



# PILGRIM AREA COLLABORATIVE

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Maureen Gaughan, Ed.D., Executive Director

**Connecting SCHOOL – HOME – COMMUNITY**

## Board of Directors Meeting

May 24, 2017

### I. OPENING

**CALL TO ORDER:** The meeting was called to order at 7:03 p.m. by Vice Chairperson, Jason Fraser.

#### ROLL CALL:

##### Board Members Present

Duxbury:	Ms. Shannon Moesaa	Plympton:	Mr. Jason Fraser
Halifax:	Ms. Summer Schmaling	Silver Lake Reg:	Mr. Jason Fraser
Marshfield:	Ms. Kendra Campbell	Whitman-Hanson:	Mr. Steven Bois

##### Board Members Absent

Kingston, Plymouth, Stoughton

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

**Visitors Present:** Cassey Hanson.

II. **ANNOUNCEMENTS:** Dr. Gaughan acknowledged Ms. Summer Schmaling who has been voted by the Halifax School Committee to replace Ms. Casandra Hanson as the representative on the Board.

### II. CONSIDERATION of MINUTES

Patrick Meagher requested to amend the draft minutes of April 26, 2017 as there was a typographical error in the draft version of the minutes. The correct amount under the Financial Report for the April 2017 minutes should read, “about \$22,000.00.”

*MOTION by Moesaa / SECOND by Campbell to “approve the minutes of the regular meeting of April 26, 2017 with amendment.” FAVORED 4-0-2 (Rizzi and Schmaling abstaining)*

### III. ACTION ITEMS

A. **Budget Sub-Committee:** Mr. Bois reported that the Budget Sub-Committee met with the Director, Business Manager and Treasurer to review the FY 2018 budget on April 24, 2017.

- a. **Professional Fee Scale:** Dr. Gaughan explained how we charge fees to districts. The only changes to the Fee Scale were to include a fee for LABAs and SLP-As. The only fee increase was for Paraprofessionals due to expected salary increases
- b. **FY2018 Budget – 1<sup>st</sup> Read:** Dr. Gaughan presented the FY2018 Budget and explained how a collaborative’s budget is significantly different than a traditional public school budget as it is tuition

and fee based and doesn't rely on dedicated town funding. Enrollment shifts throughout the year greatly impact the budget.

*MOTION by Bois / SECOND by Moesaa "to accept the first reading of the FY2018 Budget."  
FAVORED UNANIMOUSLY 6-0*

- B. Technology Plan:** Dr. Gaughan presented a progress report for the 2016-2020 Technology Plan. Dr. Gaughan highlighted the accomplishments and challenges David Levy, Technology Coordinator has faced. Mr. Levy recently was able to recycle numerous pieces of outdated and broken technology pieces at no cost to the Collaborative. Additionally, Mr. Levy is working to move some applications that PAC uses from the Microsoft platform to a Google based platform and is training staff appropriately. Computer based MCAS proved to be very time consuming due to the multiple locations of our classrooms around the South Shore. PAC has also recently experienced a few episodes of breaches in security at Pilgrim Academy, thus causing a system wide phone system crash. Although no data was compromised and the problem seems to be rectified, Dr. Gaughan explained that having a second hub for our server will ensure that despite any potential future breaches, our communications infrastructure can continue to be used during any breach.

*MOTION by Bois / SECOND by Campbell "to spend up to \$4,000.00 out of a designated fund of the Surplus Account for a second hub for our server." FAVORED UNANIMOUSLY 6-0*

*MOTION by Rizzi / SECOND by Vaughn "to accept the Technology Plan 2016-2020 Progress Report for May 2017." FAVORED UNANIMOUSLY 6-0*

- C. SCRO Membership:** Dr. Gaughan gave an overview of the Southeast Collaborative Regional Organization (SCRO). She explained how beneficial it is for collaboratives to work together to share experience and knowledge.

*MOTION by Bois / SECOND by Campbell to "have Pilgrim Area Collaborative continue as a SCRO member."  
FAVORED UNANIMOUSLY 6-0*

**D. PAC Calendar for 2017-18:**

*MOTION by Bois / SECOND by Campbell "to approve the 2017-2018 PAC School Calendar."  
FAVORED UNANIMOUSLY 6-0*

**IV. EXECUTIVE DIRECTOR REPORT**

**Program Updates:**

**ICEI:** Dr. Gaughan reported that Bridgewater State University has an Inclusive Concurrent Enrollment Initiative (ICEI) program. It's a fully-inclusive post-secondary program for young adults with intellectual/developmental disabilities. PAC had its first student complete this program this year.

**New Programming:** PAC has three new programs that have formed. *Summer Institute* is a summer-only program for students who have passed MCAS but have difficulties with day-to-day tasks. *Seaside* is a new school year program where PAC has partnered with Plymouth Public Schools to create a program to support students in grades 1-6 with Emotional, Neurological, Behavioral and Cognitive challenges that interfere with their learning and prevent them from attending in-district school programs. *Gaining Adult Proficiencies (GAP) Program* is a post-graduate program for individuals with a diagnosis of Autism Spectrum Disorder, Specific Learning Disability, Non-Verbal Learning Disorder, Social and/or Emotional learning challenges. Students will participate in a course of study designed to provide the skills and knowledge to explore and participate in transitional options beyond their high school experience.

**Strategic Plan Update:** All general committee meetings are completed. There will be one more leadership meeting on June 7, 2017.

**DESE Financial Audit/ELE Audit:** We have been notified that we will be audited by DESE and ELE. This is customary and expected.

**Enrollment:** We currently have 130 students enrolled.

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

**Correspondence:** No new correspondence was reported.

**PSO Update:** There will be an End of Year staff lunch and plans are in the works for a Brockton Rox social gathering and fundraiser.

**PACTV:** The Board of Directors viewed the recently news story that was published by PACTV.

**SCRO:** Dr. Gaughan discussed new initiatives by the SCRO including the new Virtual Learning Courses for 2017-18. The PAC webpage highlights the course descriptions and offerings.

**V. TREASURER REPORT**

- A. Financial Report:** Mr. Meagher explained the FTE-Increase/Decrease. This number has been improving as we are currently at a -.19 FTE. Mr. Meagher further explained that we still have a loss in tuition income due to cost differences of programs.
- B. Warrants:** The warrants for April (#W17-52 through #W17-57) were presented in the total amount of \$570,094.31.
- C. Donations:** No donations were reported at this time.

**VI. EXECUTIVE SESSION:** None.

**VII. ADJOURNMENT:**

*MOTION by Campbell / SECOND by Bois to "adjourn the meeting." FAVORED UNANIMOUSLY. 6-0*

Meeting adjourned at 8:30 p.m.

Respectfully submitted:

Rebecca A. Haugh  
Executive Secretary