

NORTHSHORE EDUCATION CONSORTIUM
112 Sohier Road
Beverly MA 01915
AGENDA - BOARD OF DIRECTORS' MEETING – 11.2.11

The matters listed below are those reasonably anticipated by the Chair that may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

- A. 8:00 A.M. CALL TO ORDER Board Room, #317 (3rd Floor)
- B. REMARKS FROM THE PUBLIC
- C. MINUTES OF THE PREVIOUS MEETING(S)
Recommended Action: To accept the minutes of meeting
- 9.14.11 - regular meeting (attached)
 - 9.14.11 - executive session
- D. ADMINISTRATIVE AND SUBCOMMITTEE REPORTS
1. Chief Financial Officer's Report - Elaine McCormack
Recommended Action: To receive and file the monthly financial reports as presented.
To be distributed at meeting: FY 12 year to date projections, current revolving accounts (Current aging report attached)
 2. Executive Director's Report – Colleen Dolan
 - From the Programs
 - Legislation regarding Collaboratives
 - Development Office
 - Family Center
 - News from Sped Director group
 - TAH (memo attached)
 - Transportation meeting
 3. Subcommittee Reports
 - Personnel Committee - Dr. Creeden – the committee will meet immediately following the BOD meeting
 - Budget Committee - Mr. Farmer
 - **Recommended action:** To accept the minutes from the October 25, 2011 budget sub-committee meeting (attached)
 - FY 11 audit report – Stephen DeGuglielmo, Daniel E. Schaffner, Fritz DeGuglielmo, LLC (Financials and management letter attached)
Recommended Action: To accept the FY11 audit and financial statements as presented
 - **Recommended Action:** To designate \$100,000 to be added to the capital expenditures fund and \$50,000 to be added to fund for future retiree health insurance.
 - **Recommended Action:** To approve the proposed rates for new NEC services (memo attached)
 - Facilities Committee - Dr. Latham – A meeting will be scheduled
 - Discussion: West Peabody Office Park Condominium Association representative
 4. Round Robin – sharing of information form the districts

E. OLD BUSINESS
1. Articles of Agreement – committee (Dr. Creeden, Dr. Doherty, Mr. Farmer) has been provided with the articles as revised by Attorney Regina Tate. A meeting will be scheduled to review changes.

F. NEW BUSINESS
1. NEC Policy Book – NEC’s policy manual has been reviewed by Attorney Regina Tate. A method for Board review should be determined. Michael Gilbert, MASC representative, has reported the Board may vote to accept the policy manual in its entirety.

G. OFFICIAL COMMUNICATIONS
1. Appointments
Recommended Action: To accept the appointments as presented.

Kevin O’Grady School

Jonah Ford, Paraprofessional – Effective: September 12, 2011
Tracey Lavillotti, Interim Teacher – Effective: September 19, 2011

Northshore Academy Upper School

David Urbanowski, Interim Paraprofessional–Effective: September 8, 2011
William Gerard, Paraprofessional – Effective: August 29, 2011
Lauren Doherty, RN – Effective: September 22, 2011

Northshore Academy Lower School

Lisa Murphy, Paraprofessional: Effective: September 19, 2011

H. OTHER BUSINESS

I. ADJOURNMENT

Upcoming Meeting Schedule:

Wednesday, December 21, 2011
Wednesday, February 1, 2012 (Snow date Feb. 8)
Wednesday, March 21, 2012
Wednesday, May 16, 2012

NORTHSHORE EDUCATION CONSORTIUM
112 Sohier Road
Beverly MA 01915

MINUTES – BOARD OF DIRECTORS’ MEETING
September 14, 2011

PRESENT: Beverly: Dr. Galinski
 Danvers: Dr. Dana
 Gloucester: Dr. Safier
 Lynn: Dr. Latham
 Lynnfield: Dr. Jefferson
 Masconomet: Dr. Lockwood
 Peabody: Dr. Levine
 Reading: Dr. Doherty
 Rockport: Dr. King
 Swampscott: Dr. Celli
 Tri-Town: Dr. Creeden
 Triton: Mr. Farmer
 NEC: Ms. Dolan
 Ms. McCormack
 Ms. Cefalo
 Ms. Letzring
 Ms. Mahoney
 Ms. Myers

ABSENT: Hamilton-Wenham Mr. Gray
 Marblehead: Dr. Maase
 Manchester-Essex: Dr. Beaudoin

 Nahant: Dr. Devaux
 North Reading: Ms. Willis
 Salem: Dr. Russell

ALSO: Nancy Levin, NEC Federation President

- A. Call to Order: The meeting was called to order by Dr. Lockwood at 8:11 am.
- B. SCHEDULED REMARKS FROM THE PUBLIC – None

At 8:03 a motion was made to go into executive session.

