

Board of Directors

December 11, 2018
General Session Minutes

GENERAL BOARD MEETING

Date: December 11, 2018
Start Time: 6:05 PM
End Time: 7:00 PM
Location: Shore Educational Collaborative Board Room

ATTENDEES

<u>Board of Directors</u>	<u>Shore Educational Collaborative</u>
Mr. Hernandez, Chelsea	Ms. Jacquelyn Clark, Executive Director
Mr. Ela, Everett	Mr. Robert Alconada, Assistant Executive Director
Mr. Ruseau, Medford	Mr. Sacco, Treasurer
Ms. Rizzo, Revere	Ms. Barbara Galatis, Clerk
Ms. Morgante, Saugus	
Ms. Normand, Somerville	
Mr. Greenspan, Counsel	

AGENDA

The agenda for the meeting is as follows:

<i>I.</i>	<i>Call to Order</i>
	Meeting was called to order at 6:05 p.m. by Mr. Ela
	Roll call taken by Ms. Galatis. There was a quorum present.
<i>II</i>	<i>Review and Approve November 13, 2018 minutes</i>
	Mr. Hernandez made the motion to accept the minutes from the meeting held on November 13, 2018, Ms. Rizzo seconded the motion. Vote was unanimous.
<i>III</i>	<i>Finance Report</i>
A	Treasurer's Report Mr. Sacco reviewed the balance sheet and other financial documents with the Board. He informed the Board that Shore was in solid financial position at this time.

B	November 2018																												
	<table border="1"> <thead> <tr> <th>DATE</th> <th>WARRANT #</th> <th>TYPE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>11/9/2018</td> <td>19-26</td> <td>Payroll</td> <td>\$155,327.18</td> </tr> <tr> <td>11/15/2018</td> <td>19-27</td> <td>Payroll</td> <td>\$181,927.88</td> </tr> <tr> <td>11/15/2018</td> <td>19-28</td> <td>Accounts Payable</td> <td>\$384,787.97</td> </tr> <tr> <td>11/21/2018</td> <td>19-29</td> <td>Payroll</td> <td>\$157,021.94</td> </tr> <tr> <td>11/30/2018</td> <td>19-30</td> <td>Payroll</td> <td>\$174,556.77</td> </tr> <tr> <td>11/30/2018</td> <td>19-31</td> <td>Accounts Payable</td> <td>\$438,101.56</td> </tr> </tbody> </table>	DATE	WARRANT #	TYPE	AMOUNT	11/9/2018	19-26	Payroll	\$155,327.18	11/15/2018	19-27	Payroll	\$181,927.88	11/15/2018	19-28	Accounts Payable	\$384,787.97	11/21/2018	19-29	Payroll	\$157,021.94	11/30/2018	19-30	Payroll	\$174,556.77	11/30/2018	19-31	Accounts Payable	\$438,101.56
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	Ms. Rizzo made the motion to accept the November warrants as presented, Mr. Hernandez seconded the motion. Vote was unanimous.																												
C.	<p>PARS OPEB Trust Investment Program</p> <p>Mr. Alconada informed the Board that Shore has scheduled a meeting in January with the bank to discuss setting up a trust fund with the intention on setting aside money for the retirement health care costs. Mr. Alconada and Ms. Clark will give an update at the next Board meeting.</p>																												

IV	<i>Executive Director Report</i>
A	<p>Enrollments</p> <p>Ms. Clark informed the Board that Student Services has 182, with referrals still coming in and Adult Services is at 350.</p>
B	<p>Crescent Ave Expansion Project</p> <p>Ms. Clark informed the Board that the construction drawings for the build-out were completed by Thanksgiving and owners have put the job out to bid. Ms. Clark also informed the Board that she and Mr. Alconada have come to an agreement with the owners who have agreed to increase their portion of money towards the tenant improvements in regards to insulation and other soft costs. The competitive bid results will yield better budget numbers and the team will continue to work to cut costs where possible. Ms. Clark will give an update at the next Board meeting.</p>
C	<p>Annual Report</p> <p>Ms. Clark presented the Board with a draft copy of the FY18 Annual report. She reviewed the sections and answered any questions. She asked the Board to vote to accept the draft annual report as the final report.</p> <p>Ms. Normand made the motion to accept the draft copy of the annual report as the final report, Ms Hernandez seconded the motion. Vote was unanimous.</p>

V.	<i>Personnel</i>
A	Executive Session-Status of Professional Unit CBA

	<p>Mr. Ruseau made the motion to enter executive session for the purpose of discussing the Professional contract, Ms Rizzo seconded the motion.</p> <p>Roll Call vote: Chelsea Yes Everett Yes Medford Yes Revere Yes Saugus Yes Somerville Yes</p> <p>Vote was unanimous.</p>
B	<p>Assistant Executive Director Contract Negotiations Ms. Clark informed the Board that Mr. Alconada’s contract is ending as of June 30, 2019 and asked the board to vote to enter into contract negotiations.</p> <p>Mr. Hernandez made the motion to have Mr. Alconada start contract negotiations with Attorney Greenspan, Mr. Ruseau seconded the motion. Vote was unanimous.</p>
C.	<p>Approve Hires and Terminations The Hires and Termination report was presented to the Board.</p> <p>Mr. Hernandez made the motion to accept the report as presented, Ms. Normand seconded the motion. Vote was unanimous.</p>

VII. Adjournment	
	<p>Mr. Hernandez made the motion to adjourn the meeting, Mr. Ruseau seconded the motion. Vote was unanimous.</p> <p>Meeting adjourned at 7:00</p>