

# Board of Directors

January 14, 2020  
General Session Minutes

## GENERAL BOARD MEETING

Date: January 14, 2020  
Start Time: 6:20 PM  
End Time: 7:10PM  
Location: Shore Educational Collaborative Board Room

## ATTENDEES

| <u>Board of Directors</u>    | <u>Shore Educational Collaborative</u>            |
|------------------------------|---|
| Mr. Wilson, Chelsea          | Ms. Jacquelyn Clark, Executive Director           |
| Ms. Millie Cardello, Everett | Mr. Robert Alconada, Assistant Executive Director |
| Mr. John Froio, Malden       | Mr. Sacco, Treasurer                              |
| Mr. Lenny Iovino, Malden     | Ms. Barbara Galatis, Clerk                        |
| Mr. Ruseau, Medford          |   |
| Ms. Rizzo, Revere            |   |
| Ms. Normand, Somerville      |   |

## AGENDA

The agenda for the meeting is as follows:

| <b>I.</b> | <i>Call to Order</i>  |
|-----------|---|
|           | Meeting was called to order at 6:20 p.m. by Ms. Normand .   |
|           | Roll call taken by Ms. Galatis. There was a quorum present. |

| <b>II</b> | <i>Election of Board Chair and Vice Chair</i>  |
|-----------|--|
|           | <p>Ms. Normand made the motion to nominate Mr. Ruseau as Chairperson for a term starting January 2020 through December 2020. Ms. Rizzo seconded the motion. Vote was unanimous.</p> <p>Mr. Ruseau accepted the position of Chairperson.</p> <p>Ms. Rizzo made the motion to re-elect Ms. Normand as Vice Chairperson for a term starting January 2020 through December 2020.. Mr. Wilson seconded the motion. Vote was unanimous. Ms. Normand accepted the position of Vice Chairperson.</p> |

| <b>II</b> | <i>Review and Approve December 10, 2019 minutes</i>   |
|-----------|---|
|           | Ms. Normand made the motion to accept the minutes from the meeting held on December 10, 2019. Mr. Wislon seconded the motion. Vote was unanimous. |

