

# Board of Directors

March 3, 2015  
General Session Minutes

## GENERAL BOARD MEETING

Date: March 3, 2015  
Start Time: 6:15 PM  
End Time: 7:05 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. Silverman, Malden	Mr. Robert Alconada, Assistant Executive Director
Ms. Cugno, Medford	Ms. Barbara Galatis, Clerk
Ms. Pruitt, Revere	
Ms. Riley, Saugus	
Ms. Sharkey, Winthrop	
Atty. Greenspan, Counsel	
Mr. Joseph Sacco, Treasurer	

### AGENDA

The agenda for the meeting is as follows:

<b>I.</b>	<i>Call to Order</i>
	Meeting was called to order at 6:15 PM by Ms. Pruitt
	Roll call taken by Ms. Galatis

<b>II.</b>	<i>Review and Approve January 13, 2015 minutes</i>
	Mr. Klauder made the motion to accept the minutes from the meeting held January 13, 2015. Ms. Sharkey seconded the motion. Vote was unanimous.

<b>III.</b>	<i>Finance Report</i>
A.	<b>Treasurers Report</b> Mr. Sacco reviewed the balance sheet and other financial documents with the Board of Directors. He pointed out that Shore has a small deficit. Ms. Clark explained a major reason for this is due to snow related issues such as snow removal costs and Adult Services' program closings for which we cannot bill.  Ms. Clark informed the Board that an email and meeting have been held with Leadership team members to explain that Shore will be on a spending freeze and all unnecessary purchases will be delayed until further notice.

B. **Warrant Approval**

The warrants for January and February were presented and are as follows:

WARRANTS			
January 2015			
DATE	WARRANT #	TYPE	AMOUNT
1/9/2015	15-38	Payroll	\$155,163.24
1/15/2015	15-39	Payroll	\$129,982.99
1/8/2015	15-39A	Payroll	\$66,783.69
1/15/2015	15-40	Accounts Payable	\$361,245.39
1/23/2015	15-41	Payroll	\$159,472.55
1/30/2015	15-42	Payroll	\$128,288.57
1/30/2015	15-43	Accounts Payable	\$358,672.71

February 2015

DATE	WARRANT #	TYPE	AMOUNT
2/6/2015	15-44	Payroll	\$156,452.72
2/13/2015	15-45	Payroll	\$132,012.63
2/13/2015	15-46	Accounts Payable	\$209,070.65
2/20/2015	15-47	Payroll	\$154,810.42
2/27/2015	15-48	Payroll	\$125,000.84
2/27/2015	15-49	Accounts payable	\$540,124.39

Mr. Klauder made the motion to accept the January and February warrants as presented, Ms. Sharkey seconded the motion. Vote was unanimous.

C. **Budget v. Actual Report**

Mr. Alconada presented the Board with the Budget v. Actual as of January 31, 2015. He explained the agency is running at a 51% burn ratio. Mr. Alconada explained that the HR Assistant position and the van purchase that was budgeted for this year has been cancelled in order to help with the deficit.

IV. *Executive Director Report*

A. **Services Enrollment**

Ms. Clark informed the Board that Student Services currently has 180 students enrolled at Shore which is up from the beginning of the year but down slightly from this time in previous years. The Adult Division has 366 clients at Shore with the Chelsea location running at full capacity.

B. **Social Media**

Ms. Clark explained to the Board that Shore's Chief Information Officer has created a Social Media team to update Shore's Website and to create a Facebook page and Twitter account in which Shore can post what is happening at Shore and parents/public can follow us.

	C.	<b>Draft of Human Service Worker Workplace Safety Policy</b>
		Ms. Clark will table this policy until next month.

<b>V.</b>	<i>Personnel</i>	
	A.	<p><b>Collective Bargaining Agreements</b></p> <p><b><u>Professional Contract</u></b>  Atty. Greenspan reviewed with the Board the changes to the contract that have been ratified by the union, which includes a 1 year contract for FY14 and then a 3 year contract for FY 15 – FY17. Ms. Clark asked the Board to vote on each contract separately.</p> <p>Mr. Klauder made the motion to accept the Fy14 professional contract as it was presented. Ms. Pruitt seconded the motion, Vote was unanimous. (6 YES votes, 2 absent)</p> <p>Ms. Riley made the motion to accept the FY15 – FY17 professional contract as it was presented. Ms. Sharkey seconded the motion, Vote was unanimous. (6 YES votes, 2 absent)</p> <p><b><u>Paraprofessional Contract</u></b>  Atty. Greenspan reviewed with the Board the changes to the contract that have been ratified by the union, which includes a 1 year contract for FY14 and then a 3 year contract for FY 15 – FY17. Ms. Clark asked the Board to vote on each contract separately.</p> <p>Mr. Klauder made the motion to accept the Fy14 paraprofessional contract as it was presented. Mr. Silverman seconded the motion, Vote was unanimous. (6 YES votes, 2 absent)</p> <p>Mr. Silverman made the motion to accept the FY15 – FY17 paraprofessional contract as it was presented. Ms. Sharkey seconded the motion, Vote was unanimous. (6 YES votes, 2 absent).</p>
	B.	<p><b>FY15 Salary of Executive Director</b>  Mr. Alconada reminded the Board that Ms. Clark chose to defer the discussion of any salary increase for her for FY 15 until the Union contracts had been successfully negotiated and ratified. With the vote of the contracts and the favorable appraisal by the Board, Mr. Alconada recommended that the Board approve a salary increase that will also incorporate her educational stipend. Mr. Alconada reminded the Board that the goal across all levels of the Agency is to incorporate educational stipends in all salaries and to eliminate “merit” bonuses or stipends. Vote was unanimous to approve this FY 15 salary for Ms. Clark, retroactive to July 1, 2014.</p>
	C.	<p><b>Approve Hires and Terminations</b>  The Hires and Termination report was presented to the Board. Ms. Pruitt made the motion to accept the report as resented, Ms. Sharkey seconded the motion. Vote was unanimous.</p>

<b>VI</b>	<i>New Business</i>	
	A.	<p><b>Collaborative Agreement</b>  Ms. Clark informed the Board that Cambridge has elected to become a full member of the collaborative. They have yet to identify a Board member for their district.</p> <p>Ms. Clark indicated that enough time was given and that Boston, Waltham, and North East Vocational will not become members. She informed the Board that the next step would to do an amendment to the Collaborative Agreement showing that instead of 12 members there are only 9 members of the collaborative. The Amendment would be sent to the School Committee to be voted on. Before the final step of sending it to the DESE for final Approval.</p> <p>Mr. Klauder made the motion to amend the collaborative agreement to be sent to the participating districts School Committees for vote. Ms. Pruitt seconded the motion. Vote was unanimous.</p>
	B.	<p><b>Out of District Monitoring</b>  Ms. Clark disclosed to the Board that she is considering hiring Laurie Alconada to do some temporary, per diem out of district monitoring work that was formerly covered by an employee who resigned in the fall. Mrs. Alconada is the wife of Robert Alconada, the Assistant Executive</p>

		Director. The recommendation was made to post for this position and invite Mrs. Alconada to apply as well as any other qualified candidates.
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<b>VII</b>	<i>Adjournment</i>	
		Ms. Sharkey made the motion to adjourn the meeting. Mr. Klauder seconded the motion. Vote was unanimous. Meeting adjourned at 7:05