

# Board of Directors

September 13, 2016  
General Session Minutes

## GENERAL BOARD MEETING

Date: September 13, 2016  
Start Time: 6:20 PM  
End Time: 7:30 PM  
Location: Shore Educational Collaborative Board Room

## ATTENDEES

<b>Board of Directors</b>	<b>Shore Educational Collaborative</b>
<b>Mr. Ela, Everett</b>	<b>Ms. Clark, Executive Director</b>
<b>Mr. Silverman, Malden</b>	<b>Mr. Robert Alconada, Assistant Executive Director</b>
<b>Ms. Cugno, Medford</b>	<b>Mr. Sacco, Treasurer</b>
<b>Ms. Normand, Somerville</b>	<b>Mr. Greenspan, Counsel</b>
<b>Mr. Vecchia, Winthrop</b>	<b>Ms. Barbara Galatis, Clerk</b>

## AGENDA

The agenda for the meeting is as follows:

<b>I.</b>	<i>Call to Order</i>
	Meeting was called to order at 6:20PM by Mr. Ela.
	Roll call taken by Ms. Galatis.
<b>II</b>	<i>Review and Approve June 14, 2016 minutes</i>
.	Ms. Cugno made the motion to accept the minutes from the meeting held on June 14, 2016. Mr. Silverman seconded the motion. Vote was unanimous.
<b>III</b>	<i>Finance Report</i>
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	<b>A Treasurer's Report</b> There was no treasurer's report/financial statements available to present to the Board of Directors since last fiscal year has just been closed. The treasurer's report will resume next month.
	<b>B Warrant Approval</b> Mr. Sacco presented the following warrants for the Board's approval:

**WARRANTS**  
for months of June, July and August 2016

June 2016

DATE	WARRANT #	TYPE	AMOUNT
6/15/2016	16-69	Accounts Payable	\$371,198.68
6/15/2016	16-70	Payroll	\$145,491.10
6/10/2016	16-71	Payroll	\$148,029.29
6/24/2016	16-72	Payroll	\$147,148.13
6/17/2016	16-72 A	Payroll	\$91,667.63
6/30/2016	16-73	Payroll	\$140,903.15
6/30/2016	16-73 A	Payroll	\$279,865.17
6/30/2016	16-74	Accounts Payable	\$238,016.54

July 2016

DATE	WARRANT #	TYPE	AMOUNT
7/8/2016	17-01	Payroll	\$147,285.87
7/15/2016	17-02	Payroll	\$103,525.51
7/14/2016	17-02 A	Payroll	\$73,960.41
7/15/2016	17-03	Accounts Payable	\$729,905.35
7/22/2016	17-04	Payroll	\$148,888.46
7/29/2016	17-05	Payroll	\$99,357.72
7/29/2016	17-06	Accounts Payable	\$461,994.93

August 2016

DATE	WARRANT #	TYPE	AMOUNT
8/5/2016	17-07	Payroll	\$150,650.23
8/15/2016	17-08	Accounts Payable	\$365,973.30
8/15/2016	17-09	Payroll	\$101,596.50
8/19/2016	17-10	Payroll	\$150,311.07
8/31/2016	17-11	Accounts Payable	\$330,642.90
8/31/2016	17-12	Payroll	\$76,881.12

Ms. Cugno made the motion to accept the June, July and August warrants as presented. Mr. Silverman seconded the motion. Vote was unanimous.

- C **Final Resolution on Refinancing of 100 Revere Beach Parkway property**  
Mr. Alconada informed the Board that during the summer Shore Collaborative and TD Bank renegotiated the refinance documents. He explained that at a previous board meeting the Board voted to authorize a bond up to \$11,350,000. He explained the new amount would be less than that so a new vote was not

	<p>necessary, however he asked the Board to vote to accept the Resolution document outlining all the terms of the newly revised agreement.</p> <p>Mr. Vecchia made the motion to accept the Resolution as presented, that is to authorize a bond up to but not exceeding \$10,850,000, and all other provisions herein. Mr. Silverman seconded the motion. Vote was unanimous.</p>
D	<p><b>FY 16 Audit</b></p> <p>Mr. Alconada informed the Board that the audit is scheduled to begin on September 19th and continue for three weeks. The first week the auditors will focus on risk assessment and the following two weeks will focus on the financial audit.</p>

