



PILGRIM AREA COLLABORATIVE

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Maureen Gaughan, Ed.D., Executive Director

Connecting SCHOOL – HOME – COMMUNITY

Board of Directors Meeting

January 25, 2017

I. OPENING

CALL TO ORDER: The meeting was called to order at 7:00 p.m. by Chairperson, Cassandra Hanson.

ROLL CALL:

Board Members Present

Duxbury:	Ms. Shannon Moesaa	Marshfield:	Ms. Kendra Campbell
Halifax:	Ms. Cassandra Hanson	Silver Lake Reg.:	Mr. Jason Fraser
Kingston:	Ms. Sheila Vaughn	Plympton:	Mr. Jason Fraser

Board Members Absent

Plymouth, Stoughton, Whitman-Hanson

PAC Administration Present: Executive Director- Dr. Maureen Gaughan; Recording Secretary-Ms. Becky Haugh

Visitors Present: None.

Announcements: Dr. Gaughan announced that Maureen Connolly stepped down as her position of the Duxbury representative on the Board due to her recent, unexpected move out of Duxbury and her resignation from the Duxbury School Committee. The Board welcomed new appointee, Shannon Moesaa as the new Duxbury representative.

II. CONSIDERATION of MINUTES

*MOTION by Vaughn / SECOND by Fraser to “approve the minutes of the regular meeting of November 30, 2016.”
FAVORED UNANIMOUSLY 6-0*

III. ACTION ITEMS

A. Treasurer Evaluation Process:

Discussion took place on whether to do the Treasurer Evaluation electronically. It was agreed that this was the best practice. The Chairman requested that the form be completed by March 12, 2017 and returned to her so the Board may discuss the matter at the March 22, 2017 meeting.

B. 2017-2018 Tuition Rates:

Dr. Maureen Gaughan stated that Tuition Rates was first discussed at Budget Sub Committee and will be discussed in detail during the budget season. 2017-18 tuition rates were also discussed at the recent operating committee meeting. Dr. Gaughan reported the current budget is comprised of 79% salary, 9.3% medical/insurance benefits and 8.8% in operation expenses. There is little room for any cuts. Points brought up during discussion included:

- Experiencing a student body with more severe needs, thus requiring more staff.
- Transitional Skills has transformed into a much more interactive, educational and enriching program. The program began in the 1970s with students sitting in the classroom but now students are learning life skills and are more active and engaged with the community. It is being suggested to make Transitional Skills the same rate as Learning Skills.
- Pilgrim Academy tuition did not increase in cost with the addition of the new building. It's being proposed to set the rate of Pilgrim Academy to the true cost of running the program. The biggest growth in Pilgrim Academy next year is speculated to be an influx of 9th graders.

MOTION by Fraser / SECOND by Campbell to "approve tuition adjustments for the 2017-18 school year with exact amounts to be determined at a later date." FAVORED UNANIMOUSLY 6-0

C. 2016 Annual Collaborative Report:

Dr. Gaughan reported that DESE requested that data be added to the FY16 Annual Report to include names of institutions where cost comparisons were made. Pages 26 through 29 were edited to include more specific cost comparison data.

MOTION by Fraser / SECOND by Vaughn to "approve and accept the amended FY16 Annual Collaborative Report." FAVORED UNANIMOUSLY. 6-0

D. Board of Directors Calendar:

The current calendar has June 14, 2017 as "if needed" with June 28, 2017 being a regularly scheduled board meeting. It was proposed to make June 14, 2017 the regularly scheduled meeting and June 28, 2017 "if needed" to ensure the FY18 budget is properly vetted and approved prior to the end of the fiscal year.

MOTION by Fraser / SECOND by Vaughn to "approve and accept the amended Board of Directors Calendar." FAVORED UNANIMOUSLY. 6-0

E. Board of Directors Re-Organization:

Due to Maureen Connolly's recent resignation, a vacancy in the Vice Chair has opened. Sheila Vaughn nominated Jason Fraser for the position. No other nominations were made.

MOTION by Hanson / SECOND by Campbell to "appoint Jason Fraser the Vice Chair of the Board of Directors." FAVORED UNANIMOUSLY. 6-0

IV. EXECUTIVE DIRECTOR REPORT

Program Updates:

Space – Transitional Skills is thriving at new location at New Jerusalem Church. Space continues to be a challenge as PAC needs more high school space.

Middleboro – Dr. Gaughan reported that she recently met with Middleboro to discuss their role with PAC.

Prep Committee – The committee has met and made recommendations to professional staff. A follow-up survey will be completed in the next several weeks.

Strategic Plan - An update was provided on the upcoming schedule of the Strategic Plan Committee:

Activity	Meeting Time: 1:00 – 4:30 pm Location: Pilgrim Academy 42 Industrial Park Road Plymouth
Planning Team Retreat 1: Introductions and overview; the role of the planning team; visioning for the future; designing the community engagement process	Tuesday, February 14
Planning Team Retreat 2: Review district data presented by district leaders; conduct root cause analysis; synthesize common vision themes from community process after Retreat 1	Thursday, March 23
Planning Team Retreat 3: Identify strategic objectives. Draft strategic initiatives, identify outcome measures	Thursday, March 30
Planning Team Retreat 4: Draft vision statement, review/revise mission and core values; conduct quality plan review and refine plan as necessary; finalize community feedback process	Wednesday, May 10

Enrollment: We currently have 123 students enrolled.

Staffing Updates: We are currently fully staffed.

Correspondence: We received a letter from DESE to edit our annual report as discussed earlier.

SCRO: Dr. Gaughan reported the Behavioral Health Symposium was overwhelmingly positive and well attended with over 200 participants each day. 96% of participants rated the event great and highly positive. This event will continue in December of 2017.

V. TREASURER REPORT

A. **Financial Report:** No financial report was read into the record.

B. **Warrants:** No warrants were read into the record.

C. **Donations:** No donations were reported for the current period.

VI. EXECUTIVE SESSION: None.

VII. ADJOURNMENT:

Dr. Gaughan reported all necessary business was accomplished.

MOTION by Fraser / SECOND by Vaughn to “adjourn the meeting.” FAVORED UNANIMOUSLY. 6-0

Meeting adjourned at 7:57 p.m.

Respectfully submitted:

Rebecca A. Haugh
Executive Secretary