

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

BOARD MEETING MINUTES  
Friday, May 18, 2018

Present:	Cohasset	Louise Demas
	Hingham	Dorothy Galo, Ph.D.
	Hull	Michael Devine
	Milton	Mary Gormley
	Norwell	Matthew Keegan
	Randolph	Thomas Anderson
	Scituate	Ron Griffin
	Weymouth	Jennifer Curtis Whipple, Ed.D.
	SSEC	Henry W. Perrin, Ed.D., Executive Director Richard Reino, Business Administrator

1. Acceptance of the minutes from the meeting on April 6, 2018. A motion to accept was made by Dr. Galo and seconded by Mr. Devine; unanimously approved with Mr. Griffin abstaining as he was not present for that meeting.

2. Acceptance of the financial summary and budget update. The OPEB contribution has been made. Everything financially and programmatically looks good. The business administrator provided the board with an outline of potential tuition credit reimbursements that could be distributed to districts, and asked board members their opinion on receiving the reimbursements. The question was raised as to whether or not a credit would be issued to all districts, or only to member districts. Board members would like to receive the credit in FY 19. Invoices go out in August for the first trimester. Directors have been accepting students with significant needs and are being conservative with their enrollment numbers. Discussion continued regarding the credit reimbursement proposal. Board members would defer to the business administrator about what the actual percentage number will be based on. For example, if the end of year balance is between \$400,000 and \$600,000, or between \$600,000 and \$800,000, the increase amount will be adjusted. It was decided that for this year, the reimbursement would only be issued to member districts. A motion to approve the issuance of tuition credits to member districts only, in a percentage amount based on the total dollar amount decided by the business administrator was made by Mr. Devine and seconded by Mr. Keegan; unanimously approved. A motion to accept the financial summary and budget update was made by Mr. Griffin and seconded by Mr. Devine; unanimously approved. A motion to approve issuing tuition credits to member districts as follows: if the FY 18 year end net is between \$400,000 and \$600,000, then the total tuition credit will be \$150,000, prorated, based on school year student enrollment per member district at the FY 18 school year end. If the FY 18 year end net is between \$600,000 and \$800,000, then the total tuition credit will be \$200,000, prorated, based on school year student enrollment per member district at the FY 18 school year end. The motion was made by Mr. Devine and seconded by Mr. Keegan; unanimously approved.

3. Appointment of a board member to the OPEB trustees for the 2018-2019 school year. Ms. Gormley volunteered to serve on the OPEB board of trustees. A motion to appoint Ms. Gormley to the board of OPEB trustees was made by Mr. Anderson and seconded by Mr. Keegan; unanimously approved. Ms. Gormley was thanked for her willingness to serve.

4. Acceptance of SSEC union agreement for September 1, 2018 – August 31, 2021. The steps have been smoothed out; there are salary increases of 3% for the second and third years of the agreement. This was a good negotiation season. Mr. Keegan was thanked for his suggestions on improving the salary schedules, and the business administrator and executive director were thanked for participating in positive negotiations. A motion to accept the union agreement for 2018-2021 was made by Mr. Griffin and seconded by Dr. Galo; unanimously approved.

5. Update on the transition and reorganization progress. Staff seem pleased with the reorganization of Mr. Reino to the executive director position and Dr. Mason to the director of student services position. All feedback has been positive. According to the SSEC agreement with the Department of Elementary and Secondary Education, there must be segregation of duties between the executive director and the business manager and treasurer. Legal counsel has reviewed the agreement and has no concerns as the executive director, the director of student services and the treasurer will be working closely together, each with their own responsibilities. This is the structure that some collaboratives have in place. The director of student services will be reviewing purchase orders which will provide a separate opportunity for checks and balances. The treasurer reviews and must approve of everything related to SSEC finances.

On another note, there are a few potential court cases pending. One involves a parent and child against a staff member who worked at the Beal Street Residence many years ago. This case may go to a hearing sometime in June. The former residence director is involved with the case. There is also an MCAD case with a person from a 2016 layoff where a claim was made that she was discriminated against.

6. Authorization of executive director and /or the director of student services to sign contracts, contract and monitoring plans for students, or other documents as needed for the operation of business at SSEC. Requisitions are put through a multi layered system before they are approved as purchase orders. Adding the director of student services to the system will provide an objective view for checks and balances. A motion to approve authorization of the executive director and the director of student services to sign contracts, contract and monitoring plans, or other documents as needed for the operation of business at SSEC was made by Dr. Galo and seconded by Mr. Keegan; unanimously approved.

7. Authorization for executive director, board chairperson and the director of student services to sign warrants and other accounts payable and payroll documents as needed. A motion to approve authorizing the executive director, board chairperson and the director of student services to sign warrants and other accounts payable and payroll documents as needed was made by Dr. Galo and seconded by Mr. Griffin; unanimously approved.

8. Discussion of OPEB Board of Trustees. The incoming executive director will become an ex-officio member of the trustees. The question was raised as to whether or not there is another

SSEC finance person needed to serve on the board of trustees. The executive director will review the OPEB charter and see if it needs amending. This item will be brought back at the next SSEC board meeting in October, 2018.

9. Appointment of chairperson and vice-chairperson for the 2018-2019 school year. A motion to nominate Dr. Galo as the chairperson was made by Mr. Anderson and seconded by Mr. Keegan; unanimously approved. A motion to nominate Mr. Devine as the vice-chairperson was made by Mr. Keegan and seconded by Mr. Griffin; unanimously approved. Nominated board members were applauded for their willingness to serve on the board.

The business administrator noted that this was the last board meeting for the executive director, and thanked him for all of the work he has done in the nine years he has been with SSEC. He said it has been an honor and a privilege working with him, and offered congratulations on his upcoming retirement. This was also the last board meeting for the Randolph school superintendent. He was wished the best as he continues his career in another school district.

A motion to adjourn was made by Mr. Griffin and seconded by Dr. Galo; unanimously approved. The meeting adjourned at 9:20 am.