

Board of Directors

November 10, 2020

Session Minutes

GENERAL BOARD MEETING MINUTES

Date: November 10, 2020
Start Time: 4:36PM
End Time: 5:25 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 4:36 p.m. by Mr. Ruseau
	Roll call taken by Ms. Galatis. There was a quorum present.

<i>II</i>	<i>Review and Approve October 13, 2020 General and Executive minutes and the October 29, 2020 minutes</i>
	Ms. Rizzo made the motion to accept the minutes from the meeting held on both October 13 and October 29, 2020, Ms. Cardello seconded the motion. Vote was unanimous.

<i>III</i>	<i>Finance and Operations</i>
A	Financial Statements Ms. Shaver reviewed the income statement, balance sheet, and the money market accounts, and answered all questions that the Board had. Ms. Shaver

	explained that the cash flow report could not be presented for the meeting but would be at the December meeting.																																												
B	<p>Warrant Approvals</p> <p>Mr. Ela presented (8) payroll and (2) accounts payable warrants from the month of October for the Board to review and approve.</p> <p>October 2020</p> <table border="1"> <thead> <tr> <th>DATE</th> <th>WARRANT #</th> <th>TYPE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>10/9/2020</td> <td>21-20</td> <td>Payroll</td> <td>\$108,861.92</td> </tr> <tr> <td>10/9/2020</td> <td>21-20P</td> <td>Payroll</td> <td>\$54,501.22</td> </tr> <tr> <td>10/15/2020</td> <td>21-21</td> <td>Payroll</td> <td>\$169,882.30</td> </tr> <tr> <td>10/15/2020</td> <td>21-21P</td> <td>Payroll</td> <td>\$80,002.80</td> </tr> <tr> <td>10/15/2020</td> <td>21-22</td> <td>Accounts Payable</td> <td>\$163,166.32</td> </tr> <tr> <td>10/23/2020</td> <td>21-23</td> <td>Payroll</td> <td>\$110,754.11</td> </tr> <tr> <td>10/23/2020</td> <td>21-23P</td> <td>Payroll</td> <td>\$55,302.37</td> </tr> <tr> <td>10/30/20</td> <td>21-24</td> <td>Payroll</td> <td>\$170,381.39</td> </tr> <tr> <td>10/30/20</td> <td>21-24P</td> <td>Payroll</td> <td>\$77,527.31</td> </tr> <tr> <td>10/23/2020</td> <td>21-25</td> <td>Accounts Payable</td> <td>\$415,080.00</td> </tr> </tbody> </table>	DATE	WARRANT #	TYPE	AMOUNT	10/9/2020	21-20	Payroll	\$108,861.92	10/9/2020	21-20P	Payroll	\$54,501.22	10/15/2020	21-21	Payroll	\$169,882.30	10/15/2020	21-21P	Payroll	\$80,002.80	10/15/2020	21-22	Accounts Payable	\$163,166.32	10/23/2020	21-23	Payroll	\$110,754.11	10/23/2020	21-23P	Payroll	\$55,302.37	10/30/20	21-24	Payroll	\$170,381.39	10/30/20	21-24P	Payroll	\$77,527.31	10/23/2020	21-25	Accounts Payable	\$415,080.00
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IV	<i>Executive Director Report & Discussion Items</i>
A	<p>Adult Services</p> <ol style="list-style-type: none"> <u>Enrollment</u> Ms. Clark informed the Board that out of the 356 clients, 57 are attending the program in person, which is 16% of the total. This is up from the 50 attending in October, but remains at a very low utilization. <u>Financial Analysis - Various Scenarios</u> Ms. Clark reviewed three different scenarios with the Board. The first shows the “best case scenario” which has in-person services maintaining current utilization rates and rate enhancements of 25% continuing after Dec 1. The second scenario shows service utilization at current rates but with usual (pre-covid) rates beginning Dec 1, as is the present plan of state funding sources. The third scenario shows a discontinuation of in-person services from Dec - March, due to projected increases in transmission numbers. This is the “worst case

		<p>scenario”, resulting in a deficit of \$2.8M.</p> <p>Ms. Clark asked the Board if members would like to establish a new or reactivate the finance subcommittee to continue to monitor and make decisions based on state funding policies. Several Board members indicated that they would like to continue to see these detailed financial reports on the Adult Services division on a monthly basis, as whole Board.</p> <p>3. <u>Student Services</u> Ms. Clark informed the Board that Student Services’ enrollment is 159, a lower number than budgeted (162). She indicated that referrals that were made were withdrawn, as most families are looking for in-school options. Ms. Clark reminded the Board that the phased-in return to school plan had begun, with 2 groups of classrooms having returned in the past 10 days.</p>
	B	<p>Student Services</p> <p>1. <u>Enrollment</u> Ms. Clark indicated that there are 159 students enrolled which is slightly lower than the 162 that the budget was based on.</p> <p>2. <u>Status of Phased-In Return</u> Ms. Clark indicated that 36 students have started this week attending in person with another group starting next week. The final group is scheduled to return the Monday after Thanksgiving.</p>
	C.	<p>Report of Covid-Related Incidents/Actions Ms. Clark updated the Board regarding Covid-related incidents impacting Shore employees, adult clients, and/or students.</p>

V. Personnel	
A	<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. Cardello seconded the motion. The vote was unanimous.</p>

VII. Adjournment	
	<p>Mr. Capobianco made a motion to adjourn the meeting, Ms. Cardello seconded the motion. Vote was unanimous.</p> <p>Meeting adjourned at 5:25</p>