

# Board of Directors

October 14, 2014  
General Session Minutes

## GENERAL BOARD MEETING

Date: October 14, 2014  
Start Time: 6:00 PM  
End Time: 7:10 PM  
Location: Shore Educational Collaborative Board Room

### ATTENDEES

<u>Board of Directors</u>	<u>Shore Educational Collaborative</u>
Mr. Ela, Everett	Ms. Clark, Executive Director
Mr. Silverman, Malden	Mr. Robert Alconada, Assistant Executive Director
Ms. Cugno, Medford	Ms. Barbara Galatis, Clerk
Ms. Wood-Pruitt, Revere	
Ms. Riley, Saugus	
Ms. Mary Alice Sharkey	
Mr. Joseph Sacco, Treasurer	

### AGENDA

The agenda for the meeting is as follows:

<b>I.</b>	<i>Call to Order</i>
	Meeting was called to order at 6:00 PM by Mr. Ela
	Roll call taken by Ms. Galatis

<b>II.</b>	<i>Review and Approve September 9, 2014 minutes</i>
	Ms. Pruitt made the motion to accept the minutes from the meeting held September 9, 2014. Ms. Riley seconded the motion. Vote was unanimous.

<b>III.</b>	<i>Finance Report</i>
A.	<b>Treasurer's Report</b> Mr. Sacco reviewed the balance sheet and other financial documents with the Board of Directors. He pointed out to the Board that Shore had experienced a negative cash flow in the 1 <sup>st</sup> Quarter of the fiscal year, as is customary.

- B. **Warrant Approval**  
The warrants for September were presented and are as follows:

WARRANTS

September 2014

DATE	WARRANT #	TYPE	AMOUNT
9/5/2014	15-13	Payroll	\$154,047.52
9/15/2014	15-14	Account Payable	\$369,149.91
9/15/2014	15-15	Payroll	\$124,815.69
9/19/2014	15-16	Payroll	\$156,965.38
9/30/2014	15-17	Account Payable	\$432,087.37
9/30/2014	15-18	Payroll	\$130,105.17

Ms. Cugno made the motion to accept the September warrants as presented, Ms. Sharkey seconded the motion. Vote was unanimous.

- C. **FY 14 Audit Update**  
Mr. Alconada indicated auditors from Livingston & Haynes has spent three weeks at Shore conducting a risk assessment and an audit. Mr. Alconada told the Board that there were no significant deficiencies or material weaknesses and that the auditors are scheduled to appear at the next Board meeting to formally present the audit. Mr. Alconada indicated that the UFR is due on November 14, 2014, but that he will file an extension.

- D. **Update on Request for Lease Proposal**  
Mr. Alconada informed the Board that a building at 171 Medford Street in Malden, owned by Combined Properties, had been selected through the Request for Lease Proposal. Mr. Alconada told the Board that lease negotiations would begin soon; however, he did not expect to occupy the new location until late 2015 or early 2016 depending upon permitting and construction schedules.

- E. **1<sup>st</sup> Quarter Budget v. Actual Report**  
Mr. Alconada presented the Board with the Budget v. Actual as of September 30, 2014. He explained that there is nothing out of the ordinary and the agency is running well below the 25% burn ratio.

**IV. Executive Director Report**

- A. **Services Enrollment**  
Ms. Clark handed out an enrollment data sheet showing the enrollment trends between September 2009 and September 2014 for both students and adults. Ms. Clark explained that there was an 8% decline in student enrollment from September 2009 through September 2014. At the same time, however, the adult client enrollment has increase by approximately 13%.  
  
Ms. Clark explained that Shore was working on internal controls to better track why enrollment in student services is declining and indicated the agency's new iPASS student information

	<p>system would be a useful tool. iPASS will provide the ability to track movement during the year.</p> <p>Ms. Clark thought that if lease negotiations proved successful at the Malden building, then a substantial number of Chelsea adult clients could be moved to the new building, which will allow the Chelsea program to back fill empty slots with new referrals. She also thought a re-balancing of Peabody and Woburn clients to the Malden site could take place, which would allow those sites to also back fill with new referrals.</p> <p>Ms. Clark further explained to the Board that the Malden site could potentially house some components of the alternative and middle high school, along with new educational programs.</p> <p>Ms. Clark will keep the Board informed on this matter.</p>
B.	<p><b>Collaborative Agreement</b></p> <p>Ms. Clark indicated that she has the signed agreement from Everett, Saugus, and Malden and have verbal approvals from a few other districts, but has yet to receive the signed agreement. Ms. Clark indicated that she will contact the districts she has not heard from in order to get an update on their progress.</p>

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

<b>VI</b>	<i>New Business</i>												
	<p><b>Union Business</b></p> <p>Ms. Cugno made the motion to enter into Executive Session for the purpose of negotiations, Ms. Pruitt seconded the motion.</p> <p>A roll call vote was taken:</p> <table> <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>Winthrop</td> <td>Yes</td> </tr> </table> <p>Motion passed unanimously.</p>	Everett	Yes	Malden	Yes	Medford	Yes	Revere	Yes	Saugus	Yes	Winthrop	Yes
Everett	Yes												
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Winthrop	Yes												

<b>VII</b>	<i>Adjournment</i>
	<p>Mr. Silverman made the motion to adjourn the meeting. Ms. Pruitt seconded the motion. Vote was unanimous.</p> <p>Meeting adjourned at 7:10</p>