

Board of Directors

March 9, 2021
Session Minute

GENERAL BOARD MEETING MINUTES

Date: March 9, 2021
Start Time: 4:37 PM
End Time: 5:20 PM
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. Cardello, Everett	Mr. LaCava, COO/CIO
Mr. Ruseau, Medford	Ms. Kristin Shaver, Director of Finance & Administration
Ms. Rizzo, Revere	Mr. David Ela, Treasurer
Ms. Normand, Somerville	Ms. Barbara Galatis, Clerk
Mr. Greenspan, Counsel	

AGENDA

The agenda for the meeting is as follows:

<i>I</i>	<i>Call to Order</i>
	Due to the COVID-19 Public Health Emergency a remote meeting was called to order at 4:37 p.m. by Mr. Ruseau
	Roll call taken by Ms. Galatis. There was a quorum present.
<i>II</i>	<i>Review and Approve January 12, 2021 General minutes</i>
	Ms. Rizzo made the motion to accept the minutes from the January 2021 meeting. Ms. Cardello seconded the motion. Vote was unanimous.
<i>III</i>	<i>Finance and Operations</i>
A	Finance Statements Ms. Shaver reviewed the income statement, balance sheet, and the money

market accounts, and answered all questions that the Board had.

C Warrant Approvals

Mr. Ela presented (6) payroll and (2) accounts payable warrants from the month of January and (6) Payroll and (4) accounts Payable warrants for February for the Board to review and approve.

January

DATE	WARRANT #	TYPE	AMOUNT
1/15/2021	21-39	Payroll	\$168,441.96
1/15/2021	21-40	Accounts Payable	\$200,134.11
1/15/2021	21-41	Payroll	\$102,547.43
1/15/2021	21-41 P	Payroll	\$119,726.88
1/29/2021	21-42	Payroll	\$172,429.82
1/29/2021	21-43	Accounts Payable	\$382,504.63
1/29/2021	21-44	Payroll	\$104,873.73
1/29/2021	21-44 P	Payroll	\$134,450.68

February

DATE	WARRANT #	TYPE	AMOUNT
2/5/2021	21-45	Accounts Payable	\$29,869.55
2/12/2021	21-46	Payroll	\$170,656.87
2/12/2021	21-47	Accounts Payable	\$86,291.06
2/12/2021	21-48	Payroll	\$97,797.99
2/12/2021	21-48P	Payroll	\$128,371.77
2/22/2021	21-49	Accounts Payable	\$196,036.57
2/26/2021	21-50	Payroll	\$172,759.88
2/26/2021	21-51	Accounts Payable	\$153,550.00
2/26/2021	21-52	Payroll	\$95,648.01
2/26/2021	21-52P	Payroll	\$127,400.15

Ms. Rizzo made the motion to accept the January and February warrants as presented, Ms. Cardello seconded the motion.

Roll Call vote was taken:
Chelsea Yes

	<p>Everett Yes Malden Yes Revere Yes Somerville Yes</p> <p>Vote was unanimous.</p>
D	<p>New Financial Software Ms. Shaver informed the Board that Shore is moving from the existing financial software (Solomn) to Infinite Visions. Ms. Shaver explained that the current software is no longer being supported and would have to be upgraded to a new product. Instead the decision was made to move to Infinite Visions. This financial software is used specifically for smaller K-12 schools (Munis is Tyler Technology’s product for larger school districts). Conversion to this system will give the Finance Department more functionality than they currently have, i.e. in streamlining processes and much greater reporting & analysis capacity.</p>

V	<i>Executive Director Report & Discussion Items</i>	
A	EDCO Collaborative	Ms. Clark informed the Board that the EDCO Collaborative’s Board voted to dissolve the Collaborative by June 2022. She indicated that audited financial statements over the last three years have indicated concerns with EDCO’s fiscal viability.
B	Report of Covid-Related Incidents/Actions	1. Ms. Clark presented the covid-related incidents’ report impacting Shore employees, adult clients, and students. Ms. Clark was happy to report that there were only 3 cases reported in February which was a large drop from incidents in December and January.
C.	Adult Services	<p>1. <u>Monthly budget/financial analysis</u> Ms. Clark informed the Board that low in-person participation in Adult Services continues but is increasing slowly. Ms. Clark informed the board that both the Woburn and Peabody sites had to switch to strictly remote for a few weeks due to covid cases and related quarantines of close contacts.</p> <p>Ms. Shaver reviewed the past two months of adult services finances, indicating low revenue in December, January due to holidays, snow days and covid-related quarantines. (In Adult Services, billing can only be done for the days/hours that individuals attend.)</p> <p>2. <u>Woburn Lease - amended option to extend the lease period</u> Ms. Clark informed the Board that the lease on the Woburn program expires in November 2021. Shore has an option to renew the lease for an additional five-year period that had to be exercised between December 1, 2020 and February 28, 2021. Given the financial impact</p>

		that covid has had on the Adult Services division, Ms. Clark approached the Landlord and requested an extension of the option to renew until June 30. Ms. Clark, Ms. Shaver, and Attorney Greenspan met with the Landlord and his team and negotiated an extension to May 31, 2021 to exercise this option. In addition, the Landlord released approximately \$17,500 of the security deposit being held to be used toward a rent credit in March.
	D	<p>Student Services</p> <p>1. <u>Long Term Planning Process with Stakeholders</u></p> <p>Ms. Clark informed the Board that she is facilitating a planning process relative to Shore's Student Services - visioning and goals for this division. Ms. Clark will continue to inform the Board as meetings progress with staff, district special ed teams, community partners, families and students.</p>

V. Personnel		
	A	<p>Executive Director Contract</p> <p>Ms. Clark informed the Board that her current contract will end on June 30, 2021, and asked the Board to enter into negotiations to renew her contract. Attorney Greenspan recommended that negotiations be put on the agenda for the April Board meeting.</p>
	B	<p>Ms. Clark also informed the Board the Paraprofessional contract expires June 20, 2021 and that an initial negotiation session occurred March 8. Information will be brought to the next Board meeting for members to direct and advise.</p>
		<p>Approval of Hires and Terminations</p> <p>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.</p> <p>Roll Call vote was taken:</p> <p>Chelsea Yes Everett Yes Malden Yes Revere Yes Somerville Yes</p> <p>Vote was unanimous.</p>

VII. Adjournment		
		<p>Ms. Normand made a motion to adjourn the meeting, Mr. Wislon seconded the motion.</p> <p>Roll Call vote was taken:</p> <p>Chelsea Yes</p>

	Everett Yes Malden Yes Revere Yes Somerville Yes Vote was unanimous. Meeting adjourned at 5:20
--	--