

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

**BOARD MEETING MINUTES
Friday, October 13, 2023**

Present:	Jim Lee	Braintree
	Margaret Adams	Hingham
	Judith Kuehn	Hull
	Jeffrey Granatino	Marshfield
	Peter Burrows	Milton
	Matthew Keegan	Norwell
	Kevin Mulvey	Quincy
	Thea Stovell	Randolph
	William Burkhead	Scituate
	Robert Wargo	Weymouth
	Jeffrey Szymaniak	Whitman-Hanson

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

1. Acceptance of the minutes from the May 26 and June 3, 2023 meeting. A motion to approve the minutes was made by Mr. Mulvey and seconded by Mr. Keegan; unanimously approved, with Mr. Burrows abstaining as he was not present for these meetings.
2. Acceptance of the FY 23 year-end financial report. A handout was provided to the board members with the executive director providing an overview of the financial report. Tuition increases this past June made a difference financially as well as only using agency staff when necessary. A motion to approve FY23 year-end financial report was made by Mr. Grantatino and seconded by Mr. Keegan; unanimously approved.
3. Acceptance of the FY 24 financial summary & budget update. A hand out was provided to the board members with the executive director providing an overview of the FY 24 financial summary and budget update. The bank balance is higher than the prior year and the collaborative would like to have a credit line of at least three payrolls. Executive director currently in discussions with the bank regarding this matter and will bring to the board during the December meeting if it is approved. Collaborative has been fined 103K for not filing tax report on time. The taxes in question were paid on time. IRS contacted collaborative 18 months after the due date regarding this report, which was then filed. We are appealing this fine, but haven't heard back from the IRS. Once we hear from the IRS we will consult with our attorney if necessary. A motion to approve the FY 24 financial summary & budget update was made by Mr. Mulvey and seconded by Mr. Burrows; unanimously approved.

4. Executive Director search process update-Mike Palladino. Mr. Palladino works for New England school development and he provided a handout with a timeline and tasks for the executive director search; the current executive director left the meeting. Mr. Palladino conducted a focus group with the board members, which provided Mr. Palladino with a general overview as to what characteristics the board was looking for as well as what would be most important for the new executive director to focus on their first year.
5. Report of the Director of Student Services; as with many places of business we are struggling to find employees. Directors have been very transparent with parents regarding staffing issues. The biggest needs are BCBA's and paraprofessionals. We currently have a partnership with Stonehill and we are in the process of working on a partnership with Curry College. We are trying to be as creative as possible, but we have lost some great staff due to being able to make more money elsewhere. Mr. Burrows asked where we fall into the salary range, which is the middle tier. The director of student services is trying to have meetings with our district special education directors to see if anyone has any ideas regarding staffing etc.
6. Other items. Per executive director, MOEC is trying to get the state to allow collaboratives who don't have enough equity to borrow money. The FY25 budget will be discussed at the December meeting. The executive director stated that paraprofessional rates for FY25 may need to increase as well as having a tuition increase.
7. 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 enter into Executive Session, and not to return to Open Session was made by Mr. Keegan and seconded by Mr. Granatino; a roll call vote was taken, with Mr Keegan voting yes, Mr. Burrows voting yes, Mr. Mulvey voting yes, Ms. Stovell voting yes, Mr. Burkhead voting yes, Mr. Szymaniak voting yes, Ms. Adams voting yes, Mr. Granatino voting yes, Mr. Wargo voting yes and Ms. Kuehn voting yes; unanimously approved. Mr. Lee was not part of the vote as he left at 9:56am.

A roll call vote to leave Executive Session was made by Mr. Burrows and seconded by Mr. Keegan; a roll call vote was taken, with Mr Keegan voting yes, Mr. Burrows voting yes, Mr. Mulvey voting yes, Ms. Stovell voting yes, Mr. Burkhead voting yes, Mr. Szymaniak voting yes, Ms. Adams voting yes, Mr. Granatino voting yes, Mr. Wargo voting yes and Ms. Kuehn voting yes; unanimously approved.

The meeting adjourned at 10:15 a.m.