MOTION: A motion was made by Dr. Latham, Seconded by Dr. Doherty, to enter into executive session for the purpose of hearing an update on a grievance.

A roll call vote was taken with all present voting in the affirmative to go into executive session at 8:13.

A roll call was taken and the Board resumed open session at 8.20

C. MINUTES OF THE MEETING 5.11.11 – open session, executive session

MOTION: A motion was made by Dr. Dana, seconded by Dr. Celli to accept the minutes of the open session of the 5.11.11 meeting.

VOTE: The motion carried unanimously.

MOTION: A motion was made by Dr. Latham, seconded by Dr. Creeden to accept the minutes of the executive session of the 5.11.11 meeting.

VOTE: The motion carried unanimously.

D. ADMINISTRATIVE AND SUBCOMMITTEE REPORTS

D.1. Monthly Financial Report

Elaine McCormack reviewed the FY2011 year-end numbers, FY 12 year to date, current aging report, and current revolving accounts as distributed.

MOTION: A motion was made by Mr. Farmer and seconded by Dr. Doherty to accept monthly financials.

VOTE: The motion carried unanimously.

Elaine also informed the Board that NEC was able to procure worker's compensation insurance through A.I.M. and property and liability insurance through Philadelphia.

She also informed the Board of a change in the warrant. The bi-weekly payroll will be included in the warrant beginning 9.11.

D. 2. Executive Director's Report

Colleen gave an update on activity throughout NEC programs and informed the Board of summer initiatives at NEC: the NEC policy manual was updated, job descriptions were revised, an employee handbook was developed, and student handbooks were updated. Colleen also discussed news regarding recent collaborative audits and hearings being held at DESE and the State House. She distributed a hand out from the 9.28 DESE hearing and informed the superintendents that Commissioner Chester has requested input regarding changes to regulations around collaboratives. Colleen discussed the system of checks and balances in place at NEC.

Initiatives for 2011-2012 were announced: the mentoring program for new and aspiring special education directors and the special education director and Team Chair workshop to be held 10.21.11. The Board was also informed that the annual Donor Recognition event would take place on 10.28. Several Board members have indicated they will be present. The Danversbank Charitable Foundation has chosen NEC as the beneficiary for their 2011 golf tournament at Myopia on 10.12.11.

Marian Myers presented the 2011-2012 Family Center offerings to the board including parent workshops, Asperger's Association of New England workshops, and professional development workshops.

The Board discussed the future of the Learning and Leadership Program. Dr. Latham informed the Board of the success of the 2011 program and indicated Lynn Public Schools is anxious to continue the program fro Lynn students in 2012.

MOTION: A motion was made by Dr. Jefferson, seconded by Dr. King to disband the Learning and Leadership Program.

VOTE: The motion carried unanimously.

D.3 Sub-committee Reports

Personnel Sub-committee - Dr. Creeden presented a summary of the Executive Director's evaluation. He explained Colleen's overall rating was 4.39 out of 5.

MOTION: A motion was made by Dr. Creeden, seconded by Dr. King to accept the evaluation document presented by the Chair of the Personnel Sub-committee.

VOTE: The motion carried unanimously.

Colleen agreed to make the composite document and rating scales public. Next, the Board discussed compensation for

the Executive Director for FY 12. Elaine McCormack reported the Board had budgeted up to 5% for an increase.

MOTION: A motion was made by Dr. Creeden, seconded by Dr. Doherty to allocate the amount budgeted (5%). Dr. Creeden explained his motion was based on the positive performance evaluation and offered as a vote of confidence for accomplishments in FY 11 that will put NEC in a favorable position in light of public scrutiny of collaboratives. The increase is also aimed at bringing Colleen's salary in line with area collaborative director and superintendent salaries.

