

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

**BOARD MEETING MINUTES**  
Friday, January 20, 2017

Present: Braintree Frank Hackett, Ed.D.  
Cohasset Louise Demas  
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: Paulajo Gaines, Collaborative Coordinator, Office of Regional  
Governance, Department of Elementary and Secondary Education

Gini Tate, Legal Counsel, Murphy, Hesse, Toomey & Lehane

Rosalie O'Connell, Executive Director, CHARMS Collaborative

1. Approval of the minutes from the Friday, December 9, 2016 meeting. A motion to accept the minutes was made by Mr. Anderson and seconded by Mr. Keegan; unanimously approved.
2. Acceptance of the financial summary and budget update. The business administrator noted that the bank balance is good, and that the credit line still has a zero balance. Ms. Gaines arrived at this time. A motion to accept was made by Dr. Galo and seconded by Mr. Keegan; unanimously approved.
3. Reappointment of Arthur Sullivan as the treasurer of SSEC. The annual evaluation has been completed. With appreciation to Mr. Sullivan for his continued dedication to SSEC, Dr. Galo made a motion to reappoint Mr. Sullivan as treasurer of SSEC, and Mr. Keegan seconded the motion; unanimously approved.

The business administrator mentioned the possibility of making an adjustment in the tuition rate for non-member districts beginning in July, 2017. If acceptable to the board, the 2017-2018 school year tuition may increase by 3% for member districts, with up to an 8% increase for non-member districts. The executive director noted that there may be risk that towns will seek placement elsewhere, but SSEC is trying to find sustainable options to provide long term financial support. A suggestion was offered to provide notice of a possible tuition increase to the non-member towns soon, and perhaps it would be possible to gradually phase in the increase,

perhaps over a 2 year period. The 2017-2018 draft budget will be presented at the March meeting. Board members requested a list of current tuitions and the differentials for next year.

4. Review and acceptance of the 2017-2022 SSEC strategic plan. A draft plan was provided to all participants, and suggested changes have been made. The executive director thanked Mr. McCarthy for participating, and Dr. Galo for allowing the use of the Hingham Middle School facility. A motion to accept the SSEC strategic plan for 2017-2022 was made by Dr. Galo and seconded by Mr. Keegan; unanimously approved.

5. The final report of the Massachusetts Department of Elementary and Secondary Education Collaborative Compliance and Fiscal Review was presented to board members. The SSEC took part in the Massachusetts Department of Elementary and Secondary Education Collaborative Compliance and Fiscal Review in November, 2016. The purpose of the review was to insure compliance with applicable laws and regulations to determine whether the collaborative is maintaining effective controls over revenues, expenditures, assets and liabilities, and to review information provided in other supporting documents. The review included but was not limited to the collaborative articles of agreement, the budget process, signed warrants, purchasing policies and procedures, purchase order procedures, state ethics certifications, and budget to actual year to date reports. Based on individual interviews with personnel and corroborating evidence provided, the evaluators stated “we feel comfortable that there is compliance with the written collaborative agreement and with applicable laws and regulations.” They also stated that policies and procedures are in place and that special education – program improvement grant funds were expended in compliance with grant requirements and that grant funds were used for their intended purposes.

6. Update on status of CHARMS collaborative. The executive director has reached out to the executive director at CHARMS to discuss how SSEC might assist with meeting the needs of students attending CHARMS when it closes in June, 2017. CHARMS currently has about 25 students at Canton High School; the executive director met with the Canton school superintendent, who said she would help with transition. The SSEC executive director would like students in Canton to remain in place for next year, then perhaps transition to a different location, the advantage being that the students would have continuity. A few of the students are turning 22, and CHARMS is not receiving many referrals since area districts know it is closing.

SSEC legal counsel explained some of the legalities involved in blending CHARMS with SSEC. She noted that CHARMS personnel would not automatically be hired by SSEC, but would be encouraged to apply for positions at SSEC. CHARMS employees are non-union, and SSEC employees have a union. Consideration of seniority, unemployment, OPEB, retirement, custody of personnel records, and workers’ compensation would all have to be taken into account. CHARMS would have to set up a trust fund to provide for costs associated with closing and to provide for the handling of any potential contractual issues, unexpected liability issues, discrimination claims, Department of Labor claims, etc. There are fifteen retirees at CHARMS on health insurance, and the board voted to stop providing coverage to retirees, so they would need COBRA notification.

Board members asked whether or not SSEC could offer to run the Canton High School program without taking on additional responsibility for anything else? Will a financial analysis be taking place to show the current status of CHARMS? Could SSEC perhaps bring the Canton students to the Randolph location? If no action is taken, all students will need a placement by the end of school this year. Legal counsel offered to provide a list of votes that would be necessary for the SSEC board to review prior to making a decision. The language in the DESE statute is that a collaborative must dissolve rather than merge. Board members offered to schedule an additional meeting if necessary. The executive director will be in communication with members as the process continues.

7. Update on the status of the Milton public schools joining the SSEC. Following receipt of all signed school committee approvals, SSEC will proceed with the process.

8. Upcoming South Shore High School senior trip. A group of seniors are working on raising funds so that they may take a trip to Washington, DC in May, 2017. Proper transportation regulations will be followed. A motion to approve the senior trip was made by Dr. Galo and seconded by Dr. Hackett; unanimously approved.

9. Professional Development; SSEC is currently running Sheltered English Immersion (SEI) classes. There will be 3 Saturday classes coming in May if any districts have administrators who need to take this class. The executive director will send the dates to superintendents. In December, the Southeast Collaborative Regional Organization (SCRO) presented a Behavioral Health Symposium which was well attended and very successful, netting close to \$24,000. Funds will help support the Virtual Learning Academy.

10. MOEC will be working with DESE on review of teacher certification as part of a Request for Response to assist with recommendations for revisions to the Competency Review Guidelines for four educator licenses; Teacher of Students with Moderate Disabilities, Teacher of Students with Severe Disabilities, Teacher of the Deaf and Hard of Hearing, and Teacher of the Visually impaired.

11. Other items; Mayflower Municipal Health Group (MMHG) is recommending elimination of the legacy plans for both Blue Cross and Harvard Pilgrim, which would require that employees would need to move down to either the rate saver or benchmark plans. Legacy plan rates would increase by 26% for FY 2018. The business administrator said SSEC does not have to take action at this time. The executive director provided a brief overview regarding students using social media in a threatening way. Parents, local police and school district administrators have all worked together to resolve the matter.

A motion to adjourn was made by Dr. Hackett and seconded by Ms. Demas; unanimously approved. The meeting adjourned at 10:00 a.m.