

# Board of Directors

January 11, 2022  
Session Minutes

## GENERAL BOARD MEETING

Date: March 8, 2022  
Start Time: 4:48 PM  
End Time: 5:48 PM  
Location: Shore Educational Collaborative

### ATTENDEES

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

### AGENDA

The agenda for the meeting is as follows:

<b>I</b>	<i>Call to Order</i>
	Roll call taken by Ms. Galatis. There was a quorum present.
<b>II</b>	<i>Review and Approve January 11, 2022 minutes</i>
	Ms. Rizzo made the motion to accept the minutes from the meeting held January 2022 Ms. Cardello seconded the motion.  Roll Call Vote: Everett Yes Medford Yes Revere Yes Somerville Yes Winthrop Yes  Vote was unanimous.
	Ms. Rizzo made the motion to take the agenda out of order for the purpose of discussing the Executive Director's contract. Ms. Swope seconded the motion.  Roll Call Vote:

	<p>Everett      Yes  Medford      Yes  Revere        Yes  Somerville   Yes  Winthrop     Yes</p> <p>Vote was unanimous.</p>
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<b>IV</b>	<i>Executive Director Report &amp; Discussion Items</i>
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<b>B</b>	<p><b>Executive Director’s Contract</b>  Ms. Clark presented the Board with a letter providing the Board with notice of her intention to terminate her contract as the Executive Director of Shore Educational Collaborative effective December 31, 2022 in order to retire.</p> <p>Mr. Rousseau made the motion to accept the letter of termination, Ms. Ackerman seconded the motion.</p> <p>Roll Call Vote:  Everett      Yes  Medford      Yes  Revere        Yes  Somerville   Yes  Winthrop     Yes</p> <p>Vote was unanimous.</p> <p>Ms. Swope made the motion to post the position internally and asked that applications be submitted by March 1, 2022. Ms. Ackman seconded the motion.</p> <p>Roll Call Vote:  Everett      Yes  Medford      Yes  Revere        Yes  Somerville   Yes  Winthrop     Yes</p> <p>Vote was unanimous.</p> <p>Ms. Cardello made the motion to present to the Board a proposal of an organizational structure, with key leadership positions &amp; costs, in advance of the budget planning for next fiscal year. Ms. Ackman seconded the motion.</p> <p>Roll Call Vote:  Everett      Yes  Medford      Yes</p>
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	<p>Revere        Yes Somerville    Yes Winthrop      Yes</p> <p>Vote was unanimous.</p> <p>Ms. Rizzo made the motion to return to the order of the original agenda. Ms. Ackman seconded the motion.</p> <p>Roll Call Vote: Everett        Yes Medford        Yes Revere         Yes Somerville    Yes Winthrop      Yes</p> <p>Vote was unanimous.</p>
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<b>III</b>	<i>Finance and Operations</i>																																		
A	<b>Financial Statement</b>	<p>Ms. Shaver presented the Board with the balance sheet and income statement for the period ending 12/31/2021. Ms. Shaver also indicated that the operating expenses look good as we received funds from the Federal Medicaid Relief funds through Shore’s Adult Services. Ms. Shaver indicated that January revenue will be lower due to the impact of the omnicom variant on lower attendance rates in our Adult programs.</p>																																	
D	<b>Warrants</b>	<p>Mr. Ela presented the warrants for January as follows:</p> <p>January Warrants</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">DATE</th> <th style="text-align: center;">WARRANT #</th> <th style="text-align: center;">TYPE</th> <th style="text-align: center;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1/4/2022</td> <td style="text-align: center;">1262</td> <td style="text-align: center;">Accounts Payable</td> <td style="text-align: right;">\$35,951.61</td> </tr> <tr> <td style="text-align: center;">1/6/2022</td> <td style="text-align: center;">1272</td> <td style="text-align: center;">Accounts Payable</td> <td style="text-align: right;">\$16,902.11</td> </tr> <tr> <td style="text-align: center;">1/6/2022</td> <td style="text-align: center;">1274</td> <td style="text-align: center;">Accounts Payable</td> <td style="text-align: right;">\$8,787.50</td> </tr> <tr> <td style="text-align: center;">1/6/2022</td> <td style="text-align: center;">1275</td> <td style="text-align: center;">Accounts Payable</td> <td style="text-align: right;">\$71.81</td> </tr> <tr> <td style="text-align: center;">1/14/2022</td> <td style="text-align: center;">1279</td> <td style="text-align: center;">Accounts Payable</td> <td style="text-align: right;">\$190,387.87</td> </tr> <tr> <td style="text-align: center;">1/20/2022</td> <td style="text-align: center;">1288</td> <td style="text-align: center;">Accounts Payable</td> <td style="text-align: right;">\$38,866.64</td> </tr> <tr> <td style="text-align: center;">1/28/2022</td> <td style="text-align: center;">1299</td> <td style="text-align: center;">Accounts Payable</td> <td style="text-align: right;">\$114,329.99</td> </tr> </tbody> </table>		DATE	WARRANT #	TYPE	AMOUNT	1/4/2022	1262	Accounts Payable	\$35,951.61	1/6/2022	1272	Accounts Payable	\$16,902.11	1/6/2022	1274	Accounts Payable	\$8,787.50	1/6/2022	1275	Accounts Payable	\$71.81	1/14/2022	1279	Accounts Payable	\$190,387.87	1/20/2022	1288	Accounts Payable	\$38,866.64	1/28/2022	1299	Accounts Payable	\$114,329.99
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1/14/2022	FY22-35	Payroll	\$545.37
1/14/2022	FY22-36	Payroll	\$335,375.86
1/14/2022	FY22-37	Payroll	\$230,936.11
1/28/2022	FY22-38	Payroll	\$344,314.27
1/28/22	FY22-39	Payroll	\$240,437.35
1/31/2022	FY-EFT7	Electronic Payment	\$42,821.16

Ms. Rizzo made the motion to accept the January warrants as presented, Ms. Swope seconded the motion.

Roll Call Vote:

Everett Yes  
 Medford Yes  
 Revere Yes  
 Somerville Yes  
 Winthrop Yes

Vote was unanimous.

**IV** *Executive Director Report & Discussion Items*

**A Services Update**

1. Student Services

Ms. Clark informed the Board that Student Services currently has 163 students. The School has added 2 additional classrooms, one for K-1 and a second for elementary students with multi-disabilities.

2. Adult Services

Adult Services has a total of 352 enrolled, with 246 (70%) attending in person, which is higher than the State average. Ms. Clark also informed the Board that Carf will be conducting a virtual survey on March 8 & 9th.

**V** *Personnel*

**A Approval of Hires and Terminations**

Ms. Clark presented the Hires and Terminations Report to the Board. Ms. Cardello made the motion to accept the report as presented, Ms. Rizzo seconded the motion.

Roll Call Vote:

Everett Yes

	<p>Medford      Yes  Revere        Yes  Somerville    Yes  Winthrop      Yes</p> <p>Vote was unanimous.</p>
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<b><i>VII. Adjournment</i></b>	
	<p>Ms. Rizzo made a motion to adjourn the meeting, Ms. Cardello seconded the motion. Vote was unanimous.</p> <p>Roll Call Vote:  Everett        Yes  Medford        Yes  Revere         Yes  Somerville     Yes  Winthrop       Yes</p> <p>Vote was unanimous.</p> <p>Meeting adjourned at 5:45</p>