VOTE: The motion carried unanimously.

Budget Sub-committee – no report

Facilities Sub-committee- no report

Round Robin - News from the Districts

Board members shared news from their districts. A request was made to look into alternatives to the LLP. In addition, Dr. Jefferson requested the formation of an ad hoc committee to look into the issue of special education transportation.

E. OLD BUSINESS

The Board discussed the means by which NEC's revised policy book will be approved. Once the review by legal counsel is complete it will be possible to present the revised book in its entirety to the Board for a vote.

F. NEW BUSINESS

Sub-committee assignments were distributed. Colleen requested the Board vote to allow NEC to use an alternative means of posting meetings, per 940 CMR 29.03: "As an alternative method of notice, a regional or district public body may post a meeting notice on the regional or district public body's website. A copy of the notice shall be filed and kept by the chair of the public body or the chair's designee."

MOTION: A motion was made by Dr. Dana, seconded by Dr. Celli to charge Colleen with using the alternative method of posting.

VOTE: The motion carried unanimously.

G. COMMUNICATIONS

Appointments:

Kevin O'Grady School:

Nadine Ardon, Interim Paraprofessional – Effective: August 29, 2011

Pamela Burke, Teacher – Effective: August 29, 2011

Geraldine Paskowski, Interim Paraprofessional–Effective: August 29, 2011

Northshore Academy:

Eric Aldrich, Teacher – Effective: August 29, 2011

Bradford Gile, Teacher – Effective: August 29, 2011

Robert Kelley, Jr, Teacher/Curr & Instruct. Coord - Effective: August 1, 2011

Holly Baldessare, Paraprofessional – Effective: August 29, 2011

McKenzie Letzring, Paraprofessional – Effective: August 29, 2011

Heather Swaczyk, Paraprofessional – Effective: August 29, 2011

Craig Goodrich, Paraprofessional – Effective: August 29, 2011

Allison Broughton, School Counselor – Effective: August 29, 2011

Nathan Wilcox, Case Manager – Effective: August 29, 2011

Paul Ramsdell, Culinary Specialist – Effective: August 1, 2011

ACES

Cheryl Camassa, BCBA – Effective: August 29, 2011

MOTION: A motion was made by Dr. Latham and seconded by Dr. Dana to accept the appointments as presented.

VOTE: The motion carried unanimously.

Recalls:

Kevin O'Grady School

Elise Buchanan, Paraprofessional – Effective: August 29, 2011

Michael Haggerty, Paraprofessional – Effective: August 29, 2011

Marylou Hanson, Paraprofessional – Effective: August 29, 2011

Kim Marchant, Paraprofessional – Effective: August 29, 2011

Debra McArdle, Paraprofessional – Effective: August 29, 2011

Lisa McCarthy, Paraprofessional – Effective: August 29, 2011

Barbara Pyburn, Paraprofessional – Effective: August 29, 2011

Anne Regan, Paraprofessional – Effective: August 29, 2011

Mathieu Schocker, Paraprofessional – Effective: August 29, 2011

Katelyn Silva, Paraprofessional – Effective: August 29, 2011

Paul Powers, Paraprofessional – Effective: August 29, 2011

Bethany Vahn-Phipps, Paraprofessional – Effective: August 29, 2011

Sarah Woodbury, Teacher – Effective: August 29, 2011

Courtney Crispo, Teacher – Effective: August 29, 2011

Lauren Whalen, Teacher – Effective: August 29, 2011

Northshore Academy

Tevar Davis, Paraprofessional – Effective: August 29, 2011

Michael Loper, Paraprofessional – Effective: August 29, 2011

ACES

Molly Norton, Home Trainer – Effective: August 29, 2011

Maintenance

Gary Cook, Site Coordinator/Custodian – Effective: July 1, 2011

James Robertie, Site Coordinator/Custodian (PT) – Effective: July 1, 2011

MOTION: A motion was made by Dr. Dana and seconded by Dr. Doherty to accept the recalls as presented.

VOTE: The motion carried unanimously.

