

Board of Directors

November 12, 2014
General Session Minutes

GENERAL BOARD MEETING

Date: November 12, 2014
Start Time: 6:00 PM
End Time: 7:10 PM
Location: Shore Educational Collaborative Board Room

ATTENDEES

| <u>Board of Directors</u> | <u>Shore Educational Collaborative</u> |
|-----------------------------|---|
| Mr. Klauder, Chelsea | Ms. Clark, Executive Director |
| Mr. Ela, Everett | Mr. Robert Alconada, Assistant Executive Director |
| Mr. Silverman, Malden | Ms. Barbara Galatis, Clerk |
| Ms. Cugno, Medford | |
| Ms. Riley, Saugus | |
| Ms. Sharkey, Winthrop | |
| Atty. Greenspan, Counsel | |
| Mr. Joseph Sacco, Treasurer | |

AGENDA

The agenda for the meeting is as follows:

| I. | <i>Call to Order</i> |
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| | Meeting was called to order at 6:00 PM by Mr. Ela |
| | Roll call taken by Ms. Galatis |

| II. | <i>Review and Approve September 9, 2014 minutes</i> |
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| | Ms. Cugno made the motion to accept the minutes from the meeting held October, 14, 2014. Ms. Riley seconded the motion. Vote was unanimous. |

| III. | <i>Finance Report</i> |
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| | Ms. Clark requested to change the order of the agenda items in order to review the FY 14 Audit Presentation. Ms. Riley made the motion to accept Ms. Clarks request to review the FY 14 Audit presentation, Ms. Cugno seconded the motion. Vote was unanimous. |
| C. | FY14 Audit Presentation Ms. Spinale a representative from Livingston & Haynes was present at the meeting to the FY14 audit with the Board of Directors. Ms. Spinale indicated that Shore Collaborative received the best possible rating again this year. Ms. Spinale reviewed the financial statements and notes included in the audit and explained some changes from last year's audit in the financial section. She indicated that Shore ended FY14 with a surplus and is in solid financial standing. Ms. Spinale stated they found only 2 minor issues related to Medicaid billing and Adult Services billing. When she expanded the samples in both cases and did further testing, Ms. Spinale and her team did not find any additional errors, indicating these were clerical/human errors, not indicative of any control deficiencies. Lastly she informed the Board that the audited financials and accompanying notes include everything required by the Collaborative legislation and the DESE regulations. |

