

Board of Directors

May 11, 2021
Session Minute

GENERAL BOARD MEETING MINUTES

Date: May 11, 2021
Start Time: 4:35 PM
End Time: 5:50 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 4:35 p.m. by Mr. Ruseau
	Roll call taken by Ms. Galatis. There was a quorum present.
<i>II</i>	<i>Review and Approve April 13, 2021 General minutes and Executive Minutes</i>
	Ms. Normand made the motion to accept the minutes from the April 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 (8) payroll and (4) accounts payable warrants from the month of March for the Board to review and approve.

April

DATE	WARRANT #	TYPE	AMOUNT
4/2/2021	21-61	Accounts Payable	\$21,771.14
4/9/2021	21-62	Payroll	\$95,223.11
4/9/2021	21-62 P	Payroll	\$48,099.23
4/9/2021	21-63	Accounts Payable	\$85,720.36
4/15/2021	21-64	Payroll	\$172,704.65
4/15/2021	21-64 P	Payroll	\$79,895.82
4/16/2021	21-65	Accounts Payable	\$263,093.88
4/23/2021	21-66	Payroll	\$95,873.49
4/23/2021	21-66 P	Payroll	\$48,516.85
4/23/2021	21-67	Accounts Payable	\$175,415.11
4/30/2021	21-68	Payroll	\$172,897.15
4/30/2021	21-68 P	Payroll	\$80,422.15
4/30/2021	21-69	Accounts Payable	\$39,366.64

Ms. Rizzo made the motion to accept the April warrants as presented, Ms. Normand seconded the motion.

Roll Call vote was taken:

Malden Yes
Everett Yes
Medford Yes
Revere Yes
Somerville Yes

Vote was unanimous.

D Woburn Lease

Ms. Clark reminded the Board that the option to extend the lease at Woburn was postponed until May 31. Ms. Clark informed the Board that with more Adult clients coming back to in person services that she would like to provide notice

	<p>to the landlord that Shore would like to exercise its option to extend the least for 5 additional years.</p> <p>Ms. Rizzo made the motion to allow Shore to enter into negotiations with the landlord for a lease extension of 5 years. Ms Cardello seconded the motion.</p> <p>Roll Call vote was taken:</p> <p>Malden Yes Everett Yes Medford Yes Revere Yes Somerville Yes</p> <p>Vote was unanimous.</p>
D	<p>Capital Plan</p> <p>Ms. Clark reminded the Board that she and/or Ms. Shaver are available to attend Committee meetings when the Capital Plan is being presented if that would be helpful. Ms. Clark hopes the Board will present the Capital plan at one of their school Committee meetings by the end of this fiscal year.</p>

V	<i>Executive Director Report & Discussion Items</i>	
A	Draft of FY2022 Budget	Ms. Shaver presented the Board with a draft copy of the FY2022 budget. Ms. Shaver explained that the Budget may look different from previous years as the operating accounts have been changed so that we are able to track and report on specific departments or specific expenses at any points throughout the year. Ms. Clark informed the Board that work continues on the budget and will be ready to present the final copy of the Budget to be voted on at the June meeting.
B	Services Update	<p>a. <u>Student Services</u> Ms. Clark informed the Board that Student Service enrollment is at 161, which is slightly higher than last month. Ms. Clark explained that Shore is seeing more referrals come through and that Shore is looking to hire more paraprofessionals in order to increase enrollment.</p> <p>b. <u>Adult Services</u> Ms. Clark informed the Board that the Adult Client count is at 353 with 1/3 of the clients attending in person. Ms. Clark explained that more clients would like to attend in person and that Shore is working on setting up transportation for those interested.</p>
C.	Covid Reporting/Status	

	Ms. Clark informed the Board that 66% of Shore Staff are fully vaccinated. This is an increase of 10% over last month. No covid cases have been reported in the month of April.
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V. Personnel	
B	<p>Approval of Hires and Terminations Ms. Clark 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. Vote was unanimous.</p>
	<p>Executive Session Ms. Clark asked the Board to enter executive session for the purposes of discussing strategy related to the paraprofessional collective bargaining process as well as Ms. Clark’s Contract.</p> <p>Ms. Rizzo made the motion to enter the Executive Session and to end the meeting there and not return to the General meeting. Mr. Wilson seconded the motion.</p> <p>Roll Call vote was taken: Chelsea Yes Everett Yes Medford Yes Revere Yes Somerville Yes</p> <p>Vote was unanimous.</p>

VII. Adjournment	
	The meeting was adjourned at 5:50 and happened in the Executive session.