

Board of Directors

November 12, 2013
General Session Minutes

JUNE GENERAL BOARD MEETING

Date: November 12, 2013
Start Time: 6:00 PM
End Time: 8:00 PM
Location: Shore Educational Collaborative Board Room

ATTENDEES

<u>Board of Directors</u>	<u>Shore Educational Collaborative</u>
Ms. Lisa Lineweaver, Chelsea	Ms. Jacquelyn Clark, Executive Director
Ms. Corrine Riley, Saugus	Mr. Robert Alconada, Assistant Executive Director
Ms. Donna Wood-Pruitt, Revere	Ms. Barbara Galatis, Clerk
Ms. Maryalice Sharkey, Winthrop	
Ms. Ann Marie Cugno, Medford	
Mr. David Ela, Everett	
Atty. Howard Greenspan, Counsel	

AGENDA

The agenda for the meeting is as follows:

I.	<i>Call to Order</i>
	Meeting was called to order at 6:00 PM by Chairman Ela
	Roll call taken by Ms. Galatis
	Chairman Ela asked that it be put on the record that a representative from the Department of Elementary and Secondary Education was not present at this meeting and that we now have a representative for Winthrop present.

II.	<i>Review and Approve September 18, 2013 minutes</i>
	Ms. Pruitt made the motion to accept the minutes from the meeting held September 18, 2013. Ms. Cugno seconded the motion. Vote was unanimous.
	Ms. Cugno asked for the motion to be amended to only include the General minutes and not the Executive minutes. Ms. Lineweaver seconded the motion, Vote was unanimous.

	<i>Change in agenda order</i>
	Ms. Clark requested that the Fiscal Year 2013 Audit be taken out of order. Ms. Cugno made the motion to change the order of the agenda items, Ms. Lineweaver seconded the motion. Vote was unanimous
VI	A. FY13 Audit Maria Spinale from Livingston & Haynes reviewed the Fiscal Year 2013 audit via telephone with the Board of Directors. Ms. Spinale indicated that Shore Collaborative received the best

	<p>possible rating, stating they found only one control deficiency related to data entry surrounding the HR database and no significant deficiencies or material weaknesses were found. Furthermore, Shore ended FY13 with a surplus and is in solid financial standing. Ms. Spinale reviewed the new notes inserted in the audit and assured the Board that the audited financials and accompanying notes included everything required by the Collaborative legislation and the DESE regulations.</p> <p>Mr. Alconada asked the Board of Directors to approve the FY-13 Audit as presented in the form of a draft copy and reviewed by Ms. Spinale. Ms. Cugno made the Motion to accept the Fy-13 Audit as presented, Ms. Lineweaver seconded the motion. Vote was unanimous.</p> <p>Mr. Alconada informed the Board that since they had accepted the audit, he would notify Livingston & Hayes so they can prepare the final audit reports. The final version will be placed on the Shore website by the end of the year and will be part of its annual report.</p>
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III.	Treasurer's Report
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	<p>A</p> <p>Monthly Report</p> <p>Mr. Alconada reviewed the balance sheet with the Board and indicated that there is a healthy balance in the money market account. He indicated that some of this should be earmarked for long term financial considerations. Mr. Alconada also explained the increase of cash flow stating that districts are starting to pay their September and October tuition invoices.</p>
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	<p>B.</p> <p>Warrant Approval</p> <p>The warrants for September and October were presented and are as follows:</p>
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WARRANTS
September 2013

DATE	WARRANT #	TYPE	AMOUNT
9/6/2013	14-13	Payroll	\$146,454.03
9/13/2013	14-14	Accounts Payable	\$239,040.42
9/13/2013	14-15	Payroll	\$118,866.70
9/20/2013	14-16	Payroll	\$148,266.24
9/30/2013	14-17	Accounts Payable	\$452,867.34
9/30/2013	14-18	Payroll	\$118,239.29

October 2013

DATE	WARRANT #	TYPE	AMOUNT
10/4/2013	14-19	Payroll	\$150,474.44
10/15/2013	14-20	Accounts Payable	\$257,211.69
10/15/2013	14-21	Payroll	\$117,118.18
10/18/2013	14-22	Payroll	\$152,505.79
10/30/2013	14-23	Accounts Payable	\$562,213.55

		10/30/2013	14-24	Payroll	\$115,640.19
		Ms. Lineweaver made the motion to accept the September and October Warrants as presented, Ms. Cugno seconded the motion. Vote was unanimous.			

