

Board of Directors

April 14, 2020
General Session Minutes

GENERAL BOARD MEETING

Date: April 14, 2020
Start Time: 6:25PM
End Time: 7:30PM
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
Ms. Millie Cardello, Everett	Mr. Robert Alconada, Assistant Executive Director
Mr. Ruseau, Medford	Mr. LaCava, COO/CIO
Ms. Rizzo, Revere	Mr. Sacco, Treasurer
Ms. Normand, Somerville	Ms. Barbara Galatis, Clerk
Mr. Greenspan, Counsel	

AGENDA

The agenda for the meeting is as follows:

II	<i>Call to Order</i>
	Due to the COVID-19 Public Health Emergency a remote meeting was called to order at 6:25 p.m. by Mr. Ruseau
	Roll call taken by Ms. Galatis. There was a quorum present.
III	<i>Review and Approve February 11, 2020 minutes</i>
	Ms. Normand made the motion to accept the minutes from the meeting held on February 11, Ms. Rizzo seconded the motion. Vote was unanimous.
IV	<i>Executive Director Report & Discussion Items</i>
A	Overview of Financial Status <u>a. Status of Funding Sources during closure period</u> Ms Clark informed the Board of Directors that Commissioner Riley has advised all district business managers to fully pay tuition bills to collaboratives providing remote services during school closure. Ms. Clark also indicated that DDS and Mass Health have committed to paying day services providers 80% of the average billing for a three month period (Nov, Dec, and Jan).

		<p><u>b. Financial Statements for the period ending March 31, 2020</u> Mr. Alconada reviewed the balance sheet and other financial documents with the Board.</p> <p><u>c. Current Cash position</u> Mr. Alconada indicated that the April bills for tuition will be going out this week. He explained to the Board that the payments from services Adult Services (from both DDS contracts and MassHealth) are electronic and are deposited into our account. However, Mr. Alconada indicated that checks have not come in from districts for student services tuition payments. It's unclear if this is a problem with the mail delivery or the interruption in district and municipal business operations. There is sufficient cash in the money market account that can be used if needed to get through the difficult time.</p> <p><u>d. Business Operations - Status and Challenges</u> Mr. Alconada explained that several key operations are being handled remotely. Account receivables staff are able to bill for services and all payroll functions are continuing remotely. Accounts payable has been a challenge since nearly all invoices are delivered by mail and all are paid by check, not electronic funds transfers. Mr. Alconada and Ms. Clark are working on a plan to bring one or two staff in near the end of the month to pay bills, cut and mail checks.</p> <p><u>e. 90 Day Deferral on Mortgage & Construction Loans</u> Mr. Alconada informed the Board that TD Bank will defer both the mortgage and the construction load for 3 months (April, May, June). However, Mr. Alconada indicated that the payments will need to be paid back in 3 installments in the months of July, August, and September.</p> <p><u>f. Status of FY21 budget</u> Ms. Clark informed the board that she, Mr. Alconada, and Mr. LaCava have continued meeting to construct the FY21 budget. Ms. Clark informed the Board that Shore put the employee health insurance package out for competitive bid and as a result, are switching from Tufts to Harvard Pilgrim. Plan designs offered align completely with existing choices offered and the rate increase is 1.5% for FY21.</p>
rB		<p>Communication</p> <p><u>a. External - Professional Associations, State Agencies</u> Ms. Clark informed the board that she has been attending weekly virtual meetings with State Agencies that regulate and/or fund Shore's services. These include DESE, DDS, MassHealth. Shore, through Ms. Clark, remains actively engaged with state-wide provider organizations, MOEC (Mass Org for Educational Collaboratives) and ADPP</p>

