

Board of Directors

September 8, 2015
General Session Minutes

GENERAL BOARD MEETING

Date: September 8, 2015
Start Time: 6:10 PM
End Time: 7:05 PM
Location: Shore Educational Collaborative Board Room

ATTENDEES

Board of Directors	Shore Educational Collaborative
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	
Mr. Joseph Sacco, Treasurer	

AGENDA

The agenda for the meeting is as follows:

I.	<i>Call to Order</i>
	Meeting was called to order at 6:10 PM by Mr. Ela
	Roll call taken by Ms. Galatis

II	<i>Review and Approve June 16, 2015 minutes</i>
.	Ms. Riley made the motion to accept the minutes from the meeting held June 16, 2015. Ms. Cugno seconded the motion. Vote was unanimous.

III	<i>Finance Report</i>
.	A
.	Treasurers Report There was no treasury report to present to the Board of Directors. The treasury report will resume next month.

B. **Warrant Approvals**

WARRANTS
for months of June, July and August 2015

June 2015

DATE	WARRANT #	TYPE	AMOUNT
6/15/2015	15-69	Accounts Payable	\$364,291.82
6/15/2015	15-70	Payroll	\$142,216.53
6/12/2015	15-71	Payroll	\$150,535.94
6/26/2015	15-72	Payroll	\$150,916.74
6/12/2015	15-72 A	Payroll	\$83,921.85
6/30/2015	15-73	Payroll	\$139,843.64
6/30/2015	15-73 A	Payroll	\$277,446.38
6/30/2015	15-74	Accounts Payable	\$235,649.39

July 2015

DATE	WARRANT #	TYPE	AMOUNT
7/10/2015	16-01	Payroll	\$151,668.76
7/17/2015	16-01 A	Payroll	\$85,097.40
7/15/2015	16-02	Payroll	\$101,154.26
7/15/2015	16-03	Accounts Payable	\$679,986.21
7/24/2015	16-04	Payroll	\$148,651.54
7/30/2015	16-05	Payroll	\$96,385.24
7/30/2015	16-06	Accounts Payable	\$396,830.61

August 2015

DATE	WARRANT #	TYPE	AMOUNT
8/7/2015	16-07	Payroll	\$153,361.31
8/14/2015	16-08	Accounts Payable	\$229,505.38
8/14/2015	16-09	Payroll	\$99,858.56
8/21/2015	16-10	Payroll	\$152,042.50
8/31/2015	16-11	Accounts Payable	\$57,207.36
8/28/2015	16-12	Payroll	\$77,231.37

Ms. Sharkey made the motion to accept the June, July and August warrants as presented, Ms. Cugno seconded the motion. Vote was unanimous.

C	<p>Upcoming Independent Audit Mr. Alconada informed the Board that the Audit is scheduled to begin on September 14th and continue for three weeks. The first week the Auditors will focus on risk assessment and the following two weeks would focus on the audit itself. Mr. Alconada does not foresee any issues and expects the audit to go smoothly.</p>
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IV	<i>Executive Director Report</i>
A.	<p>Back to School – Orientation & first Day Ms. Clark informed the Board that the teachers had 3 days of Orientation and that the focus was on PBIS (Positive Behavior Intervention & Support) and Safety and Security.</p>
B.	<p>Services Enrollment Ms. Clark informed the Board that Student Services started the year with 159 Students enrolled, the target for which Shore budgeted. The Adult Division is currently at 358 which is one less than budgeted projections. Ms. Clark indicated that the adult program would be filling that space.</p>
C.	<p>CARF Survey & DDS Licensing – Adult Services Ms. Clark informed the Board of Directors that CARF spent August, 19, 20, and 21st inspecting our three Adult Service locations. Ms. Clark indicated that the visit went very well and only had one minor recommendation for the division. Once the formal report is written Ms. Clark will share this report with the Board and will post the results to the website.</p> <p>Ms. Clark informed the Board that both she and Ms. McDaniel who is the Director of the Adult division had been nominated to become a CARF surveyor. Ms. Clark asked the Board for its approval to move forward with the application process and if selected, to serve as a CARF surveyor.</p> <p>Mr. Silverman made the motion to allow Ms. Clark to pursue the process required to become a CARF surveyor, Ms. Sharkey seconded the motion. Vote was unanimous.</p>
D.	<p>Summer Meetings with District Members Ms. Clark informed the Board that she and Mr. Alconada met with 5 of the 9 member districts. The informal meetings were to introduce themselves to new Superintendents and SPED Directors, review services that Shore offers, as well as share success stories of students from their districts.</p>

V.	<i>Personnel</i>												
A.	<p>Performance Reviews Mr. Klauder made the motion to enter into executive session for the purpose of conducting performance reviews for both the Executive Director and The Treasurer.</p> <p>A roll call vote was taken:</p> <table style="margin-left: 20px;"> <tr><td>Chelsea</td><td>Yes</td></tr> <tr><td>Everett</td><td>Yes</td></tr> <tr><td>Malden</td><td>Yes</td></tr> <tr><td>Medford</td><td>Yes</td></tr> <tr><td>Saugus</td><td>Yes</td></tr> <tr><td>Winthrop</td><td>Yes</td></tr> </table> <p>Open Session --- Review of Performance Reviews and Salary</p>	Chelsea	Yes	Everett	Yes	Malden	Yes	Medford	Yes	Saugus	Yes	Winthrop	Yes
Chelsea	Yes												
Everett	Yes												
Malden	Yes												
Medford	Yes												
Saugus	Yes												
Winthrop	Yes												

	<p>The Board had indicated it had completed a performance review of Ms. Clark. A vote was taken in Executive Session to increase Ms. Clark's FY2016 salary by 3% to \$160,000. Retroactive to July 1, 2015. The Vote was Unanimous.</p> <p>The Board also indicated that it had unanimously voted to accept Ms. Clark's evolution of Mr. Sacco.</p>
	<p>Approve Hires and Terminations</p> <p>The Hires and Termination report was presented to the Board. Ms. Cugno made the motion to accept the report as resented, Mr. Silverman seconded the motion. Vote was unanimous.</p>

VI	<i>Adjournment</i>
I	<p>Ms. Cugno made the motion to adjourn the meeting. Ms. Riley seconded the motion. Vote was unanimous.</p> <p>Meeting adjourned at 7:05</p>