

# Board of Directors

September 22, 2020  
Session Minutes

## GENERAL BOARD MEETING

Date: September 22, 2020  
Start Time: 4:10 PM  
End Time: 5:45 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. Millie Cardello, Everett	Mr. LaCava, COO/CIO
Ms. Luong, Malden	Ms. Kristin Shaver, Director of Finance & Operations
Mr. Ruseau, Medford	Mr. David Ela, Treasurer
Ms. Rizzo, Revere	Ms. Barbara Galatis, Clerk
Ms. Normand, Somerville	
Mr. Capobianco, Winthrop	
Mr. Greenspan, Counsel	

## AGENDA

The agenda for the meeting is as follows:

<b>I</b>	<i>Call to Order</i>
	Due to the COVID-19 Public Health Emergency a remote meeting was called to order at 4:10 p.m. by Mr. Ruseau
	Roll call taken by Ms. Galatis. There was a quorum present.
<b>II</b>	<i>Review and Approve June 14, August 11 , and August 17, 2020 minutes</i>
	Mr. Capobianco made the motion to accept the minutes from the meeting held on June 9, August 11 and August 17, 2020. Ms. Rizzo seconded the motion. Vote was unanimous
<b>III</b>	<i>Finance and Operations</i>
	A <b>Warrant Approvals</b>

March 2020 Addendum

DATE	WARRANT #	TYPE	AMOUNT
3/13/2020	20-52	Accounts Payable	\$45,533.21

June 2020

DATE	WARRANT #	TYPE	AMOUNT
6/5/2020	20-69	Payroll	\$156,266.21
6/5/2020	20-69-P	Payroll	\$74,258.81
6/15/2020	20-70	Payroll	\$201,656.35
6/15/2020	20-70-P	Payroll	\$89,215.63
6/15/2020	20-71	Accounts Payable	\$57,089.89
6/19/2020	20-72	Payroll	\$158,455.79
6/19/2020	20-72-P	Payroll	\$75,602.78
6/18/2020	20-72A	Payroll	\$112,246.62
6/18/2020	20-72A-P	Payroll	\$43,296.60
6/30/2020	20-73	Payroll	\$190,759.85
6/30/2020	20-73-P	Payroll	\$275,748.61
6/30/2020	20-73A	Payroll	\$422,554.69
6/30/2020	20-74	Accounts Payable	\$40,940.68

July 2020

DATE	WARRANT #	TYPE	AMOUNT
7/2/2020	21-01	Payroll	\$165,758.03
7/2/2020	21-01P	Payroll	\$99,394.06
7/2/2020	21-02 A	Payroll	\$46,378.21
7/15/2020	21-02	Payroll	\$118,631.95
7/15/2020	21-02-P	Payroll	\$45,050.42
7/15/2020	21-03	Accounts Payable	\$453,503.04
7/17/2020	21-04	Payroll	\$147,889.99
7/17/2020	21-04-P	Payroll	\$71,699.01
7/30/2020	21-05	Payroll	\$119,071.76
7/30/2020	21-05-P	Payroll	\$45,137.59
7/30/2020	21-06	Accounts Payable	\$716,565.82
7/31/2020	21-07	Payroll	\$147,933.53

7/31/2020	21-07-P	Payroll	\$71,800.74
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August 2020

DATE	WARRANT #	TYPE	AMOUNT
8/15/2020	21-08	Accounts Payable	\$153,859.41
8/14/2020	21-09	Payroll	\$119,119.62
8/7/2020	21-09-P	Payroll	\$7,612.62
8/7/2020	21-09 A	Payroll	\$44,688.05
8/14/2020	21-10	Payroll	\$152,803.06
8/14/2020	21-10 P	Payroll	\$118,756.14
8/28/2020	21-11	Payroll	\$95,974.63
8/31/2020	21-12	Accounts Payable	\$470,441.34
8/28/2020	21-13	Payroll	\$107,523.12
8/28/2020	21-13-P	Payroll	\$92,623.44
8/21/2020	21-13 A	Payroll	\$55,186.35
8/28/2020	21-13-P A	Payroll	\$21,356.76

Mr. Cappobianco made the motion to accept the June, July, and August warrants as well as an Addendum to a March Warrant as presented, Ms. Cardello seconded the motion. Vote was unanimous.

**B FY 20 Audit**

Ms. Shaver informed the Board that the FY20 Audit being conducted by Livingston and Haynes started on Monday, September 21, 2020 and will last approximately 3 weeks.. She indicated that due to COVID as much as possible will be done remotely with the Auditors only coming when necessary to review material.

**C Facilities**

1. WB Engineering Reports

Ms. Clark shared and reviewed the reports from WB Engineering, which came in and conducted a comprehensive air quality study for all 4 locations. Ms. Clark indicated that based on the reports all Shore locations pass proper air quality standards. Ms Clark reviewed the recommendations put forth from WB Engineering for additional work that are recommended. Ms. Clark asked the board to support her decision to not move ahead with recommendations due to high costs.

