

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

**BOARD MEETING MINUTES  
Friday December 6, 2024**

Present:

|                   |                |
|-------------------|----------------|
| Jeffrey Szymaniak | Whitman-Hanson |
| Matthew Keegan    | Norwell        |
| Kathryn Roberts   | Hingham        |
| Kevin Mulvey      | Quincy         |
| Jim Lee           | Braintree      |
| Micheal Jette     | Hull           |
| Sarah Shannon     | Cohasset       |
| Melanie Curtin    | Weymouth       |
| Thea Stovell      | Randolph       |
| Bill Burkhead     | Scituate       |

SSEC: Michael Losche, Executive Director  
Erin Holder, Director of Student Services  
Jon Reynard-School Business Administrator

1. Acceptance of the minutes from the September 27<sup>th</sup> meeting. A motion to approve the minutes was made by Mr. Keegan and seconded by Mr. Lee; unanimously approved. Ms. Stovell and Mr. Burkhead abstained from the vote as they were not at previous meeting.
2. Acceptance of the Annual Report FY24. SSEC had a positive year and programs are in a solid place. A motion to approve the Annual Report FY24 was made by Lee and seconded by Ms. Stovell; unanimously approved.
3. School Business Manager Update: ESY2024 budget projection was for 263 students and there are just over 242, which is a difference of 20.23FTE. The FY25 ESY was budgeted for a loss of \$256K. Accounting for the current projected and weighted overhead as of December 2, 2024, it is projected that the total loss will be \$368K. Bank balances as of December, 6, 2024 is a little over \$2.1 million. At last December's meeting, the balance was \$4.1 million. OPEB balance as of December 1, 2024 is just over \$1.4 million; prior year balance was \$1.2 million. Fund balance exclusive of OPEB is over \$12.5 million; prior year balance was \$11.7 million. Credit line remains at zero, but we have a \$3 million credit line if needed. Current staffing needs: Mini-2 paras, Community-2 teachers and 1 para, Quest-1 teacher and 2 paras, SSH and Careers no staffing needs. Negotiations to begin Tuesday December 10, 2024.

4. Acceptance of Social Media Policy: A motion to approve the Social Media Policy was made by Mr. Mulvey and seconded by Mr. Lee; unanimously approved.
5. Acceptance of the TVI job description: A motion to approve the updated job description was made by Mr. Lee and seconded by Mr. Keegan; unanimously approved
6. Abington Membership discussion: Abington has just over 11 students with SSEC, which would result in a loss of \$145k. There will be ongoing discussions as there was no motion to accept.
7. Acceptance of new Treasurer Appointment: A motion to appoint Richard Reino as the new Treasurer was made by Mr. Lee and seconded by Mr. Keegan; unanimously approved.
8. Bridgewater State University Licensure Cohort: Possibility for SSEC to purchase courses at a set price for anyone to attend, including member districts. Mr. Losche will put out a survey to the employees and see if anyone would be interested. Possibly have BSU come to the next Board Meeting and give a presentation on the program. Randolph currently has this with Stonehill.
9. Nursing and RHS-Community-Mini closure: SSEC had to close the Randolph site a few weeks ago due to several absences and not having a nurse to cover the students. Mr. Mulvey offered Quincy's nurses for potential coverage if ever needed. Braintree and Norwell also offered their assistance. Mr. Losche will send something out to the member districts for substitute nurse help.
10. Secondary Services Discussion: Looking to combine the two high school programs (SSH and Careers) as the student census hasn't increased. SSEC will leave the license in place with zero enrollments to ensure use of the license if needed at a later date. Will need to look at making staff cuts.
11. Other: Had conversations with other Special Ed directors and the amounts SSEC is charging for a psychology evaluation are not enough to cover the hours to pay the employee doing these evaluations. Currently we are charging \$1350 for member and non-member evaluations. We would like to change the amount and charge \$2750 for member districts and \$3250 for non-member districts. This discussion will continue during the next board meeting.
12. 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: Personnel matter and negotiations.

A motion to enter Executive Session for purpose #10 and not to return to open session was made by Mr. Keegan and seconded by Ms. Lee; a roll call vote was taken, with Mr Keegan voting yes, Mr. Burkhead voting yes, Mr. Mulvey voting yes, Mr. Lee voting yes, Mr. Jette voting yes, Ms. Stovell voting yes, Ms. Roberts voting yes, Ms. Curtin voting yes Ms. Shannon voting yes and Mr. Szymaniak voting yes; unanimously approve.