

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

BOARD MEETING MINUTES
Friday, March 4, 2016

Present:	Cohasset	Barbara Cataldo
	Hingham	Dorothy Galo, Ph.D.
	Norwell	Matthew Keegan
	Quincy	Richard DeCristofaro, Ed.D.
	Randolph	Thomas Anderson
	Scituate	John McCarthy
SSEC		Henry W. Perrin, Ed.D., Executive Director
		Richard Reino, Business Administrator
Guests		Jon Reynard, Community School Coordinator
		Erin Holder, Community School Coordinator

1. Approval of the minutes from the meeting held on January 22, 2016. A motion to accept was made by Dr. Galo and seconded by Mr. Anderson; unanimously approved.
2. Other Post-Employment Benefits (OPEB) retiree trustee. The executive director spoke with Thomas Kinsman, retired director of the Quest Program, about his interest in serving as an OPEB trustee. Mr. Kinsman still helps out at the SSEC with crisis prevention training periodically, and said he would be happy to serve on the committee.
3. Financial summary and current budget update. The executive director provided the board with an overview of the current budget; during the 14-15 school year there were significant snow removal expenses. This year student enrollments are down; the SSEC may finish the year with a deficit depending on how many referrals are received this spring. This year there has been a 30% reduction in referrals. Students in the Community School and the Mini School are turning 22, and therefore graduate out of the programs. The Mini School used to have a preschool program, which was when many of the students began with the program. Many districts have integrated preschools now, thus SSEC does not have as many referrals for this age group. SSEC is receiving numerous referrals for students ages 5, 6, and 7 with social/emotional needs for the Quest School. This population of students is a challenge for the districts due to the frequent disruptions in the classroom. As a result of declining enrollment, there will be a reduction in staff for next year. During the year, if the student enrollment increases the staff may be increased accordingly. The SSEC may need fewer classrooms next year in Hull, and may use more classroom space in Randolph. The executive director will be in communication with the superintendents in Hull and Randolph regarding classroom space.

The business administrator noted that the SSEC typically receives prepaid tuitions in May and June for next year. The prepaid tuitions support the cash flow at the collaborative.

The business administrator reviewed the budget update and financial summary. Eight positions that have been vacated this year have not been replaced. Mr. McCarthy asked if it is challenging to find a special education teacher mid-year, and it is. Restraints are necessary in most Mini School classrooms daily and the SSEC needs staff who are capable of handling physical restraints along with being able to meet the needs of medically complex students. Following discussion, a motion to accept the financial summary and budget update was made by Dr. Galo and seconded by Mr. McCarthy; unanimously approved.

4. A draft FY 2017 budget was presented to the board. The executive director and the business administrator met with all program directors/coordinators and reviewed each program budget individually. The rent for 75 Abington Street will increase by \$450,000 next year. It will cost \$200,000 for 40 Pond Park Road for 4 months. It will be year two of the union agreement so the salary increases will total approximately \$700,000. Health insurance rates are scheduled to increase a minimum of 12% next year; one third of the SSEC staff is enrolled in a health insurance plan. The extended school year tuition rates will be adjusted so that they match the daily rate of the school year within each program. The business administrator distributed a summer tuition comparison for review. Dr. Galo noted that typically a strategic plan is working on areas of growth within an organization and it might be a good idea to form a small committee to develop plans for where the SSEC is, and where it is headed. Mr. McCarthy mentioned that a big part of a strategic plan must include sustainability for an organization, and that there is always an impact on the budget when plans include growth.

5. Donations made to the SSEC; the executive director reviewed donations that have been made to the SSEC over the past school year, which includes 20 iPads and 30 laptops provided by FoxRock Properties, LLC, along with many donations made in memorial on behalf of both students and staff. The SSEC has applied for a grant for the purchase of accessible vans through Rockland Trust. Transportation costs are significant. Mr. Keegan left the meeting at this time (9:30). SSEC is grateful for donations it has received.

Other items; a series of meetings have been held with SSEC administration and union representatives to discuss hours worked in the Community School. The joint labor/management committee came to the agreement that professional and paraprofessional staff will work from 8:15 a.m. – 3:45 p.m. and all Community School staff will have a duty free lunch. Professional staff will still have time for planning. The Milton Public School district has expressed interest in joining the SSEC, and this topic will be added to the April agenda for discussion and a vote. There is a situation involving inappropriate behavior between two Mini School students whose classroom is located in Hull. This issue is being addressed, and the board will be kept apprised of any developments.

A motion to adjourn was made by Dr. Galo and seconded by Mr. Anderson; unanimously approved. The meeting adjourned at 9:35 a.m.