



**NORTHSHORE
EDUCATION
CONSORTIUM**

**Board of Directors Minutes
October 28, 2020**

This Open Meeting of the NEC Board of Directors is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth related to the outbreak of the COVID19 Virus. The Meeting was recorded.

PRESENT:	Beverly:	Dr. Charochak
	Danvers:	Dr. Dana
	Gloucester:	Mr. Lummis
	Hamilton Wenham:	Ms. Banios
	Ipswich:	Dr. Blake
	Lynn:	Dr. Tutwiler
	Lynnfield:	Ms. Vogel
	Manchester-Essex	Ms. Beaudoin
	Marblehead:	Dr. John Buckey
	Masconomet:	Dr. Harvey
	North Reading:	Dr. Daly
	Peabody:	Dr. Vadala
	Pentucket:	Dr. Bartholomew
	Reading:	Dr. Doherty
	Rockport:	Mr. Liebow
	Salem:	Dr. Zrike
	Swampscott:	Ms. Angelakis
	Triton:	Mr. Forget
	Tri-Town:	Dr. Morrison
NEC:	F. Rosenberg	G. Bergevin
	Ms. Mahoney	K. Mahoney, NEC Treasurer
	Ms.. Ford	NEC AFT President
Guests	Mr. Nick DiPardo	NEC EMPLOYEES FEDERATION LOCAL 4293
	Mr. Daniel E. Schaffner	CPA Fritz DeGuglielmo LLC
	Ms. Paulajo Gaines	Massachusetts Department of Elementary and Secondary Education
ABSENT:	Nahant:	Dr. Pierantozzi

- I. **Call to Order:** Dr. Forget called the meeting to order at 8:06 and stated that the Open Meeting of the NEC Board of Directors was being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth related to the outbreak of the COVID19 Virus. Mr. Forget asked that Kathy Mahoney conduct a roll call to record attendance as well as to vote on the Consent Agenda. Roll call was done with 16 members present.

II. Approval of Consent Agenda

MOTION: A motion was made by Mr. Forget to accept the consent agenda. Roll call was done with 16 members present to approve September 9, 2020 BOD Minutes and October 8 Emergency BOD Minutes, October Appointments as presented. At 8:07, a 17th member (Lynn) joined the meeting and added his approval.

VOTE: The motion was moved unanimously

III. Update on Temporary Relocation of RHS and KOG: Fran Rosenberg reported that as of yesterday afternoon our insurance company had verbally approved the work. Servpro team has stated that work should be completed by the end of December, although they warned of potential construction or COVID-related delays. As discussed at the October 8th Board Meeting, Servpro will serve as the General Contractor for the full scope of the project. The drying/mitigation phase went well. We are now waiting for the insurance adjusters and Servpro to agree on the full scope of the work. Subcontractors are lined up including asbestos abatement, electrical, plumbing, HVAC, and the next phase of work will hopefully proceed this week.

Given strong feedback from districts and parents, we put all of our resources into identifying temporary spaces while simultaneously making plans for home-based or clinic based work. Thanks to great community support and connections, we have identified three potential sites for temporary relocation of in-person learning. Two are commercial suites at the Cummings Center in Beverly, and one is a recently vacated building in Danvers owned by the Northeast ARC. We are in the process of getting occupancy permits and insurance approval to pursue three month leases on all three spaces. Ms. Rosenberg has been in communication with parents, staff, districts, and DESE about this process. If we are successful, we will move as quickly as possible in early November to relocate all 150 students from RHS and KOG into these temporary spaces for the months of November and December, and into January if there are construction delays.

Ms. Rosenberg reported we have drafted an MOU with the Union regarding temporary space and home-based services during this period. Ms. Rosenberg thanked Ms. Ford and her colleagues for working together in making this happen.

Ms. Rosenberg also wanted to thank our community partners who have helped to facilitate this process. Several members of the Beverly Public School Administration and School Committee put us in touch with people from Cummings. JoAnn Simons, Executive Director of the Northeast ARC, responded immediately even though her organization is in the middle of a large move. When it looked like there might be some delays with obtaining occupancy permits, Mayor Cahill stepped in and helped facilitate the process. Julia Marsh Rabin, who has been our architect on several projects, dropped everything to help us with code reviews. We are extremely grateful for this support!

Mr. Forget asked members if we need board action to sign the lease. There was some discussion about the terms of the leases and opt-out options. Mr. Bergevin will review all three leases immediately following meeting. A board vote is not necessary to sign.

IV. Executive Director's Report – Ms. Rosenberg's full report will be included with the minutes. In addition to the updates above, she reported on the work of the NEC Diversity Task Force and on plans to provide districts with training on mental health, stress, and trauma.