Ms. Rizzo made the motion to support the Executive Director in holding

		off on completing recommendations from the Engineer. Ms. Cardello seconded the motion. Vote was unanimous.

<b>IV</b>	<b>Executive Director Report &amp; Discussion Items</b>	
<b>A</b>	<b>Health and Safety</b>	<ol style="list-style-type: none"> <li>1. <u>Cp-Incident Report(Summary of covid Related reporting of incidents and actions taken in response)</u> Ms. Clark Shared a spreadsheet with the Board showing Covid incidents in all locations and the actions taken for each incident.</li> <li>2. <u>Best Practices</u> Ms. Clark informed the board that they are closely following the guidelines put forth by the CDC. Ms. Clark informed the board that when dealing with Covid issues she will adhere to the side of caution.</li> </ol>
<b>B</b>	<b>Student Services</b>	<ol style="list-style-type: none"> <li>1. <u>Enrollment</u> Ms. Clark informed the Board that enrollment is lower than anticipated. Shore budgeted for 165 students and is starting the year with 157 students enrolled. Ms. Clark indicated that Shore is losing referrals as many are looking for either in person instruction or hybrid and not full remote.</li> <li>2. <u>Calendar &amp; Tuition</u> Ms. Shaver shared the FY21 calendar with the board explaining that Shore participated in the extra 10 days of PD and that Students will be attending 173 days of school in FY21. Ms. Shaver indicated that Districts will be billed for 180 days and when tuition bills go out for September there will be a letter in with it to explain the tuition.</li> <li>3. <u>\$225/Student Covid Relief \$\$</u> Ms. Shaver informed the Board that \$225.00 per student is going to the Districts through the CARES act. Ms. Shaver indicated that the funds for students attending Shore should be forwarded in order to offset some of the PPE costs. Ms. Shaver asked the board to approve sending a 1 time letter based on initial enrollment asking for funds to be sent to Shore.  Mr. Capobianco made the motion to send a letter to the Districts asking to forward the \$225. Per student CARES act money to Shore, Mr. Wilson seconded the motion. Vote was unanimous.</li> <li>4. <u>Orientation and PD</u></li> </ol>

		<p>Mr. LaCava shared the various PD instructions that took place during staff orientation. Mr. LaCava informed the Board that much of the time was spent on IT needs and instruction on several different forms of remote learning sites and making sure staff was properly trained. He indicated several group sessions took place as well as 1 on 1 follow up sessions for staff who requested extra instruction. Mr. LaCava also indicated that Shore is working closely with families to ensure that they can navigate through the sites to help with seamless instruction.</p>
	<b>C</b>	<p><b>Adult Services</b></p> <ol style="list-style-type: none"> <li>1. <u>Enrollment</u>  Ms. Clark informed the Board 26 of 365 adults returned the first 7 days ( 8%) across all (3) programs.  on August 27, 2020. Shore is slowly increasing in house services and currently has 44 clients attending across all (3) programs..</li> <li>2. <u>Changes in Funding</u>  Ms. Clark shared a document with the Board outline the changes to Both Mass Health and DDS requirements in order to bill for services. Ms. Clark indicated that Changes in criteria significantly reduce revenue and even with reduction in staff. Ms. Clark is hopeful that programs will continue to increase as families get more comfortable with the programs being open.</li> </ol>

<b>V.</b>	<i>Personnel</i>	
	<b>A</b>	<p><b>Approval of Hires and Terminations</b>  Ms. Clark presented the Hires and Terminations Report to the Board. Ms. Rizzo made the motion to accept the report as presented, Ms. Cardello seconded the motion. The vote was unanimous.</p>
	<b>B</b>	<p><b>Review and Vote on MOA between Shore and both Professional and Paraprofessional Units.</b>  Ms. Clark presented the Board with a draft copy of the MOA proposal.</p> <p>Ms Rizzo made the motion to enter into Executive Session for the purpose of discussing terms of the MOA. Mr. Capobianco seconded the motion.</p> <p>Roll call vote:</p> <p>Chelsea        Yes  Everett        Yes  Malden        Yes  Medford        Yes  Revere        Yes  Somerville    Yes  Winthrop      Yes</p>

	<p>Vote was unanimous.</p> <p>Ms. Luong made the motion to accept the draft MOA proposal as a final copy as presented, Ms. Rizzo seconded the motion.</p> <p>Roll call vote:</p> <p>Chelsea        Yes  Everett        Yes  Malden        Yes  Medford        Yes  Revere        Yes  Somerville    Yes  Winthrop      Yes</p> <p>Vote was unanimous.</p>
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<b><i>VII.</i></b>	<b><i>Adjournment</i></b>
	<p>Mr. Capobianco made a motion to adjourn the meeting, Ms. Rizzp seconded the motion. Vote was unanimous.</p> <p>Meeting adjourned at 5:45</p>