

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

**BOARD MEETING MINUTES  
Friday September 27, 2024**

Present:

Jeffrey Szymaniak	Whitman-Hanson
Matthew Keegan	Norwell
Kathryn Roberts	Hingham
Peter Burrows	Milton
Kevin Mulvey	Quincy
Jim Lee	Braintree
Micheal Jette	Hull
Sarah Shannon	Cohasset
Melanie Curtin	Weymouth
Patrick Sullivan	Marshfield

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

1. Acceptance of the minutes from the May 17<sup>th</sup> meeting. A motion to approve the minutes was made by Mr. Sullivan and seconded by Mr. Keegan; unanimously approved. Mr. Jette, Ms. Shannon, Ms. Curtin and Ms. Roberts abstained from the vote as they were not at previous meeting.
2. Acceptance of the Independent Audit review done by Marcum: Auditors stated there were no findings and everything was consistent with last year's audit. Marcum recommended reviewing and adjusting who has access to the general ledger, which is already in process. Enrollments are down, but overall the budget is in a good place. The vote to place as three separate votes: A motion to approve the Audit review was made by Lee and seconded by Mr. Mulvey; unanimously approved. A motion to approve the EOY financials was made by Mr. Sullivan and seconded by Mr. Mulvey; unanimously approved. A motion to approve the Surplus was made by Lee and seconded by Mr. Mulvey; unanimously approved.
3. Year End budget update: Bank balance for year-end 2024 was 2.89 million. OPEB balance year-end 2024 was just over 1.3 million; prior year balance was 1.1 million. Fund balance exclusive of OPEB was around 4.6million; prior year balance was 3.5million. Credit line remains at zero, but we have a 3 million credit line if needed. Current staffing needs: Mini-3 paras, Community-3 teachers, Quest-1 teacher and SSH and Careers no staffing needs.

4. FY25 Budget update: Revenue is down due to actual enrollment of 282.89 verses 319 budgeted. Expenses adjusted to minimums and 15 FTE's added to balance.
5. Director of Student Services updated policies: Hazing and Acceptable Use Policy. A motion to approve the updated polices was made by Mr. Keegan and seconded by Mr. Burrows; unanimously approved
6. Collaborative Quarterly Update: Community school has appointed Hannah Emery to Program Director. Hannah has been serving as the Interim Director since July. We have partnered with William James College and have a potential licensure cohort with BSU. We are looking to onboard an intern from South Shore Voc-Tech to help out our IT department. This intern would work every other week with the collaborative. We have instituted a joint union leadership monthly meeting to discuss new developments, any issues, and to get feedback on proposals and ideas for the collaborative. At the next meeting we will present a new Medication Administration Policy. Over the next few months, we will be implementing a new applicant tracking system called PowerSchool.
7. Acceptance of amended 2024-2025 school year calendar: A motion to approve the amended 2024-2025 school year calendar changing December 23, 2024 as a none school day and making the last day of school June 12<sup>th</sup> was made by Mr. Lee and seconded by Mr.Keegan; unanimously approved.
8. Acceptance of two new job descriptions SLPA and School Psychologist: A motion to approve the new job descriptions was made by Mr. Mulvey and seconded by Mr. Burrows; unanimously approved.
9. SSEC Membership Discussion-Abington: A motion was made to table the vote at this time and have further discussions before voting on whether or not Abington becomes a SSEC member by Mr. Lee and seconded by Mr. Mulvey; unanimously approved.
10. 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. Mulvey and seconded by Ms. Lee; a roll call vote was taken, with Mr Szymaniak voting yes, Mr. Keegan voting yes, Ms. Roberts voting yes, Mr. Burrows voting yes, Mr. Lee voting yes, Mr. Jette voting yes, Ms. Shannon voting yes and Ms. Curtin voting yes; unanimously approve.