V. Finance Report and Presentation of the FY20 Audited Financial Statements

At 8:30 Daniel Schaffner, CPA, Fritz DeGuglielmo LLC arrived to present the Audit and UFR.

Mr. Schaffner stated that he had met with Finance Committee last week and went over the entire report in detail. He noted two minor HR issues that were corrected and stated that there were no findings of concern.

Mr. Schaffner presented FY 20 Financial Statements and UFR (included with minutes) as well as a Summary of Financial Activity. He stated that once again NEC had a very good year and that NEC continues to have a good handle on financial reporting and management despite the pandemic and school closures NEC continues to do well.

Mr. Forget and members of the board thanked Mr. Schaffner, the Finance Committee and the business office staff for their great work over the past year.

There were no questions from the board. Mr. Schaffner left the meeting at 8:53 am

MOTION: A motion was made by Mr. Forget and seconded by Dr. Dana to

- a) approve the 2020 Audited Financial Statements,
- b) approve the 2020 Unified Financial Report (UFR) and,
- c) to approve the amount of cumulative surplus as \$5,245,295 as of June 30, 2020.

VOTE: Roll call was done with 18 members present
The motion was moved unanimously.

Report on FY21 Budget to Date: Brian Forget and Glenn Bergevin

Mr. Bergevin gave a brief report of budget as of October 2020.

He stated that revenue has been reliable, but there are many unknowns in terms of payroll and other expenses. Reports reflect a summary of revenue less payroll, combining actual data and best estimates.

The Revenue less payroll has a positive variance to budget of \$71,000. Revenue is negative to budget by \$108,000. In a reversal of recent history, the Kevin O'Grady School census is above budget. KOG's rate is the highest in NEC. Recovery High School and the Transition programs are above their budgeted census, but their rates are our lowest. These positive revenue variances are more than offset by negative variance in the other programs, particularly the high school programs, with the Upper Academy and Topsfield Vocational Academy. We have approximately 25 fewer students in these programs due to slower referral patterns during the remote learning period.

Estimated payroll is \$179,000 better than budget. Most of the variance is in paraprofessional and substitute salaries, and payment for student workers. All programs are showing a less than budgeted payroll, although this may change as we experience the impact of leaves and resignations, at the same time as we "ramp up" to full time in-person learning, and enrollment increases.

Expenses for COVID related PPE so far is about \$51,000.

In terms of the flood damage the minimum charge will be \$10,000 for the insurance deductible. Possible other charges would be for variances in the insurance settlement and the restoration costs and additional space costs. Those amounts won't be known for some time.

Mr. Bergevin opened it up to questions from the board regarding budget. There were no questions.

Treasurer's Report and Process for Electronic Document Signing: Kevin Mahoney

Mr. Mahoney reviewed the attached report. He noted that cash flow remained steady as districts have been paying bills despite the COVID crisis. Mr. Mahoney thanked members for using the new HelloSign electronic format to approve warrants during this period of working remotely. In going forward the Finance Committee will approve warrants and then present to the full board and make a motion for full board approval

Mr. Forget clarified that Finance Committee will get warrants, look through and sign off and send to next committee member He felt that it was a good. All members were in favor of this process and there were no questions.

VI. Executive Director's Evaluation

Dr. Dana stated that the Executive Director's Evaluation must be shared in public meeting. She thanked the ten superintendents who provided feedback for the evaluation. She thanked Ms. Rosenberg for her commitment to the consortium. Ms. Rosenberg met her goals from last year her overall performance was proficient and Dr. Dana highlighted her areas of exemplary performance in the areas of financial leadership, cultural proficiency, and communication with board, staff, union and community. She stated that Ms. Rosenberg has made a positive difference and the board is very grateful for that.

Ms. Rosenberg stated her appreciation for a strong leadership team and consistent board support.

Motion: A motion was made by Dr. Blake and seconded by Mr. Forget to accept the Executive Directors Evaluation. Roll call was done with 17 members present.

VOTE: The motion was moved unanimously.

Roll call was done to enter into Executive Session at 9:08 am

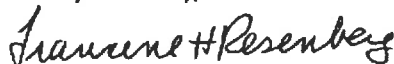
VII. Adjournment: Recording was stopped at 9:09 am – public meeting adjourned

Motion: A motion was made by Dr. Blake and seconded by Mr. Forget seconded to enter into Executive Session and adjourn from meeting in Executive Session. Roll call was done with 17 members present

VOTE: The motion was moved unanimously.



Kathy Mahoney, Administrative Assistant to Executive Director



Francine Rosenberg, NEC Executive Director

Executive Director's Report

October, 2020

Fall Reopening:

On September 16, 90% of our enrolled students returned to in-person instruction. All of our programs had some sort of hybrid model, with most students returning 5 days/week for an abbreviated in-person day supplemented by remote learning.

