

**PILGRIM AREA COLLABORATIVE
Board of Directors Meeting**

December 1, 2011

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Chairperson Susan Dupuis.

ROLL CALL

Members Present

Carver:	Karen Teichert	Pembroke:	Laurie Casna
Duxbury:	Bruce Cole	Plymouth:	Robert Bielen
Halifax:	Cassandra Hanson	Plympton:	Maureen Springer
Kingston:	Dennis Randall	Silver Lake:	Maureen Springer
Marshfield:	Susan Dupuis		

Members Absent

Middleboro, Stoughton, Whitman-Hanson

Ex-Officio Members Present:

Executive Director, Dr. Maureen Gaughan; Treasurer, Thomas Kelley; Executive & Recording Secretary, Catherine Sheldon

Visitors:

John Wolongevicz, PAC Teacher

NEW WEBSITE PRESENTATION

The newly redesigned website was presented by the Executive Secretary, Cathie Sheldon. She gave a live tour of the new design, structure and content. The site needed an overhaul as the former site had reached

its capacity for growth and the design needed refreshing to present a more professional presence on the web, while being a more intuitive and user friendly site for the families, staff and general public to navigate. Mrs. Sheldon guided the revamping with the web designer, Mark Ruggeiro, from PAC's current web company, AKA Computer Solutions. The capacity for growth of the new site as the Collaborative grows or changes is limitless. The Board commended Mrs. Sheldon, Dr. Gaughan and Mr. Ruggeiro for a job well done.

REVIEW AGENDA

The Chair requested that the vote to accept the Auditor's Report for FY 2011 be added to the agenda under Financial since a quorum was not present in November to take the vote.

MINUTES

*VOTE: MOTION by Springer/SECOND by Hanson to "approve the minutes of October 6, 2011 as revised on Nov. 3, 2011."
FAVOR - 7 OPPOSE - 0 ABSTAIN - 2 (Carver, Plymouth)*

DIRECTOR'S REPORT

Student Enrollment: The total enrollment is at 142, which is down 1 from October. Referrals are still coming in.

Proposed Collaborative Legislation: The Director presented a fact sheet on the latest draft of legislative proposals for "An Act Relative to Improving and Oversight of Education Collaboratives." It addresses revisions, changes or additions to current regulations regarding the formation and approval of collaboratives, as well as governance and financial accountability with more transparency and oversight by the DESE.

SUB-COMMITTEE REPORTS

Policy Committee:

Ms. Casna reported they are holding off on beginning revisions to the operating policies of the board until firm guidelines have been established by the new legislation governing collaboratives.

The Policy Sub-Committee reviewed the retiree health benefit and the employee's timeline for opting-in to take advantage of the benefit. NO changes were recommended.

Minor changes were made to the language in the current Internet Policy to keep it more in line with current standards and to have consistency with member school districts' policies. It is being presented for a first reading. After discussion, it was decided to take the policy back for further refinement before presenting it for a first reading.

*VOTE: MOTION by Casna/SECOND by Hanson to "postpone the first reading of the internet policy until it is further refined by the committee."
FAVORED UNANIMOUSLY*

Personnel:

Mrs. Springer reported that the Personnel Sub-Committee met to review the final draft of the new position of Administrative Assistant for the PACES program. This position was necessary because of the extreme growth of the PACES program and the accounting clerk can not manage both jobs any longer. They also reviewed the changes to the Accounting Clerk position since some of those responsibilities will be transferred to the new position. They are recommending that the Board approve these positions at this time so they may move forward.

*VOTE: MOTION by Springer/SECOND by "approve the new position and job description of PACES Administrative Assistant."
FAVORED UNANIMOUSLY*

*VOTE: MOTION by Springer/SECOND by Hanson to "approve the amended job description for the Accounting Clerk."
FAVORED UNANIMOUSLY*

They also reviewed that professional staff licensure and certification are up to date. In addition, they are looking at the practice of hiring persons from the same family to be sure that no two family members work in the same classroom or similar situation.

