



PILGRIM AREA COLLABORATIVE

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Maureen Gaughan, Ed.D., Executive Director

Connecting SCHOOL – HOME – COMMUNITY

Board of Directors Meeting

26 October 2016

I. OPENING

CALL TO ORDER: The meeting was called to order at 7:00 p.m. by Vice Chairperson, Maureen Connolly.

ROLL CALL:

Board Members Present

Duxbury:	Ms. Maureen Connolly	Silver Lake Reg.:	Mr. Jason Fraser
Marshfield:	Ms. Kendra Campbell	Whitman-Hanson Reg.:	Mr. Steven Bois
Plympton:	Mr. Jason Fraser		

Board Members Absent

Halifax, Kingston, Plymouth, Stoughton

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

Visitors Present: Mr. Tim Harrison, CPA, Auditor, Borgatti Harrison & Co.

II. CONSIDERATION of MINUTES

The Secretary pointed out a typo on page 2, line 11 – remove the word “for.”

MOTION by Fraser /SECOND by Connolly to “approve the minutes of the regular meeting of September 28, 2016, as corrected.” FAVORED UNANIMOUSLY

III. ACTION ITEMS

A. Auditor’s Report for FY 2016: Mr. Harrison presented the independent auditors report for the Collaborative for fiscal year ending June 30, 2016. The auditors had no findings and the report is of clean opinion. The Collaborative is operating in compliance with the laws and regulations of governmental accounting and auditing reporting. The overall financial position of PAC is stable. There was a change in the net assets for FY16 which amounted to a decrease of \$295,077.00. This is primarily due to the increase in OPEB liability and a decrease in tuition revenues. Total net position at year end was \$609,956.00. Mr. Harrison wished to acknowledge PAC Business Manager, Ms. Jill Poirier, and the business office for excellent book keeping and assistance during the audit.

MOTION by Fraser / SECOND by Bois to “accept the Auditors Report for FY 2016.” FAVORED UNANIMOUSLY

B. Cumulative Surplus: PAC Treasurer, Mr. Meagher, explained that in order to adhere to DESE regulations regarding collaborative budgets, it is necessary to restate the FY2015 cumulative surplus (\$1,629,374.77) to agree with the FY2015 audit (\$1,536,793.00). This change is necessary due to reconciling the amount of designated funds balances in professional development, actuarial analysis and donations.

MOTION by Fraser / SECOND by Bois to “re-state the FY2015 cumulative surplus from \$1,629,374.77 to \$1,536,793.00 as requested by the Treasurer.” FAVORED UNANIMOUSLY

B. Cumulative Surplus (con't): Mr. Meagher also requested, as required by Mass General Laws, that the Board approve the amount of the Collaborative's cumulative surplus as of June 30, 2016, to be in the amount of \$1,408,397.00.

MOTION by Fraser / SECOND by Bois to "approve the cumulative surplus for FY 2016 in the amount of \$1,408,397.00." FAVORED UNANIMOUSLY

C. Disbursement of Surplus Funds to Member Towns: Typically, at year end, when a surplus is realized, it is customary for the Collaborative to return a portion of said surplus back to the member towns. This year there is not enough surplus to warrant a return of funds.

D. Policy Sub Committee: The committee presented a number of policies, both new and revised, for a first read.

1. #3001-Retiree Health Benefits (amended): This policy change was tabled last Spring. Based on recent case law, it is advised to remove the stipulation of employment longevity (minimum of 10 years) to be eligible for the benefit.

2. #3014-Solicitation in Schools (new)

3. #4014-Equal Employment Opportunity (new)

4. #5005-Student Records (amended): This policy provides added clarification commensurate with regulations.

MOTION by Bois / SECOND by Campbell to "waive and accept the first reading of policies numbered 3001, 3014, 4014 and 5005."

E. Offer FY2018 Retiree Health Benefits: Every year, according to policy, the Board must vote to offer retiree health benefits for the following fiscal year.

MOTION by Bois / SECOND by Campbell to "offer retiree health benefits in fiscal year 2018." FAVORED UNANIMOUSLY

F. Chief Procurement Officer: According to regulations from the Inspector General (Chapter 30B-Procurement), the collaborative should appoint a Chief Procurement Officer (CPO). In school districts, it is common practice to name the superintendent, who could designate another to act as CPO.

MOTION by Fraser /SECOND by Bois to "designate the Executive Director as the Chief Procurement Officer of the Pilgrim Area Collaborative." FAVORED UNANIMOUSLY

G. Stipend Position for Pilgrim Academy MCAS Support: Due to the increasing demand on the time and resources of the Academy Director, a need for an MCAS Coordinator has been identified. A side letter to the PSA Agreement was drawn up to add a stipend position for the 2016-17 school year at the amount of \$600.00, based on 20 hours of work payable at \$30.00 per hour. Any future need beyond 2016-17 will be revisited.

MOTION by Bois / SECOND by Fraser to "approve the Pilgrim Academy MCAS Coordinator stipend position for 2016-17." FAVORED UNANIMOUSLY

H. Strategic Plan: At the request of the board, the Executive Director solicited proposals for starting a new collaborative strategic plan process. She received and presented two proposals which the board reviewed and discussed.

MOTION by Fraser /SECOND by Campbell to "authorize the Executive Director to enter into agreement with Dr. Lori Likis for strategic planning services." FAVORED UNANIMOUSLY

MOTION by Bois / SECOND by Campbell to “authorize an expenditure of not more than \$12,800.00 for strategic planning services.” FAVORED UNANIMOUSLY

IV. EXECUTIVE DIRECTOR REPORT

Classroom Space: The Director is still looking for space for current classes and future program expansion. There is very little available space in member town public buildings. An opportunity has come up regarding using private space in religious buildings that goes unused during the week. Mr. Bois has no issue with using such space but does wonder what the perception of using such a space would be. The Board did not have any overall concerns to prohibit the leasing of space in religious institutions.

Student Enrollment: At the end of September, total student enrolment was 118 students. This is a decrease of 2 students.

SCRO: The Behavior Support Symposium is set for Dec 15 & 16 in Mansfield.

V. TREASURER REPORT

A. Financial Report: Mr. Meagher reported that student enrollment is down by 6 students over projections which has the current budget status in the red at -\$126,143.00. The hope is that additional enrollments will bring the numbers up to where they should be.

B. Warrants: The warrants for September (#W17-12 through #W17-17) were presented in the total amount of \$506,062.94.

C. Donations: The donations for September –October were presented. A correction was made to one of the amounts – Jeff Coombs Memorial Foundation – from \$600 to \$500.

MOTION by Fraser / SECOND by Bois to “accept, with gratitude, the donations as presented and corrected.” FAVORED UNANIMOUSLY

VI. EXECUTIVE SESSION: None.

VII. ADJOURNMENT:

MOTION by Bois / SECOND by Campbell to “adjourn the meeting.” FAVORED UNANIMOUSLY

Meeting adjourned at 8:30 p.m.

Respectfully submitted:

Catherine M. Sheldon
Executive Secretary