Reductions in Force:

Kevin O'Grady School

Sharon Connolly, Paraprofessional – Effective: June 23, 2011

Samantha Gonyea, Paraprofessional – Effective: June 23, 2011

Stephanie Graves, Paraprofessional – Effective: June 23, 2011

Recovery High School

Jason Kusiak, Paraprofessional – Effective: June 23, 2011

Transportation

Christine Lavoie, Safety Officer/Bus Driver – Effective: June 23, 2011

MOTION: A motion was made by Dr. Dana and seconded by Dr. Doherty to accept the reductions in force as presented.

VOTE: The motion carried unanimously.

Resignations:

Kevin O'Grady School

Vivian Zagrobski, Nurse – Effective June 23, 2011

Cynthia Grinnell, Assistant Director – Effective: August 30, 2011

Lauren Bozzuto, Speech Therapist – Effective: August 23, 2011

Charity Houston, Paraprofessional – Effective: June 23, 2011

Linda Roy, Paraprofessional – Effective: June 23, 2011

Melissa Simbliaris, Paraprofessional – Effective: June 23, 2011

Northshore Academy

Mark Stebenne, School Counselor – Effective: June 24, 2011

Peter Peck, Teacher – Effective: June 24, 2011

Corey Chenette, Teacher – Effective: June 24, 2011

Beth LaCroix, Paraprofessional – Effective: June 24, 2011

Recovery High School

Judith Burke, Administrative Assistant – Effective: June 30, 2011

MOTION: A motion was made by Dr. Latham and seconded by Dr. Beaudoin to accept the resignations as presented.

VOTE: The motion carried unanimously.

Terminations:

Kevin O’Grady School

Claire Favreau, Paraprofessional (RIF) – Effective: June 23, 2011

Alexia Parker, Paraprofessional (RIF) – Effective: June 23, 2011

Kristin Torrey, Paraprofessional (RIF) – Effective: June 23, 2011

Steven Simon, Teacher – Effective: June 23, 2011

Northshore Academy

Adam Page, Teacher – Effective: June 24, 2011

MOTION: A motion was made by Dr. Latham and seconded by Dr. Dana to accept the terminations as presented.

VOTE: The motion carried unanimously.

Retirements:

Kevin O’Grady School

Judith Gibbons, Social Worker – Effective: June 23, 2011

Arlene Brenner, Paraprofessional – Effective: June 23, 2011

ACES

Francine Hinchey, Home Trainer – Effective: June 23, 2011

MOTION: A motion was made by Dr. Beaudoin and seconded by Dr. King to accept the retirements as presented.

VOTE: The motion carried unanimously.

H. OTHER BUSINESS


The meeting schedule for 11-12 was discussed. A conflict with the SEEM meeting scheduled was noted. NEC’s December meeting was moved from 12.14.11 to 12.21.11.

I. ADJOURNMENT

MOTION: A motion was made by Dr. Doherty and seconded by Dr. Jefferson to adjourn.

VOTE: The motion carried unanimously.


The meeting was adjourned at 9:53 a.m.

Submitted by: 

Colleen Dolan, Secretary to the Board of Directors

Northshore Education Consortium
NSEC A/R Aging Summary for Member Towns
As of October 28, 2011

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	NOTES
BEVERLY	243,634.20	6,311.20	4,922.20	0.00	-1,637.79	253,229.81	
DANVERS	75,795.54	79,598.08	139,353.10	4,396.50	6,336.22	305,479.44	Payment for Sep & Oct expected by 11/4/11
GLOUCESTER	91,188.12	87,238.46	0.00	-16,403.67	-50.00	161,972.91	
HAMILTON/WENHAM	30,648.90	21,097.11	0.00	26,039.50	-4,121.38	73,664.13	Payment for Summer, Sep, Oct expected week of Nov 7th
LYNN	143,416.18	135,692.71	142,888.79	144,789.50	20,772.42	587,559.60	Payment for Dues, Summer, Sep, Oct expected 1st week Dec.
LYNNFIELD	10,724.76	10,888.60	855.00	0.00	-1,129.25	21,339.11	
MANCHESTER/ESSEX	47,444.92	14,977.60	1,200.00	0.00	-80.00	63,542.52	
MARBLEHEAD	30,195.94	39,737.38	43,513.32	50,700.00	10,000.00	174,146.64	Payment for Dues, Summer, Sep, Oct expected by 11/11/11
MASCO	18,172.92	19,488.08	0.00	0.00	0.00	37,661.00	
NAHANT	6,449.94	4.00	0.00	0.00	-664.00	5,789.94	
NO READING	52,562.64		2,112.50	0.00	0.00	54,675.14	
PEABODY	196,830.34	219,343.35	231,180.37	240,529.00	9,589.01	897,472.07	Payment for Dues, Summer, Sep, Oct, & possibly Nov expected 11/9
READING	24,972.84	0.00	0.00	60.00	1,680.00	26,712.84	
ROCKPORT	21,785.46	1,200.00	0.00	0.00	-1,031.21	21,954.25	
SALEM	100,594.01	97,213.62	2,400.00	108,642.02	10,376.99	319,226.64	Payment for Summer, Oct, Nov expected 11/17
SWAMPSCOTT	68,105.26	66,677.77	3,600.00	0.00	-1,200.00	137,183.03	
TRU-TOWN - Boxford	0.00	0.00	0.00	0.00	-1,100.00	-1,100.00	
TRITON	24,122.90	0.00	0.00	0.00	0.00	24,122.90	
TOTAL	1,186,644.87	799,467.96	572,025.28	558,752.85	47,741.01	3,164,631.97	

