

# Board of Directors

January 13, 2015  
General Session Minutes

## GENERAL BOARD MEETING

Date: January 13, 2015  
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. Klauder, Chelsea	Ms. Clark, Executive Director
Mr. Ela, Everett	Mr. Robert Alconada, Assistant Executive Director
Mr. Silverman, Malden	Ms. Barbara Galatis, Clerk
Ms. Cugno, Medford	
Ms. Pruitt, Revere	
Mr. Bockelman, Somerville	
Atty. Greenspan, Counsel	
Mr. Joseph Sacco, Treasurer	

## AGENDA

The agenda for the meeting is as follows:

<i>I.</i>	<i>Call to Order</i>
	Meeting was called to order at 6:20 PM by Mr. Ela
	Roll call taken by Ms. Galatis Chairman Ela noted that a discussion to possibly change the dates of the remaining Board meetings for the remainder of the FY14/15 year would be addressed under "New Business".
<i>II</i>	<i>Review and Approve December 9, 2014 minutes</i>
.	Ms. Pruitt made the motion to accept the minutes from the meeting held December 9, 2014. Ms. Cugno seconded the motion. Vote was unanimous.
<i>III</i>	<i>Finance Report</i>
.	<b>A</b> <b>Treasurers Report</b> Mr. Sacco reviewed the balance sheet and other financial documents with the Board of Directors. He pointed out to the Board that Shore and is in a good financial position. Mr. Alconada then pointed out that Shore has had three months of positive cash flow and the money market account is at the highest it's ever been.

B	<p><b>Warrant Approval</b> The warrants for November were presented and are as follows:</p> <p style="text-align: center;"><b>WARRANTS</b> <u>December 2014</u></p> <table border="1"> <thead> <tr> <th>DATE</th> <th>WARRANT #</th> <th>TYPE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>12/12/2014</td> <td>15-32</td> <td>Payroll</td> <td>\$161,897.89</td> </tr> <tr> <td>12/15/2014</td> <td>15-33</td> <td>Accounts Payable</td> <td>\$384,198.84</td> </tr> <tr> <td>12/15/2014</td> <td>15-34</td> <td>Payroll</td> <td>\$131,770.40</td> </tr> <tr> <td>12/23/2014</td> <td>15-35</td> <td>Payroll</td> <td>\$137,301.77</td> </tr> <tr> <td>12/23/2014</td> <td>15-36</td> <td>Accounts Payable</td> <td>\$367,575.28</td> </tr> <tr> <td>12/23/2014</td> <td>15-37</td> <td>Payroll</td> <td>\$157,836.01</td> </tr> </tbody> </table>	DATE	WARRANT #	TYPE	AMOUNT	12/12/2014	15-32	Payroll	\$161,897.89	12/15/2014	15-33	Accounts Payable	\$384,198.84	12/15/2014	15-34	Payroll	\$131,770.40	12/23/2014	15-35	Payroll	\$137,301.77	12/23/2014	15-36	Accounts Payable	\$367,575.28	12/23/2014	15-37	Payroll	\$157,836.01
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	<p>Ms. Pruitt made the motion to accept the November warrants as presented, Ms. Cugno seconded the motion. Vote was unanimous.</p>																												
C	<p><b>Budget v. Actual Report</b> Mr. Alconada presented the Board with the Budget v. Actual as of December 31, 2014. He explained that there is nothing out of the ordinary and the agency is running at a 42.6% burn ratio.</p>																												

<b>IV</b>	<i>Executive Director Report</i>
A.	<p><b>Services Enrollment</b> Ms. Clark informed the Board that Student Services currently has 180 students enrolled at Shore. The Adult Division had 366 clients at Shore with the Chelsea location running at full capacity.</p>
B.	<p><b>Annual Report</b> Ms. Clark reported to the Board that the annual report and audit were sent to the DESE, state auditor, all member superintendents and school committees, and posted on Shore's web site on December 23, 2014, well before the calendar year-end deadline. These reports are available to the public upon request or may be accessed on the Shore Educational Collaborative's website.</p>

<b>V.</b>	<i>Personnel</i>
A.	<p><b>Update on Union Contracts</b> Atty. Greenspan informed the Board that a tentative agreement was met during a mediation meeting on December 22, 2014. He indicated that the Union was to ratify the agreement in the next week and will have a Memorandum of Agreement for the Board to vote on at the February Board meeting. Ms. Clark indicated that the checks for school year 2013/2014 retroactive pay which were voted and approved by the Board at the December meeting had been issued the first week of January 2015.</p>
B.	<p><b>Matter of Assistant Executive Director Contract</b> Atty. Greenspan presented the Board with a new contract since Mr. Alconada's current contract is up for renewal at the end of the FY14/15. The new contract is very similar to the existing contract with two differences. The new contract will be effective for four years instead of three, extending until July 1, 2019. Atty. Greenspan also indicated that the salary figure that is written in the contract is Mr. Alconada's current salary. He expects that Mr. Alconada will negotiate a new salary with the Board each fiscal year.</p>

	Ms. Cugno made the motion to accept the new Contract presented to the Board, Ms. Pruitt seconded the motion. Vote was unanimous.
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<b>VI</b>	<i>New Business</i>
	<p><b>Rescheduling remaining Board meetings for FY14-15</b></p> <p>Due to unavailability of one of the board members it was discussed changing the dates of the remaining meetings. It was decided to keep February's meeting as is and Ms. Galatis will send out a poll for availability of the other months, which will then be discussed at the next meeting.</p>

<b>VI</b>	<i>Adjournment</i>
<b>I</b>	<p>Mr. Silverman made the motion to adjourn the meeting. Mr. Klauder seconded the motion. Vote was unanimous.</p> <p>Meeting adjourned at 7:00</p>