

Board of Directors

December 5, 2017
General Session Minutes

GENERAL BOARD MEETING

Date: December 5, 2017
Start Time: 6:00 PM
End Time: 7:00 PM
Location: Shore Educational Collaborative Board Room

ATTENDEES

<u>Board of Directors</u>	<u>Shore Educational Collaborative</u>
Mr. Ela, Everett	Ms. Clark, Executive Director
Mr. Silverman, Malden	Mr. Alconada, Assistant Executive Director
Ms. Cugno, Medford	Mr. Sacco, Treasurer
Ms. Rizzo, Revere	Ms. Galatis, Clerk
Ms. Normand, Somerville	
Mr. Vecchia, Winthrop	
Mr. Greenspan, Counsel	

AGENDA

The agenda for the meeting is as follows:

I.	<i>Call to Order</i>
	Meeting was called to order at 6:00 p.m. by Mr. Ela.
	Roll call taken by Ms. Galatis. There was a quorum present.
II	<i>Review and Approve October 10, 2017 minutes</i>
	Ms. Cugno made the motion to accept the minutes from the meeting held on October 10, 2017, Ms. Rizzo seconded the motion. Vote was unanimous.
III	<i>Finance Report</i>
	Mr. Alconada requested to change the the order of the agenda items in order to review the FY17 Audit presentation
	Mr. Vecchia made the motion to accept Mr. Alconada's request to review the FY17 Audit presentation, Mr. Silverman seconded the motion. Vote was unanimous.
C	Discussion and Approval of FY17 Independent Financial Audit Ms. Bunker a partner at Livingston & Haynes presented the FY17 Audit to the Board of Directors. Ms. Bunker indicated that Shore Collaborative had another great audit again this year. Ms. Bunker reviewed the financial statements and

notes included in the audit and explained some changes from the year audit in the financial section. Ms. Bunker indicated after a comprehensive review they found only one minor control deficiency and indicated it was taken care of immediately upon the finding. Lastly, she informed the Board that the audit financials and accompanying notes include everything required by the Collaborative legislation and the DESE requirements.

Mr. Alconada asked the Board of Directors to approve the FY17 Audit as presented to them and discussed by Ms. Bunker. Ms. Cugno made the motion to accept the FY17 Audit as presented, Mr. Vecchia seconded the motion.

Roll call vote was taken:

Everett Yes
 Malden Yes
 Medford Yes
 Revere Yes
 Somerville Yes
 Winthrop Yes

Vote was unanimous.

A Treasurer's Report

Mr. Sacco reviewed the balance sheet and other financial documents with the Board. He informed the Board that Shore was in solid financial position.

B Warrant Approval

Mr. Sacco presented the following warrants for the Board's approval:

October 2017

DATE	WARRANT #	TYPE	AMOUNT
10/13/2017	18-20	Accounts Payable	\$ 452,250.43
10/13/2017	18-21	Payroll	\$ 166,574.45
10/13/2017	18-22	Payroll	\$ 149,068.37
10/31/2017	18-23	Accounts Payable	\$ 415,631.36
10/30/2017	18-24	Payroll	\$ 162,161.44
10/27/2017	18-25	Payroll	\$ 150,711.94

November 2017

DATE	WARRANT #	TYPE	AMOUNT
11/10/2017	18-26	Payroll	\$150,925.45
11/15/2017	18-27	Payroll	\$173,163.98
11/15/2017	18-28	Accounts Payable	\$392,696.04
11/22/2017	18-29	Payroll	\$146,811.80
11/30/2017	18-30	Payroll	\$163,356.15
11/30/2017	18-31	Accounts Payable	\$381,629.63

	Mr. Vecchia made the motion to accept the October and November warrants as presented, Mr. Silverman seconded the motion. Vote was unanimous.
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IV	Executive Director Report
A	<p>Enrollments</p> <p>Ms. Clark informed the Board that Student Services currently has 184 students which is more than last year at this time. She also indicated that we have 17 potential referrals and may see the elementary therapeutic social emotional program full by mid January. Ms. Clark also indicated that the Adult Division currently has 352 clients, which is slightly lower than this time last year.</p>
B	<p>Space for Expansion</p> <p>Ms. Clark informed the Board that the increase in Student Services has left Shore with no extra space that could be converted into classrooms. As mentioned in her earlier discussion, without space to expand and open classrooms, referrals may be turned away. In addition, the Chelsea Adult Services space has been at its capacity of (90) clients and continues to get referrals. Their space is too small and rooms too crowded in terms of Shore’s standards and best practices as it is.</p> <p>For these reasons, Ms. Clark indicated that she and Mr. Alconada continue to work with a real estate agent to locate another building to lease in order to expand both divisions.</p>
C	<p>State Agencies’ Audits for both Divisions in early 2018</p> <p>Ms. Clark made the Board of Directors aware that DDS will be here on January 4, 2018 to audit the Adult Service Division. Then in March of 2018, DESE will audit the Student Service division.</p>
D	<p>On-Boarding and Orientation of new Board Members</p> <p>Ms. Clark informed the Board that with the change of several Board members in January, she would like to invite new members who are interested to an orientation meeting, held thirty minutes before the regularly scheduled meeting. Ms. Clark will provide an overview of Shore and the work that is done at the collaborative and answer any questions they may have.</p>
E	<p>Election of Vice-Chair</p> <p>Mr. Silverman made the motion to nominate Ms. Normand for Vice Chair for the remainder of the FY18 fiscal year, Ms. Rizzo seconded the motion. No other nominations were made. Vote was Unanimous.</p> <p>Ms. Normand accepted the position of Vice Chair for the remainder of FY18.</p>

V.	Personnel
A.	<p>Approve Hires and Terminations</p> <p>The Hires and Termination report was presented to the Board.</p> <p>Mr. Silverman made the motion to accept the report as presented, Ms. Rizzo seconded the motion. Vote was unanimous.</p>

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VI. <i>New Business</i>	
	Ms. Clark and Chairman Ela both thanked outgoing Board members: Mr. Vecchia, from Winthrop, Mr. Silverman, from Malden, and long-time member and Vice Chair, Ms. Cugno, from Medford for their service on the Board to Shore Collaborative. All of these people were reliable, interested, and thoughtful Board members who served Shore well and it is very appreciated.

VII. <i>Adjournment</i>	
	Ms. Cugno made the motion to adjourn the meeting, Mr. Silverman seconded the motion. Vote was unanimous. Meeting adjourned at 7:00