To: Board of Directors
Fr: Colleen Dolan 
Re: TAH Year 3
Date: 11/2/2011

Additional information is available on the
website: <http://necamoreperfectunion.com>

NEC TAH Program Description

For each of three years, forty-five elementary, middle and high school teachers will attend an eight-day seminar during the summer and four half days of professional development during the academic year. Teachers will receive a \$2,500 stipend and books each year.

In the third year the program focuses on Progressivism, World War I, the Twenties, the New Deal, World War II, the Cold War, and the constitutional and cultural conflicts that have accompanied the Civil Rights revolution.

Part of the focus of the program will be to develop pedagogical skills to enable participants:

- To incorporate the new subject matter content into existing classes.
- To determine whether the improved classes reflect the state frameworks.
- To more critically read primary sources.
- To reflect on historical habits of mind (multiple causation, contingency, context).
- To think about how to incorporate such habits into the worldview of students.
- To reflect on the role of the individual and personality on constitutional history and public policy

Participating teachers may choose to receive graduate credits from Fitchburg State University upon payment of tuition. Professional development points will also be available.

The institutional partners are the National Association of Scholars in Princeton, New Jersey; the Adams National Historical Park in Quincy, Massachusetts; the Lowell National Historical Park in Lowell, Massachusetts; and the JFK Museum and Library in Boston, Massachusetts.

The Academic Director of the Institute is Dr. Peter Gibbon, a Senior Research Associate at the Boston University School of Education, where he teaches "The Intellectual Foundations of Education" to graduate students. Dr. Gibbon is a specialist in early American history and is researching trends in history education and the philosophy of history. He is particularly interested in the influence of biography and personality on public life. He has directed four summer institutes

for the National Endowment for the Humanities, two on George Washington and two on Thomas Jefferson. Dr. Gibbon has presented at several TAH seminars. He is the author of the book *A Call to Heroism*, as well as many articles in newspapers and magazines and professional journals. A former head of school and high school history teacher, he has a PhD from Teachers College, Columbia University, and a BA from Harvard College.

The third year seminar will feature Sheldon Stern, former historian at the JFK Library; Mark Lytle, Professor of History at Bard College; and Bruce J. Schulman, professor of History and American Studies at Boston University; and Paul Dickson, author of *Sputnik and The Bonus Army*.

The project will include postings on a website, updated with historical materials, essays on basic issues and events in American history, lesson plans, and other teaching materials. Mr. Robert Peterson, President of Evaluation Solutions, will conduct an independent, external evaluation of the project.

For 2012, 45 stipended positions are offered. District allocation (based on enrollment and need) follows. Danvers, North Reading and Reading do not participate as they were involved in a different TAH grant.

Beverly – 4
Gloucester – 5
Hamilton-Wenham – 2
Lynn – 9
Lynnfield – 2
Manchester-Essex – 2
Marblehead – 3
Masconomet – 2
Nahant - 1
NEC – 2
Peabody – 5
Rockport – 1
Salem – 4
Swampscott – 2
Triton - 2

In addition, 5 audit positions and 3 facilitator positions are offered. Teachers auditing the course are not paid stipends but receive books, refreshments, and coursework. Facilitators receive \$5000 for additional tasks such as leading break-out groups.

