

Board of Directors

June 27, 2024
Session Minutes

GENERAL BOARD MEETING

Date: June 27, 2024
Start Time: 4:32PM
End Time: 5:35PM
Location: Shore Educational Collaborative

ATTENDEES

<u>Board of Directors</u>	<u>Shore Educational Collaborative</u>
Ms. Bladeras, Chelsea	Ms. Kristin Shaver, Executive Director
Ms. Hurley, Everett	Ms. Natalie Pena, Director of Finance
Ms. Hortie, Malden	Ms. Barbara Galatis, Clerk
Mr. Ruseau, Medford	
Mr. Caggiano, Revere	
Ms. Ackman, Somerville	

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, May 14, 2024</i>
	Ms. Ackman made the motion to accept the minutes for the meetings held on April 9, 2024. Ms. Balderas seconded the motion. Vote was unanimous

III	<i>Financial Statements</i>
A	Income Statement Ms. Pena reviewed the income statement which was for the month of May Ms. Pena indicated that June usually has a big flex in revenue as there are only 12 school days and with several year end payrolls. Ms. Pena indicated that Shore would end the year with a surplus.
C	Warrant Approval

Ms. Shaver presented the warrants for May in Mr. Ela's absence.

May Warrants

DATE	WARRANT #	TYPE	AMOUNT
5/3/2024	1527	Accounts Payable	\$55,794.75
5/10/24	1538	Accounts Payable	\$58,782.74
5/24/2021	1557	Accounts Payable	\$546,780.33
5/31/2024	1562	Accounts Payable	\$64,316.92
5/3/24	FY24-60	Payroll	\$343,921.85
5/15/2024	FY24-61	Payroll	\$404,984.83
5/15/2024	FY24-62	Payroll	\$4,393.73
5/17/2024	FY24-63	Payroll	\$347,680.44
5/30/24	FY24-64	Payroll	\$403,745.11
5/31/24	FY24-65	Payroll	\$356,146.33
4/30/24	FY24-EFT10	Electronic Payment	\$81,018.61

Ms. Hurley made the motion to accept the May warrants as presented, Ms Ackman seconded the motion.

Roll call vote

Chelsea Yes
 Everett Yes
 Malden Yes
 Medford Yes
 Revere Yes
 Somerville Yes

Vote was unanimous.

C

FY25 Budget Approval

Ms. Shaver presented the Board with a draft copy of the FY25 Budget and answered all questions.

	<p>Ms. Ackman made the motion to accept the FY25 Draft budget as the final budget. Ms. Hurley seconded the motion.</p> <p>Roll call vote</p> <p>Chelsea Yes Everett Yes Malden Yes Medford Yes Revere Yes Somerville 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 the Student Services had 6 students graduate, 2 students age out and 8 students that are moving to North Shore Consortium for more of a vocational setting. Ms. Shaver is estimating we will have 180 students enrolled for the fall.</p> <p>2. Adult Services Ms. Shaver informed the Board that The adult program has 376 enrolled with 335 attending in person. Ms. Shaver informed the Board that Shore continues to work on getting more Adults back in person.</p> <p>a.) Staffing Initiative with State. Ms. Shaver informed the Board that Shore has worked with the state and hired twelve newly-arrived immigrants to work as Direct Support Staff Assistants. They are supported by current employees who speak Haitian Creole and take ESOL Classes, funded by the State, two afternoons each week.</p>
	<p>Ms. Shaver made the Board aware of check fraud against Shore Collaborative. Ms. Pena explained that Shore was notified of a possible suspicious check. After some investigation it appeared that several checks with different names</p>

		and amounts were cashed from several different locations. Shore filed a police report and worked with the bank to have the funds returned to Shore Collaborative.
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V.	<i>Personnel</i>	
	A	<p>Approval of Hires and Terminations</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. Balderas seconded the motion. Vote was unanimous.</p>

VI.	<i>New Business</i>	
	A	<p>Executive Director’s Strategic Plan & Leadership Structure Update</p> <p>Ms. Shaver updated the Board on her goals for FY24: creating a sustainable leadership structure, and drafting a strategic plan.</p> <p>She reviewed the changes to the leadership structure over the years from pre-COVID, during COVID and the post-COVID proposed structure.</p> <p>Ms. Shaver shared the Leadership Team’s Strategic Plan with the Board. This plan will continue to become more robust as it is developed by the complete leadership team.</p>
	B	<p>FY24 Executive Director’s Evaluation</p> <p>Mr. Ruseau reviewed the Director’s Evaluation which was adopted from the Superintendent’s evaluation. Mr Ruseau gathered feedback from the rest of the Board to finalize the evaluation.</p> <p>Ms. Ackman made the motion to accept the evaluation as the final version of the evaluation. Ms. Hurley seconded the motion.</p> <p>Roll call vote</p> <p>Chelsea Yes Everett Yes Malden Yes Medford Yes</p>

		<p>Revere Yes Somerville Yes</p> <p>Vote was unanimous.</p>
	C	<p>FY25 Executive Director Salary</p> <p>Ms. Ackman made the motion to award Ms. Shaver a 3% salary increase which is in line with the rest of the non union employees. Mr. Caggiano seconded the motion.</p> <p>Roll call vote</p> <p>Chelsea Yes Everett Yes Malden Yes Medford Yes Revere Yes Somerville Yes</p> <p>Vote was unanimous.</p>

VIII	<i>Adjournment</i>
	<p>Ms. Balderas made a motion to adjourn the meeting, Ms. Hurley seconded the motion. Vote was unanimous</p> <p>Meeting adjourned at 6:35</p> <p>Next meeting is scheduled for September 10, 2024</p>