

# Board of Directors

September 13, 2022

Session Minutes

## GENERAL BOARD MEETING

Date: September 13, 2022  
Start Time: 4:40 PM  
End Time: 5:20 PM  
Location: Shore Educational Collaborative

### ATTENDEES

<u>Board of Directors</u>	<u>Shore Educational Collaborative</u>
Ms. Zobot, Chelsea	Ms. Jacquelyn Clark, Executive Director
Mr. Ruseau, Medford	Ms. Barbara Galatis, Clerk
Ms. Rizzo, Revere	
Ms. Swope, Winthrop	
Atty Howard Greenspan	

### 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, June 14, 2022</i>
	Ms. Rizzo made the motion to accept the minutes for the meetings held on June 14, 2022 Ms. Zobot seconded the motion.  Roll call vote  Chelsea Yes Medford Yes Revere Yes Winthrop Yes  Vote was unanimous.

<b>III</b>	<i>Finance and Operations</i>
A	<b>Financial Statement</b>

Ms. Clark informed the Board that there were no financial statements as FY22 has not been closed. Ms. Clark also informed the Board that the annual audit by Livingston & Haynes would be starting on September 19, 2022.

**C Warrant Approval**

Ms. Clark presented the warrants for June & July as follows:

June Warrants

DATE	WARRANT #	TYPE	AMOUNT
6/3/2022	1432	Accounts Payable	\$258,330.80
6/17/2022	1444	Accounts Payable	\$22,893.31
6/30/2022	1445	Accounts Payable	\$84,117.24
6/3/2022	FY22-60	Payroll	\$234,106.23
6/10/2022	FY22-61	Payroll	\$109,895.93
6/15/2022	FY22-62	Payroll	\$296,066.42
6/15-22	FY22-63	Payroll	\$1,982.21
6/17/2022	FY22-64	Payroll	\$227,273.96
6/17/2022	FY22-65	Payroll	\$868,425.60
6/30/2022	FY22-EFT12	Electronic Payment	\$53,112.20

August Warrants

DATE	WARRANT #	TYPE	AMOUNT
7/1/2022	1000	Accounts Payable	\$260,371.45
7/6/2022	1001	Accounts Payable	\$345.00
7/12/2022	1002	Accounts Payable	\$44,067.27
7/13/2022	1003	Accounts Payable	\$44,883.98
7/22/2022	1007	Accounts Payable	\$522,788.05
7/26/2022	1008	Accounts Payable	\$45,152.28
7/27/2022	1013	Accounts Payable	\$300.00
7/28/2022	1014	Accounts Payable	\$37,281.82
7/1/2022	FY22-66	Payroll	\$231,719.75
7/2/2022	FY23-1	Payroll	\$116,173.90
7/8/2022	FY22-67	Payroll	\$91,530.35
7/15/2022	FY23-2	Payroll	\$241,710.52

	7/15/2022	FY23-3	Payroll	\$200,381.49
	7/15/2022	FY23-4	Payroll	\$1,856.98
	7/29/2022	FY23-5	Payroll	\$203,557.12
	7/29/2022	FY23-6	Payroll	\$247,953.00

Ms. Rizzo made the motion to accept the June and July warrants as presented, Ms. Zabet seconded the motion.

Roll call vote

Chelsea Yes  
Medford Yes  
Revere Yes  
Winthrop Yes

Vote was unanimous.

<b>IV</b> <i>Executive Director Report &amp; Discussion Items</i>	
A	<p><b>Service Updates</b></p> <p>1. Student Services  Ms. Clark informed the Board that student services is starting the year with 158 students which is slightly higher than the 153 that started last school year.</p> <p>2. Adult Services  Ms. Clark informed the Board that the Adult Service department has 287 adults attending in-person programs. She was happy to report that this represents 80% of pre-covid in-person enrollment for the Division.</p>
B.	<p><b>Capital Plan</b></p> <p>Ms. Clark informed the Board that the Capital Plan that was developed and approved by the Board last year has gotten the necessary approval of 2/3 of Shore's member school committees: Chelsea, Everett, Medford, Revere, and Somerville. Ms. Clark indicated that she included the report in the Finance folder of materials for this meeting so that school committees who haven't yet reviewed and approved it may still do so. Ms. Clark offered to speak to Board members about this or attend and present the plan at their school committee meetings if they choose.</p>

<b>V.</b> <i>Personnel</i>	
	<b>Approval of Hires and Terminations</b>

	<p>Ms. Clark presented the Hires and Terminations Report to the Board. Ms. Rizzo made the motion to accept the report as presented, Ms. Zabol seconded the motion.</p> <p>.</p> <p>Roll call vote</p> <p>Chelsea Yes  Medford Yes  Revere Yes  Winthrop Yes</p> <p>Vote was unanimous.</p>
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<b>VI. Executive Session</b>	
	<p>Ms. Rizzo made a motion to enter into Executive Session and to adjourn the meeting from there. Ms. Zabol seconded the motion.</p> <p>Roll call vote</p> <p>Chelsea Yes  Medford Yes  Revere Yes  Winthrop Yes</p> <p>Vote was unanimous.</p>