Application deadline is 12.1.2011

**NORTHSHORE EDUCATION CONSORTIUM
BUDGET SUB-COMMITTEE
MINUTES – October 25, 2011**

PRESENT: **Mr. Christopher Farmer, Triton Regional School District
Dr. Lisa Dana, Danvers Public Schools
Colleen Dolan, NEC
Elaine McCormack, NEC
Stephen DeGuglielmo, Fritz DeGuglielmo, LLC
Daniel E. Schaffner, Fritz DeGuglielmo, LLC**

The budget sub-committee met to discuss the FY2011 audit and other financial issues.
8:00 a.m. – The meeting was called to order by Mr. Farmer.

1. FY 11 Audit Report – Steve and Dan reviewed the financials statements, management letter, and charts summarizing financial activity. They will present to the full Board on November 2nd.
2. GASB 45 – A recommendation was made by our auditing firm to perform an actuarial review in order to calculate the estimated liability or expense for post retirement health benefits in accordance with the Governmental Accounting Standards Board (GASB) Statement #45. Elaine reported this has been initiated.
3. Designated Funds: Elaine asked that the Budget Sub-committee recommend that the full Board approve to designate the following from the FY11 margin: \$100,000 to be added to the designated fund for capital expenditures, and \$50,000 to be added to the designated fund for future retiree health insurance.

MOTION: A motion was made by Dr. Dana, seconded by Mr. Farmer to recommend that the Board of Directors designate \$100,000 to be added to the capital expenditures fund and \$50,000 to be added to fund for future retiree health insurance.

VOTE: The motion carried unanimously.

4. Staff cell phones: Colleen shared an opinion from Dan Schaffner regarding provision of cell phones to employees and cell phone compensation. Sub-committee members discussed how this is handled in their respective districts. Colleen and Elaine will continue the discussion regarding NEC cell phone usage.
5. New rate recommendation – the sub-committee discussed Colleen’s recommendation for rates for Home Education, Vision and Orientation and Mobility initial and three year revaluations, and the new Kevin O’Grady School after school program.

MOTION: A motion was made by Dr. Dana, seconded by Mr. Farmer to recommend that the proposed rates be submitted to the Board of Directors for approval.

VOTE: The motion carried unanimously.

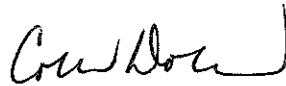
6. The Mr. Farmer recommended NEC look into changes in the law regarding health Insurance negotiation and how this impacts collaboratives. Elaine will discuss with our Treasurer and a meeting with our insurance broker will be scheduled.
7. ADJOURNMENT

MOTION: A motion was made by Dr. Dana and seconded by Mr. Farmer to adjourn. .

VOTE: The motion carried unanimously.

The meeting was adjourned at 9:42 a.m.

Submitted by: _____



Colleen Dolan
Executive Director

*Northshore Education Consortium
112 Sohier Road
Beverly, MA 01915*

To: Budget Sub-committee
Fr: Colleen Dolan
Re: Proposed rates
Date: 10.17.11

In past years NEC's Access to Consultation and Educational Services (ACES) Department has provided home training for parents. NEC's Special Education Directors have requested home training to include direct service for students who demonstrate behavioral challenges at home. We have expanded ACES to include direct home education services. I am recommending the following rates for the services:

Direct home education service: \$65 / hour
Supervision by a Board Certified Behavior Analyst: \$90 - \$95 / hour (based on level of education / experience of BCBA)

In addition, we are proposing the following flat rates for vision and Orientation and Mobility evaluations. In the past districts have been billed hourly for direct evaluation time but not for time spent in writing the evaluation. These have been discussed with Special Education Directors.

Vision evaluation for initial or three – year reevaluation: \$700
O & M evaluation for initial or three – year reevaluation: \$500

Finally, we are offering an after school program at Kevin O'Grady School. This will allow us to better compete with private schools offering a longer school day. Proposed rates for the 36 week, 8 hour per week program are as follows:
Members - \$9,000
Non-members - \$10,800

Proposed rates are consistent with rates charged by other private and public providers.

I will submit these rate recommendations for your approval at our next Budget Sub-Committee meeting, October 25th.