

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

BOARD MEETING MINUTES
Friday, September 30, 2016

Present: Cohasset Louise Demas
Hull Kathleen Tyrell, Ed.D.
Marshfield Jeffrey Granatino
Norwell Matthew Keegan
Quincy Richard DeCristofaro, Ed.D.
Randolph Thomas Anderson
Scituate John McCarthy
Weymouth Jennifer Curtis-Whipple, Ed.D.

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

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

Prior to addressing the items on the agenda, everyone in attendance introduced themselves as there are some new board members.

1. Approval of the minutes from the Friday, May 20, 2016 meeting. A motion to accept the minutes was made by Mr. Keegan and seconded by Dr. DeCristofaro; unanimously approved, with Dr. Tyrell and Dr. Curtis-Whipple abstaining from the vote as they were not present for the meeting.
2. The business administrator reviewed the FY 2016 financial report with the board. Reductions in staff were necessary at the end of the school year due to an unsustainable trend. SSEC experiences cash flow challenges because of the time it takes towns to process payments. Mr. Anderson asked about timing of bills being sent to districts. Invoices are sent out quarterly. Current budget numbers are based on actual student enrollment. Mr. McCarthy asked what the capacity is for SSEC. In a few programs SSEC is close now. A motion to approve the FY 2016 financial report was made by Dr. Tyrell and seconded by Mr. Anderson; unanimously approved.
3. The business administrator reviewed the current financial summary and budget. The line of credit has been utilized recently as the SSEC awaits tuition payments. Overall, the numbers for FY 17 numbers look close; they are based on actual student enrollment rather than anticipated. A \$15,000 contribution to the OPEB account was made in August. A motion to accept the financial summary and budget was made by Dr. Tyrell and seconded by Mr. Granatino; unanimously approved.
4. The Department of Elementary and Secondary Education (DESE) will be at the SSEC in November for a financial review.

5. Credit line approval for 2016-2017. The maximum line of credit extended to the SSEC is currently \$1.2 million. The business administrator would like to increase that amount to \$1.8 million. A motion to approve increasing the line of credit to \$1.8 million was made by Dr. Tyrell and seconded by Dr. DeCristofaro. Dr. Tyrell amended the motion with proviso that the executive director sends an email to board if there is a need to access the line of credit, or when it goes beyond \$1.2 million. Mr. Keegan then amended the motion that board members would be notified if the line of credit exceeded \$1.2 million; unanimously approved.

6. Discussion of agreements with public schools to lease classroom space. The executive director checked with other collaboratives to determine what they are paying in their districts. The average classroom rental rate is around \$9,000 - \$9,500 per year, plus \$1,000 in the summer. Dr. Tyrell requested the classroom rental rate in Hull remain at \$10,000 per classroom for the school year and \$1,000 per room for the summer. Mr. Anderson suggested keeping Hull where it currently is, bring Randolph up to \$9,000, and \$1,000 for the summer for FY 18, then increase to \$10,000 per year, plus \$1,000 in the summer for FY 19. A motion to approve classroom rental rates for FY 18 for Randolph at \$9,000 for the school year, plus \$1,000 for the summer, with the current rate remaining in effect for Hull, then for FY 19 Hull will remain at its current rate, and Randolph will increase to \$10,000 per year, plus \$1,000 for the summer was made by Mr. Keegan and seconded by Mr. Granatino; unanimously approved.

7. The SSEC classrooms for the high school age Community School students located at 40 Pond Park Road in Hingham have been moved to Randolph High School. Road to Responsibility (RTR) is going to lease the entire space at 40 Pond Park Road. The SSEC will make its last rent payment for that location as of October 1, 2016. A goal has been to move students into public classroom space when possible and have 75 Abington Street as the one substantially separate building for students not able to attend a public school setting.

8. Strategic plan for 2017 -2022. On August 4th and 5th, a planning committee met at the Hingham Middle School to create a strategic plan for the next five years. Forty people participated. After sending out a survey to parents, administrators of special education, superintendents and employees, the committee arrived at five areas of focus; benefits, data collection, organizational operations, program development and sustainability. A draft of the strategic plan results will be ready to present to the board at its meeting in December. The executive director thanked Mr. McCarthy for his participation on the planning committee. Suzan Theodorou, Norwell Administrator of Special Education, represented the SSEC Operating Committee.

9. Personnel matter. For FY 16, the Careers High School underwent a restructure. Two paraprofessional staff members were offered the opportunity to try working in both the kitchen and the greenhouse. One staff member declined this opportunity, and chose to retire. The other staff member filed a grievance with the union. Labor mediation was scheduled to take place on July 6th, 2016. A few weeks before that date, a settlement of \$5,000 was reached and the case was closed. Mr. Granatino suggested that further discussions such as these should take place in executive session.

10. Consideration of adding Milton Public Schools to the SSEC. At its May meeting, the board voted to begin the process of accepting Milton into membership with SSEC. Ms. Gaines explained that the next step is to submit a revised agreement which includes Milton to the DESE. Following DESE approval, a letter would be sent out to each current member district school committee. It was mentioned that CHARMS Collaborative will be closing June 30th, 2017. Sharon Public Schools has expressed interest in joining the SSEC. Board members were asked their opinion about continuing to add member districts. There is no clear advantage or disadvantage to doing so; expansion may create problems with meeting a quorum. It was suggested that if the SSEC is interested in adding other towns, we should wait and add them all together.

11. Evaluations for the treasurer and executive director. The executive director worked on general goals regarding data collection, which must be broad due to the diversity of the student population. He will visit programs on a regular basis to provide support to the program directors and coordinators, with a focus on areas noted in the strategic plan. Mr. Anderson wanted to make sure the executive director is using DESE indicators as part of the evaluation process. The chairperson of the board will review the executive directors evaluation and the treasurers evaluation. The SSEC treasurer is very involved and works with SSEC closely reconciling accounts. Dr. DeCristofaro left the meeting at this time. The executive director drafted an evaluation of the treasurer related to goals and objectives. The board appoints the treasurer annually. Dr. Tyrell stepped out of the meeting at this time. The treasurer provides the SSEC with great checks and balances for its accounts; he is a person of integrity. At the next board meeting the executive director will make his recommendation to the board regarding the appointment of the treasurer. Dr. Tyrell returned to the meeting.

12. SSEC is currently a member of the Mayflower Municipal Health Group (MMHG). An overview of MMHG was presented to the board which included a rate history and a breakout of the structure of the group. A health insurance information committee is being formed to review health insurance coverage and rates that are offered through SSEC. Rockland may be moving out of MMHG. The business administrator attends MMHG steering committee meetings which are worthwhile. Other towns are exploring other options. The business administrator recommends finding an independent consultant to help SSEC compare plan designs. Some towns are advocating having separate rates for different groups based on prior usage.

13. Other items.

- Board members were reminded to complete online training through DESE and print out their certification of completion.
- SSEC has some former employees who retire and come back to substitute. Board members were asked what the substitute rate of pay is in their districts. A long term substitute rate may be different than a daily rate. Based on the discussion, the SSEC substitute rate will not be increased.

A motion to adjourn was made by Mr. Granatino and seconded by Dr. Tyrell; unanimously approved. The meeting adjourned at 10:00 a.m.