IV.	<i>Finance Report</i>
B.	<p>Long Term Financial Consideration</p> <p>Mr. Alconada handed out a description of financial matters that need to be addressed by the Board over the next several years. It included reducing the Reserve Accounts to a \$0 liability, providing a funding plan for the Retiree Health Insurance Benefit, addressing facility and information technology infrastructure deficiencies in upcoming budgets and capital plans, and reviewing options to provide more space for program growth in both the adult and student service divisions.</p> <p>The Board engaged in a discussion regarding the financial issues and asked Mr. Alconada to report back at the March 2014 Board meeting with potential options.</p>
C.	<p>Discussion of Merit Stipends</p> <p>Ms. Clark asked the Board to consider an off the base, merit stipend for those employees in the agency who are not in a salary scale position and therefore receive no regular salary step increase. It has been the practice to issue these stipends annually, in the fall, based on FY13 base salaries. Ms. Clark indicated that it her intent to convert most of these employees from a salary range and merit pay system to a salary scale system. This would be more consistent with other employees across the agency and would ensure these administrative and operations employees of a regular, pensionable step increase, as merit stipends are not considered pensionable income. Ms. Clark and Mr. Alconada will be presenting salary scale proposals to the Board as part of the FY14 budget process. The stipend total is \$65,200, for 35 employees, and has been allocated in the FY14 budget. Ms. Cugno made the motion to disburse \$65,200 to the 35 employees as a one time merit stipend payment reflective of their FY13 work, Ms. Sharkey seconded the motion. Vote was unanimous.</p>

V.	<i>Executive Director Report</i>
A.	<p>Services Enrollment</p> <p>Ms. Clark informed the Board that Student Services currently has 168 students enrolled with several referrals pending. The Adult Division currently has 355 clients to date, with Chelsea at maximum capacity. Ms. Clark informed the Board of a recent study of rates (set by the Rate Setting Commission) for day habilitation programs indicating that the cumulative rate adjustments since 2002 has been 20 cents. Though federal regulations require a review of rates every two years, day hab rates have not been reviewed/adjusted since 2008. Given this, chronically flat revenue, Adult Services must continue to expand capacity as its only way to keep up with rising operating costs.</p>
B.	<p>Collaborative Agreement</p> <p>Ms. Clark informed the Board that she and Atty. Greenspan made changes to the agreement based on the DESE General feedback in July and specific feedback from August to meet the required guidelines. The agreement was submitted for the third time, to the DESE for approval, on November 7th.</p>
C.	<p>DDS Certification Scheduled for Adult Services</p> <p>Ms. Clark stated that the QUEST (state licensing survey) is scheduled to start on Monday, November 18th. Ms. Clark stated that the QUEST team will notify the Adult Administrative Team at that time, of the location and the individual clients that they have chosen as their</p>

	sample to review.
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VII.	<i>Personnel</i>
	<p>Collective Bargaining Agreement Negotiations Ms. Cugno made the motion to enter into Executive Session for the purpose of discussing the current status of negotiations. Ms. Pruitt seconded the motion.</p> <p>A roll call vote was taken: Chelsea Yes Everett Yes Saugus Yes Medford Yes Revere Yes Winthrop Yes</p> <p>Motion Passed unanimously.</p>
	<p>C. Approve Hires and Terminations The Hires and Terminations were presented. Ms. Riley made the motion to accept the report as presented. Ms. Sharkey seconded the motion. Vote was unanimous.</p>

IX.	<i>Adjournment</i>
	<p>Ms. Cugno made the motion to adjourn the meeting. Ms. Riley seconded the motion. Vote was unanimous.</p> <p>Meeting ended at 8:00</p>