

Board of Directors

October 11, 2022

Session Minutes

GENERAL BOARD MEETING

Date: October 11, 2022
Start Time: 4:33 PM
End Time: 5:25 PM
Location: Shore Educational Collaborative

ATTENDEES

<u>Board of Directors</u>	<u>Shore Educational Collaborative</u>
Ms. Zobot, Chelsea	Ms. Jacquelyn Clark, Executive Director
Ms. Cardello, Everett	Ms. Kristin Shaver, Director of Finance & Operations
Mr. Ruseau, Medford	Ms. Barbara Galatis, Clerk
Ms. Rizzo, Revere	Mr. David Ela, Treasurer
Ms. Ackman, Somerville	
Ms. Swope, Winthrop	

AGENDA

The agenda for the meeting is as follows:

I	<i>Call to Order</i>
	Roll call taken by Ms. Galatis. There was a quorum present.
II	<i>Review and Approve General meeting, September 13, 2022</i>
	Ms. Rizzo made the motion to accept the minutes for the meetings held on September 13, 2022 Ms. Swope seconded the motion. Roll call vote Chelsea Yes Everett Yes Medford Yes Revere Yes Somerville Yes Winthrop Yes Vote was unanimous.

III Finance and Operations

A Financial Statement

Ms. Shaver reviewed the income statement which was for the months of July and August. Ms. Shaver explained to the Board that there was a healthy surplus for these two months due, in part, to two districts that prepaid tuitions.

C Warrant Approval

Mr. Ela presented the warrants for June & July as follows:

August Warrants

DATE	WARRANT #	TYPE	AMOUNT
8/1/2022	1029	Accounts Payable	\$110.00
8/11/2022	1051	Accounts Payable	\$16,152.26
8/12/2022	1059	Accounts Payable	\$291,943.68
8/29/2022	1071	Accounts Payable	\$253,621.58
8/12/2022	FY23-7	Payroll	\$237,070.30
8/15/2022	FY23-8	Payroll	\$1,542.76
8/15/2022	FY23-9	Payroll	\$206,690.80
8/24/2022	FY23-10	Payroll	\$245,552.42
8/30/2022	FY23-11	Payroll	\$178,934.80
8/1/2022	FY23-EFT2	Electronic Payment	\$44,377.92
7/22/2022	FY23-EFT1	Electronic Payment	\$47,509.66

September Warrants

DATE	WARRANT #	TYPE	AMOUNT
9/2/2022	1073	Accounts Payable	\$67,627.21
9/2/2022	1074	Accounts Payable	\$8,254.58
9/15/2022	1101	Accounts Payable	\$1,534.27
9/19/2022	1104	Accounts Payable	\$121,008.43
9/20/2022	1112	Accounts Payable	\$2,155.91
9/23/2022	1114	Accounts Payable	\$358,170.77
9/30/2022	1121	Accounts Payable	\$23,730.75
9/9/2022	FY23-12	Payroll	\$239,897.38
9/15/2022	FY23-13	Payroll	\$301,814.79

	9/15/2022	FY23-14	Payroll	\$3,618.14
	9/23/2022	FY23-15	Payroll	\$242,988.65
	9/28/2022	FY23-16	Payroll	\$234,454.16
	9/30/2022	FY23-17	Payroll	\$304,505.11

Ms. Rizzo made the motion to accept the June and July warrants as presented, Ms. Cardello seconded the motion.

Roll call vote

Chelsea Yes
Everett Yes
Medford Yes
Revere Yes
Somerville Yes
Winthrop Yes

Vote was unanimous.

IV <i>Executive Director Report & Discussion Items</i>	
A	<p>Planning for Leadership Change & New Administrative Team Members Ms. Clark informed the Board that she and Ms. Shaver have been working together to smoothly transition the work of the Executive Director when Ms. Clark retires.</p> <p>Ms. Shaver informed the Board that she has filled three key leadership positions: a Software Data Specialist, a Director of Human Resources and a Director of Finance. The Data Specialist and Director of HR have recently started and the Director of Finance will start next week.</p>
B.	<p>Service Updates</p> <ol style="list-style-type: none"> 1. Student Services Ms. Clark informed the Board that student services has 166 students currently enrolled, which is 13 more than this time last year. 2. Adult Services Ms. Clark informed the Board that the Adult Service department has 293 of the 366 adults attending in-person programs. She was happy to report that this is 78 more than this time last year.

V. <i>Personnel</i>	
	Executive Director Salary FY23

	<p>Ms. Swope made the motion to approve a 2.5 % pay increase effective July 1, 2022 for Ms. Clark. Ms Zabol seconded the motion.</p> <p>Roll call vote</p> <p>Chelsea Yes Everett Yes Medford Yes Revere Yes Somerville Yes Winthrop Yes</p> <p>Vote was unanimous.</p>
B	<p>Approval of Hires and Terminations</p> <p>Ms. Clark presented the Hires and Terminations Report to the Board. Ms. Rizzo made the motion to accept the report as presented, Ms. Zabol seconded the motion.</p> <p>Roll call vote</p> <p>Chelsea Yes Everett Yes Medford Yes Revere Yes Somerville Yes Winthrop Yes</p> <p>Vote was unanimous.</p>

VI. Executive Session	
	<p>Ms. Rizzo made a motion to enter into Executive Session and to adjourn the meeting from there. Ms. Zabol seconded the motion.</p> <p>Roll call vote</p> <p>Chelsea Yes Everett Yes Medford Yes Revere Yes Somerville Yes Winthrop Yes</p>

		Vote was unanimous.
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