McCarthy to deny the level 3 grievance as presented, and to authorize the executive director to confer with legal counsel regarding this issue; this motion was seconded by Dr. Galo; unanimously approved.

7. The Mini School program director is retiring at the end of this school year. The longtime assistant director, Maureen Gattine, has applied for the program director position. Maureen has been with the SSEC for decades, is a BCBA, and has been very helpful with tasks such as the coordinated program review and student handbooks. BCBA hours may need to be supplied to the Mini School, but no other additional staff will be necessary to make this transition. Planning is currently underway for Maureen to become the Director of the Mini School, effective July 1, 2016; there were no objections to this plan from any board members.
  
8. In other items; Milton Public Schools has inquired about the process of joining SSEC. A new strategic plan needs to be created during 2016. Last time, the East School in Hingham was used as the venue for the planning committee to meet, and it was a very comfortable location. The dates for meetings this year are August 4<sup>th</sup> and 5<sup>th</sup>. Dr. Galo will check on availability of the East School and also noted that the Hingham Middle School may be available in the summer. There has been discussion with a group of Community School union staff and management on combining school year and summer programs.

A motion to adjourn was made by Dr. Galo and seconded by Mr. Anderson; unanimously approved. The meeting adjourned at 10:20 a.m.