

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

**BOARD MEETING MINUTES
Friday, October 1, 2021**

Present:	James Lee	Braintree
	Patrick Sullivan, Ed.D.	Cohasset
	Gary Maestas	Hingham
	Judith Kuehn	Hull
	Jeffrey Granatino	Marshfield
	Matthew Keegan	Norwell
	Thea Stovell	Randolph
	William Burkhead	Scituate
	Robert Wargo	Weymouth

SSEC: Richard L. Reino, Executive Director
Patricia Mason, Ph.D., Director of Student Services

1. Approval of the minutes from the May 21, 2021 meeting. A motion to approve was made by Ms. Stovell and seconded by Ms. Kuehn; unanimously approved with Dr. Maestas abstaining as he was not present for this meeting.
2. FY 21 year-end financial report. Overall student enrollment was down during FY 21 but expenses were also lower. Staff did not receive an increase in pay during this year. The credit line did not need to be utilized. Both in-person and remote learning was offered to students, as was requested by parents/guardians. A motion to accept the FY 21 year-end financial report was made by Mr. Granatino and seconded by Ms. Kuehn; unanimously approved.
3. FY 22 financial update and budget summary. The bank balance as of today is \$1,268,501.75. The credit line is still at zero. The Other Post-Employment Benefits (OPEB) balance is growing. This year SSEC hired staff to meet the needs of 355 students; however student enrollment is currently at 322. Dr. Sullivan arrived at this time. The budget has been frozen unless the need is related to IEP expenses or the expense is an emergency. An update will be provided to the board at its December meeting. A motion to approve the FY 22 financial update and budget summary was made by Dr. Maestas and seconded by Ms. Kuehn; unanimously approved.
4. Credit line increase to \$2 million dollars. The executive director has asked the bank to increase the line of credit to \$2 million dollars. A motion to approve was made by Mr. Granatino and seconded by Ms. Kuehn; unanimously approved.

5. Discussion of suspending the FY 22 OPEB contributions until further notice. This action would be taken to lessen the strain on the budget. A motion to approve suspending the FY 22 OPEB contributions was made by Ms. Stovell and seconded by Ms. Kuehn; unanimously approved.
6. Update on Randolph High School. The executive director appreciates everything that the Randolph Public School staff has done to assist with the ventilation, preparation and cleaning of the classrooms SSEC uses at Randolph High School. Due to conditions brought on by Covid, the garden area classrooms required installation of heating and dehumidification units; the air quality is great now. Classrooms have been painted, Servpro has cleaned the rooms and the space is ready for occupancy. Students and staff are moving back to RHS classrooms on Monday, October 4th.

The board chairperson asked to take this item out of sequence. 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: Executive Director contract

7. A motion to go into Executive Session with the intent of returning to Open Session was made by Dr. Sullivan and seconded by Ms. Kuehn; a roll call vote was taken, with Mr. Lee voting yes, Dr. Sullivan voting yes, Dr. Maestas voting yes, Ms. Kuehn voting yes, Mr. Granatino voting yes, Mr. Keegan voting yes, Ms. Stovell voting yes, Mr. Burkhead voting yes and Mr. Wargo voting yes; unanimously approved.

A motion to return to Open Session was made by Ms. Kuehn and seconded by Mr. Lee; a roll call vote was taken, with Mr. Lee voting yes, Dr. Sullivan voting yes, Dr. Maestas voting yes, Ms. Kuehn voting yes, Mr. Granatino voting yes, Mr. Keegan voting yes, Ms. Stovell voting yes, Mr. Burkhead voting yes and Mr. Wargo voting yes; unanimously approved.

8. Discussion of the Executive Director evaluation. Board members reviewed the end-of-cycle summative evaluation report, the administrator end-of-cycle progress report and the administrator end of year goal report. Following discussion, the board voted to support the evaluation as presented and authorized the chairperson to sign the evaluation. Four of the five goals were met and the goal of Covid-19 Emergency Planning exceeded the goal. Professional standards were met with a rating of exemplary in management and

operations. The executive directors' goals were aligned with the collaborative strategic plan. Ms. Kuehn complemented the Mini School leadership, which she feels starts at the top. Dr. Sullivan appreciates the safety plan along with the clarity of financial reports. Mr. Granatino notes that there are many moving parts and that all SSEC programs are phenomenal. He feels confident sending students to SSEC; it has a professional collegial setting. Ms. Stovell agrees and added that the executive director is a great advocate for students and provides responsible leadership. Mr. Burkhead was impressed with his ability to negotiate with the union, and also appreciates the clear numbers and documents shared with the board.

9. Executive Director contract. The board has approved a three year contract for the executive director. This will be presented at the next meeting.
10. Discussion regarding a vaccine mandate. No districts are doing this; no SSEC staff has indicated an objection to wearing masks. Vaccination rates are currently at 70% for staff and 47% for students.
11. Other items; potential litigation situations. There have been two Title IX investigations; one ended in a termination and the other has an outside investigation taking place. There may an employee who will have a one day suspension. The board will be kept apprised of these situations.
12. The director of student services shared some information on accelerated learning. MCAS alt curriculum resource manual access and entry points will be used to match students where they are. Students in the Community and Mini School programs will show progress through entry level points. Work is beginning soon on democratic classrooms.

A motion to adjourn was made by Mr. Granatino and seconded by Ms. Stovell; unanimously approved. The meeting adjourned at 10:00 a.m.