| <b>IV</b>  | <i>Finance Report</i>  |                  |              |      |        |           |       |         |              |            |       |                  |              |            |       |         |              |            |       |         |              |            |         |         |              |            |       |                  |              |            |       |         |              |
|------------|--|------------------|--------------|------|--------|-----------|-------|---------|--------------|------------|-------|------------------|--------------|------------|-------|---------|--------------|------------|-------|---------|--------------|------------|---------|---------|--------------|------------|-------|------------------|--------------|------------|-------|---------|--------------|
| A.         | <p><b>Treasurer's Report</b><br/>Mr. Sacco reviewed the balance sheet and other financial documents with the Board.</p>  |                  |              |      |        |           |       |         |              |            |       |                  |              |            |       |         |              |            |       |         |              |            |         |         |              |            |       |                  |              |            |       |         |              |
| B          | <p><b>Warrant Approval</b><br/>Mr. Sacco presented the following warrants for the Board's approval:</p>  |                  |              |      |        |           |       |         |              |            |       |                  |              |            |       |         |              |            |       |         |              |            |         |         |              |            |       |                  |              |            |       |         |              |
|            | <p>December 2019</p> <table border="1" data-bbox="363 584 1377 1037"> <thead> <tr> <th>DATE</th> <th>WARRANT #</th> <th>TYPE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>12/6/2019</td> <td>20-32</td> <td>Payroll</td> <td>\$164,548.10</td> </tr> <tr> <td>12/13/2019</td> <td>20-33</td> <td>Accounts Payable</td> <td>\$439,447.92</td> </tr> <tr> <td>12/13/2019</td> <td>20-34</td> <td>Payroll</td> <td>\$191,622.09</td> </tr> <tr> <td>12/20/2019</td> <td>20-35</td> <td>Payroll</td> <td>\$191,390.18</td> </tr> <tr> <td>12/19/2019</td> <td>20-35 A</td> <td>Payroll</td> <td>\$260,694.40</td> </tr> <tr> <td>12/20/2019</td> <td>20-36</td> <td>Accounts Payable</td> <td>\$581,849.58</td> </tr> <tr> <td>12/20/2019</td> <td>20-37</td> <td>Payroll</td> <td>\$167,667.98</td> </tr> </tbody> </table>   | DATE             | WARRANT #    | TYPE | AMOUNT | 12/6/2019 | 20-32 | Payroll | \$164,548.10 | 12/13/2019 | 20-33 | Accounts Payable | \$439,447.92 | 12/13/2019 | 20-34 | Payroll | \$191,622.09 | 12/20/2019 | 20-35 | Payroll | \$191,390.18 | 12/19/2019 | 20-35 A | Payroll | \$260,694.40 | 12/20/2019 | 20-36 | Accounts Payable | \$581,849.58 | 12/20/2019 | 20-37 | Payroll | \$167,667.98 |
| DATE       | WARRANT #  | TYPE             | AMOUNT       |      |        |           |       |         |              |            |       |                  |              |            |       |         |              |            |       |         |              |            |         |         |              |            |       |                  |              |            |       |         |              |
| 12/6/2019  | 20-32  | Payroll          | \$164,548.10 |      |        |           |       |         |              |            |       |                  |              |            |       |         |              |            |       |         |              |            |         |         |              |            |       |                  |              |            |       |         |              |
| 12/13/2019 | 20-33  | Accounts Payable | \$439,447.92 |      |        |           |       |         |              |            |       |                  |              |            |       |         |              |            |       |         |              |            |         |         |              |            |       |                  |              |            |       |         |              |
| 12/13/2019 | 20-34  | Payroll          | \$191,622.09 |      |        |           |       |         |              |            |       |                  |              |            |       |         |              |            |       |         |              |            |         |         |              |            |       |                  |              |            |       |         |              |
| 12/20/2019 | 20-35  | Payroll          | \$191,390.18 |      |        |           |       |         |              |            |       |                  |              |            |       |         |              |            |       |         |              |            |         |         |              |            |       |                  |              |            |       |         |              |
| 12/19/2019 | 20-35 A  | Payroll          | \$260,694.40 |      |        |           |       |         |              |            |       |                  |              |            |       |         |              |            |       |         |              |            |         |         |              |            |       |                  |              |            |       |         |              |
| 12/20/2019 | 20-36  | Accounts Payable | \$581,849.58 |      |        |           |       |         |              |            |       |                  |              |            |       |         |              |            |       |         |              |            |         |         |              |            |       |                  |              |            |       |         |              |
| 12/20/2019 | 20-37  | Payroll          | \$167,667.98 |      |        |           |       |         |              |            |       |                  |              |            |       |         |              |            |       |         |              |            |         |         |              |            |       |                  |              |            |       |         |              |
|            | <p>Ms. Rizzo made the motion to accept the December warrants as presented, Ms. Normand seconded the motion. Vote was unanimous.</p>  |                  |              |      |        |           |       |         |              |            |       |                  |              |            |       |         |              |            |       |         |              |            |         |         |              |            |       |                  |              |            |       |         |              |
| C          | <p><b>Discussion of Financial Position</b><br/>Mr. Alconada brought to the Board's attention that Shore currently has a deficiency. He presented the Board with a spreadsheet explaining expenses and informed them that many of the expenses were one time expenses budgeted for and associated with the renovation, purchase of equipment, furnishings and other moving and operational costs associated with the new facility at 201 Crescent Ave.</p>  |                  |              |      |        |           |       |         |              |            |       |                  |              |            |       |         |              |            |       |         |              |            |         |         |              |            |       |                  |              |            |       |         |              |
| D          | <p><b>Shore Credit Card Discussion and Vote</b><br/>Mr. Alconada explained to the Board that more companies are not accepting purchase orders, instead requiring credit cards to place orders. Mr. Alconada spoke to TD Bank which has extended Shore Collaborative a corporate credit card with a credit limit of \$50,000. Mr. Alconada indicated that only four senior staff would be issued a credit card: the Executive Director and Assistant Executive Director each would have a \$10,000 credit limit and the Chief Information Officer and Facilities Managers each would have a credit limit of \$5,000. Mr. Alconada included a copy of the application for review by the Board and asked that they vote on the matter of adopting the resolution required by TD Bank to issue Shore a corporate credit card.</p> <p>Ms. Rizzo made the motion to affirmatively adopt the resolution to obtain a Shore corporate credit card under the terms discussed and included in the contract/application materials distributed to Board members. Ms. Normand seconded the motion.</p> |                  |              |      |        |           |       |         |              |            |       |                  |              |            |       |         |              |            |       |         |              |            |         |         |              |            |       |                  |              |            |       |         |              |

|  |   |
|--|---|
|  | <p>A roll call vote</p> <p>Chelsea        Yes</p> <p>Everett        Yes</p> <p>Malden        Yes</p> <p>Medford        Yes</p> <p>Revere        Yes</p> <p>Somerville    Yes</p> <p>The vote was unanimous.</p> |
|--|---|

|           |   |
|-----------|---|
| <b>IV</b> | <b><i>Executive Director Report</i></b>   |
| A         | <p><b>Enrollments</b></p> <p>Ms. Clark informed the Board that Student Services enrollment was slightly lower than this time last year with 175 students. Ms. Clark indicated that classrooms are being set up in the old Adult Service area in order to add a PreK and K classroom. The Adult division currently has 363 clients with many referrals being processed for the Chelsea program, with the new facility and expanded capacity to support more individuals.</p> |
| B         | <p><b>QUEST (State Licensing) Audit of Adult Services</b></p> <p>Ms. Clark informed the Board that QUEST will be starting their audit of the Adult programs on January 24th and will finish in early February.</p>  |
| C         | <p><b>Quarterly Report</b></p> <p>Ms. Clark presented the Board with the 2nd Quarter report for Board members to share with their School Committees as they so wish.</p>  |

|           |   |
|-----------|---|
| <b>V.</b> | <b><i>Personnel</i></b>   |
| A         | <p><b>Hires and Terminations</b></p> <p>Ms. Clark presented the Hires and Terminations Report to the Board. Ms. Rizzo made the motion to accept the report as presented, Mr. Ioviano seconded the motion. The vote was unanimous.</p> |

|             |  |
|-------------|--|
| <b>VII.</b> | <b><i>Adjournment</i></b>  |
|             | <p>Ms. Cardello made a motion to adjourn the meeting, Ms. Rizzo seconded the motion. Vote was unanimous.</p> <p>Meeting adjourned at 7:10.</p> |