

Board of Directors

May 12, 2020
Session Minutes

GENERAL BOARD MEETING

Date: May 12, 2020
Start Time: 4:00 PM
End Time: 5:40PM
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
Ms. Millie Cardello, Everett	Mr. Robert Alconada, Assistant Executive Director
Mr. Ruseau, Medford	Mr. LaCava, COO/CIO
Ms. Rizzo, Revere	Mr. Sacco, Treasurer
Ms. Normand, Somerville	Ms. Barbara Galatis, Clerk
Mr. Capobianco, Winthrop	
Mr. Greenspan, Counsel	

AGENDA

The agenda for the meeting is as follows:

II	<i>Call to Order</i>
	Due to the COVID-19 Public Health Emergency a remote meeting was called to order at 4:00 p.m. by Mr. Ruseau
	Roll call taken by Ms. Galatis. There was a quorum present.
III	<i>Review and Approve April 14, 2020 minutes</i>
	Ms. Normand made the motion to accept the minutes from the meeting held on April 14, 2020. Ms. Rizzo seconded the motion. Five in favor, 1 abstained.
IV	<i>Finance and Operations</i>
A	Treasurer's Report Mr. Alconada reviewed the balance sheet and other financial documents with the Board. Mr. Alconada indicated that the issue with the mail has been

	corrected and is being delivered on a regular basis, which has permitted us to receive and deposit payments for services billed.
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<i>V</i>	<i>Executive Director Report & Discussion Items</i>
A	<p>Current and Future Status of Service Provision & Funding for Services</p> <p>1. <u>Funding & Payment Status</u></p> <p>Ms. Clark informed the Board that districts have been billed and are paying tuition bills for the services being provided. There is a legislative amendment, Senate bill 2673, that amends municipal law to provide authority to pay for services, such as collaboratives’ services. In addition MOEC has written a letter to the Governor and DESE Commissioner requesting that Collaboratives who are in need, may access discretionary CARES Act funding, not already allocated for LEA’s. Ms. Clark included both of these documents as part of the materials for the meeting.</p> <p>Ms. Clark indicated that MassHealth is paying for Day Habilitation Services that are provided remotely (being done by all three Adult Services programs). MassHealth accounts for \$8.1M or 92% of Shore’s Ad. Services revenue. If the type and frequency of remote engagement are met, MassHealth will reimburse at 100% of “typical” rates. On the other hand, DDS reduced their promised 80% retainer payments to 50%. ADDP, the trade and advocacy group of Adult Developmental Disability Provides and of which Shore is a member, is actively advocating for at least the 80% funding level initially pledged.</p> <p>2. <u>Service Provision</u></p> <p>a. <u>Student Services</u></p> <p>Ms. Clark indicated that teachers, related service providers and paraprofessionals are engaging and instructing students in a variety of ways, such as live meetings and classes, videos (therapy and instructional sessions), class lessons and assignments, calls, etc. Sadly, many of our families are ill and Shore is working on getting help to those families, delivering meals and supplies, and providing local resources. She indicated the nursing and counseling staff are in frequent contact with families/students.</p> <p>b. <u>Adult Services</u></p> <p>Ms, Clark informed the Board that six of Shore’s Adult Services individuals have lost their lives to the covid virus, and others are sick as many have pre-existing conditions and/or live in congregate, group-home situations. This has been very difficult for the clients and staff, especially at a time where people can’t be physically together to support one another. Ms. Clark shared with the Board a Shore</p>

	<p>(Google) Community set up to honor the people lost and support the entire Shore community.</p> <p>Like Student Services, Adult Services staff are offering/providing services to all individuals through a variety of media and strategies and focusing on a number of areas of skills and interests. Each week, the number of participants have increased and satisfaction with services seems high.</p> <p><u>C. Technology</u></p> <p>Mr. LaCava presented an overview of IT equipment needed to meet the needs of remote services. Shore has disseminated much of our inventory during these weeks. Some of the chromebooks and ipads that were given to students and a few adults to access remote services had been taken out of service at Shore because they were too old to upgrade software, including security software. Mr. LaCava indicated the number of ChromeBooks, iPads and PC's at an approximate total cost of \$87,400 that is needed to ensure all students and adults, when possible, can access Shore services. The Board gave Ms. Clark the authority to place orders, make these purchases this fiscal year, if possible, as technology is a necessity while schools and programs are closed.</p>												
C	<p>FY 2021 Budget</p> <p>Ms. Clark presented the Board with a draft of the FY21 budget for discussion. The deficit is \$2.6M as it stands. Ms. Clark discussed some of the factors for this (low enrollment with no opportunity to add referrals for the entire last quarter.) She also presented strategies for balancing the budget that will be considered in the next month. Since line items are primarily fixed costs and where discretionary, are minimal, the cuts will primarily be in personnel reductions. The Board discussed the budget at length. Budget revenue includes a (typical) 3% tuition increase. Ms Clark did ask the board to vote on this so that districts could be informed as soon as possible.</p> <p>Ms. Normand made the motion to increase tuition rates by 3% for FY21, Mr. Capobianco seconded the motion.</p> <p>A roll call vote was taken</p> <table data-bbox="475 1644 708 1868"> <tr> <td>Chelsea</td> <td>Yes</td> </tr> <tr> <td>Everett</td> <td>Yes</td> </tr> <tr> <td>Medford</td> <td>Yes</td> </tr> <tr> <td>Revere</td> <td>Yes</td> </tr> <tr> <td>Somerville</td> <td>Yes</td> </tr> <tr> <td>Winthrop</td> <td>Yes</td> </tr> </table> <p>Vote was unanimous.</p> <p>Ms. Clark indicated that the Board's discussion and recommendations will be</p>	Chelsea	Yes	Everett	Yes	Medford	Yes	Revere	Yes	Somerville	Yes	Winthrop	Yes
Chelsea	Yes												
Everett	Yes												
Medford	Yes												
Revere	Yes												
Somerville	Yes												
Winthrop	Yes												

	included in the budget work leading up to the final budget presentation in June.
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IV.	<i>Personnel</i>
	There were no personnel changes from previously reported and therefore no vote was required to approve the personnel report.

IV.	<i>New Business</i>
A	<p>Ms. Clark indicated that with the upcoming retirement of the Treasurer, Mr. Sacco, she would be willing to interview prospective candidates on behalf of the Board. Ms. Clark indicated her enthusiasm for former Board member and chair, Mr. Ela, and specifically asked if the Board would like to grant her the authority to interview Mr. Ela as well as other interested candidates. Mr. Cabobianco indicated that Mr. Ela’s experience and knowledge of Shore made him an excellent candidate for this position. He recommended that Ms. Clark meet with Mr. Ela on behalf of the Board and report back. All other Board members agreed that Mr. Ela, if interested, would be a well qualified, effective candidate and that there was not a need to more widely open the selection process at this time.</p> <p>Mr. Ruseau asked that Ms. Clark reach out to Mr. Ela to see if there was interest in the Treasurer's position.</p>

VII.	<i>Adjournment</i>
	<p>Ms. Rizzo made a motion to adjourn the meeting, Ms. Cardello seconded the motion. Vote was unanimous.</p> <p>Meeting adjourned at 5:40.</p>