

Board of Directors

October 12, 2021
Session Minutes

GENERAL BOARD MEETING

Date: October 12, 2021
Start Time: 4:36 PM
End Time: 5:55 PM
Location: Shore Educational Collaborative

ATTENDEES

Board of Directors	Shore Educational Collaborative
Ms. Santiago, Chelsea	Ms. Jacquelyn Clark, Executive Director
Ms. Millie Cardello, Everett	Ms. Kristin Shaver, Director of Finance & Operations
Mr. Ruseau, Medford	Mr. David Ela, Treasurer
Ms. Rizzo, Revere	Ms. Barbara Galatis, Clerk
Ms. Ackman, Somerville	

AGENDA

The agenda for the meeting is as follows:

<i>I</i>	<i>Call to Order</i>
	Roll call taken by Ms. Galatis. There was a quorum present.
<i>II</i>	<i>Review and Approve June 8, 2021 minutes</i>
	Ms. Ackman made the motion to accept the minutes from the meeting held on June 8, 2021. Ms. Cardello seconded the motion. Vote was unanimous
<i>III</i>	<i>Finance and Operations</i>
A	Financial Statement Ms. Shaver informed the Board that the usual financial statements are not yet available because the FY21 audit has not been completed. She did review the income statement for the period of July 1 through August 31, 2021.
C	Warrants Mr. Ela presented the warrants from June through September as follows:

June 2021

DATE	WARRANT #	TYPE	AMOUNT
6/4/2021	21-78	Payroll	\$105,564.22
6/4/2021	21-78P	Payroll	\$52,570.07
6/4/2021	21-79	Accounts Payable	\$71,782.62
6/11/2021	21-80	Accounts Payable	\$82,342.91
6/15/2021	21-81	Payroll	\$177,884.28
6/11/2021	21-81 A	Payroll	\$81,681.55
6/15/2021	21-81P	Payroll	\$83,458.92
6/17/2021	21-81 AP	Payroll	\$31,417.03
6/21/2021	21-82	Accounts Payable	\$24,776.51
6/17/2021	21-83	Payroll	\$106,544.50
6/28/2021	21-84	Accounts Payable	\$15,596.30
6/30/2021	21-85	Payroll	\$179,352.72
6/30/2021	21-85 A	Payroll	\$403,728.91
6/30/2021	21-85P	Payroll	\$269,365.57
6/30/21	21-86	Accounts Payable	\$43,021.30

July 2021

DATE	WARRANT #	TYPE	AMOUNT
7/1/2021	1001	Accounts Payable	\$370,385.76
7/12/2021	1002	Accounts Payable	\$30,358.14
7/14/2021	1003	Accounts Payable	\$44,065.58
7/14/2021	1004	Accounts Payable	\$780.00
7/23/2021	1005	Accounts Payable	\$414,173.49
7/23/2021	1006	Accounts Payable	\$4,504.73
7/24/2021	1007	Accounts Payable	\$45,601.47
7/2/2021	FY21 - 1	Payroll	\$201,568.03
7/7/21	FY21 - 2	Payroll	\$148,126.62
7/15/2021	FY22-01	Payroll	\$208,709.51
7/16/2021	FY22-02	Payroll	\$242,697.21
7/16/2021	22-01A	Payroll	\$103,524.84
7/30/2021	FY22-03	Payroll	\$215,258.46

7/30/2021	FY22-04	Payroll	\$208,286.05
7/31/2021	FY22-1	Electronic Payment	\$48,457.47

August 2021

DATE	WARRANT #	TYPE	AMOUNT
8/3/2021	1008	Accounts Payable	\$440.00
8/5/2021	1018	Accounts Payable	\$65,841.17
8/10/2021	1020	Accounts Payable	\$8,326.64
8/13/2021	1040	Accounts Payable	\$349,445.43
8/26/2021	1050	Accounts Payable	\$385,132.51
8/13/2021	FY22-05	Payroll	\$207,635.48
8/13/2021	FY22-06	Payroll	\$211,889.48
8/18/2021	FY22-07	Payroll	\$940.93
8/27/2021	FY22-08	Payroll	\$208,788.34
8/30/2021	FY22-09	Payroll	\$173,503.38
8/31/2021	FY22-2	Electronic Payment	\$49,502.86

September 2021

DATE	WARRANT #	TYPE	AMOUNT
9/2/2021	1071	Accounts Payable	\$3,336.00
9/3/2021	1075	Accounts Payable	\$62,339.81
9/9/2021	1083	Accounts Payable	\$882.55
9/10/2021	1084	Accounts Payable	\$81,590.03
9/17/2021	1100	Accounts Payable	\$27,892.60
9/22/2021	1103	Accounts Payable	\$366,078.93
9/10/2021	FY22-10	Payroll	\$219,635.20
9/15/2021	FY22-11	Payroll	\$326,047.10
9/15/21	FY22-12	Payroll	\$998.03
9/22 & 9/24, 2021	FY22-13	Payroll	\$231,662.81
9/30/2021	FY22-14	Payroll	\$326,499.19
9/30/21	FY-3	Electronic Payment	\$43,327.92