<b>IV</b>	<i>Executive Director Report</i>
A	<p><b>Enrollments</b></p> <p>Ms. Clark informed the Board that Student Services started the school year with 172 students, which is an increase of 13 students from last year's start (159 students). The Adults Division currently has 361 clients, which is an increase of 3 individuals. Both very positive trends for Shore.</p>
B	<p><b>Shore-wide Training and Certification of all Staff</b></p> <p>Ms. Clark informed the Board that 2 years ago the Adult Service Division moved to Safety Care Training and Certification for all its staff. This 12-18 hour curriculum teaches strategies to de-escalate individuals and prevent high risk or crisis situations. The curriculum also teaches staff how to safely manage crisis situations should they occur. The Adult Division has seen significant decreases in the use of physical interventions since adopting this training.</p> <p>Consequently, the entire Student Services Division has also adopted the Safety Care Training curriculum. The balance of the three days of staff orientation was spent training and certifying all staff. Ms. Clark informed the Board that this is the first time that the same curriculum has been adopted across the entire organization. Since this is a lengthy training and generally involves extra time for staff and trainers, it will be highly beneficial to be able to offer trainings throughout the year as new employees in both divisions are hired. Also Shore staff "trained as trainers" can be shared across the organization to offer these trainings.</p>
C	<p><b>Parking Lot Project</b></p> <p>Mr. Alconada explained to the Board that the parking lot bids are due on September 26th. The start of construction may start as soon as October 3rd and go until November 23rd. Mr. Alconada indicated that at times during the process Shore staff will not be able to park at the building and that alternative parking has been secured at Showcase Cinema in Revere. Buses will then be used to shuttle employees to and from that parking lot to Chelsea.</p>
D	<p><b>Change in Board Meeting Dates/Locations:</b></p> <p><b>1. October 2016 Board meeting.</b></p> <p>Ms. Clark informed the Board that due to the Parking lot project the Board meeting may need to relocate if access to the building is not available. Ms. Clark discussed either using the Shore building in Woburn or possibly holding</p>

	<p>it at the Chelsea Wyndham. Ms. Clark stated that a decision will be made prior to the meeting and that Ms. Galatis will contact everyone of the meeting location.</p> <p><b>2. November 2016 Board meeting</b></p> <p>Ms. Clark indicated that the usual meeting scheduled for the second Tuesday of the month was election day. She asked the board to consider changing the date of the meeting. After discussion the meeting has been changed to the Third Tuesday of the month which is November 15th.</p>
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<i>V. Personnel</i>											
A	<p><b>Executive Director Performance Appraisal and Contract</b></p> <p>The Board reviewed a cumulative evaluation for Ms. Clark that was done by her Senior Management team. The Board then conducted their own Performance Appraisal of Ms. Clark which was finalized and presented to Ms. Clark in open session.</p> <p>Ms. Cugno made the motion to approve the performance appraisal of Ms. Clark and to table the discussion of compensation until her contract is discussed. Mr. Silverman seconded the motion. Vote was unanimous.</p> <p>The evaluation was then signed by both the Chairman of the Board and Ms. Clark.</p>										
B	<p><b>Treasurer Performance Appraisal</b></p> <p>The Board reviewed Mr. Sacco's performance and considered an evaluation that Ms. Clark completed for Mr. Sacco. The Board indicated that they could not agree more with Ms. Clark's evaluation of Mr. Sacco's excellent and devoted performance as Shore's long-time Treasurer.</p> <p>Ms. Cugno made the motion to accept Mr. Sacco's performance appraisal and Mr. Silverman seconded the motion. Vote was unanimous. The evaluation was then signed by both the Chairman of the Board and Ms. Sacco.</p>										
C	<p><b>Review and Approve Assistant Executive Director Performance Appraisal</b></p> <p>The Board was presented with Mr. Alconada's performance appraisal, conducted by Ms. Clark. Based on the very favorable appraisal, Ms. Clark recommended that the Board approve the evaluation of Mr. Alconada as the Assistant Executive Director and approve an increase in his salary by 3.7%, retroactive to July 1, 2016.</p> <p>Ms. Cugno made the motion to accept Mr. Alconada's evaluation and to increase his salary by 3.7% retroactive to July 1, 2016. Mr. Vecchia seconded the motion.</p> <p>A roll call vote was taken:</p> <table style="margin-left: 20px;"> <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>Somerville</td> <td>Yes</td> </tr> <tr> <td>Winthrop</td> <td>Yes</td> </tr> </table>	Everett	Yes	Malden	Yes	Medford	Yes	Somerville	Yes	Winthrop	Yes
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		Motion passed unanimously.
	D	<b>Approve Hires and Terminations</b> The Hires and Termination report was presented to the Board. Ms. Cugno made the motion to accept the report as presented, Mr. Silverman seconded the motion. Vote was unanimous.

<b>VIII.</b>	<i>Adjournment</i>	
		Mr. Silverman made the motion to adjourn the meeting, Ms. Cugno seconded the motion. Vote was unanimous.
		Meeting adjourned at 7:30