

**South Shore Educational Collaborative
75 Abington Street, Hingham, MA 02043**

**BOARD MEETING MINUTES
Friday, December 8, 2023**

Present:	Jim Lee	Braintree
	Judith Kuehn	Hull
	Peter Burrows	Milton
	Matthew Keegan	Norwell
	Thea Stovell	Randolph
	William Burkhead	Scituate
	Patrick Sullivan	Cohasset

SSEC: Richard L. Reino, Executive Director
Erin Holder, Director of Student Services

1. Acceptance of the minutes from the October 13 meeting. A motion to approve the minutes was made by Mr. Keegan and seconded by Mr. Burrows; unanimously approved.
2. Acceptance of the FY23 annual audit report.. Revenues came in 1 million under budget and expenses were also under budget by approximately 272K. A motion to approve FY23 annual audit report was made by Mr. Lee and seconded by Mr. Keegan; unanimously approved.
3. Acceptance of the FY23 annual report. Last year we experienced post covid difficulties including the labor shortage and more intense social and emotional student diagnosis. Sections of the report explain challenges and strategies for each program. A motion to approve the FY23 annual report was made by Mr. Lee and seconded by Mr. Keegan; unanimously approved.
4. Acceptance of the FY24 financial summary and budget update. A handout was provided to the board with the executive director providing an overview of the financial report. SSEC is in a much better position financially this year than last year. The executive director has been in contact with the bank for an increase to the credit line bringing it from 2 million to at least 2.4 million. OPEB balance as of December 1 is 1.2 million, which is higher than last year's 1.094 million. SSEC is 20 staff members (16 paras, 4 professional staff) short and discussed the possibility of increasing the starting rate/step for para's. Next year is the last year of the FY25 contract, which will have an increase of approximately 1.4 million in salaries. A motion to approve the FY24 financial summary and budget was made by Ms. Kuehn and seconded by Mr. Keegan and Mr. Lee; unanimously approved.
5. Acceptance of SSEC Bullying Policy & Bullying Prevention & intervention plan. The bullying policy and prevention plans are to be updated every two years. SSEC bullying

plan had in house updates, but the plan on our website hadn't been updated since 2016. SSEC now has a bullying intervention committee, which includes one staff member from each program. Each staff member will be a certified trainer to allow proper training for all employees within their program. Because the plan is to be updated every two years, SSEC will be updating this again during FY25. A motion to approve the SSEC Bullying Policy & Bullying Prevention & intervention plan was made by Mr. Lee and seconded by Ms. Stovell; unanimously approved.

6. Acceptance of SSEC Sexual Harassment/Title IX Policy. A motion to approve the SSEC Sexual Harassment/Title IX Policy was made by Mr. Keegan and seconded by Mr. Lee; unanimously approved.
7. Screening Committee Update. Update provided by Mike Palladino who is a Senior Search Consultant for NESDEC. Online applications closed on December 1st with 14 viable candidates. On December 4th the screening committee met with Mike to discuss the process, timeline and the candidate information. The committee will meet again on December 14th and decide which 5-6 candidates they will be moving forward in the process and interviewing, which will be held on January 4th. After the January 4th meeting, the committee will select their top 3-4 candidates for the board to interview on January 11th. Finalists will interview with the board and have site visits at SSEC.
8. Other.
9. Executive Session: Chapter 39, Section 29, mandates that in order to go into Executive Session, the Collaborative Board must:
 - a. Do so on a roll call vote.
 - b. State purpose of Executive Session
 - c. Indicate whether the body will reconvene in public session.Matters to be considered in Executive Session: Legal matters update

A motion to not enter into Executive Session, and go directly into an OPEB meeting was made by Ms. Kuehn and seconded by Mr. Keegan; a roll call vote was taken, with Mr Lee voting yes, Mr. Burrows voting yes, Mr. Sullivan voting yes, Ms, Stovell voting yes, Mr. Burkhead voting yes,; unanimously approved.

The meeting adjourned at 9:45 a.m.