

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

**BOARD MEETING MINUTES
Friday, December 2, 2022**

Present:	James Lee	Braintree
	Patrick Sullivan, Ed.D.	Cohasset
	Judith Kuehn	Hull
	Matthew Keegan	Norwell
	Thea Stovell	Randolph
	William Burkhead	Scituate
	Jeffrey Szymaniak	Whitman-Hanson

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

Guest: Mike Nelligan, CPA, Powers and Sullivan

1. Acceptance of the minutes from the October 7, 2022 meeting. A motion to accept the minutes was made by Ms Kuehn and seconded by Ms. Stovell; unanimously approved.
2. Acceptance of the independent audit report for FY 2022. Michael Nelligan, CPA with Powers and Sullivan, addressed the board. Information requested by the auditors was provided by SSEC in a timely manner in September, 2022. Mr. Nelligan stated that it was a clean audit. An overview of the financial statements was provided. A motion to approve the independent audit report was made by Mr. Lee and seconded by Mr. Burkhead; unanimously approved.
3. Review of the FY 23 financial summary and budget update. The bank balance is good, and the finances are better than this time last year. The credit line is still at zero. The current OPEB balance as of October was \$1,010,830. If the budget needs to be frozen, OPEB payments may be suspended temporarily. SSEC needs 11 more fte's to support the budget. A motion to accept the FY 23 financial summary and budget update was made by Mr. Lee and seconded by Mr. Keegan; unanimously approved.
4. Acceptance of the FY 22 annual report. A motion was made by Mr. Keegan and seconded by Dr. Sullivan; unanimously approved.
5. First reading of the revised SSEC strategic plan. The executive director met with a committee and made some revisions and updated the information. A facility is a new concern. SSEC is half way through the current lease; we pay taxes and rent on this

building. We will soon need to think about either renovating or relocating. SSEC will have spent around \$33 million in rent by the time the current lease is up. Perhaps considering a restructured lease or a rent to own situation. A feasibility study may be necessary. The board will review and discuss at the next meeting.

6. Updating the employee handbook. SSEC is in the process of updating the handbook so all programs will be using the same information. The handbook will be presented to the board at a future meeting.
7. Discussion of discontinuing offering Managed Blue health insurance for seniors. There were only two retirees on the plan, and both have chosen to move to a more affordable plan with better coverage. A motion to authorize the board to allow SSEC to no longer offer Managed Blue for seniors was made by Ms. Kuehn and seconded by Mr. Burkhead; unanimously approved.
8. Review of the executive director goals. The board chairperson and the executive director held a few meetings to discuss his evaluation and goals. These were presented to the board for review. The executive director is on a 2 year cycle for 2022-2024 and will have a formative evaluation in May, then a summative evaluation in 2024. A motion to accept the executive director goals for a 2 year plan from 2022-2024 was made by Mr. Keegan and seconded by Ms. Stovell; unanimously approved.
9. The interim director of student services provided an overview of what she has done since she started her position in mid-October. She phased out of old position for the first few weeks, but is now able to fully concentrate on this position. She has received support; it has been a seamless transition. She has met with all the program directors, administration, the behavior teams; and has started direct supervision of assigned personnel. She meets monthly with the dyslexia tester; conducting investigations as needed; updates the website for compliance and civil rights; assists with coordination of services for psychology testing, data management and analysis. She meets monthly with the technology team; digital problems are being resolved. She's working on curriculum across the programs and is streamlining subscriptions.
10. Other items; the executive director stated that the budget meetings with each program director will start in January for the 2024 budget.

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 matters

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

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

A motion to adjourn was made by Mr. Keegan and seconded by Dr. Sullivan. The meeting adjourned at 9:25 a.m.