



PILGRIM AREA COLLABORATIVE

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Maureen Gaughan, Ed.D., Executive Director

Connecting SCHOOL – HOME – COMMUNITY

Board of Directors Meeting

28 September 2016

I. OPENING

CALL TO ORDER: The meeting was called to order at 7:05 p.m. by Chairperson, Cassandra Hanson.

ROLL CALL:

Board Members Present

Duxbury:	Mrs. Maureen Connolly	Marshfield:	Ms. Kendra Campbell
Halifax:	Ms. Cassandra Hanson	Plympton/Silver Lake Reg.:	Mr. Jason Fraser
Kingston:	Ms. Sheila Vaughn	Whitman-Hanson Reg.:	Mr. Steven Bois

Board Members Absent

Plymouth, Stoughton

PAC Administration Present: Executive Director- Dr. Maureen Gaughan; Treasurer-Mr. Patrick Meagher; Recording Secretary-Ms. Catherine Sheldon

Visitors Present: No visitors

II. CONSIDERATION of MINUTES

MOTION by Fraser /SECOND by Connolly to “approve the minutes of the regular meeting of June 22, 2016, as written.” FAVORED UNANIMOUSLY

MOTION by Fraser /SECOND Vaughn to approve and hold the minutes of the executive session of June 22, 2016, as written.” FAVORED UNANIMOUSLY

III. ACTION ITEMS

A. Tuition Rates Revision: The tuition rates were approved in June based on the FY 2017 budget. The annual rates for each program remain the same but an adjustment had to be made for the daily rate for graduating seniors in the Academy program because their year is based on 172 total days instead of 180 days.

MOTION by Connolly / SECOND by Bois to “approve the daily tuition rate adjustment for Pilgrim Academy graduating seniors to \$200.52.” FAVORED UNANIMOUSLY

B. Renew Line of Credit: Mr. Meagher stated that every year, the Collaborative keeps a Line of Credit with Rockland Trust Company in the amount of \$300,000.00 for the purpose of covering payroll in an emergency. It has never been used to date but is an important safeguard.

MOTION by Connolly / SECOND by Bois to “approve the renewal the line of credit with Rockland Trust Company, in the total amount of \$300,000.00, for the purpose of meeting payroll in an emergency.”

FAVORED UNANIMOUSLY

C. Executive Director Goals for 2016-18: Dr. Gaughan presented her goals for the upcoming school year for Student Learning Goals, under Curriculum, Standard 1: Instructional Leadership, is to continue to build on and maintain high standards in student data collection and analysis to help drive instruction. The second goal is to work with the Board to devise, implement and track progress on a new strategic plan for the next 5 years.

*MOTION by Vaughn /SECOND by Bois to “accept the Executive Directors Goals for 2016-18.”
FAVORED UNANIMOUSLY*

D. Strategic Plan: Dr. Gaughan pointed out it is time to determine a process for a new 5-year strategic plan. She requested the Board’s direction on how they would like to proceed and offered several options. Some options to consider would be to appoint a small sub-committee of the Board to review candidates who could facilitate the process, or to appoint the Executive Director to research and develop a proposal. Her vision includes a fully inclusive process that brings all constituents together to give input towards the future direction of PAC. The DESE also has a new improvement plan process they could draw from. The board agreed that an inclusive process is preferred, bringing together staff, parents, students, Special Ed Directors and Superintendents to help form the vision of PAC for the future. Dr. Gaughan has a list of recommended consultant/facilitators from other area collaboratives that could be reviewed. The consensus of the board members was that the Director begin the process by contacting the consultants for proposals and conduct the initial screening.

E. Role of Board Members: The board was provided copies of the role & responsibilities of board members and school committees as prescribed by the DESE for review.

F. Open Meeting Law Review: The board was provided copies of the Open Meeting Law Guide and must sign acknowledgement of receipt.

G. Conflict of Interests/Ethics Review: The board was provided copies of the Summary of the Conflict of Interest and must sign acknowledgement of receipt.

H. Establish Sub-Committees: The following board members volunteered for sub-committees for 2016-17.

Personnel:	Jason Fraser, Sheila Vaughn
Budget:	Steven Bois, Kendra Campbell
Policy:	Maureen Connolly, Jason Fraser

IV. EXECUTIVE DIRECTOR REPORT

Correspondence: The Director received a letter from DESE stating full approval of the mid-cycle review. The Director is awaiting one letter of board appointment from the town of Duxbury.

Classroom Space: PAC did not get the space it was hoping for the Transitional Skills (ages 19-22) class but Plymouth South Middle School offered another space which, while not ideal in terms of size and location, has proved to be workable with the welcome from staff. Appropriate classroom space is continuing to be an ongoing issue, requiring creative use of non-typical space, more travel for therapists and more school nurses because of so many locations.

Professional Development: Joanna Silverman, PACES Coordinator, is working to expand and build new professional development offerings for PAC. The new PD space at the Academy will be utilized fully.

Transitional Services: The program at Bridgewater State University is in its 2nd year and there are more opportunities for PAC student inclusion in the life of the school. PAC teachers in the transitional skills program are working on obtaining DESE endorsements in transitional skills.

Prep Time Committee: The committee, made up of administration and staff, has met to begin the process of improving the availability of dedicated prep time during the school day. Currently, 70% of staff are realizing dedicated prep time.

Student Enrollment: The new year has started with 120 students.

Staffing Updates: There were a number of professional staff resignations over the summer. Dr. Gaughan conducted exit interviews and it appears several were a direct result of the outcome of the professional staff contract negotiations. The vacancies have been filled and a number of staff previously laid-off were rehired. Executive Secretary, Cathie Sheldon, has requested that her retirement be moved to November 4, 2016 from her original date of January 13, 2017, due to personal reasons.

SCRO: The group has been working on putting together the details of the Behavioral Health Symposium scheduled for December 15 & 16, 2016. Save the Date cards were sent out to all districts.

V. TREASURER REPORT

A. Financial Report: The income statement as of June 30, 2016 records a deficit of \$75K. But there is still a healthy cumulative surplus. The current year's report will be prepared once the FY 2016 year is closed out and adjustments are made. Mr. Fraser and Ms. Hanson wished to express appreciation to the administration for towing a tight line on the budget during a year of financial upheaval.

B. Warrants: The final two June 2016 warrants, W16-73 & W16-74 were presented in the total amount of \$827,953.75. July Warrants #W17-01 through W17-06 were presented in the total amount of \$470,076.43. August Warrants #W17-07 through W17-11 were presented in the total amount of \$331,957.72.

C. Donations: A donation of a computer and monitor and the 2nd quarter Amazon Smiles donation were received.

MOTION by Fraser / SECOND by Bois to accept, with gratitude, the donations as presented." FAVORED UNANIMOUSLY

VI. EXECUTIVE SESSION: None.

VII. ADJOURNMENT:

MOTION by Campbell / SECOND by Connolly to "adjourn the meeting." FAVORED UNANIMOUSLY

Meeting adjourned at 8:00 p.m.

Respectfully submitted:

Catherine M. Sheldon
Executive Secretary