

Board of Directors

November 13, 2018
General Session Minutes

GENERAL BOARD MEETING

Date: November 13, 2018
Start Time: 6:05 PM
End Time: 6:40 PM
Location: Shore Educational Collaborative Board Room

ATTENDEES

<u>Board of Directors</u>	<u>Shore Educational Collaborative</u>
Mr. Hernandez, Chelsea	Ms. Jacquelyn Clark, Executive Director
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>
	Meeting was called to order at 6:05 p.m. by Mr. Ela
	Roll call taken by Ms. Galatis. There was a quorum present.
II	<i>Review and Approve October 9, 2018 minutes</i>
	Ms. Rizzo made the motion to accept the minutes from the meeting held on October 9, 2018, Mr. Hernandez seconded the motion. Vote was unanimous.
III	<i>Finance Report</i>
	Mr. Alconada requested to change the order of the agenda items in order to review the FY18 Audit..
	Mr. Hernandez made the motion to accept Mr. Alconada request to review the Fy1518 Audit, Ms. Rizzo seconded the motion. Vote was unanimous.

C	<p>Approval of Fiscal Year 2018 Audit</p> <p>Ms. Bunker a partner from Livingston & Haynes presented the FY17-18 Audit to the Board of Directors. Ms. Bunker indicated that Shore Collaborative received the best possible rating again this year. Ms. Bunker reviewed the financial statements and notes included in the audit and explained some regulatory changes from last year’s audit in the financial section. Ms. Bunker indicated her team conducted a comprehensive review and found no control deficiencies. The only item mentioned in the notes is the Board’s failure to meet at least six times last year, as required by the legislation governing collaboratives. Lastly, she informed the Board that the audited financials and accompanying notes include everything required by this legislation and the DESE regulations.</p> <p>Mr Alconada asked the Board of Directors to approve the FY18 Audit as presented in the form of a draft copy and discussed by Ms. Bunker. Ms.Rizzo made the motion to accept the FY18 Audit as presented. Mr. Ruseau seconded the motion. Vote was unanimous.</p>																												
A	<p>Treasurer's Report</p> <p>Mr. Sacco reviewed the balance sheet and other financial documents with the Board. He informed the Board that Shore was in solid financial condition at this time.</p>																												
B	<p>October 2018</p> <table border="1" data-bbox="363 1099 1366 1424"> <thead> <tr> <th>DATE</th> <th>WARRANT #</th> <th>TYPE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>10/12/2018</td> <td>19-20</td> <td>Payroll</td> <td>\$ 161,175.90</td> </tr> <tr> <td>10/15/2018</td> <td>19-21</td> <td>Payroll</td> <td>\$ 178,991.27</td> </tr> <tr> <td>10/15/2018</td> <td>19-22</td> <td>Accounts Payable</td> <td>\$ 404,898.39</td> </tr> <tr> <td>10/26/2018</td> <td>19-23</td> <td>Payroll</td> <td>\$ 157,924.87</td> </tr> <tr> <td>10/30/2018</td> <td>19-24</td> <td>Payroll</td> <td>\$ 178,099.54</td> </tr> <tr> <td>10/31/2018</td> <td>19-25</td> <td>Accounts Payable</td> <td>\$ 525,437.46</td> </tr> </tbody> </table> <p>Mr. Hernandez made the motion to accept the October warrants as presented, Mr. Ruseau seconded the motion. Vote was unanimous.</p>	DATE	WARRANT #	TYPE	AMOUNT	10/12/2018	19-20	Payroll	\$ 161,175.90	10/15/2018	19-21	Payroll	\$ 178,991.27	10/15/2018	19-22	Accounts Payable	\$ 404,898.39	10/26/2018	19-23	Payroll	\$ 157,924.87	10/30/2018	19-24	Payroll	\$ 178,099.54	10/31/2018	19-25	Accounts Payable	\$ 525,437.46
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IV	<i>Executive Director Report</i>
A	<p>Enrollments</p> <p>Ms. Clark informed the Board that Student Services has 179 students, Ms Clark explained that even though enrollment hasn’t increased there have been many changes as students leave and new students are enrolled.</p> <p>The Adult Services division enrollment is 351. Four individuals passed away in the past month in this division (1 in Chelsea, 1 in Peabody, and 2 in Woburn). Chelsea is looking into moving some clients to other sites as this program continues receiving referrals and is waiting on their new space.</p>

	B	<p>Update on Crescent Ave Building Project</p> <p>Ms. Clark informed the Board that the construction drawings for the build-out are nearly complete. The goal is for them to be finished by Thanksgiving so that the owners can put the job out to bid. Ms. Clark also informed the Board that she and Mr. Alconada continue to work with the property owners and architects on some unexpected budget issues in regards to insulation and other soft costs. The competitive bid process will yield better budget numbers and the team will continue to work to cut costs where possible.</p>
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V. Personnel		
	A.	<p>Approve Hires and Terminations</p> <p>The Hires and Termination report was presented to the Board.</p> <p>Mr. Hernandez made the motion to accept the report as presented, Ms. Rizzo seconded the motion. Vote was unanimous.</p>

VII. Adjournment		
		<p>Ms. Normand made the motion to adjourn the meeting, Mr. Hernandez seconded the motion. Vote was unanimous.</p> <p>Meeting adjourned at 6:40</p>