

Board of Directors

November 12, 2019
General Session Minutes

GENERAL BOARD MEETING

Date: November 12, 2019
Start Time: 6:00 PM
End Time: 7:40PM
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
Mr. David Ela, Everett	Mr. Robert Alconada, Assistant Executive Director
Mr. Ruseau, Medford	Mr. Sacco, Treasurer
Ms. Rizzo, Revere	Ms. Barbara Galatis, Clerk
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. Mr. Ela wants it noted that a representative from DESE was present for the meeting.

II	<i>Review and Approve October 8, 2019 minutes</i>
	Ms. Rizzo made the motion to accept the minutes from the meeting held on October 8, 2019, Ms. Normand seconded the motion. Vote was unanimous.

IV	<i>Finance Report</i>
A.	Review and Approve the FY19 Audit Ms. Bunker a partner from Livingston & Haynes presented the FY18-19 Audit to the Board of Directors. Ms. Bunker indicated that Shore Collaborative received the best possible rating again this year. Ms. Bunker reviewed the financial statements and notes included in the audit and explained some regulatory changes from last year's audit in the financial section. Ms. Bunker

	<p>indicated her team conducted a comprehensive review and found no control deficiencies. Ms. Bunker informed the Board that the audited financials and accompanying notes include everything required by state law and DESE regulation.</p> <p>Mr Alconada asked the Board of Directors to approve the FY19 Audit as presented and discussed by Ms. Bunker. Mr. Ruseau made the motion to accept the FY18/19 Audit as presented. Ms. Rizzo seconded the motion. Vote was unanimous.</p>																												
B	<p>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 condition at this time.</p>																												
C	<p>Warrant Approval Mr. Sacco presented the following warrants for the Board's approval:</p>																												
	<p>October 2019</p> <table border="1"> <thead> <tr> <th>DATE</th> <th>WARRANT #</th> <th>TYPE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>10/11/2019</td> <td>20-20</td> <td>Payroll</td> <td>\$168,636.64</td> </tr> <tr> <td>10/15/2019</td> <td>20-21</td> <td>Payroll</td> <td>\$190,269.55</td> </tr> <tr> <td>10/15/19</td> <td>20-22</td> <td>Accounts Payable</td> <td>\$807,907.92</td> </tr> <tr> <td>10/25/19</td> <td>20-23</td> <td>Payroll</td> <td>\$166,614.99</td> </tr> <tr> <td>10/30/2019</td> <td>20-24</td> <td>Payroll</td> <td>\$188,131.79</td> </tr> <tr> <td>10/31/2019</td> <td>20-25</td> <td>Accounts Payable</td> <td>\$445,477.63</td> </tr> </tbody> </table>	DATE	WARRANT #	TYPE	AMOUNT	10/11/2019	20-20	Payroll	\$168,636.64	10/15/2019	20-21	Payroll	\$190,269.55	10/15/19	20-22	Accounts Payable	\$807,907.92	10/25/19	20-23	Payroll	\$166,614.99	10/30/2019	20-24	Payroll	\$188,131.79	10/31/2019	20-25	Accounts Payable	\$445,477.63
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	<p>Mr. Ruseau made the motion to accept the October warrants as presented, Ms. Normand seconded the motion. Vote was unanimous.</p>																												

IV	<i>Executive Director Report</i>
A	<p>Enrollments Ms. Clark informed the Board that Student Services enrollment is 181 students which is slightly lower than last year while, the Adult division is at 362 clients which has increased from last month.</p>
B	<p>Crescent Ave Project Ms. Clark informed the Board that administration will start moving in on Wednesday, November 13th as long as we have the Certificate of Occupancy. The Adult Division will move the following week on Thursday November 21st. Ms. Clark indicated that the December Board Meeting will be held at the new Crescent Ave location.</p>

V.	<i>Personnel</i>
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		A motion was made to move item A to the end of the agenda as it required a move to Executive Session. Mr. Ruseau made the motion, Mr. Capobianco seconded the motion. The vote was unanimous.
	B	Review and Approve Performance Appraisal of the Executive Director Ms. Clark was presented with the final signed copy of her highly positive performance review from the Board of Directors.
	C	Employee Access to Retiree Health Insurance Benefit Ms. Clark informed the Board of an employee who is planning to retire in February 2020. The employee meets the years and “full time for his/her position” criteria stated in the policy regarding retiree health insurance. With so many variations in schedules (hours as well as 10 month/12 month employees), Ms. Clark suggested the Board review the entire policy and possible modifications in the new calendar year.
	C	Hires and Terminations Ms. Clark presented the Hires and Terminations Report to the Board. Ms. Normand made the motion to accept the report as presented, Mr. Wilson seconded the motion. The vote was unanimous.
	A.	Review and Approve Professional CBA Mr. Ruseau made the motion to go into Executive session. Ms. Rizzo seconded the motion Roll Call vote: Chelsea Yes Everett Yes Medford Yes Revere Yes Somerville Yes Winthrop Yes Vote was unanimous.

VIII. Adjournment	
	Mr. Capobianco made a motion to adjourn the meeting, Mr. Wilson seconded the motion. Vote was unanimous. Meeting adjourned at 7:40