As discussed below, on September 30th, in-person learning was interrupted for Kevin O'Grady School and Recovery High School due to a flood at 112 Sohier Road. Students in those two programs have been receiving Remote Instruction since September 30th. All other programs have continued uninterrupted. As of this writing, we have had no positive COVID cases. Individual students and employees have needed to self-quarantine due to exposures out of school, but there have been no in-school exposures. Students and staff are doing an excellent job of adapting to the new restrictions and expectations.

Flood at 112 Sohier Road and Interim Plan:

As discussed at our emergency meeting on October 8th, on the morning of September 30th we entered the building at 112 Sohier Road to find extensive flooding on all three floors. Apparently, a water tank on the roof of the building had developed a small hole and water leaked out throughout the night. The tank was set to automatically refill if it went below a certain level, so a steady stream of water continued to leak through the night. The water did extensive damage to the central core of the building, affecting 10 classrooms, 13 offices and "miscellaneous" spaces, and 7 bathrooms. In addition, water has traveled through the walls and into the insulation and ductwork.

After the October 8th Board Meeting we confirmed that Servpro would serve as the General Contractor for the full scope of the project (see notes from October 8th regarding DCAM waiver, etc.). The drying/mitigation phase went well. We are now waiting for the insurance adjusters and Servpro to agree on the full scope of the work. Subcontractors are lined up including asbestos abatement, electrical, plumbing, HVAC, and the next phase of work will hopefully proceed this week.

Given strong feedback from districts and parents, we put all of our resources into identifying temporary spaces while simultaneously making plans for home-based or clinic based work.

Thanks to great community support and connections, we have identified three potential sites for temporary relocation of in-person learning. Two are commercial suites at the Cummings Center in Beverly, and one is a recently vacating building in Danvers owned by the Northeast ARC. We are in the process of getting occupancy permits and insurance approval to pursue three month leases on all three spaces. This involves multiple steps. I have been in communication with parents, staff, districts, and DESE about this process. If we are successful, we will move as quickly as possible in early November to relocate all 150 students from RHS and KOG into these temporary spaces for the months of November and December, and into January if there are construction delays.

We have drafted an MOU with the Union regarding temporary space and home-based services during this period.

I want to note that our community partners have really helped to facilitate this process. Several members of the Beverly Public School Administration and School Committee put us in touch with the folks at Cummings, who have been extremely responsive. JoAnn Simons, Executive Director of the Northeast ARC, responded immediately even though her organization is in the middle of a large move. When it looked like there might be some delays with obtaining occupancy permits, Mayor Cahill stepped in and helped facilitate the process. Julia Marsh Rabin, who has been our architect on several projects, dropped everything to help us with code reviews. We are extremely grateful for this support!

Diversity and Equity Work:

With the help of our Diversity Task Force, we will be offering a range of both required and optional professional development opportunities for our staff throughout the fall and winter. We have rescheduled 6 workshops on a variety of topics related to Diversity, Equity, and Inclusion, which will be offered on Zoom. All employees are required to sign up for at least one, and have the option to attend more than one. In addition, our Task Force is leading two optional monthly opportunities. One is a drop-in discussion group, open to any employee who wants to discuss their own work and experiences in this area, and receive peer support. The other is a group entitled "Brave Conversations." Here is the description that was shared with staff, by Kristen Vaisvila, our ESL Teacher and one of the Committee Leaders:

This Reading and Inquiry Series is based on a model that was started in Philadelphia, which provides a monthly set of tools for learning, introspection, and action related to issues of race in our schools, classrooms, and communities. While the materials are primarily targeted for "White Educators," all are welcome to join and participate in these discussions. Our main goal is to provide a space for colleagues to engage in dialogue each month and continue the brave conversations that were started at the beginning of the school year. During our first meeting, we will discuss the article/podcast "10 things every white teacher should know when talking about race".

Training and Consultation on Mental Health, Stress, and Trauma:

Even prior to COVID, one of our goals had been to expand our capacity to provide consultation and training to member districts in the area of student mental health. At this time, our Youth Mental Health First Aid (YMHFA) trainers, have been retrained to provide YMHFA remotely and are prepared to do that later this year, after some of the issues with the remote platform have been resolved. In addition, Windi Bowditch, Director of Clinical Training and Consultation, has developed several brief trainings that she can give via Zoom. One is focused on supporting students, one is focused on self-care for staff, and one is geared toward parents. We would like to offer each member district one free training. Windi can develop an individualized plan for any district that would like additional training or follow up consultation.