

Board of Directors

November 10, 2015
General Session Minutes

GENERAL BOARD MEETING

Date: November 10, 2015
Start Time: 6:10 PM
End Time: 7:05 PM
Location: Shore Educational Collaborative Board Room

ATTENDEES

Board of Directors	Shore Educational Collaborative
Mr. Klauder, Chelsea	Ms. Clark, Executive Director
Mr. Ela, Everett	Mr. Robert Alconada, Assistant Executive Director
Mr. Silverman, Malden	Ms. Barbara Galatis, Clerk
Ms. Cugno, Medford	
Ms. Wood-Pruitt, Revere	
Mr. Greenspan, Counsel	
Mr. Joseph Sacco, Treasurer	

AGENDA

The agenda for the meeting is as follows:

I.	Call to Order
	Meeting was called to order at 6:10 PM by Mr. Ela.
	Roll call taken by Ms. Galatis. Mr. Ela wants it noted that Paulajo Gaines from the DESE was present for the meeting.

II	Review and Approve September 8, 2015 minutes
	Ms. Pruitt made the motion to accept the minutes from the meeting held September 8, 2015. Mr. Klauder seconded the motion. Vote was unanimous.

III.	Finance Report
	Mr. Alconada requested to change the order of the agenda items in order to review the FY15 Audit Presentation. Mr. Klauder made the motion to accept Mr. Alconada request to review the FY15 Audit presentation, Ms. Cugno seconded the motion. Vote was unanimous.
D	Presentation of FY15 Audit Ms. Stingo a representative from Livingston & Haynes presented the FY15 Audit via conference call to the Board of Directors. Ms. Stingo indicated that Shore Collaborative received the best possible rating again this year. Ms. Stingo reviewed the financial statements and notes included in the audit and explained some changes from last years audit in the financial section. Ms. Stingo indicated after a comprehensive review they were unable to find any control deficiencies. Lastly, She informed the Board that the audited financials and accompanying notes include everything required by the Collaborative legislation and the DESE regulations. Mr Alconada asked the Board of Directors to approve the FY15 Audit as presented in the form of a draft copy and discussed by Ms. Stingo. Ms. Cugno made the motion to accept the FY15 Audit as presented. Mr. Silverman seconded the motion.

A roll call vote was taken;
 Chelsea Yes
 Everett Yes
 Malden Yes
 Medford Yes
 Revere Yes

Motion Passed Unanimously.

Mr. Alconada informed the Board that since they accepted the audit, Livingston & Haynes will prepare the final Audit report. The Final version will be placed on the Shore website by the end of the year and will be part of its annual report.

A Treasurer's Report

Mr. Sacco reviewed the balance sheet and other financial documents with the Board. He pointed out to the Board that shore had a positive cash flow, after a slow first quarter, which is typical with schools not in session during the summer months.

B Warrant Approval

The warrants for September and October were presented and are as follows:

WARRANTS

September 2015

DATE	WARRANT #	TYPE	AMOUNT
9/4/2015	16-13	Payroll	\$150,140.46
9/15/2015	16-14	Account Payable	\$327,105.81
9/15/2015	16-15	Payroll	\$140,682.75
9/18/2015	16-16	Payroll	\$151,745.47
9/30/2015	16-17	Account Payable	\$392,197.21
9/30/2015	16-18	Payroll	\$136,276.45

October 2015

DATE	WARRANT #	TYPE	AMOUNT
10/2/2015	16-19	Payroll	\$ 157,209.55
10/15/2015	16-20	Accounts Payable	\$ 417,513.52
10/15/2015	16-21	Payroll	\$ 145,430.30
10/16/2015	16-22	Payroll	\$ 152,933.37
10/30/2015	16-23	Accounts Payable	\$ 416,263.61
10/30/2015	16-24	Payroll	\$ 140,482.04
10/30/2015	16-25	Payroll	\$ 156,210.95

		Ms. Pruitt made the motion to accept the September and October warrants as presented. Mr. Klauder seconded the motion. Vote was unanimous.
	C	<p>Budget vs. Actual</p> <p>Mr. Alconada presented the Board with the Budget v. Actual as of September 30, 2014. Mr. Alconada explained due to Staff coverage the report for October 31, 2014 was not complete and would mail to the Board members as soon as it is complete. Mr. Alconada explained that there is nothing out of the ordinary but did indicate that color was added to the report to help identify overages in the Burn ratio. He explained that items in yellow indicated a burn ration between .1 to .99% and items in red indicated a 1% or higher above the burn ratio.</p>
	E	<p>Review of Broker Commission</p> <p>Upon request from the Board, Mr. Alconada presented the Board with a copy of our Health, Benefit and insurance carriers, which shows carriers and the commissions paid for services.. Mr. Alconada indicated that all carriers were happy to supply this information for the Board.</p>

IV.	<i>Executive Director Report</i>	
	A	<p>Services Enrollment</p> <p>Ms. Clark informed the Board that Student Services currently has 163 Students and Adult Services has 358 clients. Ms. Clark passed out a graph to better explain Student Services enrollment. She indicated that even though September showed 164 students enrolled and October showed 163 students enrolled the reality is that within that timeframe 23 students withdrew from the program for various reasons and 22 new students were enrolled.</p>
	B	<p>CARF Survey Report</p> <p>Ms. Clark presented the Board the CARF survey report, awarding Shore's Adult Services Division a 3 year accreditation of their services through 2018. Ms. Clark indicated that in the report it is written that Shore and its employees go above and beyond CARF standards and found zero deficiencies during their August 2015 inspection.</p>
	C	<p>Program and Service Development</p> <p>Ms. Clark informed the Board that Shore was approached by some of the districts for a proposal on a program for students who are suspended from their schools. She and Mr. Alconada are in the preliminary stage of looking at different options for other new program development while keeping a tight watch on the budget. Ms. Clark indicated that if new program opportunities are deemed appropriate, that she may come to the Board and propose using some of the funds in the cash reserve for start-up costs.</p>

V.	<i>Personnel</i>	
	A	<p>Approve Hires and Terminations</p> <p>The Hires and Termination report was presented to the Board. Ms. Pruitt made the motion to accept the report as presented, Mr. Klauder seconded the motion. Vote was unanimous.</p>

VII	<i>Adjournment</i>	
		<p>Ms. Cugno made the motion to adjourn the meeting, Mr. Klauder seconded the motion. Vote was unanimous.</p> <p>Meeting adjourned at 7:05</p>