

Board of Directors

October 8, 2019
General Session Minutes

GENERAL BOARD MEETING

Date: October 8, 2019
Start Time: 6:05 PM
End Time: 7:10PM
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	

AGENDA

The agenda for the meeting is as follows:

<i>I.</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.
<i>II</i>	<i>Review and Approve June 11, 2019 minutes</i>
	Mr. Ruseau made the motion to accept the minutes from the meeting held on June 11, 2019 after a correction is made to include Ms. Clark who was missing from the Attendees section. Ms. Normand seconded the motion. Vote was unanimous.
<i>III</i>	<i>Election of Board Officers for School Year 2019-2020</i>
	Ms. Clark asked the Board to consider changing the election of Board officers to January in consideration of the November elections and possible changes in Board composition.

Ms. Rizzo made the motion to extend the current Board officers tenure until January 2020 and thereafter hold annual election of officers in January. Mr. Wilson seconded the motion. Vote was unanimous.

IV

Finance Report

A

Treasurer's Report

Mr. Sacco reviewed the financial reports indicating that the cash flow is slower typically at the beginning of a school year.

B

Warrant Approval

Mr. Sacco presented the following warrants for the Board's approval:

June 2019

DATE	WARRANT #	TYPE	AMOUNT
6/7/2019	19-69	Payroll	\$161,914.01
6/14/2019	19-70	Payroll	\$186,598.35
6/13/2019	19-70 A	Payroll	\$120,288.93
6/14/2019	19-71	Accounts Payable	\$511,063.52
6/21/2019	19-72	Payroll	\$164,678.58
6/28/2019	19-73	Payroll	\$177,519.55
6/27/2019	19-73 A	Payroll	\$33,647.28
6/27/2019	19-73 B	Payroll	\$393,697.44
6/28/2019	19-74	Accounts Payable	\$533,917.76

July 2019

DATE	WARRANT #	TYPE	AMOUNT
7/5/2019	20-01	Payroll	\$154,011.26
7/15/2019	20-02	Payroll	\$125,155.26
7/15/19	20-03	Accounts Payable	\$845,261.12
7/19/2019	20-04	Payroll	\$167,200.28
7/16/2019	20-04 A	Payroll	\$37,266.69
7/30/2019	20-05	Payroll	\$124,283.37
7/31/2019	20-06	Accounts Payable	\$505,296.15

August 2019

DATE	WARRANT #	TYPE	AMOUNT
8/2/2019	20-07	Payroll	\$168,725.11
8/15/2019	20-08	Accounts Payable	\$414,206.55

8/15/2019	20-09	Payroll	\$129,620.23
8/16/2019	20-10	Payroll	\$165,693.95
8/30/2019	20-11	Payroll	\$92,309.08
8/20/2019	20-12	Accounts Payable	\$427,453.26
8/30/2019	20-13	Payroll	\$163,402.20

September 2019

DATE	WARRANT #	TYPE	AMOUNT
9/13/2019	20-14	Accounts Payable	\$265,821.66
9/13/2019	20-15	Payroll	\$183,236.05
9/13/2019	20-16	Payroll	\$162,770.93
9/27/2019	20-17	Payroll	\$165,534.08
9/30/2019	20-18	Payroll	\$183,719.50
9/30/2019	20-19	Accounts Payable	\$701,376.06

Mr. Ruseau made the motion to accept the June, July, August and September warrants as presented, Ms. Rizzo seconded the motion. Vote was unanimous.

IV *Executive Director Report*

A **Enrollments**

Ms. Clark informed the Board that Student services has started the school year with 175 students. She indicated that October tends to be a big referral month.

Ms. Clark indicated that the Adult program has 358 clients at our 3 locations. Ms. Clark also showed a newsletter published by Beacon Hospice thanking our clients from the Woburn Program for volunteering to make and deliver birthday cards and wreaths. Ms. Clark indicated that some individuals are going through the training in order to volunteer on-site, at Beacon Hospice.

B **Crescent Ave Project**

Ms. Clark showed the Board photos of the renovations as they have progressed at 201 Crescent Ave. Shore is scheduled to have a final inspection and an occupancy permit on or around October 30th. Ms. Clark indicated that Administration will move on November Wednesday, 13th and the Adult Program will move the following week, on Thursday, November 21st.

V. *Personnel*

A. **Status of Mediation with Professional Unit**

Mr. Ruseau made the motion to go into Executive session. Ms. Normand seconded the motion

Roll Call vote:

	<p>Chelsea Yes Everett Yes Medford Yes Revere Yes Somerville Yes</p> <p>Vote was unanimous.</p>
B	<p>Executive Leadership Performance Appraisals Ms. Clark presented the Board with Mr. Alconada’s evaluation for their review and approval. Ms. Clark presented the Board with her appraisal of Mr. Sacco. Mr. Ruseau made a motion to approve and accept Mr. Alconada’s and Mr. Sacco’s annual performance reviews. Ms. Normand seconded the motion. Vote was unanimous.</p> <p>Ms. Clark offered to step out of the meeting while the Board discussed and completed her performance appraisal in the open meeting. Each of the members had been provided with ratings done by the Shore Leadership Team relative to Ms. Clark’s performance as the Executive Director. The Board discussed and completed a draft of Ms. Clark’s evaluation. The final evaluation will be presented to Ms. Clark at the November Board of Directors meeting.</p>
C	<p>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.</p>

VIII.	Adjournment
	<p>Mr. Wilson made a motion to adjourn the meeting, Mr. Ruseau seconded the motion. Vote was unanimous.</p> <p>Meeting adjourned at 7:10</p>