

# Board of Directors

December 12, 2023

Session Minutes

## GENERAL BOARD MEETING

Date: December 12, 2023  
Start Time: 4:35PM  
End Time: 6:00PM  
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. Natalie Pena, Director of Finance
Mr. Ruseau, Medford	Mr. David Ela, Treasurer
Ms. Ackman, Somerville	Mr. Greenspan, Attorney
Ms. Swope, Winthrop	Ms. Barbara Galatis, Clerk

## 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, November 21, 2023</i>
	Ms. Cardello made the motion to accept the minutes for the meetings held on November 21, 2023 Ms. Zobot seconded the motion. Vote was unanimous.
	Ms Shaver requested to change the order of the agenda items in order to review the FY23 Audit.  Ms. Ackman made the motion to accept Ms. Shaver’s request to review the FY23 Audit. Ms. Swope seconded the motion. Vote was unanimous.
<b>VI</b>	<b>B FY23 Audit Presentation and Approval</b> Ms. Bunker, a partner from Livingston & Haynes presented the FY23 Audit to the Board of Directors. Ms. Bunker indicated that Shore Collaborative received a clean and unmodified audit again this year. Ms. Bunker reviewed the financial statements and notes included in the audit and answered any questions. Ms. Bunker indicated her team conducted a comprehensive review and found no control deficiencies. Lastly, she informed the Board that the audited financials and accompanying notes include everything required by this legislation and the DESE regulations.  Ms. Shaver asked the Board of Directors to approve the FY23 Audit as presented by Ms. Bunker.

	Ms. Ackman made the motion to accept the FY23 Audit as presented. Ms. Swope seconded the motion. Vote was unanimous.
--	--

<b>III</b>	<i>Finance and Operations</i>
------------	-------------------------------

A	<p><b>Financial Statement</b>  Ms. Pena reviewed the income statement which was for the month of October Ms. Pena explained to the Board we are 1/3 of the way through the year and are currently on track with spending and revenue overall.</p>
---	---

C	<p><b>Warrant Approval</b>  Mr. Ela presented the warrants for November.</p> <p>November</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">DATE</th> <th style="width: 20%;">WARRANT #</th> <th style="width: 30%;">TYPE</th> <th style="width: 30%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>11/9/2023</td> <td>1209</td> <td>Accounts Payable</td> <td style="text-align: right;">\$56,879.82</td> </tr> <tr> <td>11/23/2023</td> <td>1230</td> <td>Accounts Payable</td> <td style="text-align: right;">\$223,369.91</td> </tr> <tr> <td>11/3/2023</td> <td>FY24-22</td> <td>Payroll</td> <td style="text-align: right;">\$322,173.89</td> </tr> <tr> <td>11/15/2023</td> <td>FY24-23</td> <td>Payroll</td> <td style="text-align: right;">\$4,381.97</td> </tr> <tr> <td>11/15/2023</td> <td>FY24-24</td> <td>Payroll</td> <td style="text-align: right;">\$403,599.75</td> </tr> <tr> <td>11/30/2023</td> <td>FY24-26</td> <td>Payroll</td> <td style="text-align: right;">\$45,392.51</td> </tr> <tr> <td>11/30/2023</td> <td>FY24-27</td> <td>Payroll</td> <td style="text-align: right;">\$392,901.16</td> </tr> <tr> <td>11/30/2023</td> <td>FY24-EFT5</td> <td>Electronic Payment</td> <td style="text-align: right;">\$130,157.92</td> </tr> </tbody> </table> <p>Ms. Zobot made the motion to accept the November warrants as presented, Ms. Swope seconded the motion. Vote was unanimous</p>	DATE	WARRANT #	TYPE	AMOUNT	11/9/2023	1209	Accounts Payable	\$56,879.82	11/23/2023	1230	Accounts Payable	\$223,369.91	11/3/2023	FY24-22	Payroll	\$322,173.89	11/15/2023	FY24-23	Payroll	\$4,381.97	11/15/2023	FY24-24	Payroll	\$403,599.75	11/30/2023	FY24-26	Payroll	\$45,392.51	11/30/2023	FY24-27	Payroll	\$392,901.16	11/30/2023	FY24-EFT5	Electronic Payment	\$130,157.92
DATE	WARRANT #	TYPE	AMOUNT																																		
11/9/2023	1209	Accounts Payable	\$56,879.82																																		
11/23/2023	1230	Accounts Payable	\$223,369.91																																		
11/3/2023	FY24-22	Payroll	\$322,173.89																																		
11/15/2023	FY24-23	Payroll	\$4,381.97																																		
11/15/2023	FY24-24	Payroll	\$403,599.75																																		
11/30/2023	FY24-26	Payroll	\$45,392.51																																		
11/30/2023	FY24-27	Payroll	\$392,901.16																																		
11/30/2023	FY24-EFT5	Electronic Payment	\$130,157.92																																		

<b>IV</b>	<i>Executive Director Report &amp; Discussion Items</i>
-----------	---

A.	<p><b>Service Updates</b></p> <ol style="list-style-type: none"> <li>1. Student Services  Ms. Shaver informed the Board that Student Services is up 1 student from last month. Ms. Shaver informed the Board that Shore is working with both Chelsea and Medford on unique circumstances and offering services as needed. Ms. Shaver also informed the Board that Shore is partnering with Saugus Middle/High School to create a new therapeutic program.</li>   <li>2. Adult Services</li> </ol>
----	---

		Ms. Shaver informed the Board that the Adult Service Division is steady and most of our adults are back at the programs.
--	--	--

<b>V.</b>	<i>Personnel</i>	
	A	<p><b>Approval of Hires and Terminations</b></p> <p>Ms. Shaver presented the Hires and Terminations Report to the Board.</p> <p>Ms. Ackman made the motion to accept the report as presented, Ms. Zabol seconded the motion. Vote was unanimous.</p>

<b>VI.</b>	<i>New Business</i>	
	A	<p><b>Presentation and Approval of the FY23 Draft Annual Report</b></p> <p>Ms. Shaver presented the Board with a draft copy of the FY23 Annual report. She reviewed the sections and answered any questions. She asked the Board to vote to accept the draft annual report as the final report.</p> <p>Ms. Cardello made the motion to accept the draft copy of the annual report as the final report, Ms Swope seconded the motion. Vote was unanimous.</p>
	C	<p><b>FY24 Executive Director's Goals</b></p> <p>Ms. Shaver proposed that her FY24 goals would be to develop a leadership structure for the organization and programs, and to create a 3 to 5 year strategic plan.</p> <p>Ms. Swope made the motion to accept Ms. Shaver's Goals, Ms. Zabol seconded the motion. Vote was unanimous.</p>
	D	<p><b>Process for new members/farewell to departing members</b></p> <p>Ms. Shaver asked if there were any questions regarding new members being appointed to the Board. There were none.</p> <p>The group thanked the departing members for their dedication to Shore throughout their terms.</p>

<b>VII</b>	<i>Executive Session</i>	
		<p>Ms. Ackman made a motion to enter into Executive Session. Ms. Cardello seconded the motion.</p> <p>Roll call vote</p> <p>Chelsea Yes  Everett Yes  Medford Yes  Somerville Yes  Winthrop Yes</p>

		Vote was unanimous.
--	--	---------------------

<i>VIII</i> <i>Adjournment</i>		
		Ms. Ackman made a motion to adjourn the meeting, Ms. Cardello seconded the motion. Vote was unanimous
		Meeting adjourned at 6:00
		Next meeting scheduled for February 13, 2024