

# Board of Directors

April 11, 2023  
Session Minutes

## GENERAL BOARD MEETING

Date: April 11, 2023  
Start Time: 4:35 PM  
End Time: 6:50 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	Mr. David Ela, Treasurer
Mr. Ruseau, Medford	Ms. Barbara Galatis, Clerk
Ms. Milbury-Ellis , Revere	
Ms. Ackman, Somerville	
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, February 14, 2023</i>
	Ms. Swope made the motion to accept the minutes for the meetings held on February 14, 2023 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>III</b>	<i>Finance and Operations</i>																																																																										
<b>A</b>	<p><b>Financial Statement</b>  Ms. Shaver reviewed the income statements for the months of January and February. Ms. Shaver explained to the Board that February is a short month and will be reflected on the financial statements. Ms. Shaver also indicated that the expenses show higher than usual as we had maintenance and technology expenses that were put off during the past three years that can no longer wait.</p>																																																																										
<b>C</b>	<p><b>Warrant Approval</b>  Mr. Ela presented the warrants for February and March as follows:</p> <p>February Warrants</p> <table border="1"> <thead> <tr> <th>DATE</th> <th>WARRANT #</th> <th>TYPE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>*1/25/2023</td> <td>1288</td> <td>Accounts Payable</td> <td>\$215,156.05</td> </tr> <tr> <td>2/3/2023</td> <td>1313</td> <td>Accounts Payable</td> <td>\$40,069.59</td> </tr> <tr> <td>2/14/2023</td> <td>1321</td> <td>Accounts Payable</td> <td>\$46,591.13</td> </tr> <tr> <td>2/7/2023</td> <td>1327</td> <td>Accounts Payable</td> <td>\$446,058.25</td> </tr> <tr> <td>2/10/2023</td> <td>FY23-40</td> <td>Payroll</td> <td>\$256,567.02</td> </tr> <tr> <td>2/15/2023</td> <td>FY23-41</td> <td>Payroll</td> <td>\$2,525.26</td> </tr> <tr> <td>2/15/2023</td> <td>FY23-42</td> <td>Payroll</td> <td>\$336,854.92</td> </tr> <tr> <td>2/24/2023</td> <td>FY23-43</td> <td>Payroll</td> <td>\$260,532.26</td> </tr> <tr> <td>2/28/2023</td> <td>FY23-44</td> <td>Payroll</td> <td>\$335,479.41</td> </tr> <tr> <td>2/28/2023</td> <td>FY23-EFT 8</td> <td>Electronic Payment</td> <td>\$77,378.45</td> </tr> </tbody> </table> <p>*indicated note reported in the January warrants</p> <p>March Warrants</p> <table border="1"> <thead> <tr> <th>DATE</th> <th>WARRANT #</th> <th>TYPE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>3/3/23</td> <td>1356</td> <td>Accounts Payable</td> <td>\$60,173.37</td> </tr> <tr> <td>3/10/23</td> <td>1361</td> <td>Accounts Payable</td> <td>\$73,111.01</td> </tr> <tr> <td>3/13/2023</td> <td>1364</td> <td>Accounts Payable</td> <td>\$450.00</td> </tr> <tr> <td>3/17/2023</td> <td>1375</td> <td>Accounts Payable</td> <td>\$55,890.32</td> </tr> <tr> <td>3/27/2023</td> <td>1390</td> <td>Accounts Payable</td> <td>\$584,315.20</td> </tr> <tr> <td>3/10/2023</td> <td>FY23-45</td> <td>Payroll</td> <td>\$256,994.81</td> </tr> </tbody> </table>			DATE	WARRANT #	TYPE	AMOUNT	*1/25/2023	1288	Accounts Payable	\$215,156.05	2/3/2023	1313	Accounts Payable	\$40,069.59	2/14/2023	1321	Accounts Payable	\$46,591.13	2/7/2023	1327	Accounts Payable	\$446,058.25	2/10/2023	FY23-40	Payroll	\$256,567.02	2/15/2023	FY23-41	Payroll	\$2,525.26	2/15/2023	FY23-42	Payroll	\$336,854.92	2/24/2023	FY23-43	Payroll	\$260,532.26	2/28/2023	FY23-44	Payroll	\$335,479.41	2/28/2023	FY23-EFT 8	Electronic Payment	\$77,378.45	DATE	WARRANT #	TYPE	AMOUNT	3/3/23	1356	Accounts Payable	\$60,173.37	3/10/23	1361	Accounts Payable	\$73,111.01	3/13/2023	1364	Accounts Payable	\$450.00	3/17/2023	1375	Accounts Payable	\$55,890.32	3/27/2023	1390	Accounts Payable	\$584,315.20	3/10/2023	FY23-45	Payroll	\$256,994.81
DATE	WARRANT #	TYPE	AMOUNT																																																																								
*1/25/2023	1288	Accounts Payable	\$215,156.05																																																																								
2/3/2023	1313	Accounts Payable	\$40,069.59																																																																								
2/14/2023	1321	Accounts Payable	\$46,591.13																																																																								
2/7/2023	1327	Accounts Payable	\$446,058.25																																																																								
2/10/2023	FY23-40	Payroll	\$256,567.02																																																																								
2/15/2023	FY23-41	Payroll	\$2,525.26																																																																								
2/15/2023	FY23-42	Payroll	\$336,854.92																																																																								
2/24/2023	FY23-43	Payroll	\$260,532.26																																																																								
2/28/2023	FY23-44	Payroll	\$335,479.41																																																																								
2/28/2023	FY23-EFT 8	Electronic Payment	\$77,378.45																																																																								
DATE	WARRANT #	TYPE	AMOUNT																																																																								
3/3/23	1356	Accounts Payable	\$60,173.37																																																																								
3/10/23	1361	Accounts Payable	\$73,111.01																																																																								
3/13/2023	1364	Accounts Payable	\$450.00																																																																								
3/17/2023	1375	Accounts Payable	\$55,890.32																																																																								
3/27/2023	1390	Accounts Payable	\$584,315.20																																																																								
3/10/2023	FY23-45	Payroll	\$256,994.81																																																																								

