

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

BOARD MEETING MINUTES
Friday, May 19, 2017

Present:	Cohasset	Louise Demas
	Hingham	Dorothy Galo, Ph.D.
	Hull	Kathleen Tyrell, Ed.D.
	Marshfield	Jeffrey Granatino
	Norwell	Matthew Keegan
	Scituate	John McCarthy
	SSEC	Henry W. Perrin, Ed.D., Executive Director Richard Reino, Business Administrator

1. The business administrator noted that the current bank balance is good; much better than this time last year. Student enrollment has been steady all year. The business administrator hopes to contribute to the OPEB balance in order to bring it up to \$125,000. The SSEC has approximately twenty fewer staff and twenty more students this year which has helped the bank balance. During the 2017-2018 school year SSEC will implement member and non-member tuition rates which should support sustainability.
2. Update on the Randolph High School project. A ramp is being installed for access to the garden level classroom space SSEC will occupy next school year. The executive director will be meeting with Mr. Anderson to discuss a possible reduction in the classroom rental expense to help offset the cost of the ramp. Board members were thanked for supporting SSEC programs with regard to space.
3. The executive director's mid cycle evaluation was reviewed with Mr. McCarthy and shared with the board. The mid cycle evaluation was based on the goals that were developed in the fall. The 2017-2018 board chairperson will complete the summative evaluation of the executive director during the year. Mr. Granatino arrived at this time.
4. With a quorum now present at the meeting, a motion to accept the financial summary and FY17 budget update was made by Dr. Tyrell and seconded by Dr. Galo; unanimously approved.
5. A motion to accept the minutes of the April 7, 2017 meeting was made by Dr. Galo and seconded by Mr. Keegan; unanimously approved with Dr. Tyrell and Mr. McCarthy abstaining as they were not present for that meeting.

6. The business administrator recommends moving funds into the OPEB account to bring the balance up to \$125,000. The current balance is approximately \$14,925.00. A motion to approve recommending that the treasurer move funds into the OPEB account to bring the balance to \$125,000 was made by Dr. Tyrell and seconded by Dr. Galo; unanimously approved.

7. Nomination for the SSEC board chairperson and vice-chairperson for FY 18. A nomination of Mr. Anderson to become the board chairperson for the 2017-2018 school year was made by Mr., Keegan and seconded by Dr. Tyrell; unanimously approved. Mr. Anderson was not present at this meeting but had already agreed to become the chairperson for FY 18. A nomination for Dr. Galo to serve as the board vice-chairperson was made by Mr. Keegan and seconded by Mr. Granatino; unanimously approved. Board members were thanked for their willingness to serve on the SSEC board of directors.

Mr. Keegan has been serving on the Southeastern Collaborative Regional Organization for the past few years, and is willing to continue to do so. A motion to support Mr. Keegan serving on the SCRO committee again next year was made by Mr. Granatino and seconded by Ms. Demas; unanimously approved.

8. Personnel matters – FY 17 comparison, FY 18 consideration. Last year there was a reduction in staff and this year there have only been a few non-renewals due to performance. Two staff members have filed grievances through the union. One teacher has been on an improvement plan for boundary issues and the program director has seen some improvement. Staff who work closely with this person have written letters to the executive director expressing their concern about her inappropriate actions and the effect on students. The program director feels she has made some progress, but there continues to be boundary issues. A level two grievance is scheduled for next week, and SSEC legal counsel will be present for that meeting. If the grievance remains unresolved, it may come before the board in October. The other teacher who is not being renewed for next year is at step one of the grievance procedure which will be held next week.

The structure of administrative staffing for SSEC programs continually changes as resignations and retirements take place. The model that we have been working towards is to have a program director and a coordinator for each program. This model is similar to the model of principal/assistant principal in a public school. The Quest School currently has a program coordinator who will become the director next year and a coordinator will be appointed in place of a behavior specialist who will not be returning in September. The Quest student population is at capacity and the referrals we have been receiving have complex and difficult to manage behaviors.

The executive director is considering retiring at the end of 2018 although he will be giving it thought over the summer and may make it official at the October board meeting so plans may be made for the transition. The executive director provided the board with a few possible plans for internal candidates to be considered. The Community Program director has been with the collaborative for 15 years and is certified as administrator of special education. She has grown the Community School from about 40 students to 120 students. She teaches at several area universities and is very well versed in all the legal guidelines of special education. The business

administrator is certified as superintendent of schools and has been closely involved with several financial steps that have helped the collaborative move from an older building in need of repair and a second costly building to one new facility with the outcome providing a more sustainable financial situation. Both candidates are highly qualified and have been integral members in the strategic planning for the collaborative for several years; the business administrator has strength in finance and the program director in student services. If either one were to consider and accept, if offered, the executive director position, the other person would complement that role. With this model, the Community School currently has two coordinators; one could be appointed as director. This model would save one administrative position. If the board made the decision to conduct a search these candidates could apply.

The board chair suggested that board members think about it and discuss it at the fall board meeting. The current executive director would stay through the 2017-2018 school year.

The executive director gave student-created gifts to the superintendents who are retiring later this year, for which they expressed their gratitude.

A motion to adjourn was made by Mr. Granatino and seconded by Mr. Keegan; unanimously approved. The meeting was adjourned at 9:35 am.