

Board of Directors

February 13, 2018
General Session Minutes

GENERAL BOARD MEETING

Date: February 13, 2018
Start Time: 6:35 PM
End Time: 7:15PM
Location: Shore Educational Collaborative Board Room

ATTENDEES

| Board of Directors | Shore Educational Collaborative |
|----------------------------|---|
| Mr. Hernandez Jr., Chelsea | Mr. Robert Alconada, Assistant Executive Director |
| Mr. Ela, Everett | Mr. Sacco, Treasurer |
| Ms. Beardsley, Malden | Ms. Barbara Galatis, Clerk |
| Mr. Ruseau, Medford | |
| Ms. Rizzo, Revere | |
| Ms. Morgante, Saugus | |
| Ms. Normand, Somerville | |
| Mr. Greenspan, Counsel | |

AGENDA

The agenda for the meeting is as follows:

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| I. | <i>Call to Order</i> |
| | Meeting was called to order at 6:35 p.m. by Mr. Ela. |
| | Roll call taken by Ms. Galatis. There was a quorum present. |
| II | <i>Review and Approve December 5, 2017 minutes</i> |
| | Ms. Normand made the motion to accept the minutes from the meeting held on December 5, 2017, Ms. Rizzo seconded the motion. Vote was unanimous. |
| III | <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 condition however, informed them of the outstanding OPEB liability. |

| B | <p>Warrant Approval Mr. Sacco presented the following warrants for the Board's approval:</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------|---|------------------|--------------|------|--------|-----------|-------|---------|--------------|------------|-------|------------------|--------------|------------|-------|---------|--------------|------------|-------|---------|--------------|------------|-------|------------------|--------------|------------|-------|---------|--------------|------|-----------|------|--------|----------|-------|---------|--------------|-----------|-------|---------|--------------|-----------|-------|------------------|--------------|-----------|-------|---------|--------------|-----------|-------|---------|--------------|-----------|-------|------------------|--------------|
| | <p>December 2017</p> <table border="1" data-bbox="363 383 1364 705"> <thead> <tr> <th>DATE</th> <th>WARRANT #</th> <th>TYPE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>12/8/2017</td> <td>18-32</td> <td>Payroll</td> <td>\$153,936.69</td> </tr> <tr> <td>12/15/2017</td> <td>18-33</td> <td>Accounts Payable</td> <td>\$370,277.40</td> </tr> <tr> <td>12/15/2017</td> <td>18-34</td> <td>Payroll</td> <td>\$168,824.08</td> </tr> <tr> <td>12/22/2017</td> <td>18-35</td> <td>Payroll</td> <td>\$164,760.47</td> </tr> <tr> <td>12/22/2017</td> <td>18-36</td> <td>Accounts Payable</td> <td>\$409,095.07</td> </tr> <tr> <td>12/22/2017</td> <td>18-37</td> <td>Payroll</td> <td>\$153,256.59</td> </tr> </tbody> </table> <p>January 2018</p> <table border="1" data-bbox="363 857 1364 1180"> <thead> <tr> <th>DATE</th> <th>WARRANT #</th> <th>TYPE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>1/5/2018</td> <td>18-38</td> <td>Payroll</td> <td>\$146,755.79</td> </tr> <tr> <td>1/12/2018</td> <td>18-39</td> <td>Payroll</td> <td>\$169,458.55</td> </tr> <tr> <td>1/12/2018</td> <td>18-40</td> <td>Accounts Payable</td> <td>\$373,550.04</td> </tr> <tr> <td>1/19/2018</td> <td>18-41</td> <td>Payroll</td> <td>\$146,546.39</td> </tr> <tr> <td>1/30/2018</td> <td>18-42</td> <td>Payroll</td> <td>\$162,625.33</td> </tr> <tr> <td>1/30/1/18</td> <td>18-43</td> <td>Accounts Payable</td> <td>\$397,587.22</td> </tr> </tbody> </table> | DATE | WARRANT # | TYPE | AMOUNT | 12/8/2017 | 18-32 | Payroll | \$153,936.69 | 12/15/2017 | 18-33 | Accounts Payable | \$370,277.40 | 12/15/2017 | 18-34 | Payroll | \$168,824.08 | 12/22/2017 | 18-35 | Payroll | \$164,760.47 | 12/22/2017 | 18-36 | Accounts Payable | \$409,095.07 | 12/22/2017 | 18-37 | Payroll | \$153,256.59 | DATE | WARRANT # | TYPE | AMOUNT | 1/5/2018 | 18-38 | Payroll | \$146,755.79 | 1/12/2018 | 18-39 | Payroll | \$169,458.55 | 1/12/2018 | 18-40 | Accounts Payable | \$373,550.04 | 1/19/2018 | 18-41 | Payroll | \$146,546.39 | 1/30/2018 | 18-42 | Payroll | \$162,625.33 | 1/30/1/18 | 18-43 | Accounts Payable | \$397,587.22 |
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| | <p>Ms. Rizzo made the motion to accept the December 2017, January 2018 warrants as presented, Mr. Hernandez seconded the motion. Vote was unanimous.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| C. | <p>Payroll Outsourcing Project Mr. Alconada informed the Board that Shore contracted with Harper's Payroll to outsource Payroll. This will result in better efficiency and processes, and less paperwork. Mr. Alconada informed the Board that a trial payroll will take place in March and the official cut over to the new system will begin April 2018.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| IV | <i>Executive Director Report</i> |
| A | <p>Enrollments Ms. Clark informed the Board that Student Services currently has 198 students, with very limited space left for referrals. Ms. Clark also indicated that the Adult Division currently has 352 clients, with Chelsea being at capacity.</p> |
| B | <p>Update on State Quality Assurance Audits Ms. Clark informed the Board that Shore was given a 2 year certificate from Quest but let them know that Shore needs to look at more community</p> |

