

Board of Directors

October 13, 2020

Session Minutes

GENERAL BOARD MEETING MINUTES

Date: October 13, 2020
Start Time: 4:40PM
End Time: 5:55 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
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. Capobianco, Winthrop	
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 4:40 p.m. by Mr. Ruseau
	Roll call taken by Ms. Galatis. There was a quorum present.

<i>II</i>	<i>Review and Approve September 22, 2020 General and Executive minutes</i>
	Ms. Rizzo made the motion to accept the minutes from the meeting held on September 22, 2020, Mr. Capobianco seconded the motion. Vote was unanimous.

<i>III</i>	<i>Finance and Operations</i>
A	Warrant Approvals

Mr. Ela presented (8) payroll and (2) accounts payable warrants from the month of September for the Board to review and approve.

September 2020

DATE	WARRANT #	TYPE	AMOUNT
9/11/2020	21-14	Payroll	\$109,986.96
9/11/2020	21-14 P	Payroll	\$54,650.28
9/15/2020	21-15	Payroll	\$170,474.78
9/15/2020	21-15 P	Payroll	\$78,395.24
9/15/2020	21-16	Accounts Payable	\$202,599.24
9/25/2020	21-17	Payroll	\$107,786.00
9/25/2020	21-17 P	Payroll	\$53,816.42
9/30/2020	21-18	Payroll	\$171,417.98
9/30/2020	21-18 P	Payroll	\$78,208.34
9/30/2020	21-19	Accounts Payable	\$364,805.09

Mr. Cappobianco made the motion to accept the September warrants as presented, Ms. Rizzo seconded the motion. Vote was unanimous.

B Financial Statements

Ms. Shaver reviewed the Income statement, Balance Sheet, and the Money Market accounts, and answered all questions that the Board had.

IV Executive Director Report & Discussion Items

A Discussion of Services and Fiscal Impacts

1. Adult Services

Ms. Clark informed the Board that in August we had just 27 out of 367 clients attending the program and in September we had 38 of 363 attending. Ms. Clark stated that group homes are not sending clients back until there is a vaccine and that State funding of remote services has been significantly reduced as of August 1. Ms. Clark reviewed the fixed operating costs, most notably rents associated with these three programs. Ms. Clark suggested that a Finance Subcommittee of the Board may want to convene meetings to discuss the impact on Shore's Adult Services and the entire organization.

The Board asked Ms. Clark to develop different plans, worst case to best case scenarios to present at the next Board meeting for continued discussions. The Board did not want to rush a decision and would like

		<p>to wait a month or two before making any final decisions</p> <p>2. <u>Student Services</u> Ms. Clark informed the Board that Student Services' enrollment is 158, a lower number than budgeted (163). She indicated that referrals that were made were withdrawn, as most families are looking for in-school options. Ms. Clark shared with the Board a phased-in return to school plan. The plan is to start bringing students back as soon as the end of October and continuing to through the end of November.</p>
	B	<p>Report of Covid-Related Incidents/Actions Ms. Clark updated the Board regarding Covid-related incidents. There was one employee who tested positive, close contacts were identified, asked to quarantine and get tested. No further incidence of transmission resulted.</p>

V. Personnel		
	B	<p>Approval of Hires and Terminations Ms. Clark presented the Hires and Terminations Report to the Board. Ms. Normand made the motion to accept the report as presented, Ms. Cardello seconded the motion. The vote was unanimous.</p>
	A	<p>Executive Session: Negotiations with Collective Bargaining Team Ms Rizzo made the motion to enter into Executive Session for the purpose of discussing the status of negotiations. Mr. Capobianco 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>

VII. Adjournment		
		<p>Ms. Normand made a motion to adjourn the meeting, Mr. Ruseau seconded the motion. Vote was unanimous.</p> <p>Meeting adjourned at 5:55</p>