| | <p>Mr. Alconada asked the Board of Directors to approve the FY-14 Audit as presented in the form of a draft copy and discussed by Ms. Spinale. Ms. Sharkey made the motion to accept the FY-14 Audit as presented, Ms. Cugno seconded the motion. Vote was unanimous.</p> <p>Ms. Alconada informed the Board that since they accepted the audit, Livingston & Haynes will prepare the final audit report. The final version will be placed on the Shore website by the end of the year and will be part of its annual report.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------|--|-----------------|---------------|------|--------|-----------|-------|---------|---------------|------------|-------|-----------------|---------------|------------|-------|---------|---------------|------------|-------|---------|---------------|------------|-------|-----------------|---------------|------------|-------|---------|---------------|------------|-------|---------|---------------|
| A. | <p>Treasurers Report Mr. Sacco reviewed the balance sheet and other financial documents with the Board. He pointed out to the Board that Shore is back to a positive cash flow after a slow first quarter, which is typical with schools not in session during the months of July and August.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B. | <p>Warrant Approval The warrants for October were presented and are as follows:</p> <p style="text-align: center;">WARRANTS <u>October 2014</u></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>DATE</th> <th>WARRANT #</th> <th>TYPE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>10/3/2014</td> <td>15-19</td> <td>Payroll</td> <td>\$ 156,357.20</td> </tr> <tr> <td>10/15/2014</td> <td>15-20</td> <td>Account Payable</td> <td>\$ 281,439.17</td> </tr> <tr> <td>10/15/2014</td> <td>15/21</td> <td>Payroll</td> <td>\$ 129,499.46</td> </tr> <tr> <td>10/17/2014</td> <td>15-22</td> <td>Payroll</td> <td>\$ 158,343.23</td> </tr> <tr> <td>10/31/2014</td> <td>15-23</td> <td>Account Payable</td> <td>\$ 529,908.58</td> </tr> <tr> <td>10/30/2014</td> <td>15-24</td> <td>Payroll</td> <td>\$ 127,109.56</td> </tr> <tr> <td>10/31/2014</td> <td>15-25</td> <td>Payroll</td> <td>\$ 157,958.42</td> </tr> </tbody> </table> | DATE | WARRANT # | TYPE | AMOUNT | 10/3/2014 | 15-19 | Payroll | \$ 156,357.20 | 10/15/2014 | 15-20 | Account Payable | \$ 281,439.17 | 10/15/2014 | 15/21 | Payroll | \$ 129,499.46 | 10/17/2014 | 15-22 | Payroll | \$ 158,343.23 | 10/31/2014 | 15-23 | Account Payable | \$ 529,908.58 | 10/30/2014 | 15-24 | Payroll | \$ 127,109.56 | 10/31/2014 | 15-25 | Payroll | \$ 157,958.42 |
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| | <p>Ms. Riley made the motion to accept the October warrants as presented, Ms. Sharkey seconded the motion. Vote was unanimous.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D. | <p>Update on Request for Lease Proposal Mr. Alconada informed the Board that Shore has entered into negotiations on the Malden property and that they are working to negotiate standard terms as well as some environmental issues. Mr. Alconada will keep the board informed of negotiations.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E. | <p>Budget v. Actual Report Mr. Alconada presented the Board with the Budget v. Actual as of October 31, 2014. He explained that there is nothing out of the ordinary and the agency is running at a 28% burn ratio.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| IV. Executive Director Report | |
| A. | <p>Services Enrollment Ms. Clark informed the Board that Student Services currently has 169 students enrolled which has increased by 8 from the beginning of the school year and we still have referrals that are being looked at. The Adult Division currently has 365 with the Chelsea location at full capacity.</p> |
| B. | <p>Collaborative Agreement Ms. Clark indicated that she has received signed agreement from Everett, Winthrop, Somerville and Malden and have verbal approvals from Chelsea, Revere, and Saugus but has yet to receive the signed agreements. Ms. Clark indicated that she will contact Boston to notify their representative that it is counter to the legislation to send a representative to the Shore Board who is not a School Committee member or Superintendent, as they have requested. Ms. Clark will contact Cambridge, and North East Vocational to answer questions they may have and ascertain their status with regard to approving the agreement.</p> |

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| | <p>C. Market Research project regarding Student Services Ms. Clark informed the Board that in order for Shore to meet the needs of the Districts, she and Mr. Alconada have engaged Isurus Market Research to do a study with the Shore districts' Special Ed Directors and other collaboratives. One potential area for future service expansion may be in career, vocational and technical programs but Ms. Clark wants the research being conducted to support the need and viability of these types of services. In general the goal of the work with Isurus will be to assist in making strategic decisions regarding future capacity and targeted services to meet our customers' needs. The results from this study should be completed in January 2016. Ms. Clark will keep the Board informed of the findings when they become available.</p> |
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| V. | <i>Personnel</i> |
| | <p>A. Assistant Executive Director Contract Ms. Clark informed the Board that Mr. Alconada's 3 year Contract as the Assistant Executive Director at Shore ends June 30th 2015. Ms. Clark asked the Board to enter into negotiations with Mr. Alconada for a new contract well before his current contract ends.</p> <p>Mr. Silverman made the motion to enter into negotiations with Mr. Alconada, Ms. Cugno seconded the motion. Vote was unanimous.</p> |
| | <p>B. Approve Hires and Terminations The Hires and Terminations report was presented. Ms. Cugno made the motion to accept the report as presented. Ms. Sharkey seconded the motion. Vote was unanimous.</p> |

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| VII | <i>Adjournment</i> |
| | <p>Mr. Silverman made the motion to adjourn the meeting. Ms. Riley seconded the motion. Vote was unanimous.</p> <p>Meeting adjourned at 7:10</p> |