

Board of Directors

May 8, 2018
General Session Minutes

GENERAL BOARD MEETING

Date: May 8, 2018
Start Time: 6:05 PM
End Time: 7:40PM
Location: Shore Educational Collaborative Board Room

ATTENDEES

<u>Board of Directors</u>	<u>Shore Educational Collaborative</u>
Mr. Hernandez, Chelsea	Ms. Clark, Executive Director
Mr. Ela, Everett	Mr. Alconada, Assistant Executive Director
Ms. Beardsley, Malden	Mr. Sacco, Treasurer
Mr. Ruseau, Medford	Ms. Galatis, Clerk
Ms. Rizzo, Revere	
Ms. Morgante, Saugus	
Ms. Normand, Somerville	
Mr. Capobianco, 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 6:05 p.m. by Mr. Ela.
	Roll call taken by Ms. Galatis. There was a quorum present.
II	<i>Review and Approve February 13, 2018 minutes</i>
	Mr. Hernandez made the motion to accept the minutes from the meeting held on February 13, 2018, Ms. Rizzo seconded the motion. Vote was unanimous.
III	<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 was in solid financial position.
B	Warrant Approval Mr. Sacco presented the following warrants for the Board's approval:

February 2018

DATE	WARRANT #	TYPE	AMOUNT
2/2/2018	18-44	Payroll	\$145,375.74
2/15/2018	18-45	Payroll	\$172,371.87
2/15/2018	18-46	Accounts Payable	\$378,175.10
2/16/2018	18-47	Payroll	\$152,556.21
2/28/2018	18-48	Payroll	\$167,972.78
2/28/2018	18-49	Accounts Payable	\$383,501.26

March 2018

DATE	WARRANT #	TYPE	AMOUNT
3/2/2018	18-50	Payroll	\$148,830.78
3/15/2018	18-51	Payroll	\$176,476.30
3/15/2018	18-52	Accounts Payable	\$389,512.30
3/16/2018	18-53	Payroll	\$150,723.92
3/3/2018	18-54	Payroll	\$171,673.22
3/30/2018	18-55	Accounts Payable	\$468,105.71
3/30/2018	18-56	Payroll	\$149,620.37

April 2018

DATE	WARRANT #	TYPE	AMOUNT
4/13/2018	18-57	Payroll	\$152,845.36
4/13/2018	18-58	Accounts Payable	\$384,021.29
4/13/2018	18-59	Payroll	\$176,412.78
4/27/2018	18-60	Payroll	\$150,318.54
4/30/2018	18-61	Accounts Payable	\$414,794.11
4/30/2018	18-62	Payroll	\$172,350.05

Ms. Rizzo made the motion to accept the February, March and April warrants as presented, Mr. Hernandez seconded the motion. Vote was unanimous.

C Preliminary Presentation of Fiscal Year 2019 Budget

Mr. Alconada presented the Board with a draft of the proposed budget for fiscal year 2019. Mr. Alconada explained that budget is based on salary reform, moving costs and equipment upgrades, IT Infrastructure upgrades and health insurance increases and options. Mr. Alconada explained that a final version of the budget will be presented at the June meeting for their consideration and final approval. Mr. Alconada asked the Board to consider and vote on the following issues in order to continue with the budget construction.

- 1.) Increasing the Student Services' tuitions by 5% and increase specialized nursing rates from \$25 to \$30, per day.
- 2.) Increase the salary scales for the direct service staff in the Adult Division. Currently these scales start at \$11.10/hour and proposed new scales presented to the Board would start at \$14.00/hour in FY19; \$14.50 in FY20 and \$15.00 in FY21.

3.)Approval to move \$160,000 from the money market account to fund these salary scale increases for the Direct Service Specialists in FY19.

4.)Approval to move \$ 250,000 from the money market account into the FY19 operating budget for moving, furnishing/equipment, and other expenses associated with the Adult Services program and Administration moving to a new location.

Mr. Hernandez made the motion to increase the tuition by 5% and to increase the daily rate of specialized nursing from \$25 to \$30 a day. Ms. Rizzo seconded the motion.

A roll call vote was taken

Everett	Yes
Chelsea	Yes
Malden	Yes
Medford	Yes
Revere	Yes
Saugus	Yes
Somerville	Yes
Winthrop	Yes

Motion passed unanimously.

Ms. Rizzo made the motion to increase the salary scale for the Direct Service staff. Mr. Ruseau seconded the motion.

A roll call vote was taken

Everett	Yes
Chelsea	Yes
Malden	Yes
Medford	Yes
Revere	Yes
Saugus	Yes
Somerville	Yes
Winthrop	Yes

Motion passed unanimously.