3/15/2023	FY23-46	Payroll	\$3,099.38
3/15/2023	FY23-47	Payroll	\$332,792.56
3/17/2023	FY23-48	Payroll	\$762.35
3/24/2023	FY23-49	Payroll	\$260,829.44
8/23/2023	FY23-50	Payroll	\$1,601.62
3/30/2023	FY23-51	Payroll	\$350,138.22
3/31/23	FY23-EFT 9	Electronic Payment	\$72,913.97

Ms. Zabot made the motion to accept the February and March warrants as presented, Ms. Swope seconded the motion.

Roll call vote

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

Vote was unanimous.

**IV** *Executive Director Report & Discussion Items*

**A. Service Updates**

**1. Student Services**

Ms. Shaver informed the Board that Student Services has 178 students currently enrolled. Ms. Shaver explained that Shore is seeing an increase of students in the Sail (Elementary) program .

A. Appleseeds Grant - Ms. Shaver informed the Board that Shore received a \$195,000 Literacy Grant through DESE for Foundational Skills for students in grades K–2.

**2. Adult Services**

Ms. Shaver informed the Board that the Adult Service Division has 299 of the 373 clients attending in person.

A. DDS OQE Report- Ms. Shaver explained that the Adult Division had a Quest audit and Shore received an 89% approval rating. She indicated that Shore was complimented on the PBS and the interaction that Staff had with the clients. DDS will do

		another review in mid May before they submit their final report.
B	<b>Entry Planning Outline</b>	<p>Ms. Shaver informed the Board that she has had 64 individual meetings with staff from both Student Services, Adult Services, Program Directors, Special Education Directors and Board members. Ms. Shaver is currently compiling the information that will drive future planning to best reflect the needs of students, Staff, Clients and Districts.</p> <p>Ms. Shaver reminded the Board that her 6 months will be July 1 and that the Board agreed to do a 6 month review. After some discussion the Board found there was no need for the review.</p> <p>Ms. Cardello made the motion to waive the 6 month review and will do the annual review in June 2024. Ms. Swope 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>

<b>V.</b>	<i>Personnel</i>	
A	<b>Approval of Hires and Terminations</b>	<p>Ms. Shaver presented the Hires and Terminations Report for February and March to the Board. Ms. Zabot made the motion to accept the report as presented, Ms. Milbury-Ellis 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>

<b>VI. New Business</b>	
<b>A</b>	<p><b>FY24 Tuition Rates</b>  Ms Shaver presented the Board with a presentation outlining a proposed tuition rate. Ms. Shaver explained that this would allow Shore to hire additional staff to help with the referrals that the districts are sending, in addition to making much needed capital improvements.</p> <p>Ms. Zabot made the motion to increase tuition by 14% , Ms. Ackman 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>
<b>B</b>	<p><b>Travel Policy</b>  Ms. Swope made the motion to accept travel policy as presented. Ms. Milbury-Ellis 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>
<b>C</b>	<p><b>Cell Phone Policy</b>  Ms. Swope made the motion to accept travel policy as presented. Ms. Zabot seconded the motion.</p> <p>Roll call vote</p> <p>Chelsea     Yes</p>

	<p>Everett Yes  Medford Yes  Revere Yes  Somerville Yes  Winthrop Yes</p> <p>Vote was unanimous.</p>
	<p><b>Executive Session</b>  Ms. Swope made the motion to enter into Executive Session. Ms. Milbury-Ellis 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><b>FY 24 Pay increase for non-Union employees</b>  Upon return from Executive Session, Ms. Shaver asked the Board to consider a 3% raise for all non-union employees effective July 1, 2023.</p> <p>Ms. Milbury-Ellis made the motion to increase all non-union employees' pay by 3% effective July 1, 2023. Ms. Zabet 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>VI. Adjournment</b>	
	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 Revere    Yes</p> <p>Winthrop    Yes</p> <p>Vote was unanimous</p> <p>Vote was unanimous. Meeting adjourned at 6:50</p>
--	---