



PILGRIM AREA COLLABORATIVE

120 Center Street, Pembroke, MA 02359
Tel: 781-293-6111 Fax: 781-293-9258

Web: www.pilgrimac.org

Maureen Gaughan, Ed.D., Executive Director

Connecting SCHOOL – HOME – COMMUNITY

Board of Directors Meeting

April 26, 2017

I. OPENING

CALL TO ORDER: The meeting was called to order at 7:07 p.m. by Chairperson, Cassandra Hanson.

ROLL CALL:

Board Members Present

Halifax:	Ms. Cassandra Hanson	Plymouth:	Ms. Michelle Badger
Kingston:	Ms. Sheila Vaughn	Plympton:	Mr. Jason Fraser
Silver Lake Reg:	Mr. Jason Fraser	Stoughton:	Dr. Marguerite Rizzi

Board Members Absent

Duxbury, Marshfield, Whitman-Hanson

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

Visitors Present: None.

II. CONSIDERATION of MINUTES

*MOTION by Fraser / SECOND by Vaughn to “approve the minutes of the regular meeting of February 15, 2017.”
FAVORED 5-0-1 (Rizzi abstaining)*

III. ACTION ITEMS

A. Treasurer Evaluation: The Summary Evaluation for Mr. Meagher was presented by Ms. Hanson. She reported that six completed evaluations were received and summarized for this final report. Overall, Mr. Meagher received exemplary to proficient grades across all categories. The Board thanked Mr. Meagher for a job well done.

*MOTION by Rizzi / SECOND by Vaughn to “approve the 2016-17 Treasurer’s Evaluation for Mr. Meagher.”
FAVORED 5-0-1 (Badger abstaining)*

B. Executive Director Goals: Dr. Gaughan presented a summary of her goals and performance standards for the mid-year evaluation period which ends on June 30th. In Professional Practice, continued progress has been made around electronic data collection to get BCBA’s, Teachers and staff to be more proficient in data entry. It was noted that the biggest goal is to finish and implement the Strategic Plan for PAC. Dr. Gaughan provided a portfolio of evidence for the board’s perusal. Discussion took place about starting the process of the Executive Director’s evaluation in March next year due to local elections of School Committees and Board composition effects.

MOTION by Rizzi / SECOND by Vaughn "to accept the Mid-Cycle Formative Assessment Report as On-Target for Dr. Gaughan." FAVORED UNANIMOUSLY 6-0

- C. Approve Auditor for 2017-18:** The firm of Borgatti Harrison has been doing a good job with the annual audits as well as making recommendations when necessary. The Administration recommends that the collaborative continue with Borgatti Harrison.

MOTION by Fraser / SECOND by Badger to "approve Borgatti Harrison as the independent auditors for 2017-2018." FAVORED UNANIMOUSLY 6-0

- D. Strategic Plan Update:** Dr. Gaughan reported there is one more meeting of the Strategic Plan Committee as well as another Leadership Meeting. Overall the process is going very well. The vision, goals and objectives are becoming more clearly defined with each meeting. A final product will probably be ready in the fall.
- E. Board of Trustees Meeting Times:** Discussion took place to allow a delayed start time for Board of Directors meetings to enable Board of Trustee meetings to start beforehand in the future. The current procedure is that the Board of Trustees meets after Board of Director meetings twice a year. All of the Board of Directors sit on the Board of Trustees. Not all of the Trustees are Directors so have a definitive start time will help ease the burdens of the Trustees.

MOTION by Badger / SECOND by Vaughn to "accept a delayed start time of Board of Directors meetings when Board of Trustees meetings are scheduled for same evening." FAVORED UNANIMOUSLY 6-0

IV. EXECUTIVE DIRECTOR REPORT

Program Updates:

Space: Dr. Gaughan reported that she is working some initiatives with member school districts. Details are not yet solidified but hoping to have more information for the next meeting.

Enrollment: We currently have 130 students enrolled.

Staffing Updates: We are currently fully staffed. We have posted summer and fall teaching and SLP positions.

Correspondence: No new correspondence was reported.

PSO Update: The 3rd Annual PAC's Got Talent was held on March 24, 2017. Numerous students and staff participated by showing off their talents.

PAC PSO had a fundraiser at Papa Gino's on April 25th where we had numerous gift baskets raffled off.

PACTV: PACTV did filming at Pilgrim Academy on April 26, 2017. There will be a brief segment on the Academy airing soon.

V. TREASURER REPORT

- A. Financial Report:** Mr. Meagher reported that the budget remains in the red, currently at about \$22,000.00. Significant progress has been made in recent months, noting that the FTE is at -.47 versus the -6.2 it was at in November 2016.
- B. Warrants:** The warrants for February (#W17-43 through #W17-46) were presented in the total amount of \$546,947.29. The warrants for March (#W17-47 through #W17-51) were presented in the total amount of \$541,487.96.
- C. Donations:** One donation was reported from Bank of America in the amount of \$373.28.

MOTION by Fraser / SECOND by Badger to "accept the check in the amount of \$373.28 from the Bank of America Employee Giving Campaign." FAVORED UNANIMOUSLY 6-0

VI. EXECUTIVE SESSION: None.

VII. ADJOURNMENT:

Dr. Gaughan thanked Chairperson Hanson for her many years of dedicated service to the Pilgrim Area Collaborative and wished her well in her future endeavors. Ms. Hanson is not seeking re-election to the Halifax School Committee, therefore this would be her last meeting before the Halifax election. Dr. Gaughan reported all necessary business was accomplished.

MOTION by Vaughn / SECOND by Badger to "adjourn the meeting." FAVORED UNANIMOUSLY. 6-0

Meeting adjourned at 8:02 p.m.

Respectfully submitted:

Rebecca A. Haugh
Executive Secretary