

# Board of Directors

June 11, 2013  
General Session Minutes

## JUNE GENERAL BOARD MEETING

Date: June 11, 2013  
Start Time: 6:30 PM  
End Time: 8:00 PM  
Location: Shore Educational Collaborative Board Room

### ATTENDEES

<u>Board of Directors</u>	<u>Shore Educational Collaborative</u>
Ms. Lisa Lineweaver, Chelsea	Ms. Jacquelyn Clark, Executive Director
Ms. Debbie DeMaria, Malden	Mr. Robert Alconada, Assistant Executive Director
Ms. Donna Wood-Pruitt, Revere	Ms. Barbara Galatis, Clerk
Ms. Ann Marie Cugno, Medford	
Mr. David Ela, Everett	
Mr. Joseph Sacco, Treasurer	

### AGENDA

The agenda for the meeting is as follows:

<b>I.</b>	<i>Call to Order</i>
	Meeting was called to order at 6:30 PM by Chairman Ela
	Roll call taken by Ms. Galatis
	Chairman Ela asked that it be put on the record that a representative from Winthrop was not present at this meeting and has not attended any meetings for FY-13.

<b>II.</b>	<i>Review and Approve May 14, 2013 minutes</i>
	Ms. Pruitt made the motion to accept the minutes from the meeting held May 14, 2013. Ms. DeMaria seconded the motion. Vote was unanimous.

<b>III</b>	<i>Presentation by Adult Service Leadership</i>
	The Adult Services' Coordinators presented the Board with a video capturing what a "Day in the Life" of a Shore employee/client is like. The documentary video showed the diverse group of individuals that the Adult Services Programs serve and the activities and roles of staff. The Board was very appreciative of this presentation and suggested that local cable outlets be given the video for their communities to see the great work that goes on at Shore's programs.

<b>IV.</b>	<i>Treasurer's Report</i>
A.	<b>Monthly Report</b> Mr. Sacco reported that cash flow remains steady. He reminded the Board that June is always a heavy

	payroll month with all the student service summer payrolls and the buybacks. The board was also informed that the reserve account is slowly going down.																																
B.	<p><b>Warrant Approval</b> The warrants for May 2013 were presented and are as follows:</p> <table border="1"> <thead> <tr> <th>DATE</th> <th>WARRANT #</th> <th>TYPE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>5/3/2013</td> <td>13-62</td> <td>Payroll</td> <td>\$146,076.67</td> </tr> <tr> <td>5/15/2013</td> <td>13-63</td> <td>Accounts Payable</td> <td>\$257,223.63</td> </tr> <tr> <td>5/15/2013</td> <td>13-64</td> <td>Payroll</td> <td>\$120,657.55</td> </tr> <tr> <td>5/17/2013</td> <td>13-65</td> <td>Payroll</td> <td>\$142,967.37</td> </tr> <tr> <td>5/30/2013</td> <td>13-66</td> <td>Accounts Payable</td> <td>\$443,703.33</td> </tr> <tr> <td>5/30/2013</td> <td>13-67</td> <td>Payroll</td> <td>\$117,636.76</td> </tr> <tr> <td>5/31/2013</td> <td>13-68</td> <td>Payroll</td> <td>\$146,807.99</td> </tr> </tbody> </table> <p>Ms. Cugno made the motion to accept the May Warrants as presented, Ms. Pruitt seconded the motion. Vote was unanimous.</p>	DATE	WARRANT #	TYPE	AMOUNT	5/3/2013	13-62	Payroll	\$146,076.67	5/15/2013	13-63	Accounts Payable	\$257,223.63	5/15/2013	13-64	Payroll	\$120,657.55	5/17/2013	13-65	Payroll	\$142,967.37	5/30/2013	13-66	Accounts Payable	\$443,703.33	5/30/2013	13-67	Payroll	\$117,636.76	5/31/2013	13-68	Payroll	\$146,807.99
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<b>V.</b>	<b>Finance Report</b>
A.	<p><b>Review of FY-14 budget</b> Mr. Alconada presented the Board with a copy of the FY-14 budget. He reviewed the new sections showing Ms. Clark's outline of the Budget. The Budget included tuition rates for both member and non member districts along with additional fees for Home Training, Assistive technology and others. The budget included a glimpse into the Capital plan for both FY- 15 and FY16. Mr. Alconada informed the board that the FY-14 budget meets all the budget requirements set forth by the DESE. Mr. Alconada asked the board to approve only the FY -14 Budget as presented.</p> <p>Ms. Cugno made the motion to accept the FY-14 as presented by Mr. Alconada. Ms. DeMaria seconded the motion.</p> <p>A roll call vote was taken: Chelsea Yes Everett Yes Malden Yes Medford Yes Revere Yes</p> <p>Motion Passed unanimously.</p>
B.	<p><b>Budget Vs. Actual</b> Mr. Alconada presented the board with the Budget vs. Actual report through May.</p>

