

Board of Directors

October 10, 2023

Session Minutes

GENERAL BOARD MEETING

Date: October 10, 2023
Start Time: 4:40PM
End Time: 6:22 PM
Location: Shore Educational Collaborative

ATTENDEES

<u>Board of Directors</u>	<u>Shore Educational Collaborative</u>
Ms. Zobot, Chelsea	Ms. Kristin Shaver, Executive Director
Mr. Ruseau, Medford	Ms. Natalie Pena, Director of Finance
Ms. Milbury-Ellis, Revere	Mr. David Ela, Treasurer
Ms. Ackman, Somerville	Ms. Barbara Galatis, Clerk
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, June 13, 2023</i>
	Ms. Zobot made the motion to accept the minutes for the meetings held on May 9, 2023 Ms. Milbury-Ellis seconded the motion. Roll call vote Chelsea Yes Medford Yes Revere Yes Somerville Yes Vote was unanimous.
	Mr. Shaver requested to change the order of the agenda items in order to Discuss a vote on weather to adopt MGL CH.32B, Sections 21-23 Ms. Zobot made the motion to accept the request of Ms. Shaver to change the order of the agenda, Ms. Milbury-Ellis seconded the motion.

		<p>Roll call vote</p> <p>Chelsea Yes Medford Yes Revere Yes Somerville Yes</p> <p>Vote was unanimous.</p>
IV	B	<p>Ms. Shaver reminded the board that asked her to look into other Health Insurance options.</p> <p>Ms. Shaver asked Ms. Gallant Shaw from Cook & Company Insurance Agency to present information on joining the GIC for Health Insurance and discussed whether to adopt chapter 32B, Sections 21-23.</p> <p>Ms. Swope made the motion to engage in the process of joining the GIC. Ms. Zabot seconded the motion</p> <p>Roll Call vote</p> <p>Ms. Swope made the motion to adopt chapter 32B sections 21-23. Ms, Zabot seconded the motion.</p> <p>Roll call vote.</p>

III	<i>Finance and Operations</i>	
	A	<p>Financial Statement</p> <p>Ms. Pena reviewed the income statement which was for the summer months. She explained summer month revenue tends to be lower but that is expected as the Adult Program has a program close and the school closes in August and therefore isn't a full month.</p>

