



NORTHSHORE
EDUCATION
CONSORTIUM

**Board of Directors Minutes
December 1, 2021**

PRESENT:	Beverly:	Dr. Charochak
	Danvers:	Dr. Dana
	Gloucester:	Mr. Lummis
	Hamilton Wenham:	Mr. Tracy
	Ipswich:	Dr. Blake
	Lynnfield:	Ms. Vogel
	Manchester-Essex:	Ms. Beaudoin
	Masconomet:	Dr. Harvey
	North Reading:	Dr. Daly
	Peabody:	Dr. Vadala
	Pentucket:	Dr. Bartholomew
	Rockport:	Mr. Liebow
	Triton:	Mr. Forget
	Tri-Town:	Dr. Morrison
NEC:	F. Rosenberg	G. Bergevin
	K. Mahoney, NEC Treasurer	
Guests:	Rebecca Rein, Director of Nursing, Northshore Education Consortium	
ABSENT:	Lynn:	Dr. Tutwiler
	Marblehead:	Dr. Buckey
	Nahant:	Dr. Pierantozzi
	Salem:	Dr. Zrike
	Reading:	Dr. Milaschewski
	Swampscott:	Ms. Angelakis

- I. **Call to Order:** Dr. Morrison called the meeting to order at 8:01 and read the following statement: "Open Meeting of the NEC Board of Directors is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, and the provisions extended by Chapter 20 of the Acts of 2021 signed by Governor Baker on June 16, 2021, due to the outbreak of the COVID-19 virus. The Meeting is being recorded. Members of the Public who would like access can join the Zoom Meeting. The matters listed below are those reasonably anticipated by the Chairperson that may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

II. Approval of Consent Agenda

MOTION: A motion was made by Dr. Morrison to accept the consent agenda. Roll call was done with 13 members present to approve the consent agenda including Oct 2021 BOD Minutes, December 2021 Appointments and warrants as presented. 13 voted to approve consent agenda.

VOTE: The motion was approved

Ms. Rosenberg officially welcomed Mr. Eric Tracy, Interim Superintendent from Hamilton Wenham to the meeting. Dr. Harvey joined the meeting at 8:04 am

- III. New Business:** Rebecca Rein, Director of Nursing at NEC gave an overview of Medication Delegation Form required yearly to be signed by BOD Chair, School Physician and Executive Director. Mass Department of Public health requires that the Board approve our policies which allow properly trained staff members is able to administer certain types of daily medication or epi-pens in rare situations, such as field trips, when a nurse is not present. NEC policies and procedures have been in place for years, and have been approved by DESE. Board Chair, Dr. Morrison asked that board formally review and approve.

Ms. Rosenberg used this opportunity to thank Ms. Rein for all of her hard work over the past 2 years.

MOTION: A motion was made by Mr. Forget and seconded by Dr. Dana to receive and approve the Medication Delegation Form presented by Ms. Rein which will be submitted to Department of Public Health. Roll call was done with 14 members.

VOTE: The motion was approved

- IV. Treasurer's report** -Mr. Mahoney reviewed the October 2021 Treasurer's Report (which will be attached to minutes). Our cash position remains consistent with sufficient funds on hand to meet cash requirement. There were no questions.

Financial Update FY2022 Year to Date- Mr. Bergevin reported that through the end of October NEC is \$91,000 behind budget. The ESY program was ahead by \$43,000 while September /October are behind budget due to lower than anticipated census in some programs. Transition program is ahead of target; Kevin O'Grady, Topsfield Vocational and Recovery High are near budgeted level. The Upper and Lower Academies are below budget. The net effect is tuition revenue is \$358,000 below budget through October. The negative variant is reduced by Recovery High DPH Grant of \$51,000. In additions Connections/Consulting is ahead of budget by \$20,000.

Payroll is favorable by \$112,000. \$43,000 of this for the summer program.

