

Board of Directors

September 9, 2014
General Session Minutes

GENERAL BOARD MEETING

Date: September 9, 2014
Start Time: 6:00 PM
End Time: 7:50 PM
Location: Shore Educational Collaborative Board Room

ATTENDEES

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

AGENDA

The agenda for the meeting is as follows:

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

II.	<i>Review and Approve June 10, 2014 minutes</i>
	Ms. Pruitt made the motion to accept the minutes from the meeting held June 10, 2014. Ms. Riley seconded the motion. Vote was unanimous.

III.	<i>Finance Report</i>
A.	Treasurer's Report There was no treasury report to present to the Board of Directors. The treasury report will resume next month.

B. **Warrant Approval**

The warrants for June, July, August were presented and are as follows:

WARRANTS
for months of June, July and August 2014

June 2014

DATE	WARRANT #	TYPE	AMOUNT
6/13/2014	14-69	Account Payable	\$362,081.22
6/13/2014	14-70	Payroll	\$121,108.05
6/13/2014	14-71	Payroll	\$149,745.98
6/6/2014	14-71 A	Payroll	\$83,124.72
6/27/2014	14-72	Payroll	\$151,287.23
6/30/2014	14-73	Payroll	\$116,909.48
6/30/2014	14-73 A	Payroll	\$234,186.44
6/30/2014	14-74	Account Payable	\$204,761.24

July 2014

DATE	WARRANT #	TYPE	AMOUNT
7/11/2014	15-01	Payroll	\$150,146.37
7/18/2014	15-01 A	Payroll	\$79,370.42
7/15/2014	15-02	Payroll	\$78,964.04
7/15/2014	15-03	Account Payable	\$634,650.39
7/25/2014	15-04	Payroll	\$153,280.76
7/30/2014	15-05	Payroll	\$78,072.27
7/31/2014	15-06	Account Payable	\$360,102.35

August 2014

DATE	WARRANT #	TYPE	AMOUNT
8/8/2014	15-07	Payroll	\$152,250.74
8/15/2014	15-08	Accounts Payable	\$262,959.96
8/15/2014	15-09	Payroll	\$81,407.45
8/22/2014	15-10	Payroll	\$152,695.21
8/29/2014	15-11	Accounts Payable	\$470,413.87
8/29/2014	15-12	Payroll	\$61,768.43

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

C.	<p>FY 14 Audit Update Mr. Alconada informed the Board that the Audit was scheduled to begin on September 15th and continue for three weeks. The first week the auditors will focus on risk assessment and the following two weeks would focus on the audit itself. Mr. Alconada does not foresee any issues and expects a smooth audit.</p>
D.	<p>DESE Audit Ms. Clark presented the Board with the final Executive Summary audit report from the DESE. She reminded the board that two auditors from the DESE spent a week in June looking at compliance and financial information. Both Ms. Clark and Mr. Alconada indicated the Auditor's were impressed by Shore's high quality of procedures, internal controls and the financial/administrative operations in general.</p>
E.	<p>Facility Search Mr. Alconada informed the board that although Shore had entered into a letter of intent on property located in Malden, the owner of the property and Shore agreed to a Request for Lease Proposal (RFP) to ensure fair practice in finding the best space for Shore Collaborative before moving forward.</p>

IV.	<i>Executive Director Report</i>
A.	<p>Services Enrollment Ms. Clark indicated to the Board that our facilities team turned the Professional development room into two additional classrooms and a large therapy room by adding stationary non permanent walls. This would allow Shore to increase enrollment. Student Services started with 164 students which is nine students over what Shore budgeted to start the year. Peabody also turned a sensory room into an additional classroom as the adult program has 364 and continues to run at full capacity.</p>
B.	<p>Collaborative Agreement Ms. Clark presented the Board with the DESE approved Collaborative Agreement for the members to bring back to their districts. Ms. Clark indicated that the collaborative agreement must be presented at the October School Committee meetings should be approved at that time. Ms. Clark will provide the board members with highlights of changes to the agreement and will make herself available to attend school committee meetings in needed.</p>
C.	<p>Strategic Plan: Shore 2020 Ms. Clark Presented the Board with Shore's 2020 Agenda for Progress. The Leadership team identified key areas which include high quality specialized programming, Technology growth and innovation, professional development for staff, and strengthen financial commitment. The document will be a living document and will be used as a tool to help guide shore in the right direction.</p>
D.	<p>Executive Team Evaluations Mr. Ela presented both Ms. Clark and Mr. Sacco with the performance evaluations that the Board worked on during the June 10, 2014 meeting. Based on the very favorable appraisals for both the Executive Director and the Treasurers, Mr. Klauder made the motion o accept the evaluations as presented at the meeting, Ms. Cugno seconded the motion. Vote was unanimous.</p>

V.	<i>Personnel</i>
A.	<p>Collective Bargaining Negotiations Ms. Riley made the motion to enter into Executive Session for the purpose of discussing the current status of negotiations. Mr. Klauder seconded the motion.</p> <p>A roll call vote was taken: Chelsea Yes Everett Yes</p>

	<p>Malden Yes Medford Yes Revere Yes Saugus Yes</p> <p>Motion passed unanimously.</p>
B.	<p>Educational Coordinators Ms. Clark informed the board that the position of Student Service Director would not be filled this year and t the three Student Service coordinators and she would share responsibilities and work as a Director team. Ms. Clark indicated that the coordinators who all have between 17 and 21 years with Shore have not had a raise in several years and don't qualify for Step increases. Ms. Clark proposed a salary increase much like what the Board approved for administrators and would be based on 180 day school year.</p> <p>Ms. Clark also asked for a one time stipend of \$5000. To be paid at year end for their increased responsibilities of the Directors position.</p> <p>Ms. Cugno made the motion to increase the salaries and award the onetime \$5000. Stipend, Mr. Klaunder seconded the motion.</p> <p>A roll call vote was taken: Chelsea Yes Everett Yes Malden Yes Medford Yes Revere Yes Saugus Yes</p> <p>Motion passed unanimously.</p>
C.	<p>Approve Hires and Terminations The Hires and Terminations report was presented. Ms. Pruitt made the motion to accept the report as presented. Mr. Silverman seconded the motion. Vote was unanimous.</p>

VI	<i>New Business</i>
	<p>Rescheduling the November Board meeting Ms. Clark indicated that the November board meeting falls on Veteran's day and therefore needs to be rescheduled. Mr. Alconada pointed out the importance of the November meeting as it is the time when the Board needs to approve the FY14 audit. The Board chose to reschedule the November meeting to Wednesday, November 12th.</p>

VII	<i>Adjournment</i>
	<p>Mr. Silverman made the motion to adjourn the meeting. Ms. Riley seconded the motion. Vote was unanimous.</p> <p>Meeting adjourned at 7:50</p>