

Board of Directors

December 10, 2019
General Session Minutes

GENERAL BOARD MEETING

Date: December 10, 2019
Start Time: 6:10 PM
End Time: 6:55PM
Location: Shore Educational Collaborative Board Room

ATTENDEES

<u>Board of Directors</u>	<u>Shore Educational Collaborative</u>
Mr. Wilson, Chelsea	Ms. Jacquelyn Clark, Executive Director
Mr. David Ela, Everett	Mr. Robert Alconada, Assistant Executive Director
Mr. Ruseau, Medford	Mr. Sacco, Treasurer
Ms. Rizzo, Revere	Ms. Barbara Galatis, Clerk
Ms. Normand, Somerville	

AGENDA

The agenda for the meeting is as follows:

<i>I.</i>	<i>Call to Order</i>
	The first meeting held at Shore's newest location, 201 Crescent Avenue was called to order at 6:10 p.m. by Mr. Ela.
	Roll call taken by Ms. Galatis. There was a quorum present.
<i>II</i>	<i>Review and Approve November 12, 2019 minutes</i>
	Ms. Normand made the motion to accept the minutes from the meeting held on November 12, 2019, Ms. Rizzo seconded the motion. Vote was unanimous.
<i>IV</i>	<i>Finance Report</i>
A.	Treasurer's Report Mr. Alconada reviewed the balance sheet and other financial documents with the Board.
B.	Warrant Approval Mr. Sacco presented the following warrants for the Board's approval:

	November 2019																												
	<table border="1"> <thead> <tr> <th>DATE</th> <th>WARRANT #</th> <th>TYPE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>11/8/2019</td> <td>20-26</td> <td>Payroll</td> <td>\$163,907.41</td> </tr> <tr> <td>11/15/2019</td> <td>20-27</td> <td>Payroll</td> <td>\$188,896.29</td> </tr> <tr> <td>11/15/2019</td> <td>20-28</td> <td>Accounts Payable</td> <td>\$407,277.59</td> </tr> <tr> <td>11/22/2019</td> <td>20-29</td> <td>Payroll</td> <td>\$167,511.66</td> </tr> <tr> <td>11/27/2019</td> <td>20-30</td> <td>Payroll</td> <td>\$185,649.64</td> </tr> <tr> <td>11/27/2019</td> <td>20-31</td> <td>Accounts Payable</td> <td>\$1,078,892.18</td> </tr> </tbody> </table>	DATE	WARRANT #	TYPE	AMOUNT	11/8/2019	20-26	Payroll	\$163,907.41	11/15/2019	20-27	Payroll	\$188,896.29	11/15/2019	20-28	Accounts Payable	\$407,277.59	11/22/2019	20-29	Payroll	\$167,511.66	11/27/2019	20-30	Payroll	\$185,649.64	11/27/2019	20-31	Accounts Payable	\$1,078,892.18
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	Ms. Normand made the motion to accept the November warrants as presented, Ms. Rizzo seconded the motion. Vote was unanimous.																												

IV	Executive Director Report
A	<p>Enrollments</p> <p>Ms. Clark informed the Board that Student Services enrollment was holding steady at 180 students. Ms. Clark indicated that additional classrooms would be set up in the old Adult Service area in order to add a PreK and K classroom. The Adult division is at 362 clients and will look to increase as Chelsea has more space to take on more clients.</p>
B	<p>Annual Report</p> <p>Ms. Clark presented the Board with a draft copy of the FY19 Annual report. She reviewed the report and answered all questions. Suggestions were made for changes to tuition comparison exemplars.</p> <p>Mr. Ruseau made the motion to accept the draft copy of the annual report, with the recommended revisions made, as the final report. Ms. Normand seconded the motion.</p> <p>Roll Call vote was taken: Chelsea Yes Everett Yes Medford Yes Revere Yes Somerville Yes</p> <p>Vote was unanimous.</p>
C	<p>Recognition of outgoing Board Member</p> <p>Ms. Clark presented Mr. Ela with a plaque to recognize his years of service as both a Board member and as the Chairman of the Board of Directors. Ms. Clark, as well as several Board Members, recognized Mr. Ela's commitment and dedication to the Board and the overall mission of Shore.</p>

V.	Personnel
A	Professional Contract Ratified

	<p>Ms. Clark indicated that the Professional Union ratified the contract proposal to which the Board agreed at its November meeting. Chairman Ela signed the memorandum of agreement. Ms. Clark indicated that retroactive checks will be issued prior to the holiday break.</p>
B	<p>Executive Director - FY20 Salary Ms. Clark reminded the Board that she requested that no adjustment/increase be made in her FY20 salary until the professional unit's contract was settled. Since the CBA has been ratified, Ms. Clark asked the Board to consider a 2.5% increase, the same percentage applied to all Shore administrators and non-union staff not on a salary scale.</p> <p>Ms. Rizzo made the motion to increase the Executive Director's salary by 2.5% retroactive to July 1, 2019. Ms. Normand seconded the motion. Vote was unanimous.</p>
C	<p>Hires and Terminations Ms. Clark presented the Hires and Terminations Report to the Board. Ms. Normand made the motion to accept the report as presented, Mr. Ruseau seconded the motion. The vote was unanimous.</p>

VII.	<i>Adjournment</i>
	<p>Ms. Normand made a motion to adjourn the meeting, Mr. Wilson seconded the motion. Vote was unanimous.</p> <p>Meeting adjourned at 6:55.</p>