

# Board of Directors

October 9, 2018  
General Session Minutes

## GENERAL BOARD MEETING

Date: October 9, 2018  
Start Time: 6:05 PM  
End Time: 7:40 PM  
Location: Shore Educational Collaborative Board Room

## ATTENDEES

<u>Board of Directors</u>	<u>Shore Educational Collaborative</u>
Mr. Ela, Everett	Ms. Jacquelyn Clark, Executive Director
Ms. Beardsley, Malden	Mr. Robert Alconada, Assistant Executive Director
Mr. Ruseau, Medford	Mr. Sacco, Treasurer
Ms. Rizzo, Revere	Ms. Barbara Galatis, Clerk
Ms. Morgante, Saugus	
Ms. Normand, Somerville	
Mr. Greenspan, Counsel	

## AGENDA

The agenda for the meeting is as follows:

<b>I.</b>	<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.
<b>II</b>	<i>Review and Approve September 11, 2018 minutes</i>
	Ms. Rizzo made the motion to accept the minutes from the meeting held on September 11, 2018, Ms. Normand seconded the motion. Vote was unanimous.
<b>III</b>	<i>Finance Report</i>
	Ms. Clark asked to amend the agenda to add "Discussion of the FY18 Audit" under the Finance Report.
	Ms. Rizzo made the motion to add as new business "Discussion of the FY 18 Audit" under the Finance Reports as requested by Ms. Clark. Ms. Normand seconded the motion, vote was unanimous.

B	<p><b>Warrant Approval</b> Mr. Sacco presented the following warrants for the Board's approval:</p>																												
	<p>September 2018</p> <table border="1" data-bbox="363 304 1364 629"> <thead> <tr> <th>DATE</th> <th>WARRANT #</th> <th>TYPE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>9/14/2018</td> <td>19-14</td> <td>Accounts Payable</td> <td>\$238,146.57</td> </tr> <tr> <td>9/14/2018</td> <td>19-15</td> <td>Payroll</td> <td>\$175,764.94</td> </tr> <tr> <td>9/14/2018</td> <td>19-16</td> <td>Payroll</td> <td>\$158,699.02</td> </tr> <tr> <td>9/28/2018</td> <td>19-17</td> <td>Accounts Payable</td> <td>\$526,013.63</td> </tr> <tr> <td>9/28/2018</td> <td>19-18</td> <td>Payroll</td> <td>\$179,223.26</td> </tr> <tr> <td>9/28/2018</td> <td>19-19</td> <td>Payroll</td> <td>\$160,042.27</td> </tr> </tbody> </table>	DATE	WARRANT #	TYPE	AMOUNT	9/14/2018	19-14	Accounts Payable	\$238,146.57	9/14/2018	19-15	Payroll	\$175,764.94	9/14/2018	19-16	Payroll	\$158,699.02	9/28/2018	19-17	Accounts Payable	\$526,013.63	9/28/2018	19-18	Payroll	\$179,223.26	9/28/2018	19-19	Payroll	\$160,042.27
DATE	WARRANT #	TYPE	AMOUNT																										
9/14/2018	19-14	Accounts Payable	\$238,146.57																										
9/14/2018	19-15	Payroll	\$175,764.94																										
9/14/2018	19-16	Payroll	\$158,699.02																										
9/28/2018	19-17	Accounts Payable	\$526,013.63																										
9/28/2018	19-18	Payroll	\$179,223.26																										
9/28/2018	19-19	Payroll	\$160,042.27																										
	<p>Ms. Normand made the motion to accept the September warrants as presented, Mr. Ruseau seconded the motion. Vote was unanimous.</p>																												
A.	<p><b>Treasurer's Report</b> Mr. Alconada reviewed the financial reports, through September 30, 2018, with the Board. He indicated that Shore was running a deficit and had negative cash flow through the end of the first quarter. However, this is not unique and is typically the case every year.</p> <p>C Mr. Alconada reviewed, in detail, with the Board the draft balance sheets and statements of activities, as prepared by the auditing firm. He also explained the impact of GASB 75 on the financials and the recognition of additional liabilities related to the OPEB.</p> <p>Mr. Alconada suggested, based on advice from the auditing firm, that the Board should consider voting to commit \$2 million dollars to the Building category from the Unassigned category on the Governmental Funds Balance Sheet, retroactive to June 30, 2018.</p> <p>Mr. Ruseau made the motion to commit \$2 million dollars to the Building category from the Unassigned category on the Governmental Funds Balance Sheet, retroactive to June 30, 2018.</p> <p>Ms. Rizzo seconded the motion.</p> <p>A roll call vote was taken:</p> <p>Everett Yes Malden Yes Medford Yes Revere Yes Saugus Yes Somerville Yes</p> <p>Vote was unanimous.</p>																												