Programs will be monitored for staffing levels relative to census as the year progresses.

Mr. Bergevin reviewed the attached summary and projected that if enrollment does not increase, we could be looking at a negative \$588,000 for the year. This is a conservative estimate and does not include the forthcoming ESSERS money.

Mr. Forget inquired about why a student from his district would be on a waiting list for Lower Academy if census is low. Ms. Rosenberg spoke to the many issues that could be causing a temporary "waitlist" such as age, grade, or unique clinical needs.

Update on Infinite Visions: Mr. Bergevin reported on the training and implementation of the new software. The company is Tyler Technologies and the software package is called Infinite Visions. Goal is to begin using system in January 2022.

Update and recommendation on PARS Investment Strategy:

Input from the board was requested on the investment strategy to be selected for the money put into this trust. Three products to choose from: conservative, moderate/balanced and growth strategy. Mr. Mahoney reviewed each strategy and narrowed it down to "balanced" versus the "growth." At the November 16th Finance Committee Meeting board members, voted in support of the recommendation from Mr. Mahoney was to go with the moderate/balanced approach. No Full board action required.

MOTION: A motion was made by Mr. Forget and seconded by Dr. Blake to accept October 2021 Treasurer's report as presented by Mr. Mahoney. Roll call was done with 14 members.

VOTE: The motion was approved

- V. **Presentation of the FY2021 Annual Report –** Ms. Rosenberg shared the Annual Report with board members. She reminded them that this report is required by DESE and must be approved and publicly posted. She asked them to share the final copy with their School Committees and informed them that once the report is approved we will send electronic as well hard copies. Ms. Rosenberg asked that the minutes reflect a special thank you to Courtney deLeyer who formats and designs the report. Mr. Lummis suggested that we spell out names of programs on page 7, and wondered if there was a way, in future reports, to compare demographics to the region. Dr. Morrison noted one other edit.

Motion: A motion was made by Dr. Blake and seconded by Dr. Dana to approve the FY2021 NEC Annual Report as presented. A roll call was done with 14 members.

Vote: The motion was moved unanimously

VI. **New Business: Proposal to Extend Lease for 126 Sohier Road**

Ms. Rosenberg reviewed a proposal from NSAU -126 Sohier Road landlord Hillary Rockett. In summary, we are in Year 7 of a 10-year lease which will end June 2025, but includes very clear provisions for an additional 10 years. We are very happy with the property and with the landlord. We believe it is a fair and competitive lease. We anticipate wanting to remain in this location for the foreseeable future. Mr. Rockett has made the following proposal which is in keeping with the terms of the current lease: NEC should request an additional 10-year period on the terms and conditions set forth in the current lease (2.5% increase in rent per year). Landlord would like to do this now, as he will seek to refinance the property. He will reinvest his savings back in to the property to fund a capital improvement project that he has been discussing with our

team. This is a \$300,000 project which will include enhancements to the outdoor area, and the creation of a "mezzanine" in the back storage area which would allow for the addition of a classroom/ vocational space.

Mr. Rockett has drafted a Letter of Intent, and is hoping to sign a lease extension by 12/31/21.

Dr. Morrison felt that this required a bigger conversation and that it felt a little bit rushed. Mr. Forget stated that the Facilities Committee should review this issue to make sure that a lease extension fit with our long range plans. Dr. Blake agreed that it felt rushed, and that this is actually a commitment that brings us 14 years into the future.

The suggestion was made to have a joint Facilities/Finance meeting to review this proposal and come back with a recommendation for the Board.

Mr. Tracy left the meeting at 9:05 am

VII. Adjournment

Motion: A motion was made to adjourn the meeting by Dr. Blake and seconded by Mr. Lummis at 9:06 a.m. Roll call was done with 13 members present

VOTE: The motion was moved unanimously



Kathy Mahoney, Administrative Assistant to Executive Director



Francine Rosenberg, NEC Executive Director