

Board of Directors

April 13,, 2021
Session Minute

GENERAL BOARD MEETING MINUTES

Date: April 13, 2021
Start Time: 4:45 PM
End Time: 6:15 PM
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. Luong, Malden	Mr. LaCava, COO/CIO
Mr. Ruseau, Medford	Ms. Kristin Shaver, Director of Finance & Administration
Ms. Rizzo, Revere	Mr. David Ela, Treasurer
Ms. Normand, Somerville	Ms. Barbara Galatis, Clerk
Mr. Greenspan, Counsel	

AGENDA

The agenda for the meeting is as follows:

<i>I</i>	<i>Call to Order</i>
	Due to the COVID-19 Public Health Emergency a remote meeting was called to order at 4:45 p.m. by Mr. Ruseau
	Roll call taken by Ms. Galatis. There was a quorum present.

<i>II</i>	<i>Review and Approve March 9, 2021 General minutes</i>
	Ms. Rizzo made the motion to accept the minutes from the March 2021 meeting. Ms. Normand seconded the motion. Vote was unanimous.

<i>III</i>	<i>Finance and Operations</i>
A	Finance Statements Ms. Shaver reviewed the income statement, balance sheet, and the money

market accounts, and answered all questions that the Board had.

C Warrant Approvals

Mr. Ela presented (8) payroll and (4) accounts payable warrants from the month of March for the Board to review and approve.

March

DATE	WARRANT #	TYPE	AMOUNT
3/5/2021	21-53	Accounts Payable	\$13,515.85
3/12/2021	21-54	Payroll	\$95,872.34
3/12/2021	21-54 P	Payroll	\$49,119.96
3/12/2021	21-55	Accounts Payable	\$131,124.16
3/15/2021	21-56	Payroll	\$170,828.88
3/15/2021	21-56 P	Payroll	\$79,150.62
3/19/2021	21-57	Accounts Payable	\$200,632.64
3/26/2021	21-58	Payroll	\$95,500.28
3/26/2021	21-58 P	Payroll	\$48,237.77
3/26/2021	21-59	Accounts Payable	\$172,864.92
3/30/2021	21-60	Payroll	\$170,702.92
3/30/2021	21-60 P	Payroll	\$79,133.74

Ms. Rizzo made the motion to accept the March warrants as presented, Mr. Wislon seconded the motion.

Roll Call vote was taken:

Chelsea Yes
 Malden Yes
 Medford Yes
 Revere Yes
 Somerville Yes

Vote was unanimous.

D Capital Plan

Ms. Shaver presented the Board a proposal to establish a Capital Reserve Fund to ensure that there is an ongoing, planful process to strictly reserve funds to maintain and improve Shore's facilities. Ms. Shaver answered all questions that the Board had. Ms. Clark indicated that, if approved by the Board, the next step is to have the fund/plan approved by two-thirds of the member school

	<p>committees. (This is required by legislation and Shore’s own establishing agreement). Ms. Clark told the Board that she and/or Ms. Shaver are available to attend Committee meetings when the Plan is being presented if that would be helpful.</p> <p>Ms. Rizzo made the motion to approve the establishment of a capital reserve fund not to exceed a balance of \$3,542,750 for the implementation of the capital plan projects at Shore Educational Collaborative. Ms. Normand seconded the motion.</p> <p>Roll Call vote was taken: Chelsea Yes Malden Abstain Medford Yes Revere Yes Somerville Yes</p> <p>4 yes, 1 abstain</p>
E	<p>Initial Budget Discussion</p> <p>Ms. Clark indicated that they are still in the early stages of the budget but asked the board to vote on a proposed 3% increase in tuition across the Board. She indicated that this is in line with the increases in years past.</p> <p>Ms. Normand made the motion to increase tuition by 3% for FY22. Ms. Rizzo seconded the motion.</p> <p>Roll Call vote was taken: Chelsea Yes Medford Yes Revere Yes Somerville Yes</p> <p>Vote was unanimous.</p>

<i>V</i>	<i>Executive Director Report & Discussion Items</i>	
A	Adult Services	Ms. Clark informed the Board that there are 352 Adults at Shore with 79 individuals attending in person. Ms. Clark indicated that the numbers of in person clients have been increasing over the past few months with many waiting for transportation services to become available so they can return.
B	Student Services	Ms. Clark reported that Student Service enrollment is at 159 Students. She indicated that we are starting to see more referrals.
C.	Report of Covid-Related Incidents/Actions	

	<p>Ms. Clark presented the covid-related incidents’ report with only three cases in March (same as February) across all Shore sites.</p> <p>Ms. Clark informed the Board that more than half the staff has been fully vaccinated and that several more employees have received at least one vaccine dose and have the second shot scheduled.</p>
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V. Personnel	
B	<p>Approval of Hires and Terminations Ms. Clark presented the Hires and Terminations report to the Board. Ms. Rizzo made the motion to accept the report as presented, Ms. Normand seconded the motion. Vote was unanimous.</p>
	<p>Executive Session Ms. Clark asked the Board to enter executive session for the purposes of discussing salaries/contract of non-union personnel and to discuss strategy related to the paraprofessional collective bargaining process..</p> <p>Ms. Normand made the motion to enter the Executive Session. Ms. Rizzo seconded the motion.</p> <p>Roll Call vote was taken: Chelsea Yes Malden Yes Medford Yes Revere Yes Somerville Yes</p> <p>Vote was unanimous.</p>

VII. Adjournment	
	<p>Ms. Rizzo made a motion to adjourn the meeting, Mr. Wislon seconded the motion. Vote was unanimous.</p> <p>Meeting adjourned at 6:15</p>