

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

BOARD MEETING MINUTES
Friday, December 5, 2014

Present:	Braintree	Maureen Murray, Ed.D.
	Cohasset	Barbara Cataldo
	Hingham	Dorothy Galo, Ph.D.
	Hull	Kathleen Tyrell, Ed.D.
	Marshfield	Scott Borstel, Ed.D.
	Norwell	Matthew Keegan
	Quincy	Richard DeCristofaro, Ed.D.
	Randolph	Thomas Anderson
	Scituate	John McCarthy
	Weymouth	Kenneth Salim, Ed.D.
	SSEC:	Henry W. Perrin, Ed.D., Executive Director Richard Reino, Business Administrator
	Guest:	Michael Nelligan, CPA, Powers & Sullivan

Board members went around the table introducing themselves to the new member. A motion to open the meeting was made by Ms. Cataldo and seconded by Dr. Galo. The meeting began at 8:35 a.m.

1. A motion to approve the minutes of the October 3, 2014 meeting was made by Dr. Galo and seconded by Mr. McCarthy; unanimously approved.
2. A motion to approve the SSEC Annual Report was made by Dr. Galo and seconded by Mr. McCarthy; unanimously approved. Board members refer to the report often when asked for information about the SSEC.
3. Michael Nelligan, CPA with Powers & Sullivan, addressed the board to review the independent audit report. He noted that the audit went smoothly, and both he and the Business Administrator complimented the business office staff on the assistance they offered. Dr. Murray and Dr. Tyrell arrived at this time. The collaborative is in good financial shape overall. Dr. Salim arrived at this time. Following a discussion about meeting the other post-employment benefits (OPEB) requirements, a motion to approve the independent audit was made by Mr. McCarthy and seconded by Dr. Galo; unanimously approved.
4. Review of the executive director's contract. This item was taken out of sequence. The executive director and the business administrator stepped out of the room. A new contract has

been issued for the time period of July 1, 2015 to June 30, 2018. Each of the years will provide a 3% salary increase. An evaluation will be completed each year. The board chairperson and the executive director will work on goals using the formal DESE process, with anticipation that the goals will be prepared over each summer. A motion to approve the new contract was made by Dr. Tyrell and seconded by Dr. Borstel; unanimously approved.

5. The business administrator gave a financial update to the board. At this time, revenues are up as is enrollment. Use of the new billing cycle helps keep funds flowing in more steadily, so there has been no need to use the line of credit. A motion to approve the financial reports was made by Dr. Tyrell and seconded by Dr. Salim; unanimously approved.

6. The board revisited the revised purchase card (p-card) procedure manual. The business administrator explained the bank that provided the p-card wants the procedure approved by the SSEC board. Following further review of the procedure of using the p-card, a motion to approve was made by Dr. Galo and seconded by Dr. Borstel; unanimously approved.

7. First reading of a draft Other Post-Employment Benefits (OPEB) trust agreement. Board members reviewed the document and question whether districts would have liability should the collaborative be dissolved. A suggestion was made to have legal counsel present at the next board meeting to provide information to assist board members in understanding the agreement. Dr. DiCristofaro left the meeting at 9:10. Mr. Keegan left the meeting at 9:30.

8. The SSEC Observation of Educational Programs/Visitors Policy was reviewed. A revision has been made to add a point that both the district and the parent of a student being observed will be notified in advance of a visit.

9. Correspondence titled “Introducing the Next Generation of Educational Collaboratives” written by Stephen Theall, Executive Director of the Massachusetts Organization of Educational Collaboratives (MOEC), was distributed to the board. MOEC will organize its 26 members into a six region network. The SSEC is currently part of the Southeastern Collaborative Regional Organization which represents 80 school districts. Collaboratives will continue to be responsive to their member districts and their needs. The topic of virtual schools was discussed: there are different opinions on this.

This was the final board meeting for Dr.Scott Borstel as he is beginning a new position soon. Dr. Borstel was thanked for the support he has given to the SSEC and wished success in his new position.

A motion to adjourn was made by Dr. Salim and seconded by Dr. Galo unanimously approved. The meeting adjourned at 9:50 a.m.