

Board of Directors

December 14, 2021

Session Minutes

GENERAL BOARD MEETING

Date: December 14, 2021
Start Time: 4:36 PM
End Time: 5:40 PM
Location: Shore Educational Collaborative

ATTENDEES

Board of Directors	Shore Educational Collaborative
Ms. Millie Cardello, Everett	Ms. Jacquelyn Clark, Executive Director
Mayor Christenson, Malden	Ms. Kristin Shaver, Director of Finance & Operations
Mr. Ruseau, Medford	Mr. David Ela, Treasurer
Ms. Rizzo, Revere	Ms. Barbara Galatis, Clerk
Ms. Swope, Saugus	
Ms. Ackman, Somerville	
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 October 12, 2021 minutes</i>
	Ms. Rizzo made the motion to accept the minutes from the meeting held on October 12, 2021. Ms. Ackman seconded the motion. Vote was unanimous
III	<i>Finance and Operations</i>
A	FY21 Audit Ms. Bunker, a partner from Livingston & Haynes presented the FY20-21 independent audit to the Board of Directors. Ms. Bunker indicated that Shore Collaborative had a clean audit this year. Ms. Bunker and her team conducted a comprehensive review and found no control deficiencies. Ms. Bunker informed the Board that the audited financials and accompanying notes include everything required by state law and DESE regulations.

Ms. Bunker indicated the audit is predicated on the assumption that Shore will receive a waiver of the debt ratio covenant on the bond for 100 Revere Beach Parkway, from TD Banknorth. Ms. Clark and Ms. Shaver have been working with the bank to receive this waiver. Ms Bunker indicated that if the waiver is not granted, then modifications would be made to the audit and that version would need to be reviewed and approved by the Board.

Ms. Clark asked the Board of Directors to approve the FY21 draft audit as presented, contingent on the letter granting the debt covenant waiver from the bank. She indicated that if they do not receive the letter, the revised audit will be re-presented to the Board for their review and approval.

Ms. Ackman made the motion to accept the FY21 audit as presented. Ms. Rizzo seconded the motion.

Roll Call Vote:

Everett Yes
 Malden Yes
 Medford Yes
 Revere Yes
 Saugus Yes
 Somerville Yes

Vote was unanimous.

B Financial Statement

Ms. Shaver was happy to report a positive income statement. She indicated that September and October were good months for income, given the number of school and program days. Ms. Shaver reported that there is no balance sheet as she needed to wait for the audit to close but expects to present that financial statement to the Board in January.

D Warrants

Mr. Ela presented the warrants from October and November follows:

October 2021 Warrants

DATE	WARRANT #	TYPE	AMOUNT
10/1/2021	1121	Accounts Payable	\$60,039.47
10/8/2021	1133	Accounts Payable	\$67,190.16
10/23/2021	1155	Accounts Payable	\$420,711.45
10/5/2021	FY22-15	Payroll	\$1,442.13
10/8/2021	FY22-16	Payroll	\$229,122.40
10/15/2021	FY22-17	Payroll	\$334,491.04
10/22/2021	FY22-19	Payroll	\$228,688.12

10/29/2021	FY22-20	Payroll	\$341,327.09
10/31/2021	FY-4	Electronic Payment	\$55,438.98

December 2021 Warrants

DATE	WARRANT #	TYPE	AMOUNT
11/8/2021	1172	Accounts Payable	\$107,786.62
11/10/2021	1173	Accounts Payable	\$39,865.69
11/22/2021	1195	Accounts Payable	\$409,507.31
11/30/2021	1203	Accounts Payable	\$28,785.61
11/5/2021	FY22-21	Payroll	\$233,380.96
11/15/2021	FY22-22	Payroll	\$835.97
11/15/2021	FY 22-23	Payroll	\$336,213.11
11/19/2021	FY22-25	Payroll	\$236,534.02
11/30/2021	FY22-26	Payroll	\$331,456.84
11/30/2021	FY-5	Electronic Payment	\$44,311.96

Amount Correction from September Warrants

9/30/2021	FY-3	Electronic Payment	\$44,246.16
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Ms. Rizzo made the motion to accept the October and November warrants as presented, Ms. Cardello seconded the motion.

Roll Call Vote:

Everett Yes
Malden Yes
Medford Yes
Revere Yes
Saugus Yes
Somerville Yes

Vote was unanimous.

IV	<i>Executive Director Report & Discussion Items</i>
A	Services Update
	a. Enrollment Ms. Clark informed the Board that Student Services currently

		<p>has 159 students. The School has 15 referrals and is looking to open a new classroom and continue working on staff recruitment needs.</p> <p>b. Adult Services has a total of 356 enrolled, with 242 attending in person. There are additional adults awaiting return to in person services. Some have to wait until Shore and/or the transportation companies can hire more staff; others' families continue to make the choice to wait on returning due to health concerns.</p> <p>c. District Services Ms. Clark informed the Board that Shore continues to offer District Services in Assistive Technology, Home Training, Educational Team Lead forum (ETL)forums and College & Career Future Readiness (CCFR).</p>
	B	<p>Mission, Vision, Values Ms. Clark deferred this to the January Meeting.</p>
	C	<p>Annual Report Ms. Clark presented the Board with the FY21 Annual report. She reviewed the report and answered all questions.</p> <p>Ms. Cardello made the motion to accept the annual report, Mr.Ackman seconded the motion.</p> <p>Roll Call Vote: Everett Yes Malden Yes Medford Yes Revere Yes Saugus Yes Somerville Yes</p> <p>Vote was unanimous</p>

V. Personnel	
A	<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. Cardello seconded the motion.</p> <p>Roll Call Vote: Everett Yes Malden Yes Medford Yes Revere Yes Saugus Yes</p>

	Somerville Yes
	Vote was unanimous

<i>VII.</i>	<i>Adjournment</i>
	Ms. Swope made a motion to adjourn the meeting, Ms. Cardello seconded the motion. Vote was unanimous.
	Meeting adjourned at 5:40