

Board of Directors

October 10, 2017
General Session Minutes

GENERAL BOARD MEETING

Date: October 10, 2017
Start Time: 6:00 PM
End Time: 7:40 PM
Location: Shore Educational Collaborative Board Room

ATTENDEES

| <u>Board of Directors</u> | <u>Shore Educational Collaborative</u> |
|---------------------------|---|
| Mr. Pereira, Chelsea | Mr. Robert Alconada, Assistant Executive Director |
| Mr. Ela, Everett | Mr. Sacco, Treasurer |
| Mr. Silverman, Malden | Ms. Barbara Galatis, Clerk |
| Ms. Rizzo, Revere | |
| Ms. Normand, Somerville | |
| Mr. Vecchia, Winthrop | |
| Mr. Greenspan, Counsel | |

AGENDA

The agenda for the meeting is as follows:

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| 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. Alconada informed the Board that Ms. Clark was unable to attend the meeting. |
| II | <i>Review and Approve June 13, 2017 minutes</i> |
| | Ms. Normand made the motion to accept the minutes from the meeting held on June 13, 2017, Mr. Vecchia seconded the motion. Vote was unanimous. |
| III | <i>Finance Report</i> |
| A | 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 and reminded them of the outstanding OPEB liability. |

Mr. Alconada also reviewed the balance sheet and cash flow report with the board. He indicated that cash flow was negative for the 1st quarter, but that was expected given Shore's business cycle.

B Warrant Approval

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

June 2017

| DATE | WARRANT # | TYPE | AMOUNT |
|-----------|-----------|------------------|--------------|
| 6/9/2017 | 17-69 | Payroll | \$144,688.92 |
| 6/15/2017 | 17-70 | Payroll | \$159,999.53 |
| 6/15/2017 | 17-71 | Accounts Payable | \$355,643.96 |
| 6/23/2017 | 17-72 | Payroll | \$149,914.27 |
| 6/16/2017 | 17-72 A | Payroll | \$89,118.10 |
| 6/30/2017 | 17-73 | Payroll | \$153,501.53 |
| 6/30/2017 | 17-73 A | Payroll | \$328,353.52 |
| 6/30/2017 | 17-74 | Accounts Payable | \$295,285.5 |

July 2017

| DATE | WARRANT # | TYPE | AMOUNT |
|-----------|-----------|------------------|--------------|
| 7/7/2017 | 18-01 | Payroll | \$139,913.08 |
| 7/14/2017 | 18-02 | Payroll | \$111,242.25 |
| 7/17/17 | 18-03 | Accounts Payable | \$574,781.07 |
| 7/21/2017 | 18-04 | Payroll | \$146,609.26 |
| 7/18/2017 | 18-04 A | Payroll | \$65,866.24 |
| 7/28/2017 | 18-05 | Payroll | \$105,726.03 |
| 7/31/2017 | 18-06 | Accounts Payable | \$559,175.82 |

August 2017

| DATE | WARRANT # | TYPE | AMOUNT |
|-----------|-----------|------------------|--------------|
| 8/4/2017 | 18-07 | Payroll | \$149,218.29 |
| 8/15/2017 | 18-08 | Accounts Payable | \$357,982.40 |
| 8/15/2017 | 18-09 | Payroll | \$109,199.45 |
| 8/18/2017 | 18-10 | Payroll | \$149,236.56 |
| 8/31/2017 | 18-11 | Accounts Payable | \$371,042.79 |
| 8/30/2017 | 18-12 | Payroll | \$82,324.37 |

September 2017

| DATE | WARRANT # | TYPE | AMOUNT |
|-----------|-----------|------------------|--------------|
| 9/1/2017 | 18-13 | Payroll | \$149,347.79 |
| 9/15/2017 | 18-14 | Accounts Payable | \$306,024.31 |
| 9/15/2017 | 18-15 | Payroll | \$163,099.70 |
| 9/15/2017 | 18-16 | Payroll | \$148,328.93 |
| 9/29/2017 | 18-17 | Accounts Payable | \$527,014.13 |
| 9/29/2017 | 18-18 | Payroll | \$160,881.96 |
| 9/29/2017 | 18-19 | Payroll | \$148,139.14 |

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

IV *Executive Director Report*

A **Enrollments**

Mr. Alconada informed the Board that Student Services currently has 172 students enrolled, which was expected for this time of year. He indicated that the division was processing a number of referrals with many of them in the elementary grades. Mr. Alconada noted that space was limited in all areas of the Owen School.

Mr. Alconada also indicated that the Adult Services Division had 357 clients across the three program, which was one more than projected in the FY 18 budget. He indicated that the Chelsea location was operating at full capacity and had a waiting list. Mr. Alconada reminded the board that he and Ms. Clark continue to search for new space for the Chelsea program.

B **Policy Review and Approval**

Mr. Alconada presented the Board with a copy of the updated Student Handbook for their review.

Ms. Rizzo made a motion to include, as prohibited items, under the heading of Smoking on page 19, e-cigarettes, recreational drugs, marijuana and steroids. Ms. Normand seconded the motion. Atty. Greenspan indicated that recreational drugs, marijuana and steroids would all be prohibited under the Alcohol and Drug Infractions section.

Ms. Rizzo rescinded her original notion. Ms. Rizzo made another motion to add e-cigarettes as a prohibited item under the Smoking section. Mr. Pereira seconded the motion. Vote was unanimous.

C **Goals and Projects in the Year Ahead**

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| | <p>Mr. Alconada informed the Board that Ms. Clark has four main objectives for the coming year:</p> <ol style="list-style-type: none"> 1. Establish and fund an OPEB Trust; 2. Secure new space for the Chelsea adult program; 3. Implement renovation plans for 100 Revere Beach Parkway to create additional student services classrooms; 4. Review and update Personnel Policies, where necessary; |
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| V. Personnel | |
| A. | <p>Approve Hires and Terminations The Hires and Termination report was presented to the Board.</p> <p>Mr. Alconada made special note of the passing of Maryann Lucia, who had been the finance director at Shore Collaborative for 27 years, before her retirement in 2007. Mr. Alconada indicated that Ms. Lucia had coordinated the Municipal Medicaid Billing program since her retirement.</p> <p>Mr. Silverman made the motion to accept the report as presented, Mr. Vecchia seconded the motion. Vote was unanimous.</p> |

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| VIII. Adjournment | |
| | <p>Mr. Pereira made the motion to adjourn the meeting, Mr. Silverman seconded the motion. Vote was unanimous.</p> <p>Meeting adjourned at 6:40</p> |