

Board of Directors

November 21, 2023

Session Minutes

GENERAL BOARD MEETING

Date: November 21, 2023
Start Time: 4:30PM
End Time: 5:48PM
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:

I	<i>Call to Order</i>
	Roll call taken by Ms. Galatis. There was a quorum present.

II	<i>Review and Approve General meeting, October 10, 2023</i>
	Ms. Swope made the motion to accept the minutes for the meetings held on October 10, 2023 Ms. Cardello 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	Financial Statement

	<p>Ms. Pena reviewed the income statement which was for the month of September. Ms. Pena explained to the Board that there was a surplus.</p>																																																				
<p>C</p>	<p>Warrant Approval Mr. Ela presented the warrants for October.</p> <p>October Warrants</p> <table border="1" data-bbox="365 427 1402 1178"> <thead> <tr> <th>DATE</th> <th>WARRANT #</th> <th>TYPE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>10/4/2023</td> <td>1169</td> <td>Accounts Payable</td> <td>\$22,288.00</td> </tr> <tr> <td>10/4/2023</td> <td>1170</td> <td>Accounts Payable</td> <td>\$1,236.38</td> </tr> <tr> <td>10/6/2023</td> <td>1171</td> <td>Accounts Payable</td> <td>\$54,812.30</td> </tr> <tr> <td>10/23/2023</td> <td>1176</td> <td>Accounts Payable</td> <td>\$1,676.63</td> </tr> <tr> <td>10/23/2023</td> <td>1175</td> <td>Accounts Payable</td> <td>\$296,730.23</td> </tr> <tr> <td>10/30/2023</td> <td>1192</td> <td>Accounts Payable</td> <td>\$300,892.10</td> </tr> <tr> <td>10/6/2023</td> <td>FY24-17</td> <td>Payroll</td> <td>\$318,866.41</td> </tr> <tr> <td>10/13/2023</td> <td>FY24-18</td> <td>Payroll</td> <td>\$4,040.36</td> </tr> <tr> <td>10/13/2023</td> <td>FY24-19</td> <td>Payroll</td> <td>\$378,945.67</td> </tr> <tr> <td>10/20/2023</td> <td>FY24-20</td> <td>Payroll</td> <td>\$316,241.94</td> </tr> <tr> <td>10/30/2023</td> <td>FY24-21</td> <td>Payroll</td> <td>\$415,317.98</td> </tr> <tr> <td>10/31/2023</td> <td>FY24-EFT4</td> <td>Electronic Payment</td> <td>\$80,777.70</td> </tr> </tbody> </table> <p>Ms. Cardellw made the motion to accept the October warrants as presented, Ms. Zabot seconded the motion.</p> <p>Roll call vote</p> <p>Chelsea Yes Everett Yes Medford Yes Somerville Yes</p>	DATE	WARRANT #	TYPE	AMOUNT	10/4/2023	1169	Accounts Payable	\$22,288.00	10/4/2023	1170	Accounts Payable	\$1,236.38	10/6/2023	1171	Accounts Payable	\$54,812.30	10/23/2023	1176	Accounts Payable	\$1,676.63	10/23/2023	1175	Accounts Payable	\$296,730.23	10/30/2023	1192	Accounts Payable	\$300,892.10	10/6/2023	FY24-17	Payroll	\$318,866.41	10/13/2023	FY24-18	Payroll	\$4,040.36	10/13/2023	FY24-19	Payroll	\$378,945.67	10/20/2023	FY24-20	Payroll	\$316,241.94	10/30/2023	FY24-21	Payroll	\$415,317.98	10/31/2023	FY24-EFT4	Electronic Payment	\$80,777.70
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	Winthrop	Yes
	Vote was unanimous	

IV	Executive Director Report & Discussion Items	
	A.	Service Updates
		<ol style="list-style-type: none"> 1. Student Services Ms. Shaver informed the Board that Student Services has 174 students as of November 1 which is 6 additional students from last month. Ms. Shaver indicated referrals are coming in but that Shore will need to hire more staff to fulfill the requests. 2. Adult Services Ms. Shaver informed the Board that the Adult Service Division continues to grow with both Peabody and Chelsea client count being higher than pre-Covid numbers.

V.	Personnel	
	A	Approval of Hires and Terminations
		<p>Ms. Shaver presented the Hires and Terminations Report to the Board.</p> <p>Ms. Shaver informed the Board that HR continues to work with a recruiter to fill some key positions.</p> <p>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 Somerville Yes</p>

	Winthrop	Yes
	Vote was unanimous.	

VI. New Business		
A	Policy update- Start Program Close on 12/24	<p>Ms. Shaver presented the Board with an updated Program close that shows the Christmas break would start on December 24th if it falls on a weekday.</p> <p>Ms. Cardello made the motion to update the Policy as presented by Ms. Shaver, Ms. Swope 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>
B	New Logo	Ms. Shaver introduced a new logo for Shore.

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

	<p>Somerville Yes Winthrop Yes</p> <p>Vote was unanimous.</p>
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<i>VIII</i>	<i>Adjournment</i>
	<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 Somerville Yes Winthrop Yes</p> <p>Vote was unanimous.</p> <p>Vote was unanimous. Meeting adjourned at 5:48</p> <p>Next meeting scheduled for December 12, 2023</p>