OLD BUSINESS

Sub-Committee Reorganization: The Personnel Sub-Committee needs an additional member, especially with negotiations coming up. Laurie Casna volunteered to sit on the committee.

The **Retiree Health Benefits Funding for FY 2013:** The funds need to be approved for FY 2013. board has typically been adding \$10,000 per year to the funds. However, with more retirements expected in the next few years, it is being recommended that the Board consider adding additional funds to help keep the program ahead.

*VOTE: MOTION by Springer/SECOND by Hanson to "increase funds for retiree health fund from \$10,000.00 to \$25,000.00 for FY 2013."
FAVORED UNANIMOUSLY*

NEW BUSINESS

Renew Line of Credit with Rockland Trust Company: Every year, the Collaborative keeps a line of credit in the amount of \$300,000.00 for the purpose of covering payroll expenses in case of emergency.

*VOTE: MOTION by Springer/SECOND by Hanson "to renew the line of credit with Rockland Trust Company in the amount of \$300,000.00."
FAVORED UNANIMOUSLY*

Distribute Surplus Funds:

Professional Development Fund: The Director pointed out that the Professional Development fund is high and recommends reducing it by adding some of it back into the general fund.

*VOTE: MOTION by Springer/SECOND by Hanson to "reduce the Professional Development Fund by returning \$10,00.00 back to the General Fund."
FAVORED UNANIMOUSLY*

Actuarial Study Fund: It is time to conduct another actuarial study for retiree health benefits. The Director recommends setting aside some surplus funds to cover the study.

*the VOTE: MOTION by Springer/SECOND by Hanson to "approve to set aside \$10,000.00 for purpose of conducting an actuarial study the retiree health benefits."
FAVORED UNANIMOUSLY*

Member Town Surplus Fund: It has been the practice to give back 25% of the total year-end surplus to member towns for tuition credit. This year the surplus funds total is \$169,058.35. The Board will need to vote to distribute 25% of that amount (\$42,265.00) back to towns based on the number of students from each town sends to PAC programs.

*year VOTE: MOTION by Springer/SECOND by Hanson to "approve to return 25% of the 2011 end surplus funds, in the total amount of \$42,265.00, to member towns as tuition credit."
FAVORED UNANIMOUSLY*

PERSONNEL

The Director presented the personnel changes, resignations and appointments for the new school year. The Board acknowledged the changes as presented.

FINANCIAL

Donations: The list of donations for October & November 2011 were presented by the Director.

*VOTE: MOTION by Randall/SECOND by Springer to "accept, with grateful appreciation, the donations as presented. Thank you letters will be issued by the Executive Director."
FAVORED UNANIMOUSLY*

Warrants:

The Treasurer presented the warrants for October and November 2011.

*VOTE: MOTION by Hanson/SECOND by Springer to "approve October 2011 Warrants, #W12-19 through #W12-24 in the total amount of \$576,905.54."
FAVORED UNANIMOUSLY*

*VOTE: MOTION by Hanson/SECOND by Springer to "approve November 2011 Warrants, #W12-25 through #W12-30 in the total amount of \$516,784.46."
FAVORED UNANIMOUSLY*

FAVORED UNANIMOUSLY

FINANCIAL (con't):

Auditor's Report: The auditors presented the report in November but a vote had to be delayed because of not having a quorum.

*VOTE: MOTION by Springer/SECOND by Hanson to "accept the Auditor's Report for FY 2011 as presented by Borgatti & Harrison, Certified Public Accountants."
FAVORED UNANIMOUSLY*

JANUARY 2012 MEETING: The Director and Chair recommend that the January meeting scheduled for January 5th be canceled due to school being closed for the holidays and little time to get business ready.

*VOTE: MOTION by Springer/SECOND by Hanson to "cancel the January 5, 2012 meeting. The next meeting will be as scheduled for February 2, 2011."
FAVORED UNANIMOUSLY*

ADJOURNMENT

*VOTE: Motion by Hanson/SECOND by Cole to "adjourn the meeting."
FAVORED UNANIMOUSLY*

The meeting adjourned at 8:20 p.m.

Respectfully submitted:

Catherine M. Sheldon
Recording Secretary