

Board of Directors

December 8, 2015
General Session Minutes

GENERAL BOARD MEETING

Date: December 8, 2015
Start Time: 6:15 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. Robert Alconada, Assistant Executive Director
Ms. Cugno, Medford	Ms. Barbara Galatis, Clerk
Mr. Bockelman, Somerville	
Ms. Sharkey, Winthrop	
Mr. Joseph Sacco, Treasurer	

AGENDA

The agenda for the meeting is as follows:

<i>I.</i>	<i>Call to Order</i>
	Meeting was called to order at 6:15 PM by Mr. Ela.
	Roll call taken by Ms. Galatis.

<i>II</i>	<i>Review and Approve November 10, 2015 minutes</i>
.	Ms. Cugno made the motion to accept the minutes from the meeting held November 10, 2015. Ms. Sharkey seconded the motion. Vote was unanimous.

<i>III.</i>	<i>Finance Report</i>
A	Treasurer's Report Mr. Sacco reviewed the balance sheet and other financial documents with the Board. He informed the Board that Shore had a positive cash flow for the month of November and the reserve account increased slightly. He also indicated that the Retiree benefit account which is unfunded will need to be looked at in the near future.
B	Warrant Approval The warrants for November were presented and are as follows:

WARRANTS
November 2015

DATE	WARRANT #	TYPE	AMOUNT
11/13/2015	16-26	Accounts Payable	\$394,245.85
11/13/2015	16-27	Payroll	\$146,283.44
11/13/2015	16-28	Payroll	\$150,748.90
11/30/2015	16-29	Accounts Payable	\$326,120.84
11/25/2014	16-30	Payroll	\$143,248.27
11/25/2014	16-31	Payroll	\$150,794.17

Ms. Cugno made the motion to accept the November warrants as presented. Mr. Bockelman seconded the motion. Vote was unanimous.

C Budget vs. Actual

Mr. Alconada presented the Board with the Budget v. Actual as of November 30, 2015. Mr. Alconada explained that there is nothing out of the ordinary. Mr. Alconada informed the Board that Shore has a burn ratio of 38% and is currently in a good position.

D Consideration of Mortgage Refinance

Mr. Alconada informed the Board that Shore has had an initial conversation with TD Bank on possibly refinancing the Chelsea Building and taking an equity loan for building and other improvements. Mr. Alconada and Ms. Clark will continue to work with the bank to provide Shore with the best terms possible if the Board is to consider refinancing options.

IV. Executive Director Report

A Services Enrollment

Ms. Clark informed the Board that Student Services currently has 172 Students, which is 9 more than last month, with several referrals still coming in. Adult Services has 358 clients which is the same as last month with Chelsea being at capacity.

B Program and Service Development

Ms. Clark informed the Board that every 2 years Quest (the Quality Assurance team from Massachusetts Department of Developmental Services) does a recertification survey on the Adult Program. This began on December 2nd and will continue for approximately two weeks. Ms. Clark reminded the Board that CARF also accredited the Adult Services Division earlier this year and it was awarded high honors so she does not anticipate any issues with Quest.

Ms. Clark informed the Board that she is writing a Literacy Grant on the behalf of many of our districts.

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

VI	<i>New Business</i>
	<p>Annual Report Ms. Clark presented the Board her draft of the annual report required to be submitted to the DESE, all member school committees by the end of the calendar year. It will also be made available to any members of the public who requests it. Ms Cugno made the motion to approve the annual report, Mr. Silverman seconded the motion. Vote was unanimous.</p>

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