		<p>(Association of Dev Disability Providers). She also keeps the School districts and DDS area offices informed as to the remote services and outreach being done.</p> <p><u>b. Internal</u> Ms. Clark has been meeting on a frequent basis with her Leadership Team to develop services, deploy technology, and coordinate all other “typical” business and administrative functions being carried out remotely.</p>
C		<p>Student Services</p> <p><u>a. Outreach to students and families</u> Teachers, School Adjustment Counselors, Therapists, Nurses, and Administrators have been doing outreach to students and families since March 16. All contacts are being documented and resources provided for those who need them.</p> <p><u>Outreach to adults, families, group homes</u> Program Coordinators, Managers and Nurses have been doing outreach to adults, group home staff, and families since March 16. All contacts are being documented and resources provided for those who need them.</p> <p><u>b. Technology -- devices disseminated and I.T. support ongoing</u> Ms. Clark indicated that the Shore IT team have worked very hard to get iPads and Chrome books up and running for students and adults to use at home. Devices have been picked up in the Owen School parking lot and delivered to homes (in both cases, with safety protocols in place). The IT staff has done an incredible amount of training, assistance, on-demand support to Shore staff and students’/adults’ families.</p> <p><u>c. Remote Learning</u> Ms. Clark informed the Board that all staff are engaged and providing remote services to students and adults, using a variety of media, forums, apps and strategies.</p> <p><u>d. Challenges</u> Ms. Clark informed the Board that one of the biggest challenges is soliciting families’ and group home staff help in engaging in remote services. The majority of Shore’s students and adults have significant disabilities and must rely on home caregivers to access and assist in remote learning and service provision. Many families and group home staff are already overwhelmed with the full time care and behavior challenges of their kids, adults and other household members’ competing needs. In addition, many students and adults require hands-on, multi-modality, and other highly specialized levels of assistance to engage in learning while physically at school. Adapting this to remote learning is an ongoing challenge that teachers, therapists and all staff are taking on and evolving strategies to meet the needs of</p>

		our learners.
E	District Services	<p><u>a. Home Training</u> The home trainers continue working with families on the services they have been doing and giving families different techniques to try at home during this difficult time.</p> <p><u>b. Transition</u> Our Community Coaches have been keeping contact with several of the student and are continuing to work on their goals.</p>
F	Personnel	<p><u>a. Reorganization</u> Ms. Clark introduced Mr. LaCava and indicated that with Mr. Alconada leaving that Mr. LaCava would be taking over as the Chief Operating Officer as well as his current position as Chief Information Officer. Ms. Clark presented the Board with an updated organization chart.</p> <p><u>b. Finance Director Status</u> Ms. Clark indicated that they have had interviews for this position and have a well qualified, prospective candidate. Shore is working on a background check and checking references.</p> <p><u>c. Treasurer</u> Ms. Clark informed the Board that Mr. Sacco would be retiring as the Board Treasurer effective June 30, 2020. Ms. Clark indicated that she would be looking for a new treasurer to replace Mr. Sacco.</p> <p><u>D. Unions</u> Ms. Clark presented the Board with a draft copy of a memorandum of understanding that she and the union tentatively agreed to in light of the changed work conditions that currently exist.</p> <p>Ms. Rizzo made the motion to accept the MOU as presented to the Board, Ms. Normand seconded the motion.</p> <p>A roll call vote was taken</p> <p>Chelsea Yes Everett Yes Medford Yes Revere Yes Somerville Yes</p> <p>Vote was unanimous.</p>

IV. New Business	
A	<p>Ms. Clark requested that the Board delegate corporate authority to Mr. LaCava effective May 4, 2020 so that he can sign checks and enter into contracts on behalf of Shore. Mr. Alconada's authority should be revoked, effective May 15, 2020.</p> <p>Ms. Rizzo made the motion to revoke Mr. Alconada's corporate authority to execute contracts and sign checks as of May 15, 2020. Ms. Normand seconded the motion.</p> <p style="text-align: center;">A roll call vote was taken</p> <p>Chelsea Yes Everett Yes Medford Yes Revere Yes Somerville Yes</p> <p>Ms. Rizzo made the motion to delegate to Mr. LaCava the Corporate Authority to execute contracts and sign checks as of May 4, 2020. Ms. Normand seconded the motion.</p> <p style="text-align: center;">A roll call vote was taken</p> <p>Chelsea Yes Everett Yes Medford Yes Revere Yes Somerville Yes</p> <p style="text-align: center;">Vote was unanimous.</p>

VII. Adjournment	
	<p>Ms. Cardello made a motion to adjourn the meeting, Mr. Wilson seconded the motion. Vote was unanimous.</p> <p>Meeting adjourned at 7:30.</p>