<b>VI.</b>	<b>Executive Director Report</b>
A.	<p><b>Services Enrollment</b> Ms. Clark informed the Board that 189 students are currently enrolled at Shore's Student Services. The Adult Division currently has 357 clients.</p>

B.	<p><b>Leadership Retreat</b></p> <p>Ms. Clark presented the Board with feedback from the Leadership retreat. Ms. Clark informed the board that during the retreat each department worked on Division Goals for FY-14 which will include measurable criteria for success. The group as a whole worked on the Shore Mission statement and Shore Values which Ms. Clark presented to the Board and asked that they be adopted.</p> <p>Ms. Pruitt made the motion to accept the Shore Mission and Values Statements as presented, Ms. Demaria Seconded the motion. Vote was unanimous.</p>
C.	<p><b>Commission Recommendation</b></p> <p>Ms. Clark presented the Board with a summary of the Commission Recommendations. She indicated that the recommendations were favorable to Shore, particularly in permitting Adult Services to be operated by the Collaborative.</p>
D.	<p><b>MOEC Recommendations</b></p> <p>Ms. Clark presented the board with a copy of the power point presentation that MOEC (Massachusetts Organization of Educational Collaboratives) presented to the Commission/commissioner.</p>
E.	<p><b>Collaborative Agreement</b></p> <p>Ms. Clark presented the Board with an updated version of the Collaborative Agreement. She indicated that the changes asked for by the DESE had been incorporated into this document. Based on the Board's approval of the revised agreement, Ms. Clark will resubmit it to the DESE for review and approval. Ms. Clark informed the Board that the June 30<sup>th</sup> deadline has been extended and will let them know when the board needs to present the agreement back in their districts.</p> <p>Ms. Lineweaver made the motion to accept the Collaborative Agreement as revised and submit for approval to the DESE. Ms. DeMaria seconded the motion. Vote was unanimous.</p>
F.	<p><b>Collaborative Board Member Training</b></p> <p>Ms. Clark reminded the Board that DESE required Board Member training needs to be completed by June 30<sup>th</sup>.</p>

<b>VII.</b>	<i>Discussion Items</i>
A.	<p><b>Executive Director and Treasurer Evaluations</b></p> <p>The Chairman reported that at the sub-committee meeting prior to the Board meeting, members worked on the evaluations for the Executive Director and Treasurer. They also contributed their evaluation of the Assistant Executive Director to be included and considered by Ms. Clark in her evaluation of Mr. Alconada. Mr. Ela said that the committee was pleased with the tools used and the feedback received by the Leadership Team, as many took the opportunity Ms. Clark gave them to complete their evaluations of her performance and submit it anonymously to the Board. The evaluations will be finalized and presented at the next Board meeting. Mr. Ela informed the Board that the feedback was very positive of these leaders.</p>
B.	<p><b>Feasibility Study of Chelsea Expansion Capacity</b></p> <p>Ms. Clark informed the board that after looking at the architect's proposal it is not cost efficient to pursue and will look for other options to expand classroom capability.</p>
C.	<p><b>Election of Board Officers</b></p> <p>Ms. Pruitt made the motion to nominate Mr. Ela as Chairman for the fiscal year 2013-2014. Ms. DeMaria Seconded the motion.</p> <p>A roll call vote was taken:</p> <p>Chelsea Yes  Everett Yes  Malden Yes  Medford Yes</p>

	<p>Revere Yes</p> <p>Motion Passed unanimously. Mr. Ela accepted the position of Chairman for FY – 14</p> <p>Ms. Pruitt made the motion to nominate Ms. Cugno as Vice Chairman for the fiscal year 2013-2014. Ms. DeMaria seconded the motion.</p> <p>A roll call vote was taken:</p> <p>Chelsea Yes  Everett Yes  Malden Yes  Medford Yes  Revere Yes</p> <p>Motion Passed unanimously. Ms. Cugno accepted the position of Vice Chairman for FY – 14.</p>
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<b>VIII.</b>	<i>Personnel</i>
	<p>A. <b>Approve Hires and Terminations</b>  The Hires and Terminations were presented. Ms. Cugno made the motion to accept the report as presented. Ms. Pruitt seconded the motion. Vote was unanimous.</p>

<b>IX</b>	<i>New Business</i>
	<p>Ms. Cugno asked that the Board create a letter to thank the Staff for their dedication and hard work over the last year. Ms. DeMaria seconded the motion. Vote was unanimous.</p>

<b>X.</b>	<i>Adjournment</i>
	<p>Ms. Riley made the motion to adjourn the meeting. Ms. DeMaria seconded the motion. Vote was unanimous.</p> <p>Meeting ended at 8:00</p>