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| | <p>opportunities for their clients. She also indicated that maintaining staff in this position is hard and makes community outings difficult.</p> <p>Ms. Clark also informed the Board that the Student Service division has its CPR review this year which will start with a records review on March 1st and will be on site the week of March 12, 2018 to review classrooms, policies, other documents related to regulatory compliance, interview staff, parents, and administrators.</p> |
| C | <p>Update on Building Search & Program Expansion</p> <p>Ms. Clark updated the Board on its quest to secure additional space to allow the Chelsea Adult Services program and the Student Services division to grow. Mr. Alconada informed the Board that a Request for Proposal (RFP) was sent to the central registry on January 30th. Mr. Alconada indicated that the RFP bids are due and will be Opened on March 8, 2018.</p> <p>Ms. Clark indicated that if acceptable space is identified, the plan is to move the Chelsea Adult program to a new and bigger location to help the overcrowding of rooms that exist now and enable the program to take on more clients. Administration would likely move as well so that the Owen School could expand into the entire facility.</p> |
| D | <p>Approve FY17 Annual Report</p> <p>Ms. Clark presented to the Board her draft of the annual report for their review and approval. Ms. Clark indicated that the report has been uploaded to DESE and has already received verification that it meets compliance with the reporting requirements.</p> <p>Ms. Rizzo made the motion to accept the annual report, Ms. Normand seconded the motion. Vote was unanimous.</p> <p>Ms. Clark informed the Board that, with the approval of the Board the report will be sent to the Board, member school committees, and superintendents. It will also be made available to any members of the public, either electronically or hard copy.</p> |

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| V. Personnel | |
| A. | <p>Approve Hires and Terminations</p> <p>The Hires and Termination report was presented to the Board.</p> <p>Ms. Rizzo made the motion to accept the report as presented, Ms. Normand seconded the motion. Vote was unanimous.</p> |

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| VIII. Adjournment | |
| | <p>Ms. Rizzo made the motion to adjourn the meeting, Ms. Normand seconded the motion. Vote was unanimous.</p> <p>Meeting adjourned at 7:15</p> |