

# Board of Directors

November 8, 2022

Session Minutes

## GENERAL BOARD MEETING

Date: November 8, 2022

Start Time: 4:40 PM

End Time: 5:35 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. Swope, Winthrop	

### AGENDA

The agenda for the meeting is as follows:

<b>I</b>	<i>Call to Order</i>
	Roll call taken by Ms. Galatis. There was a quorum present.
<b>II</b>	<i>Review and Approve General meeting, October 11, 2022</i>
	Ms. Rizzo made the motion to accept the minutes for the meetings held on October 11, 2022 Ms. Cardello seconded the motion.
	Roll call vote
	Chelsea Yes
	Everett Yes
	Medford Yes
	Revere Yes
	Winthrop Yes
	Vote was unanimous.

<b>III</b>	<i>Finance and Operations</i>																																																										
<b>A</b>	<p><b>Financial Statement</b>  Ms. Shaver reviewed the income statement which was for the months of September Ms. Shaver explained to the Board that there was a healthy surplus.</p>																																																										
<b>C</b>	<p><b>Warrant Approval</b>  Mr. Ela presented the warrants for June &amp; July as follows:</p> <p>October Warrants</p> <table border="1"> <thead> <tr> <th>DATE</th> <th>WARRANT #</th> <th>TYPE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>10/7/2022</td> <td>1132</td> <td>Accounts Payable</td> <td>\$131,062.09</td> </tr> <tr> <td>10/14/2022</td> <td>1140</td> <td>Accounts Payable</td> <td>\$25,432.80</td> </tr> <tr> <td>10/24/2022</td> <td>1161</td> <td>Accounts Payable</td> <td>\$445,957.18</td> </tr> <tr> <td>10/28/2022</td> <td>1171</td> <td>Accounts Payable</td> <td>\$68,989.09</td> </tr> <tr> <td>10/7/2022</td> <td>FY23-18</td> <td>Payroll</td> <td>\$247,948.24</td> </tr> <tr> <td>10/14/2022</td> <td>FY23-19</td> <td>Payroll</td> <td>\$3,478.77</td> </tr> <tr> <td>10/14/2022</td> <td>FY23-20</td> <td>Payroll</td> <td>\$316,974.57</td> </tr> <tr> <td>10/21/2022</td> <td>FY23-21</td> <td>Payroll</td> <td>\$244,837.55</td> </tr> <tr> <td>10/28/22</td> <td>FY23-22</td> <td>Payroll</td> <td>\$307,785.67</td> </tr> <tr> <td>7/31/22</td> <td>FY23-EFT1B</td> <td>Electronic Payment</td> <td>\$465.55</td> </tr> <tr> <td>8/31/2022</td> <td>FY23-EFT2B</td> <td>Electronic Payment</td> <td>\$4,920.86</td> </tr> <tr> <td>9/30/2022</td> <td>FY23-EFT3</td> <td>Electronic Payment</td> <td>\$49,950.34</td> </tr> <tr> <td>10/31/22</td> <td>FY23-EFT4</td> <td>Electronic Payment</td> <td>\$50,150.30</td> </tr> </tbody> </table> <p>Ms. Cardello made the motion to accept the October warrants as presented, Ms. Rizzo seconded the motion.</p> <p>Roll call vote</p> <p>Chelsea Yes  Everett Yes  Medford Yes  Revere Yes  Winthrop Yes</p> <p>Vote was unanimous.</p>			DATE	WARRANT #	TYPE	AMOUNT	10/7/2022	1132	Accounts Payable	\$131,062.09	10/14/2022	1140	Accounts Payable	\$25,432.80	10/24/2022	1161	Accounts Payable	\$445,957.18	10/28/2022	1171	Accounts Payable	\$68,989.09	10/7/2022	FY23-18	Payroll	\$247,948.24	10/14/2022	FY23-19	Payroll	\$3,478.77	10/14/2022	FY23-20	Payroll	\$316,974.57	10/21/2022	FY23-21	Payroll	\$244,837.55	10/28/22	FY23-22	Payroll	\$307,785.67	7/31/22	FY23-EFT1B	Electronic Payment	\$465.55	8/31/2022	FY23-EFT2B	Electronic Payment	\$4,920.86	9/30/2022	FY23-EFT3	Electronic Payment	\$49,950.34	10/31/22	FY23-EFT4	Electronic Payment	\$50,150.30
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<b>D</b>	<p><b>Audit Update</b></p>																																																										

	Ms. Shaver reported that the audit is in the final stage of completion and that Ms. Bunker will be attending the December Board Meeting to present the audit to the Board.
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<b>IV</b> <i>Executive Director Report &amp; Discussion Items</i>	
<b>A.</b>	<p><b>Service Updates</b></p> <p>1. Student Services Ms. Clark informed the Board that student services has 170 students currently enrolled which is 13 students more than this time last year. Ms. Clark informed the board that of those students enrolled that 68% are for the Multi Disability program and 32% are in the Social Emotional program.</p> <p>2. Adult Services Ms. Clark informed the Board that the Adult Service department has 295 of the 366 adults attending in-person programs.</p>
<b>B</b>	<p><b>Diane Johnson Corporate Authority</b> Ms. Clark asked the Board to designate Ms. Johnson corporate authority to sign contracts and checks on behalf of the Board.</p> <p>Ms. Swope made the motion to authorize Ms. Johnson to enter into contracts and sign checks on behalf of the Board. Ms. Cardello seconded the motion.</p> <p>Roll call vote</p> <p>Chelsea Yes Everett Yes Medford Yes Revere Yes Winthrop Yes</p> <p>Vote was unanimous.</p>

<b>V.</b> <i>Personnel</i>	
	<p><b>Professional Unit Collective Bargaining Agreement</b> Ms. Swope made the motion to accept the Professional Negotiated contract as presented. Msl Rizzo seconded the motion.</p> <p>Roll call vote</p> <p>Chelsea Yes Everett Yes</p>

	<p>Medford Yes  Revere Yes  Winthrop Yes</p> <p>Vote was unanimous.</p>
<b>B</b>	<p><b>Approval of Hires and Terminations</b>  Ms. Clark presented the Hires and Terminations Report to the Board. Ms. Rizzo made the motion to accept the report as presented, Ms. Zabor seconded the motion.</p> <p>.</p> <p>Roll call vote</p> <p>Chelsea Yes  Everett Yes  Medford Yes  Revere Yes  Winthrop Yes</p> <p>Vote was unanimous.</p>

<b>VI.</b>	<b>Adjournment</b>
	<p>Ms. Cardello made a motion to adjourn the meeting, Ms. Rizzo seconded the motion. Vote was unanimous. Meeting adjourned at 5:35</p>