

Board of Directors

February 14, 2023

Session Minutes

GENERAL BOARD MEETING

Date: February 14, 2023
Start Time: 4:40 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. Kristin Shaver, Executive Director
Ms, Cardello, Everett	Ms. Diane Johnson, Director of Finance & Operations
Mr. Ruseau, Medford	Mr. David Ela, Treasurer
Ms. Milbury-Ellis, Revere	Ms. Barbara Galatis, Clerk
Ms. Ackman, Somerville	
Ms. Swope, Winthrop	

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, December 13, 2022</i>
	Ms. Cardello made the motion to accept the minutes for the meetings held on December 13, 2022 Ms. Swope seconded the motion. Roll call vote Chelsea Yes Everett Yes Medford Yes Revere Yes Somerville Yes Winthrop Yes Vote was unanimous.

III Finance and Operations

A Financial Statement

Ms. Shaver reviewed the income statement which was for the month of December. Ms. Shaver explained to the Board that there was a deficit for December because of three payrolls in the month, and a shortened month of billing due to the program close week.

C Warrant Approval

Mr. Ela presented the warrants for November as follows:

December Warrants

DATE	WARRANT #	TYPE	AMOUNT
12/2/22	1216	Accounts Payable	\$294,344.66
12/12/22	1231	Accounts Payable	\$36,562.80
12/19/2022	1239	Accounts Payable	\$775.33
12/21/2022	1246	Accounts Payable	\$332,441.15
12/2/2022	FY23-29	Payroll	\$260,646.37
12/15/22	FY23-30	Payroll	\$337,455.28
12/15/2022	FY23-31	Payroll	\$3,543.54
12/16/2022	FY23-32	Payroll	\$261,066.81
12/23/22	FY23-33	Payroll	\$322,541.94
12/23/22	FY23-34	Payroll	\$262,317.25
12/31/22	FY23-EFT6	Electronic Payment	\$53,479.96

January Warrants

DATE	WARRANT #	TYPE	AMOUNT
1/5/2023	1256	Accounts Payable	\$323,468.99
1/13/2023	1278	Accounts Payable	\$57,613.44
1/17/2023	1279	Accounts Payable	\$385.00
1/20/2023	1283	Accounts Payable	\$207,685.43
1/13/2023	FY23-35	Payroll	\$2,363.32
1/13/2023	FY23-36	Payroll	\$332,283.02
1/13/2023	FY23-37	Payroll	\$259,089.69

	1/27/2023	FY23-38	Payroll	\$254,754.07
	1/30/2023	FY23-39	Payroll	\$332,210.29
	1/31/2023	FY23-EFT7	Electronic Payment	\$59,545.54
	<p>Ms. Cardello made the motion to accept the December and January warrants as presented, Ms. Zobot seconded the motion.</p> <p>Roll call vote</p> <p>Chelsea Yes Everett Yes Medford Yes Revere Yes Somerville Yes Winthrop Yes</p> <p>Vote was unanimous.</p>			
D	<p>Kristin Shaver Corporate Authority Title Update Ms. Swope made a motion to update Ms. Shaver’s Corporate Authority title to Executive Director. Ms. Cardello seconded the motion</p> <p>Roll call vote</p> <p>Chelsea Yes Everett Yes Medford Yes Revere Yes Somerville Yes Winthrop Yes</p> <p>Vote was unanimous.</p>			

IV		<i>Executive Director Report & Discussion Items</i>
A.	Service Updates	
	1. Student Services	Ms. Shaver informed the Board that Student Services has 176 students currently enrolled. Ms. Shaver explained that she changed the format of the spreadsheet to show enrollment by program as well as by district.
	2. Adult Services	Ms. Shaver informed the Board that the Adult Service Division has 304 of the 368 clients attending in person.

	B	<p>Entry Planning Outline</p> <p>Ms. Shaver informed the Board that she is in the process of meeting with any staff that would like to meet with her and asking questions to help her develop a plan for moving forward. She is currently meeting with Student Service and Adult staff, Board members and SPED Directors. This should take her into March. Then she will meet with DDS, Superintendents, Families and other stakeholders. Ms. Shaver will update the Board at the May meeting.</p> <p>Ms. Shaver shared with the Board that an independent contractor will also be conducting a Communications audit with internal and external stakeholders.</p>
	C.	<p>New Website</p> <p>Ms. Shaver informed the Board that Shore Collaborative’s website has been updated and reviewed the new website with them.</p>

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

VI.	<i>New Business</i>	
	A	<p>Recommended Changes to Personnel Policies (Non-Union)</p> <p>Ms. Shaver reviewed the Personnel policy changes she would like to adapt for non-union employees. She indicated that these changes have already been made during the negotiations with the Professional union.</p>

- a. Bereavement- Ms. Cardello made the motion to accept the changes to the bereavement policy as presented. Ms. Milbury-Ellis seconded the motion.

Roll call vote

Chelsea Yes
Everett Yes
Medford Yes
Revere Yes
Somerville Yes
Winthrop Yes

Vote was unanimous.

- b. Tuition Reimbursement Ms. Swope made the motion to accept the changes to the Tuition reimbursement policy as presented, Ms. Cardello seconded the motion.

Roll call vote

Chelsea Yes
Everett Yes
Medford Yes
Revere Yes
Somerville Yes
Winthrop Yes

Vote was unanimous

- c. Religious Holidays Ms. Swope made the motion to accept the changes to the Religious Holiday policy as presented, Ms. Zobot seconded the motion

Roll call vote

Chelsea Yes
Everett Yes
Medford Yes
Revere Yes
Somerville Yes
Winthrop Yes

Vote was unanimous

- d. Licensure Reimbursement Ms. Swope made the motion to accept the changes to the Licensure Reimbursement policy as presented, Ms. Cardello seconded the motion.

Roll call vote

	<p>Chelsea Yes Everett Yes Medford Yes Revere Yes Somerville Yes Winthrop Yes</p> <p>Vote was unanimous</p>
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VI. Adjournment	
	<p>Ms. Swope made a motion to adjourn the meeting, Ms. Cardello seconded the motion.</p> <p>Roll call vote</p> <p>Chelsea Yes Everett Yes Medford Yes Revere Yes Somerville Yes Winthrop Yes</p> <p>Vote was unanimous</p> <p>Vote was unanimous. Meeting adjourned at 5:36</p>