

Board of Directors

May 14, 2019
General Session Minutes

GENERAL BOARD MEETING

Date: MAY 14, 2019
Start Time: 6:10PM
End Time: 6:55PM
Location: Shore Educational Collaborative Board Room

ATTENDEES

<u>Board of Directors</u>	<u>Shore Educational Collaborative</u>
Mr. Ela, Everett	Mr. Robert Alconada, Assistant Executive Director
Ms. Beardsley, Malden	Mr. Sacco, Treasurer
Mr. Ruseau, Medford	Ms. Barbara Galatis, Clerk
Ms. Rizzo, Revere	
Ms. Normand, Somerville	
Mr. Greenspan, Counsel	

AGENDA

The agenda for the meeting is as follows:

I.	<i>Call to Order</i>
	The meeting was called to order at 6:10 p.m. by Mr. Ela
	Roll call was taken by Ms. Galatis. There was a quorum present.
	Mr. Alconada asked the Board to amend the agenda to include New Business items, information on Crescent Ave project and the OPEB trust formation. Ms. Normand made the motion to amend the agenda to include the New Business items, Mr. Ruseau seconded the motion. Vote was unanimous.
II	<i>Review and Approve April 9, 2019 minutes</i>
	Ms. Normand made the motion to accept the minutes from the meeting held on April 9, 2019, Mr. Ruseau seconded the motion. The vote was unanimous.
III	<i>Finance and Operations</i>
A	Treasurer's Report

	Mr. Sacco reviewed the balance sheet and other financial documents with the Board. He informed the Board that Shore is in a solid financial position at this time.
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B	<p>Warrant Approval Mr. Sacco presented the April warrants for the Board’s consideration.</p> <p>April 2019</p> <table border="1"> <thead> <tr> <th>DATE</th> <th>WARRANT #</th> <th>TYPE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>4/15/2019</td> <td>19-57</td> <td>Payroll</td> <td>\$158,702.79</td> </tr> <tr> <td>4/12/2019</td> <td>19-58</td> <td>Accounts Payable</td> <td>\$505,743.64</td> </tr> <tr> <td>4/12/2019</td> <td>19-59</td> <td>Payroll</td> <td>\$187,857.94</td> </tr> <tr> <td>4/26/2019</td> <td>19-60</td> <td>Payroll</td> <td>\$156,458.78</td> </tr> <tr> <td>4/30/2019</td> <td>19-61</td> <td>Accounts Payable</td> <td>\$452,081.94</td> </tr> <tr> <td>4/30/2019</td> <td>19-62</td> <td>Payroll</td> <td>\$183,548.53</td> </tr> </tbody> </table>	DATE	WARRANT #	TYPE	AMOUNT	4/15/2019	19-57	Payroll	\$158,702.79	4/12/2019	19-58	Accounts Payable	\$505,743.64	4/12/2019	19-59	Payroll	\$187,857.94	4/26/2019	19-60	Payroll	\$156,458.78	4/30/2019	19-61	Accounts Payable	\$452,081.94	4/30/2019	19-62	Payroll	\$183,548.53
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	Ms. Rizzo made the motion to accept the April warrants as presented, Mr. Ruseau seconded the motion. The vote was unanimous.																												
C	<p>FY 2020 Draft Budget Presentation Mr. Alconada presented the Board with a draft of the FY20 budget. Mr. Alconada indicated that budget meetings have been scheduled with program leaders as they make adjustments to the budget as he and Ms. Clark work to finalize the budget for the June meeting.</p>																												

IV. Executive Director Report & Discussion Items	
A.	<p>Enrollment Mr. Alconada informed the Board that Student Services has 190 students and that Adult Services has 350 clients.</p>
B	<p>Peabody Amendment to Lease Mr. Alconada explained to the Board of Directors that the Lease for the Peabody building would expire on May 31, 2020. Mr. Alconada informed the Board that the current owners have informed Shore that they are in the process of selling the building, however, Mr. Alconada presented the Board with a Letter of Intent lease extension agreement for an additional 10 years.</p> <p>Mr. Ruseau made the motion to accept the Letter of Intent as presented. Ms. Rizzo seconded the motion. The vote was unanimous.</p> <p>Mr. Ruseau also made the motion to have Mr. Alconada sign the Letter of Intent in Ms. Clark’s absence., Ms. Normand seconded the motion. The vote was unanimous. .</p>

V.	<i>Executive Session</i>
	Did not enter into executive session

VI.	<i>Personnel</i>
A.	<p>Approve Hires and Terminations Mr. Alconada presented the Hires and Terminations Report to the Board. Ms. Rizzo made the motion to accept the report as presented, Ms. Normand seconded the motion. The vote was unanimous.</p>
B.	<p>Robert Alconada - Contract Renewal Atty. Greenspan informed the Board that he had met with Mr. Alconada and both sides had successfully agreed to a new contract. Atty. Greenspan asked the Board to renew Mr. Alconada’s Contract for 4 years, expiring on June 30, 2023, with a 3% raise for the first year effective July 1, 2019. The new contract would also change the 60 day notice to a 45 day notice, if Mr. Alconada is to resign from Shore Collaborative.</p> <p>Ms. Rizzo made the motion to accept the new contract for Mr. Alconada, Mr. Ruseau seconded the motion</p> <p>Roll call vote: Everett Yes Malden Yes Medford Yes Revere Yes Somerville Yes</p> <p>The vote was unanimous.</p>

VII.	<i>New Business</i>
A	<p>Crescent Ave. Project Mr. Alconada informed the board that there had been a delay in the construction permit as the building inspector had some questions on the plans submitted. Mr. Alconada is optimistic that a permit will be issued by the end of the week. Mr. Alconada indicated that construction will take between 16-20 weeks, which will bring the completion date to mid/late September.</p>
B	<p>OPEB Trust Mr. Alconada informed the Board that all paperwork has been completed and the Trust is now in the 90 day waiting period which will be up on or around</p>

	June 6, 2019. Mr. Alconada indicated that a payment will be made into the trust by June 30, 2019, based on the Board's policy.
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<i>VII.</i>	<i>Adjournment</i>
	Ms. Normand made the motion to adjourn the meeting, Ms. Rizzo seconded the motion. The vote was unanimous. Meeting adjourned at 6:55.