

Board of Directors

September 18, 2013
General Session Minutes

JUNE GENERAL BOARD MEETING

Date: September 18, 2013
Start Time: 6:15 PM
End Time: 8:00 PM
Location: Shore Educational Collaborative Board Room

ATTENDEES

<u>Board of Directors</u>	<u>Shore Educational Collaborative</u>
Ms. Lisa Lineweaver, Chelsea	Ms. Jacquelyn Clark, Executive Director
Ms. Debbie DeMaria, Malden	Mr. Robert Alconada, Assistant Executive Director
Ms. Donna Wood-Pruitt, Revere	Ms. Barbara Galatis, Clerk
Ms. Ann Marie Cugno, Medford	
Mr. David Ela, Everett	
Mr. Joseph Sacco, Treasurer	
Atty. Howard Greenspan, Counsel	

AGENDA

The agenda for the meeting is as follows:

I.	Call to Order
	Meeting was called to order at 6:15PM by Chairman Ela
	Roll call taken by Ms. Galatis
	Chairman Ela asked that it be put on the record that a representative from the Department of Elementary and Secondary Education was not present at this meeting.

II.	Review and Approve June 11, 2013 minutes
	Ms. Pruitt made the motion to accept the minutes from the meeting held June 11, 2013. Ms. DeMaria seconded the motion. Vote was unanimous.

III.	Treasurer's Report
	A Monthly Report Mr. Sacco indicated that the money market account is slightly lower than months before as Finance has moved some of the funds to the reserve Account. Mr. Sacco also pointed out that Cash that was not used for the month of July had been used in the Month of August as August tends to be a lower cash flow month. Mr. Alconada pointed out that the spreadsheet presented to the board is a little different than prior month and he feels that is gives a better view of activity.
	B Warrant Approval The warrants for June, July, August were presented and are as follows: WARRANTS for months of June, July and August 2013

June 2013

DATE	WARRANT #	TYPE	AMOUNT
6/14/2013	13-69	Accounts Payable	\$216,687.47
6/14/2013	13-70	Payroll	\$121,534.49
6/5/2013	13-70 A	Payroll	\$30,296.64
6/14/2013	13-71	Payroll	\$145,077.21
6/7/2013	13-71 A	Payroll	\$84,782.04
6/28/2013	13-72	Accounts Payable	\$289,500.54
6/28/2013	13-73	Payroll	\$143,089.40
6/28/2013	13-74	Payroll	\$116,246.24
6/28/2013	13-74 A	Payroll	\$238,665.82

July 2013

DATE	WARRANT #	TYPE	AMOUNT
7/11/2013	14-01A	Payroll	\$64,309.77
7/12/2013	14-01	Payroll	\$143,884.63
7/15/2013	14-02	Payroll	\$75,680.31
7/15/2013	14-03	Accounts Payable	\$539,827.08
7/26/2013	14-04	Payroll	\$146,210.44
7/30/2013	14-05	Payroll	\$73,844.92
7/31/2013	14-06	Accounts Payable	\$466,317.33

August 2013

DATE	WARRANT #	TYPE	AMOUNT
8/9/2013	14-07	Payroll	\$145,499.45
8/15/2013	14-08	Accounts Payable	\$231,736.96
8/15/2013	14-09	Payroll	\$75,003.38
8/23/2013	14-10	Payroll	\$142,979.68
8/30/2013	14-11	Accounts Payable	\$365,383.41
8/30/2013	14-12	Payroll	\$55,949.09

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

IV.	Finance Report
A.	<p>Independent Audit</p> <p>Mr. Alconada indicated that half way through the audit no red flags have been raised and that a 1.5 surplus was presented to the Audit which is a record surplus and after 2 years of deficits. Mr. Alconada indicated that the Final audit report should be ready in time for the November Board meeting to be accepted which is well before the December 31, 2013 deadline.</p>
B.	<p>Update on Underground Oil Storage Tank Removal</p> <p>Mr. Alconada informed the Board that the Underground Storage tank was removed from the Shore premises on the first week of September, The project took three days complete and no issues arose during this process</p>
C.	<p>Update on Boiler Replacement (Chelsea)</p> <p>Mr. Alconada stated that an Atty. Greenspan had approved a contract with the company to Replace the Boiler located in Chelsea, The project is estimated to take 2 to 3 weeks to complete at which time Shore will see a sufficient deduction in heating costs.</p>

V.	Executive Director Report
A.	<p>Services Enrollment</p> <p>Ms. Clark informed the Board that Student Services started the school year with 160 students with 4 referrals. They estimated for 165 at the start of the school year. The Adult Division currently has 358 clients as to date.</p>
B.	<p>Policy Reviews and Approvals</p> <p>Ms. Clark asked the board to consider accepting 2 new documents to be included in Staff policies, The first being Healthy Boundaries for School Staff. This document covers the behavior expected from staff both in and out of the School setting.</p> <p>Ms, DeMaria asked that we implement the policy of Healthy Boundaries as presented, Ms. Pruitt seconded the motion. Vote Unanimous.</p> <p>The Second Policy Presented is a 2 year Bullying Prevention and Intervention Plan which discusses what constitutes bullying, How to prevent it and the steps need to be taken when Bullying is observed or reported. Ms. Cugno asked that Shore Implements the Policy as presented, Ms. Pruitt seconded the motion. Vote Unanimous.</p> <p>Ms. Clark asked be Board to review both the Ethics Policy and the Code of Conduct Policy and sign them for Shores records.</p>
C.	<p>Commission Report</p> <p>Ms. Clark stated the Commission Report could be found on the Shore Education Website Under Board Information. Ms. Clark explained the document details is Findings and recommendations and in all Favors collaborative.</p>
D..	<p>Collaborative Agreement</p> <p>Ms. Clark indicated that she had resubmitted the Agreement to the DESE with the changes requested by them. In July she received general Guideline for change which several of them had already been made. She recently received some more feedback from the DESE and is currently working with Atty, Greenspan to make the necessary changes.</p>

VI.	Discussion Items
A.	Evaluations

		The DESE Required Executive Director and Treasurer Evaluations, signed by the Board of Directors were presented to Ms. Clark and Mr. Sacco for review Ms. Clark also reviewed the Assistant Executive Director's Evaluation in which she asked for input by the Board to Mr. Alconada.
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VII.	<i>Personnel</i>	
		<p>Collective Bargaining Agreement Negotiations and Personnel Issues</p> <p>Ms. Pruitt made the motion to enter into Executive session for the purpose of discussing the current status of negotiations. Ms. Cugno seconded the motion.</p> <p>A roll call vote was taken:</p> <p>Chelsea Yes Everett Yes Malden Yes Medford Yes Revere Yes</p> <p>Motion Passed unanimously.</p>
	C.	<p>Approve Hires and Terminations</p> <p>The Hires and Terminations were presented. Ms. Cugno made the motion to accept the report as presented. Ms. Lineweaver seconded the motion. Vote was unanimous.</p>

IX.	<i>Adjournment</i>	
		<p>Ms. DeMaria made the motion to adjourn the meeting. Ms. Cugno seconded the motion. Vote was unanimous.</p> <p>Meeting ended at 8:00</p>