

**MINUTES
MOEC Executive Board Meeting
June 14, 2010**

In attendance: Bev Beno, Deb Brown, Catherine Cooper, Cathy Cummins, John Fletcher, Bob Gass, Beth Gonyea, Donna Goodell, Susan Cuoco Hassan, David Heimbecker, Rich Labrie, Mike Laliberte, Cathy Lawson, Christine Lynch, John Mara, Anne McKenzie, Richard Murphy, Hank Perrin, Susan Rees, Joan Schuman, Joanne Haley Sullivan, Nancy Sullivan, Steve Theall

The meeting began at 9:35 a.m.

Christine Lynch, DESE

Steve Theall welcomed Christine Lynch. Ms. Lynch is the newly appointed Collaborative liaison from the DESE. She was also the original DESE Collaborative liaison and has served on many Collaborative boards.

Ms. Lynch clarified the role of the DESE Collaborative liaison. She will attend every MOEC meeting and offered to attend a specific Collaborative's board meeting if requested. She also offered to help Collaborative executive directors speak to DESE staff but encouraged executive directors to continue to speak directly to DESE staff they already have relationships with.

Ms. Lynch explained her charge to revise the August 1988 Policy on Educational Collaboratives. She welcomed a small group of executive directors to work on this project. Steve Theall will compile a list of volunteers.

Discussion of Audit Questions

The executive directors shared answers to these questions:

- What systems are adequate to monitor coordinators' time and activities?
- What policies do Collaboratives have regarding misuse of time and resources for private purposes?
- What policies do Collaboratives have for telephone use?
- Do Collaboratives have purchasing policies and procedures handbooks, including allowable expenses and unallowable expenses?
- Do Collaboratives carry some non-program items outside of the budget, e.g. Medicaid, professional development, grants?
- How do Collaboratives apply surcharges?
- How do Collaboratives handle budget changes throughout the year re: board approval?

- What processes have Collaboratives used to establish a reserve amount? By policy? By vote?
- What processes do Collaboratives use to establish pricing for services/fees?
- What processes do Collaboratives use to allocate administrative costs to cost centers?
- Do Collaboratives practice Student Exchange: tuitioning from one district to another, with the tuition collected through the Collaborative?

Fiscal Friday

Steve Theall announced that MOEC is co-sponsoring at the MASC/MASS November annual conference a series of panels on fiscal efficiencies. He asked for volunteers to be on the panels.

Executive Session

Contract Renewal: Steve Theall

A motion was made and seconded to increase Steve Theall's salary for July 1, 2010-June 30, 2011 by 2% to \$77,010. The motion passed unanimously: 6-0-0.

Contract Renewal: Caroline Sabin

A motion was made and seconded to increase Caroline Sabin's salary for July 1, 2010-June 30, 2011 from \$20 per hour to \$22 per hour. The motion passed unanimously: 6-0-0.

Contract Renewal: Julie Cox

A motion was made and seconded to approve Julie Cox's contract: \$2000 a month, from July 1, 2010-June 30, 2011. The motion passed unanimously: 6-0-0.

Legislative Update

Steve Theall reported that the Massachusetts House of Representatives agrees with MOEC's requested language change to HB 379. However, the bill needs to get on the House calendar and then go to the Senate before July 1. If the bill does not go through by July 31, it will die because this is the end of the two-year legislative session.

MOEC Annual Report

The executive directors shared their challenges in collecting data for the MOEC Annual Report.

MOEC Budget and Fiscal Practice Update

Richard Murphy presented to the Board some changes in MOEC fiscal practice.

MOEC Calendar Adoption

A motion was made and seconded to adopt the MOEC 2010-2011 Calendar. The motion passed unanimously: 6-0-0.

Children's League Membership Renewal

A motion was made and seconded to renew MOEC's membership in the Children's League. The motion passed unanimously: 6-0-0.

Approve the March 8 and April 30 Executive Board Meeting minutes

A motion was made and seconded to approve the March 8 and April 30 Executive Board Meeting minutes. The motion passed unanimously: 6-0-0.

The meeting adjourned at 2:00 p.m.

Respectfully submitted by Caroline Sabin