

Board of Directors

January 11, 2022
Session Minutes

GENERAL BOARD MEETING

Date: April 12, 2022
Start Time: 4:34 PM
End Time: 6:15 PM
Location: Shore Educational Collaborative

ATTENDEES

<u>Board of Directors</u>	<u>Shore Educational Collaborative</u>
Ms. Zobot, Chelsea	Ms. Jacquelyn Clark, Executive Director
Ms. Cardello, Everett	Ms. Kristin Shaver, Director of Finance & Operations
Ms. Spadafora, Malden	Mr. David Ela, Treasurer
Mr. Ruseau, Medford	Ms. Barbara Galatis, Clerk
Ms. Rizzo, Revere	
Ms. Ackman, Somerville	
Ms. Swope, Winthrop	
Atty Howard Greenspan	

AGENDA

The agenda for the meeting is as follows:

I	<i>Call to Order</i>
	Roll call taken by Ms. Galatis. There was a quorum present.
II	<i>Review and Approve March 8, 2022 minutes</i>
	Ms. Rizzo made the motion to accept the minutes from the meeting held March 2022 Ms. Cardello seconded the motion. Roll Call Vote: Chelsea Yes Everett Yes Malden Yes Medford Yes Revere Yes Somerville Yes Winthrop Yes Vote was unanimous.

III Finance and Operations

A Financial Statement

Ms. Shaver presented the Board with the balance sheet and income statement for the period ending 2/28/22. Ms. Shaver explained that the balance sheet doesn't change much from month to month, but noted that she was able to transfer money into the money market account bringing the balance to just over \$2M. The income statement shows a deficit through February 28, 2022 of \$412,000.

C Warrants

Mr. Ela presented the warrants for February as follows:

March Warrants

DATE	WARRANT #	TYPE	AMOUNT
3/4/2022	1348	Accounts Payable	\$231,037.26
3/11/2022	1358	Accounts Payable	\$32,403.94
3/22/2022	1359	Accounts Payable	\$25,887.14
3/25/22	1360	Accounts Payable	\$208,525.80
3/11/2022	FY22-45	Payroll	\$239,008.42
3/15-22	FY22-46	Payroll	\$1,914.04
3/15/2022	FY22-47	Payroll	\$284,446.97
3/25/2022	FY22-48	Payroll	\$216,421.07
3/30/2022	FY22-49	Payroll	\$294,922.71

Ms. Ackman made the motion to accept the March warrants as presented, Ms. Cardello seconded the motion.

Roll Call Vote:

Chelsea Yes
Everett Yes
Malden Yes
Medford Yes
Revere Yes
Somerville Yes
Winthrop Yes

Vote was unanimous.

IV Executive Director Report & Discussion Items

A	<p>Services Update</p> <ol style="list-style-type: none"> 1. <u>Student Services</u> Ms. Clark informed the Board that Student Services enrollment is up and currently has 167 students. Ms. Clark indicated that Shore has several referrals, but the inability to hire additional staff continues to be the barrier to accepting students in some classrooms. 2. <u>Adult Services</u> Adult Services has a total of 261 out of the 351 enrolled which is 74% attending in person, which continues to be higher than the State average. <ol style="list-style-type: none"> a. Carf Survey- Ms. Clark informed the Board that the CARF Survey just concluded (March 7 & 8). It was a two day virtual survey and included all aspects of a typical survey, ie. all policies, program services and “tours”, interviews with Shore staff, individuals, parents, DDS directors and two Board members (Paul and Millie). Ms. Clark indicated that the survey went well and Shore will receive its official report in 4 to 6 weeks and will review this report with the Board at that time. 												
B	<p>Budget Discussion</p> <p>Ms. Clark indicated that they are working on the budget for FY23 and will present a first version at the May Board meeting.</p> <p>Ms. Clark wanted to discuss a higher tuition increase than the typical 3% that was done in years past, given the financial hardship of the past two years. Ms. Shaver reviewed a spreadsheet showing the covid-relief funds that Shore member districts have received, and explained that Shore did not receive any federal or state money that was given to the Districts. DESE has advised collaboratives to access these funds through their districts.</p> <p>Ms. Cardello made the motion to present the Board with two different budget scenarios: one based on a 6% tuition increase for FY23 and the second based on a 5% tuition increase July - December and a 6% from January - June.</p> <p>The Board also would also like some information on student referrals and the number of students on referral/wait lists, by district to help with setting tuition rates. Ms. Swope seconded the motion.</p> <p>Roll Call Vote:</p> <table data-bbox="375 1792 606 2016"> <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>Revere</td><td>Yes</td></tr> <tr><td>Somerville</td><td>Yes</td></tr> </table>	Chelsea	Yes	Everett	Yes	Malden	Yes	Medford	Yes	Revere	Yes	Somerville	Yes
Chelsea	Yes												
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Malden	Yes												
Medford	Yes												
Revere	Yes												
Somerville	Yes												

	<p>Winthrop Yes</p> <p>Vote was unanimous.</p>
C	<p>Executive Director Search</p> <p>Ms. Clark informed the Board that there are three candidates and all meet the qualifications for the position of Executive Director. The Board indicated that they would interview all three candidates using the same set of questions for each one in an open forum.</p> <p>Ms. Cardello made the motion to allow any employee or family member to submit, through email, no more than two questions to Mr. Rousseau. Board members will submit no more than 10 questions to Mr. Rousseau no later than Tuesday, May 3rd, Ms. Swope seconded the motion.</p> <p>Roll Call Vote:</p> <p>Chelsea Yes Everett Yes Malden Yes Medford Yes Revere Yes Somerville Yes Winthrop Yes</p> <p>Vote was unanimous.</p> <p>Ms Cardello made the motion to allow 1 staff member each from Administration, Student Services, and Adult Services take part in the interview process. These three representatives will participate in interviews and feedback discussions with a final selection and vote made by the Board. Ms. Swope Seconded the motion.</p> <p>Roll Call Vote:</p> <p>Chelsea Yes Everett Yes Malden Yes Medford Yes Revere Yes Somerville Yes Winthrop Yes</p> <p>Vote was unanimous.</p> <p>Ms. Clark will email each potential candidate letting them know that they are finalists and give them an outline of the process and timelines.</p>

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V. Personnel	
A	<p>Approval of Hires and Terminations</p> <p>Ms. Clark presented the Hires and Terminations Report to the Board. Ms. Swope made the motion to accept the report as presented, Ms. Ackman seconded the motion.</p> <p>Roll Call Vote:</p> <p>Chelsea Yes Everett Yes Malden Yes Medford Yes Revere Yes Somerville Yes Winthrop Yes</p> <p>Vote was unanimous.</p>

VII. Adjournment	
	<p>Ms. Swope made a motion to adjourn the meeting, Ms. Cardello seconded the motion. Vote was unanimous.</p> <p>Roll Call Vote:</p> <p>Chelsea Yes Everett Yes Malden Yes Medford Yes Revere Yes Somerville Yes Winthrop Yes</p> <p>Vote was unanimous.</p> <p>Meeting adjourned at 6:15 pm</p>