Ms. Beardsley made the motion to move \$160,000 from the money market account to fund the increase in salaries of the DSS1 employees. Ms. Normand seconded the motion.

A roll call vote was taken

Everett	Yes
Chelsea	Yes
Malden	Yes
Medford	Yes
Revere	Yes
Saugus	Yes
Somerville	Yes

	<p>Winthrop Yes</p> <p>Motion passed unanimously.</p> <p>Mr. Hernandez made the motion to move \$250,000 from the money market account to pay for moving and other expenses for the new building. Ms. Normand seconded the motion.</p> <p>A roll call vote was taken</p> <p>Everett Yes Chelsea Yes Malden Yes Medford Yes Revere Yes Saugus Yes Somerville Yes Winthrop Yes</p> <p>Motion passed unanimously.</p> <p>Ms. Clark asked the Board to vote on reinstating the FY18 PTO buy back that was eliminated in last year's budget. She informed the board that the FY18 has a surplus which will be used to fund this.</p> <p>Mr. Ruseau made the motion to reinstate the PTO buy back for the current year. Ms. Rizzo seconded the motion.</p> <p>A roll call vote was taken</p> <p>Everett Yes Chelsea Yes Malden Yes Medford Yes Revere Yes Saugus Yes Somerville Yes Winthrop Yes</p> <p>Motion passed unanimously.</p> <p>Ms. Clark and Mr. Alconada thanked the Board for their support of Shore services and employees, as demonstrated by their thoughtful approval of these important items.</p>
--	--

IV	<i>Executive Director Report</i>
A	<p>Enrollments</p> <p>Ms. Clark informed the Board that Student Services has 202 students which is a record for recent years. She indicated that this time last year there were 183 students enrolled. Ms. Clark indicated that the Adult Division currently has 348 clients which is slightly less than this time last year.</p>

B	<p>Update on Space Acquisition</p> <p>Ms. Clark informed the Board that Shore is in lease negotiations for space located on Crescent Ave, Chelsea. This will allow the Adult division in Chelsea to increase its capacity from 90 to about 140. The Administration would also move to make room to expand Student Services and make more classrooms.</p> <p>Ms. Clark will keep the Board informed of any updates and is hoping to present the Board with a lease agreement in the next few months that will need to be voted on.</p>
C	<p>Quarterly Report of Board and Shore Activities</p> <p>Ms. Clark presented the board with the 3rd Quarter report which covers January 2018 - March 2018. This report highlights the information in the Board meetings so the Members can use this to report back to their districts.</p>

V. Personnel																	
A	<p>Executive Session - CBA's (Student Services Professional and Paraprofessional Units).</p> <p>Ms. Clark asked the board to enter into an executive session in order to discuss updates on the CBA negotiations.</p> <p>Mr. Ruseau made the motion to enter into executive session for the purpose of updating the board on negotiations. Mr. Hernandez seconded the motion.</p> <p>A roll call vote was taken</p> <table data-bbox="373 1189 596 1487"> <tr><td>Everett</td><td>Yes</td></tr> <tr><td>Chelsea</td><td>Yes</td></tr> <tr><td>Malden</td><td>Yes</td></tr> <tr><td>Medford</td><td>Yes</td></tr> <tr><td>Revere</td><td>Yes</td></tr> <tr><td>Saugus</td><td>Yes</td></tr> <tr><td>Somerville</td><td>Yes</td></tr> <tr><td>Winthrop</td><td>Yes</td></tr> </table> <p>Motion passed unanimously.</p>	Everett	Yes	Chelsea	Yes	Malden	Yes	Medford	Yes	Revere	Yes	Saugus	Yes	Somerville	Yes	Winthrop	Yes
Everett	Yes																
Chelsea	Yes																
Malden	Yes																
Medford	Yes																
Revere	Yes																
Saugus	Yes																
Somerville	Yes																
Winthrop	Yes																
B.	<p>Approve Hires and Terminations</p> <p>The Hires and Termination report was presented to the Board.</p> <p>Mr. Hernandez made the motion to accept the report as presented, Mr. Capobianco seconded the motion. Vote was unanimous.</p>																

VI. New Business	
	<p>Ms. Clark asked the Board to review and sign both the Ethics Policy and the Statement of Confidentiality forms presented to them.</p>

VII. Adjournment	
-------------------------	--

	<p>Ms. Rizzo made the motion to adjourn the meeting, Mr. Hernandez seconded the motion. Vote was unanimous.</p>
--	---

	<p>Meeting adjourned at 7:40</p>
--	----------------------------------