

# Board of Directors

September 11, 2018  
General Session Minutes

## GENERAL BOARD MEETING

Date: September 11, 2018  
Start Time: 6:00 PM  
End Time: 6:30 PM  
Location: Shore Educational Collaborative Board Room

## ATTENDEES

<u>Board of Directors</u>	<u>Shore Educational Collaborative</u>
Mr. Hernandez, Chelsea	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. Capobianco, Winthrop	
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 6:00 p.m. by Ms. Normand.
	Roll call taken by Ms. Galatis. There was a quorum present.
<b>II</b>	<i>Review and Approve July 23, 2018 minutes</i>
	Ms. Rizzo made the motion to accept the minutes from the meeting held on July 23, 2018, Mr. Hernandez seconded the motion. Vote was unanimous.
<b>III</b>	<i>Finance Report</i>
A	<b>Treasurer's Report</b> Mr. Sacco informed the Board that there were no financials to report as it is the beginning of the fiscal year.
B	<b>Warrant Approval</b> Mr. Sacco presented the following warrants for the Board's approval:

July 2018

DATE	WARRANT #	TYPE	AMOUNT
7/6/2018	19-01	Payroll	\$149,422.81
7/13/2018	19-02	Payroll	\$115,981.02
7/13/18	19-03	Accounts Payable	\$799,243.89
7/20/2018	19-04	Payroll	\$170,714.31
7/19/2018	19-04 A	Payroll	\$71,327.31
7/30/2018	19-05	Payroll	\$112,651.42
7/25/2018	19-05 A	Payroll	\$30,479.40
7/31/2018	19-06	Accounts Payable	\$449,656.61

August 2017

DATE	WARRANT #	TYPE	AMOUNT
8/3/2018	19-07	Payroll	\$160,903.83
8/15/2018	19-08	Accounts Payable	\$238,383.99
8/15/2018	19-09	Payroll	\$115,785.75
8/17/2018	19-10	Payroll	\$161,426.10
8/30/2018	19-11	Payroll	\$85,538.80
8/31/2018	19-12	Accounts Payable	\$600,786.41
8/31/2018	19-13	Payroll	\$160,542.62

Mr. Hernandez made the motion to accept the July and August warrants as presented, Ms. Beardsley seconded the motion. Vote was unanimous.

**C Independent Audit begins September 17, 2018**

Mr. Alconada informed the board that the staff from Livingston and Haynes will be here for 3 weeks starting September 17th. Mr. Alconada informed the Board that the results from the audit should be ready by the November board meeting at which time the Board would vote on it.

**D Resolution to Authorize Assistant Executive Director to Amend the Demand Line of Credit with TD Bank**

Mr. Alconada explained to the Board that an amendment to the credit agreement needs to be done as part of the letter that TD Bank is providing to the property owner of 201 Crescent Ave.

Mr. Ruseau made the motion to accept the change to the Secretary of Certificate as presented, Ms. Rizzo seconded the motion, Vote was unanimous.

**IV Executive Director Report**

**A Enrollments**

Ms. Clark informed the Board that Student services has started the school year with 180 students which is higher than last year. Ms. Clark informed the Board this is slightly lower than what they budgeted for, the Coordinators are still processing several intakes.

		The Adult Services department has declined slightly due to the unfortunate passing of several of the clients. Ms. Clark informed the Board that Chelsea is running at full capacity and she indicated that the move to the new location will help Chelea to serve additional clients.
	<b>B</b>	<b>CARF Survey</b> Ms. Clark informed the board That The Commission on Accreditation of Rehabilitation Facilities (CARF) did a three day review of the Adult Services Division at Shore. She explained that 2 independent surveyors came to Shore and reviewed both the Administrative/Operational policies and procedures as well as all programs and services at each of the three sites. Ms Clark shared that the exit interview was very favorable and the accreditation decision and report will be sent in 6 to 8 weeks. Ms. Clark with share this report with the Board.
	<b>C</b>	<b>201 Crescent Ave Project</b> Ms. Clark updated the Board on the project for renovating 201 Crescent Ave. She indicated that she and Mr. Alconada have been having weekly meetings with the architects to prepare all of the construction documents for the project. Ms. Clark reminded the Board that the lease indicates a completion/occupancy date of March 1, 2019.

<b>V. Personnel</b>	
	<b>A. Approve Hires and Terminations</b> The Hires and Termination report was presented to the Board.  Mr. Capobianco made the motion to accept the report as presented, Mr. Hernandez seconded the motion. Vote was unanimous.
	<b>B Executive Leadership Performance Appraisals - October 10th B.O.D. meeting</b> Ms. Clark informed the Board that in years past she asks her Leadership team to evaluate her performance as a leader. The evaluations are then sent to Ms. Galatis who compiles the results so they are kept anonymous. Ms. Galatis will give a copy of the results to the BOD in October to help them with the final evaluation for Ms. Clark. Ms. Clark uses a similar evaluation for Bob and uses the compiled results to complete Mr. Alconada's evaluation.

<b>VIII. Adjournment</b>	
	Mr. Ruseau made the motion to adjourn the meeting, Ms. Rizzo seconded the motion. Vote was unanimous.  Meeting adjourned at 6:30