A	<p><b>Enrollments</b></p> <p>Ms. Clark informed the Board that Student services has 180 students which is higher than this time last year.</p> <p>The Adult Services department has two new clients from last month, with all three locations processing intakes for additional clients.</p>
B	<p><b>CARF 3 Year Accreditation</b></p> <p>Ms. Clark presented the Board with a copy of the CARF report for Shore. She informed the Board that Shore received the highest level of accreditation: three years. She indicated the many strengths related to staff care and commitment to individuals served; individual, family, and DDS satisfaction; high quality services; and sound policies and systems for assuring continuous improvement.</p>
C	<p><b>Quarterly Report</b></p> <p>Ms. Clark Presented the Board with the Quarterly Summary Report of information and activities from the Board meeting covering July 1, 2018 - September 30, 2018. At the Board’s suggestion, this will be sent electronically along with the CARF accreditation award letter and “strengths” pages.</p>
D	<p><b>Medication Delegation Policies</b></p> <p>Ms Clark shared with the Board updated Medication Delegation policies, she asked that the Board accept the policies as written.</p> <p>Ms. Normand made the motion to accept the Medication delegation policies as presented, Mr. Ruseau seconded the motion. Vote was unanimous.</p>

<b>V. Personnel</b>													
A	<p><b>Executive Session - Status of Professional Unit CBA</b></p> <p>Ms. Clark asked the Board to enter into Executive session in order to inform the Board on the mediation process underway with the Professional Unit..</p> <p>Mr. Rusea made the motion to enter into executive session, Ms. Rizzo seconded the motion.</p> <p>A roll call vote was taken:</p> <table data-bbox="371 1608 600 1832"> <tr><td>Everett</td><td>Yes</td></tr> <tr><td>Malden</td><td>Yes</td></tr> <tr><td>Medford</td><td>Yes</td></tr> <tr><td>Revere</td><td>Yes</td></tr> <tr><td>Saugus</td><td>Yes</td></tr> <tr><td>Somerville</td><td>Yes</td></tr> </table> <p>Vote was unanimous.</p>	Everett	Yes	Malden	Yes	Medford	Yes	Revere	Yes	Saugus	Yes	Somerville	Yes
Everett	Yes												
Malden	Yes												
Medford	Yes												
Revere	Yes												
Saugus	Yes												
Somerville	Yes												
B.	<p><b>Approve Hires and Terminations</b></p> <p>The Hires and Termination report was presented to the Board. Ms. Clark publicly disclosed that her daughter, Julianna, was working in the Chelea Adult division as a DSS1, on a temporary basis. Ms. Clark does not have a direct supervisory role with her daughter and Mr. Alconada will make any decisions</p>												

	<p>regarding Julianna’s salary, benefits or disciplinary action should that be necessary.</p> <p>Ms. Normand made the motion to accept the report as presented, Mr. Ruseau seconded the motion. Vote was unanimous.</p>
B	<p><b>Executive Leadership Performance Evaluations</b></p> <p>Ms. Clark Presented the Board with Mr. Alconada’s evaluation for their review. Ms. Clark asked the Board based on a very favorable evaluation to consider a 2.5% pay increase retroactive to July 1, 2018. Ms. Normand made the motion to increase Mr. Alconada’s salary by 2.5% , Mr. Ruseau seconded the motion.</p> <p>A roll call vote was taken:</p> <p>Everett      Yes  Malden        Yes  Medford      Yes  Revere        Yes  Saugus        Yes  Somerville    Yes</p> <p>Vote was unanimous.</p> <p>Ms. Clark presented the Board with her appraisal of Mr. Sacco. The Board discussed this and Ms. Rizzo made the motion to adopt and accept this as Mr. Sacco’s annual performance review. Ms. Normand seconded the motion. Vote was unanimous.</p> <p>Ms. Clark offered to step out of the meeting while the Board discussed and completed her performance appraisal in the open meeting. Each of the members had been provided with ratings done by the Shore Leadership Team on Ms. Clark’s performance of her job. Ms. Clark also provided all members with her job description as a basis for the appraisal. Once the evaluation was completed by the Board Ms. Clark was presented with her evaluation by Mr. Ela and indicated that her performance was highly favorable in all areas and commended her for her commitment to Shore and the leadership she provides. The Board indicated that the job description was reviewed and approved as is.</p> <p>Ms. Clark wished to defer any FY19 salary increase until the negotiations were completed.</p>

<b>VIII.</b>	<b>Adjournment</b>
	<p>Ms. Beardsley made the motion to adjourn the meeting, Ms. Normand seconded the motion. Vote was unanimous.</p> <p>Meeting adjourned at 7:40</p>