

# Board of Directors

October 11, 2016  
General Session Minutes

## GENERAL BOARD MEETING

Date: October 11, 2016  
Start Time: 6:10 PM  
End Time: 6:55 PM  
Location: Shore Educational Collaborative Board Room

### ATTENDEES

<b>Board of Directors</b>	<b>Shore Educational Collaborative</b>
<b>Mr. Pereira, Chelsea</b>	<b>Ms. Clark, Executive Director</b>
<b>Mr. Ela, Everett</b>	<b>Mr. Robert Alconada, Assistant Executive Director</b>
<b>Mr. Silverman, Malden</b>	<b>Mr. Sacco, Treasurer</b>
<b>Ms. Cugno, Medford</b>	<b>Ms. Barbara Galatis, Clerk</b>
<b>Ms. Marchese, Saugus</b>	

### AGENDA

The agenda for the meeting is as follows:

<b>I.</b>	<i>Call to Order</i>
	Meeting was called to order at 6:10 p.m. by Mr. Ela.
	Roll call taken by Ms. Galatis.
<b>II</b>	<i>Review and Approve September 13, 2016 minutes</i>
.	Mr. Silverman made the motion to accept the minutes from the meeting held on September 13, 2016. Mr. Pereira seconded the motion. Vote was unanimous.
<b>III</b>	<i>Finance Report</i>
.	
A	<b>Treasurer's Report</b> Mr. Sacco reviewed the balance sheet and other financial documents with the Board. He pointed out to the Board that Reserve Accounts have gone down since June and that Shore will continue to work with the districts to reduce the reserves until they are at a zero balance.
B	<b>Warrant Approval</b> Mr. Sacco presented the following warrants for the Board's approval:

**WARRANTS**  
**September 2016**

DATE	WARRANT #	TYPE	AMOUNT
9/2/2016	17-13	Payroll	\$149,168.23
9/15/2016	17-14	Accounts Payable	\$336,332.34
9/15/2016	17-15	Payroll	\$153,835.66
9/16/2016	17-16	Payroll	\$154,833.07
9/30/2016	17-17	Accounts Payable	\$564,416.13
9/30/2016	17-18	Payroll	\$150,120.71
9/30/2016	17-19	Payroll	\$150,060.05

Ms. Marchese made the motion to accept the September warrants as presented. Mr. Silverman seconded the motion. Vote was unanimous.

**C Report of Refinancing of 100 Revere Beach Parkway**

Mr. Alconada informed the Board that due to Shore being a public entity we are required to have a Financial Advisor to proceed with the refinance. Shore hired S.J. Advisors to negotiate on our behalf. S.J. Advisors developed a Swap Policy which Mr. Alconada would like the Board to review and adopt as a Shore policy so we can sign the Safe Harbor documents and move forward on the refinance.

Ms. Cugno made the motion to accept the Swap Policy as it was presented to the Board, Mr. Silverman seconded the motion. Vote was unanimous.

**D Review and Approve School Lunch Charge Policy**

Mr. Alconada explained to the Board that with the new lunch program that Shore is now offering, DESE is required to audit the process for all new programs. Mr. Alconada informed them that much like the Nutrition Policy the Board voted to approve in the Spring, Shore is now required to have a Lunch Charge policy which needs to be approved by the Board. Mr. Alconada presented the Board with a copy of the new policy and asked that they review and vote to accept the policy.

Ms. Cugno made the motion to accept the School Lunch Charge policy as presented, Mr. Pereira seconded the motion. Vote was unanimous.

Ms. Cugno asked that the Board receive an end of year report regarding collection of school lunch funds.

**E Report of Parking Lot Project**

Mr. Alconada Updated the Board on the status of the parking lot project. Mr. Alconada explained that construction was due to start on October 12th and that arrangements have been made for staff to park off-site (at Revere Cinemas) and be shuttled to and from Shore. He also indicated that if all goes as planned (and

	the weather cooperates), the project is due to be completed by November 23, 2016.
--	---

+

<b>IV</b>	<i>Executive Director Report</i>
A	<p><b>Enrollments</b></p> <p>Ms. Clark informed the Board that Student Services currently has 178 students enrolled, which is 15 more than this time last year. The Adult Service division has 363 enrolled which is 6 more than last year at this time.</p> <p>Ms. Clark explained to the Board that several classrooms are at capacity and that we have had to turn away some student referrals due to lack of space. Ms. Clark reminded the Board that the refinance will help create more classrooms and space for both students and adults.</p>
B	<p><b>Collaborative Agreement</b></p> <p>Ms. Clark reminded the Board that the Collaborative agreement was signed back in FY2015 by all nine current districts, including Cambridge. She indicated that at that time, Boston, Waltham, and Northeast Regional Vocational School decided not to become full members. Therefore a newly revised Collaborative Agreement, changing only the membership composition, was sent back out to all School Committees for new ratifications. All Committees signed the new agreement except Cambridge. Ms. Clark has been working with Cambridge and has notified them of the Board’s deadline of October 31, 2016 and the Department’s deadline of “immediately”. If Cambridge chooses not to become a member, Ms. Clark reminded the Board that the agreement would have to be revised once again, changing the member composition from nine districts to eight districts, and sent to those School Committees once again for re-approval.</p>

<b>V.</b>	<i>Personnel</i>
A	<p><b>Executive Director Contract</b></p> <p>Ms. Clark asked the Board to defer discussion of her contract until Mr. Greenspan is present to provide the Board members with legal counsel.</p> <p>Mr. Pereira made the motion to defer the discussion of engaging in a new contract with Ms. Clark until the November meeting. Ms. Cugno seconded the motion. Vote was unanimous.</p>
B.	<p><b>Approve Hires and Terminations</b></p> <p>The Hires and Termination report was presented to the Board. Mr. Pereira made the motion to accept the report as presented, Ms. Cugno seconded the motion. Vote was unanimous.</p>

<b>VIII.</b>	<i>Adjournment</i>
--------------	--------------------

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

	<p>Meeting adjourned at 6:55</p>
--	----------------------------------