

Board of Directors

December 13, 2022

Session Minutes

GENERAL BOARD MEETING

Date: December 13, 2022
Start Time: 4:35 PM
End Time: 5:40 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. Diane Johnson, Director of Finance & Operations
Ms. Ackman, Somerville	Mr. David Ela, Treasurer
Ms. Swope, Winthrop	Ms. Barbara Galatis, Clerk

AGENDA

The agenda for the meeting is as follows:

I	<i>Call to Order</i>
	Roll call taken by Ms. Galatis. There was a quorum present.
II	<i>Review and Approve General meeting, November 8, 2022</i>
	Ms. Cardello made the motion to accept the minutes for the meetings held on November 8, 2022 Ms. Swope seconded the motion. Roll call vote Chelsea Yes Everett Yes Medford Yes Somerville Yes Winthrop Yes Vote was unanimous.

III	<i>Finance and Operations</i>																																														
A	<p>Financial Statement Ms. Shaver reviewed the income statement which was for the months of October. Ms. Shaver explained to the Board that there was a slight deficit for October but the year to date has a surplus.</p>																																														
C	<p>Warrant Approval Mr. Ela presented the warrants for November 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>11/7/2022</td> <td>1178</td> <td>Accounts Payable</td> <td>\$39,700.08</td> </tr> <tr> <td>11/14/2022</td> <td>1191</td> <td>Accounts Payable</td> <td>\$15.00</td> </tr> <tr> <td>11/18/2022</td> <td>1192</td> <td>Accounts Payable</td> <td>\$255,326.05</td> </tr> <tr> <td>11/4/2022</td> <td>FY23-23</td> <td>Payroll</td> <td>\$254,396.87</td> </tr> <tr> <td>11/15/22</td> <td>FY23-24</td> <td>Payroll</td> <td>\$313,704.10</td> </tr> <tr> <td>11/15/2022</td> <td>FY23-25</td> <td>Payroll</td> <td>\$2,969.56</td> </tr> <tr> <td>11/18/2022</td> <td>FY23-26</td> <td>Payroll</td> <td>\$259,825.72</td> </tr> <tr> <td>11/30/22</td> <td>FY23-27</td> <td>Payroll</td> <td>\$39,408.63</td> </tr> <tr> <td>11/30/22</td> <td>FY23-28</td> <td>Payroll</td> <td>\$316,322.61</td> </tr> <tr> <td>11/30/22</td> <td>FY23-EFT5</td> <td>Electronic Payment</td> <td>\$56,285.92</td> </tr> </tbody> </table> <p>Ms. Swope made the motion to accept the November warrants as presented, Ms. Cardello seconded the motion.</p> <p>Roll call vote</p> <p>Chelsea Yes Everett Yes Medford Yes Somerville Yes Winthrop Yes</p> <p>Vote was unanimous.</p>			DATE	WARRANT #	TYPE	AMOUNT	11/7/2022	1178	Accounts Payable	\$39,700.08	11/14/2022	1191	Accounts Payable	\$15.00	11/18/2022	1192	Accounts Payable	\$255,326.05	11/4/2022	FY23-23	Payroll	\$254,396.87	11/15/22	FY23-24	Payroll	\$313,704.10	11/15/2022	FY23-25	Payroll	\$2,969.56	11/18/2022	FY23-26	Payroll	\$259,825.72	11/30/22	FY23-27	Payroll	\$39,408.63	11/30/22	FY23-28	Payroll	\$316,322.61	11/30/22	FY23-EFT5	Electronic Payment	\$56,285.92
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D	<p>Audit Review and Approval Ms. Bunker, a partner from Livingston & Haynes presented the FY21-22 independent audit to the Board of Directors. Ms. Bunker indicated that Shore Collaborative had a clean audit this year. Ms. Bunker and her team conducted a comprehensive review and found no control deficiencies. Ms. Bunker informed</p>																																														

	<p>the Board that the audited financials and accompanying notes include everything required by state law and DESE regulations.</p> <p>Ms. Clark asked the Board of Directors to approve the FY22 draft audit as presented</p> <p>Ms. Swope made the motion to accept the FY22 Audit as presented. Ms. Cardello seconded the motion.</p> <p>Roll call vote</p> <p>Chelsea Yes Everett Yes Medford Yes Somerville Yes Winthrop Yes</p> <p>Vote was unanimous.</p>
E	<p>Approve Cumulative Surplus for FY22</p> <p>Ms. Clark informed the Board that MA Collaborative regulations require a vote to accept the cumulative surplus.</p> <p>Ms. Swope made the motion to accept the Cumulative Surplus in the amount of \$2,658,042 (7.5% of FY22 general fund expenditures), as indicated on page 71 of the audit. Ms. Zabot seconded the motion.</p> <p>Roll call vote</p> <p>Chelsea Yes Everett Yes Medford Yes Somerville Yes Winthrop Yes</p> <p>Vote was unanimous.</p>

IV <i>Executive Director Report & Discussion Items</i>	
A.	<p>Service Updates</p> <p>1. Student Services Ms. Clark informed the Board that Student Services has 173 students currently enrolled, 14 students more than this time last year. Ms. Clark informed the Board that of those students enrolled that 68% are in programs for students with multiple and/or developmental disabilities</p>

		<p>and 32% are in programs for students with Social/Emotional disabilities.</p> <p>2. Adult Services Ms. Clark informed the Board that the Adult Service Division has 299 of the 372 adults attending in-person programs.</p>
	B	<p>FY22 Annual Report - Review and Approve Ms. Clark presented the Board with the FY22 Annual report. She reviewed the report and answered all questions.</p> <p>Ms. Cardello made the motion to accept the annual report, Ms. Cardello seconded the motion.</p> <p>Roll call vote</p> <p>Chelsea Yes Everett Yes Medford Yes Somerville Yes Winthrop Yes</p> <p>Vote was unanimous.</p>

V. Personnel		
	A	<p>Approval of Hires and Terminations Ms. Clark presented the Hires and Terminations Report to the Board. Ms. Cardello made the motion to accept the report as presented, Ms. Zobot seconded the motion.</p> <p>Roll call vote</p> <p>Chelsea Yes Everett Yes Medford Yes Somerville Yes Winthrop Yes</p> <p>Vote was unanimous.</p>

VI. Adjournment		
		Ms. Swope made a motion to adjourn the meeting, Ms. Cardello seconded the motion.

	<p>Roll call vote</p> <p>Chelsea Yes Everett Yes Medford Yes Somerville Yes Winthrop Yes</p> <p>Vote was unanimous. Meeting adjourned at 5:40</p>
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