

Board of Directors

January 11, 2022
Session Minutes

GENERAL BOARD MEETING

Date: March 8, 2022
Start Time: 4:33 PM
End Time: 5:45 PM
Location: Shore Educational Collaborative

ATTENDEES

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

AGENDA

The agenda for the meeting is as follows:

I	<i>Call to Order</i>
	Roll call taken by Ms. Galatis. There was a quorum present.
II	<i>Review and Approve February 8, 2022 minutes</i>
	Ms. Rizzo made the motion to accept the minutes from the meeting held February 2022 Ms. Cardello seconded the motion. Roll Call Vote: Chelsea Yes Everett Yes Medford Yes Revere Yes Winthrop Yes Vote was unanimous.

III <i>Finance and Operations</i>																																									
A	<p>Financial Statement Ms. Shaver presented the Board with the balance sheet and income statement for the period ending 1/31/22. Ms. Shaver explained that the year to date income to expenses looks better than projected due to unusual revenue sources (i.e. grants for summer food programs infrastructure, CMA covid money).</p>																																								
D	<p>Warrants Mr. Ela presented the warrants for February as follows:</p> <p>January Warrants</p> <table border="1"> <thead> <tr> <th>DATE</th> <th>WARRANT #</th> <th>TYPE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>2/7/2022</td> <td>1315</td> <td>Accounts Payable</td> <td>\$244,102.74</td> </tr> <tr> <td>2/11/2022</td> <td>1317</td> <td>Accounts Payable</td> <td>\$32,061.10</td> </tr> <tr> <td>2/18/2022</td> <td>1332</td> <td>Accounts Payable</td> <td>\$202,546.87ur</td> </tr> <tr> <td>2/11/2022</td> <td>FY22-40</td> <td>Payroll</td> <td>\$240,144.59</td> </tr> <tr> <td>2/15/2022</td> <td>FY22-41</td> <td>Payroll</td> <td>\$2,746.93</td> </tr> <tr> <td>2/15/2022</td> <td>FY22-42</td> <td>Payroll</td> <td>\$338,259.33</td> </tr> <tr> <td>2/25/2022</td> <td>FY22-43</td> <td>Payroll</td> <td>\$240,223.51</td> </tr> <tr> <td>2/28/2022</td> <td>FY22-44</td> <td>Payroll</td> <td>\$328,964.36</td> </tr> <tr> <td>2/28/2022</td> <td>FY22-EFT8</td> <td>Electronic Payment</td> <td>\$44,145.91</td> </tr> </tbody> </table> <p>Ms. Rizzo made the motion to accept the February warrants as presented, Ms. Swope seconded the motion.</p> <p>Roll Call Vote:</p> <p>Chelsea Yes Everett Yes Medford Yes Revere Yes Winthrop Yes</p> <p>Vote was unanimous.</p>	DATE	WARRANT #	TYPE	AMOUNT	2/7/2022	1315	Accounts Payable	\$244,102.74	2/11/2022	1317	Accounts Payable	\$32,061.10	2/18/2022	1332	Accounts Payable	\$202,546.87ur	2/11/2022	FY22-40	Payroll	\$240,144.59	2/15/2022	FY22-41	Payroll	\$2,746.93	2/15/2022	FY22-42	Payroll	\$338,259.33	2/25/2022	FY22-43	Payroll	\$240,223.51	2/28/2022	FY22-44	Payroll	\$328,964.36	2/28/2022	FY22-EFT8	Electronic Payment	\$44,145.91
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IV <i>Executive Director Report & Discussion Items</i>	
A	<p>Services Update 1. <u>Student Services</u> Ms. Clark informed the Board that Student Services currently has 166</p>

		<p>students. The School has added 2 additional classrooms, one for K-1 and a second for elementary students with multi-disabilities.</p> <p>a. Proposed Mask Policy- Ms. Clark reviewed a proposed mask policy making masks optional for Student Services and Administration.</p> <p>Ms. Cardello made the motion to accept the proposed mask policy with an amendment to allow the Executive Director to change the mask policy based on covid criteria (state-wide and community) prior to a board meeting. Ms. Rizzo seconded the motion.</p> <p>Roll Call Vote:</p> <p>Chelsea Yes Everett Yes Medford Yes Revere Yes Winthrop Yes</p> <p>Vote was unanimous.</p> <p>2. <u>Adult Services</u> Adult Services has a total of 252 out of the 352 enrolled which is 72% attending in person, which continues to be higher than the State average.</p> <p>a. Carf Survey- Ms. Clark informed the Board that the CARF Survey just concluded (March 7 &8). It was a two day virtual survey and included all aspects of a typical survey, ie. all policies, program services and “tours”, interviews with Shore staff, individuals, parents, DDS directors and two Board members (Paul and Millie). Ms. Clark indicated that the survey went well and Shore will receive its official report in 4 to 6 weeks and will review this report with the Board at that time.</p>
B		<p>Executive Director Search</p> <p>a. Organization Structure Operations/Considerations- The Board had asked for Ms. Clark’s recommendations of a new organizational structure and prioritization of administrative positions/needs as a result of the RIF in FY21. Ms. Clark recommended that these decisions be made after the new Executive Director is appointed. That person’s skills and qualifications as well as input is essential to determining the organizational structure that will best meet the organization’s needs.</p>

		<p>b. Search Process and Timelines- Ms. Clark informed the Board that the internal posting closed 3/1/22 with one applicant.</p> <p>The Board decided to post externally to the following groups/websites: MASS, MASC, and MOEC. The posting will close on March 25, 2022. Any internal candidates will not have to reapply.</p> <p>The Board discussed the selection process.</p> <ul style="list-style-type: none"> ● If there are five or fewer qualified applicants, the Board will interview, check references, and ultimately appoint the Executive Director. ● If there are six or more qualified applicants, the Board will form a Pre-Selection committee comprised of two Board members, one representative staff and parent from Student Services, Adult Services (4 people in all) and Ms. Galatis will assist the committee in its work. This committee will prescreen qualified applicants and recommend 3, 4, or 5 finalists to the Board for final interviews and ultimately Board appointment. ● After the posting closes, Ms. Clark will screen applicants and forward all candidates who meet the qualifications to the Board for its next action. <p>Ms. Swope made a motion to move forward with the actions summarized above. Ms. Cardello seconded the motion.</p> <p style="text-align: center;">Roll Call Vote:</p> <table style="margin-left: auto; margin-right: auto;"> <tr><td>Chelsea</td><td>Yes</td></tr> <tr><td>Everett</td><td>Yes</td></tr> <tr><td>Medford</td><td>Yes</td></tr> <tr><td>Revere</td><td>Yes</td></tr> <tr><td>Somerville</td><td>Yes</td></tr> <tr><td>Winthrop</td><td>Yes</td></tr> </table> <p style="text-align: center;">Vote was unanimous.</p> <p>The Board also asked Ms. Clark to forward the MASC sample interview questions to the members prior to the April meeting.</p>	Chelsea	Yes	Everett	Yes	Medford	Yes	Revere	Yes	Somerville	Yes	Winthrop	Yes
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V.	<i>Personnel</i>
A	<p>Approval of Hires and Terminations</p> <p>Ms. Clark presented the Hires and Terminations Report to the Board. Ms. Rizzo made the motion to accept the report as presented, Ms. Ackman seconded the motion.</p> <p>Roll Call Vote:</p>

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