	<p>Ms. Pena indicated that expenses were up as staff ordered supplies for the new school year. Ms. Pena will present the balance sheet after the Audit is completed.</p> <p>Ms. Pena also indicated that an updated Budget will be presented at the November meeting showing the increase to the Adult Service rates.</p>																																																																				
C	<p>Warrant Approval Mr. Ela presented the warrants for June, July, August, September.</p> <p>June Warrants</p> <table border="1" data-bbox="365 580 1402 1565"> <thead> <tr> <th>DATE</th> <th>WARRANT #</th> <th>TYPE</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>6/5/2023</td> <td>1505</td> <td>Account Payable</td> <td>\$35,568.78</td> </tr> <tr> <td>6/9/2023</td> <td>1516</td> <td>Account Payable</td> <td>\$71,866.62</td> </tr> <tr> <td>6/12/2023</td> <td>1518</td> <td>Account Payable</td> <td>\$33,626.96</td> </tr> <tr> <td>6/16/2023</td> <td>1520</td> <td>Account Payable</td> <td>\$20,288.88</td> </tr> <tr> <td>6/27/2023</td> <td>1529</td> <td>Account Payable</td> <td>\$56,508.44</td> </tr> <tr> <td>6/28/2023</td> <td>1530</td> <td>Account Payable</td> <td>\$54,403.60</td> </tr> <tr> <td>6/2/2023</td> <td>FY23-63</td> <td>Payroll</td> <td>\$268,575.96</td> </tr> <tr> <td>6/9/2023</td> <td>FY23-64</td> <td>Payroll</td> <td>\$151,140.41</td> </tr> <tr> <td>6/15/2023</td> <td>FY23-65</td> <td>Payroll</td> <td>\$4,980.95</td> </tr> <tr> <td>6/15/2023</td> <td>FY23-66</td> <td>Payroll</td> <td>\$335,466.89</td> </tr> <tr> <td>6/15/2023</td> <td>FY23-67</td> <td>Payroll</td> <td>\$270,911.02</td> </tr> <tr> <td>6/23/2023</td> <td>FY23-68</td> <td>Payroll</td> <td>\$28,904.25</td> </tr> <tr> <td>6/30/2023</td> <td>FY23-69</td> <td>Payroll</td> <td>\$336,531.89</td> </tr> <tr> <td>6/30/2023</td> <td>FY23-70</td> <td>Payroll</td> <td>\$282,185.62</td> </tr> <tr> <td>6/30/2023</td> <td>FY23-71</td> <td>Payroll</td> <td>\$603,011.00</td> </tr> <tr> <td>6/30/2023</td> <td>FY23-EFT12</td> <td>Electronic Payment</td> <td>\$302,142.45</td> </tr> </tbody> </table>	DATE	WARRANT #	TYPE	AMOUNT	6/5/2023	1505	Account Payable	\$35,568.78	6/9/2023	1516	Account Payable	\$71,866.62	6/12/2023	1518	Account Payable	\$33,626.96	6/16/2023	1520	Account Payable	\$20,288.88	6/27/2023	1529	Account Payable	\$56,508.44	6/28/2023	1530	Account Payable	\$54,403.60	6/2/2023	FY23-63	Payroll	\$268,575.96	6/9/2023	FY23-64	Payroll	\$151,140.41	6/15/2023	FY23-65	Payroll	\$4,980.95	6/15/2023	FY23-66	Payroll	\$335,466.89	6/15/2023	FY23-67	Payroll	\$270,911.02	6/23/2023	FY23-68	Payroll	\$28,904.25	6/30/2023	FY23-69	Payroll	\$336,531.89	6/30/2023	FY23-70	Payroll	\$282,185.62	6/30/2023	FY23-71	Payroll	\$603,011.00	6/30/2023	FY23-EFT12	Electronic Payment	\$302,142.45
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July Warrants			
DATE	WARRANT #	TYPE	AMOUNT
7/1/2023	1000	Accounts Payable	\$369,715.73
7/14/2023	1001	Accounts Payable	\$54,023.63
7/14/2023	1002	Accounts Payable	\$20,375.52
7/19/2023	1004	Accounts Payable	\$42,849.56
7/25/2023	1005	Accounts Payable	\$7,139.33
7/26/2023	1019	Accounts Payable	\$414.00
7/27/2023	1020	Accounts Payable	\$188,138.32
7/28/2023	1021	Accounts Payable	\$3,725.22
7/1/2023	FY24-01	Payroll	\$117.50
7/6/2023	FY24-02	Payroll	\$1,474.25
7/7/2023	FY23-72	Payroll	\$37,304.16
7/14/2023	FY23-73	Payroll	\$5,208.65
7/14/2023	FY24-03	Payroll	\$290,834.32
7/14/2023	FY24-04	Payroll	\$223,470.50
7/28/2023	FY24-05	Payroll	\$302,277.98
7/28/2023	FY24-06	Payroll	\$228,405.10
7/31/2023	FY24-EFT1	Electronic Payment	\$81,877.38
August Warrants			
DATE	WARRANT #	TYPE	AMOUNT
8/2/2023	1023	Accounts Payable	\$480.91
8/10/2023	1040	Accounts Payable	\$43,082.31
8/11/2023	1041	Accounts Payable	\$2,795.09
8/18/2023	1051	Accounts Payable	\$14,874.05

8/22/2023	1052	Accounts Payable	\$418,290.51
8/22/2023	1057	Accounts Payable	\$8,000.00
8/11/2023	FY24-07	Payroll	\$304,087.22
8/15/2023	FY24-08	Payroll	\$4,108.01
8/15/2023	FY24-09	Payroll	\$228,740.51
8/25/2023	FY24-10	Payroll	\$316,767.37
8/30/2023	FY24-11	Payroll	\$197,552.53
8/31/2023	FY24-EFT2	Electronic Payment	\$68,499.75

September Warrants

DATE	WARRANT #	TYPE	AMOUNT
9/1/2023	1071	Accounts Payable	\$102,029.29
9/8/2023	1116	Accounts Payable	\$17,416.07
9/18/2023	1120	Accounts Payable	\$268,537.03
9/22/2023	1143	Accounts Payable	\$21,426.68
9/22/2023	1144	Accounts Payable	\$3,497.98
9/29/2023	1145	Accounts Payable	\$296,930.71
9/8/2023	FY24-12	Payroll	\$315,790.29
9/15/2023	FY24-13	Payroll	\$371,449.35
9/15/2023	FY24-14	Payroll	\$6,157.14
9/22/2023	FY24-15	Payroll	\$315,282.02
9/29/2023	FY24-16	Payroll	\$380,804.11
9/30/2023	FY24-EFT3	Electronic Payment	\$88,995.71

Ms. Swope made the motion to accept the April warrants as presented, Ms. Zabot seconded the motion.