	Ms. Rizzo made the motion to accept the June, July, August, and September warrants as presented, Ms. Cardello seconded the motion. Vote was unanimous.
D	<p>Preliminary Report on FY21 Financial Status</p> <p>Ms. Clark informed the Board that the deficit for FY21 looks to be approximately \$2M. As discussed at each Board meeting last year, enrollments were significantly lower than any other year. Enrollment remained steady at around 155 students all of last school year, since most districts were in remote education for the 7/10 months of the school year. Adult Services’ funding sources permitted full billing only for those attending in person. This meant about 50 people (14%) of our individuals attended for 9/12 months of the year until people were able to be vaccinated. Despite huge cuts made in personnel and all other discretionary expenses, these decreases in revenue could not be covered. Fixed building costs (leases and mortgage) are approximately \$2M annually, and these cannot be reduced.</p> <p>Ms. Clark and Ms. Shaver discussed with the Board that some tuition adjustments or one time “covid recovery” fee may need to be adopted by the Board for next fiscal year, since collaboratives have not received any other direct relief funds. This will be discussed further after the audit is finished and reviewed and approved by the Board.</p>

IV	<i>Executive Director Report & Discussion Items</i>	
A	Services Update	<p>a. Enrollment</p> <p>Ms. Clark informed the Board that Student Services currently has 153 students. Although the School has added 18 new referrals since June, 22 students disenrolled during this same period.</p> <p>Adult Services has a total of 352 enrolled, with 215 attending in person. There are an additional 40 - 60 adults awaiting return to in person services but have to wait until Shore and/or the transportation companies can hire more staff.</p> <p>b. Workforce</p> <p>Ms. Clark informed the Board that there has been a lot of staff hired over the past few months but we continue to recruit and have staff shortages in most programs. Adult Services laid off the majority of its workforce in August 2020, so re-staffing is particularly a challenge in those programs.</p>
B	COVID	<p>a. Discussion of Current COVID-related policies</p> <p>Ms. Clark reviewed the Policies Shore has in place and answered any questions.</p>

		<p>After a lot of discussion, Ms. Rizzo made the motion directing Ms. Clark to speak to Attorney Greenspan about negotiating the need for regular Covid testing for any school staff that remain unvaccinated. Ms. Cardello seconded the motion. Vote was unanimous.</p> <p>b. Vaccination and Positive Case Report Ms. Clark informed the Board that Shore’s Covid numbers remain low with only 6 positive covid cases, across the organization in the last four months (June-0; July-2; August-1; September-3). She also informed the Board that 88% of the staff are fully vaccinated.</p>
	C	<p>Communication & Marketing</p> <p>a. Website Ms. Clark informed the Board that Shore is working with Sperling Interactive to redesign the website.</p> <p>b. Mission & Vision Statement Ms. Clark is working with the Leadership team at Shore to revise the mission statement and write a vision statement. She will present these at the next meeting.</p>
	D	<p>Status of Capital Plan Proposal</p> <p>a. DESE Guidance on Cumulative Surplus Ms. Clark included in the Board folders the DESE revised guidance (August 2021) on cumulative surpluses allowed by collaboratives. Ms. Clark reminded the Board that their Districts need to approve the Capital Plan and offered to attend a School Committee meeting to present the plan or meet individually with Board members. So far, Everett, Medford and Somerville have approved the plan.</p>
	E	<p>Election of Board Vice Chair Ms. Rizzo made the motion to appoint Ms. Cardello from Everett to the Vice Chair Position. Ms. Ackman seconded the motion.</p> <p>A roll call vote was taken.</p> <p>Chelsea Yes Everett Yes Medford Yes Revere Yes Somerville Yes</p> <p>Vote was unanimous.</p>
	F	<p>Board Meeting Times & Location</p>

	Ms. Clark asked the Board for their input on the times and location of future Board meetings. After much discussion it was decided that the Board will still meet virtually, allowable by the temporary exemptions made to the Open Meeting Law, at 4:30 on the second Tuesday of the month.
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V.	<i>Personnel</i>
A	Loss of Two Employees Ms. Clark regretfully informed the Board of the passing of two employees.
B	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. Ackman seconded the motion. The vote was unanimous

VII.	<i>Adjournment</i>
	Ms. Cardello made a motion to adjourn the meeting, Ms. Rizzo seconded the motion. Vote was unanimous. Meeting adjourned at 5:55