	<p>Roll call vote</p> <p>Chelsea Yes Medford Yes Revere Yes Somerville Yes Winthrop Yes</p> <p>Vote was unanimous.</p>
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<i>IV Executive Director Report & Discussion Items</i>	
A.	<p>Service Updates</p> <p>1. Student Services Ms. Shaver informed the Board that Student Services has is on an upwards trend and is hopeful that this will continue. Ms. Shaver indicated that Shore needs to hire more staff in order to fulfill certain referrals.</p> <p>2. Adult Services Ms. Shaver informed the Board that the Adult Service Division is at 90% of pre covid enrollment with Peabody being at full capacity.</p>
B.	<p>Planning Letter to the Board</p> <p>Ms. Shaver presented the board with a copy of the Letter from Livingston & Haynes explaining that we have started the Audit Process.</p>
C	<p>Natalie Pena Corporate Authority</p> <p>Ms. Shaver asked the Board to designate Ms. Pena corporate authority to sign contracts and checks on behalf of the Board.</p> <p>Ms. Zobot made the motion to authorize Ms. Pena to enter into contracts and sign checks on behalf of the Board. Ms. Swopw seconded the motion.</p> <p>Chelsea Yes Medford Yes Revere Yes</p>

		<p>Somerville Yes Winthrop Yes</p> <p>Vote was unanimous.</p>
	D	<p>Information on MOEC Ms. Shaver shared information on the MOEC seminar on November 8th at 10:30 for all Board members.</p>
	E	<p>November Meeting Date Issue Ms. Shaver indicated that there was a conflict in schedule for the November meeting and asked the Board to reschedule the November Meeting.</p> <p>After discussion the November Board Meeting has been rescheduled to Tuesday, November 21, 2024.</p>
	F	<p>Update on new hires and initiatives Ms. Shaver informed the Board that Shore has added several new positions to the Shore team</p> <ul style="list-style-type: none"> ● Neal Klayman Director for the Inspire program. Judith Lynch who previously held that position was moved over to handle all of Shore’s therapeutic services both at the school and in the adult programs. ● Tracy Beane as a Director for Transition Services which will work with our students between the ages of 14-22. ● Liz Polay-Wettengel as the Director of PR and Communications. <p>Ms. Shaver was also excited to inform the board that Shore now has a full time Art, Music and Health teacher for the first time.</p> <p>Ms. Shaver shared information on City Connects which is an evidence-based approach to addressing the out-of-school factors that can impact student success.</p> <p>Shore also received an Appleseeds grant for Pre-K through Grade 2 reading levels.</p>
	G	<p>Executive Director’s FY24 Goals Ms. Shaver inquired from the Board what they would like to see for her FY24 Goals. The Board suggested that Ms. Shaver come up with her own goals for</p>

		FY24 and present them at a later meeting for discussion and approval.

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. Shaver for both the summer months and September.</p> <p>Ms. Shaver informed the Board that HR has been working with a recruiter to fill some key positions that would help Shore grow.</p> <p>Ms. Zabet made the motion to accept the report as presented, Ms. Swope seconded the motion.</p> <p>Chelsea Yes Medford Yes Revere Yes Somerville Yes Winthrop Yes</p> <p>Vote was unanimous.</p>	

VI.	<i>New Business</i>	
A	<p>Policy update-program close for Adult Services</p> <p>Ms. Shaver asked the Board to consider allowing Shore to be able to be flexible with the program close in the summer. Ms. Shaver would like to consider moving the program close from the last week in July to the 4th of July week. This would help with low attendance that week. Ms. Shaver would also add a PTO day to the Adult Program since July 4th is a holiday.</p> <p>Ms. Swope made the motion to allow Shore to be flexible with the summer program as long as the staff is given an additional PTO day if it is during July 4th week. Ms. Zabet seconded the motion</p> <p>Chelsea Yes</p>	

	<p>Medford Yes Revere Yes Somerville Yes Winthrop Yes</p> <p>Vote was unanimous.</p>
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VI. Adjournment	
	<p>Ms. Zobot made a motion to adjourn the meeting, Ms. Cardello seconded the motion.</p> <p>Chelsea Yes Medford Yes Revere Yes Somerville Yes Winthrop Yes</p> <p>Vote was unanimous. Meeting adjourned at 6:22</p> <p>Next meeting scheduled for November 21, 2023</p>