



**NORTHSHORE
EDUCATION
CONSORTIUM**

**Board of Directors Minutes
March 02, 2022**

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

- I. **Call to Order:** Dr. Morrison called the meeting to order at 8:03 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 and seconded by Mr. Lummis to accept the consent agenda. Roll call was done with 14 members present to approve the consent agenda including February 2022 BOD Minutes, March 2022 Appointments and warrants as presented. 14 voted to approve the consent agenda.

VOTE: The motion was approved

Dr. Harvey joined the meeting at 8:04 am

III. Finance Report: Glenn Bergevin, Kevin Mahoney, Brian Forget

Treasurer’s Report Mr. Mahoney reviewed the January 2022 Treasurer’s Report (attached). Our average daily balance remains consistent with sufficient funds on hand to meet cash requirements. There were no questions.

Presentation of Overall Financial Status- Ms. Rosenberg gave a presentation on NEC’s financial history, current status, and current concerns. PPT Presentation is attached. In this presentation she explained how the decision in 2020 to freeze tuition during the pandemic, resulted in a significant deficit that impacted our financial bottom line, and that it would be important for the Board to consider the best financial strategy for returning to the strong position we were in prior to the pandemic.

Presentation of Proposed FY23 Budget. Mr. Bergevin reviewed the draft budget for FY23, with a positive net surplus of \$37,000. The major revenue assumptions in this draft are a 3.75 % across the board increase in tuition rates and an increase in enrollment yielding a 2.5 % increase in revenue. Expenses are anticipated to increase as a result of the union contract ending this year. Staffing levels are budgeted to be constant with all positions filled. Step increases are budgeted to continue adding about \$273,000 or 1.5% of total payroll. A management reserve line has been set up at 2.0% (\$436,000) in anticipation of a COLA increase. Medical benefits levels are not known at this time but there is a 5% placeholder for \$129,000 included. Other expenses were in total minimized except contractual obligations such as rent and interest. All backup data is in dropbox and available upon request.

It was noted that administration had originally proposed a larger management reserve line and a higher tuition increase, but Board Members at the Finance Committee had strongly advocated for keeping tuition increases below 4%, and not to plan for COLA increases of more than 2%, feeling that this would be in line with what districts were able to support.

**Northshore Education Consortium
Treasurer's Report
as of January 31, 2022**

Interest Income - Current Month and Fiscal Year to Date

<u>Account Name</u>	<u>Interest Income</u>		<u>Interest Rates</u>	<u>Average Daily</u>
	<u>Current Month</u>	<u>FY To Date</u>	<u>(APR)</u>	<u>Balance</u>
Peoples United Bank				
Payroll	-	-	0.00%	127,750.41
Accounts Payable	-	-	0.00%	655,870.37
Money Market 2	167.36	1,225.47	0.10%	2,079,430.11
Money Market 3	71.57	655.96	0.10%	842,664.74
Capital Reserve Money Mkt.	19.58	135.75	0.10%	230,502.60
Culinary - Topsfield	0.33	2.06	0.01%	38,798.33
Snack Bar	0.07	0.38	0.01%	8,345.44
KOG School Store	-	-	0.00%	5,485.56
TOTAL - INTEREST INCOME	258.91	2,019.62		

Revenue by Major Category - Budget to Actual Year to Date

<u>Description</u>	<u>FY22 Budget</u>	<u>Current Month</u>	<u>FY To Date</u>	<u>% Collected</u>
Tuition Income	22,483,260.00	2,465,170.50	11,258,023.86	50.07%
Summer Tuition	2,473,981.00	0.00	2,456,190.70	99.28%
Comm of MA - Recovery HS Grant	500,000.00	100,673.00	428,290.08	85.66%
ESSER Grant	0.00	0.00	150,218.46	#DIV/0!
Other Income	270,000.00	32,863.07	351,223.16	130.08%
Interest Income	11,000.00	258.91	2,019.62	18.36%
Admin. Dues	300,000.00	0.00	300,000.00	100.00%
TOTAL - REVENUE	26,038,241.00	2,598,965.48	14,945,965.88	57.40%

Warrants Issued - Current Month

<u>Warrant Date</u>	<u>Amount</u>	<u>Purpose</u>
1/5/22	42,733.54	Acct Payable
1/12/22	295,170.37	Acct Payable
1/13/22	599,420.24	Payroll
1/20/22	50,329.93	Acct Payable
1/27/22	715,532.23	Payroll
1/27/22	233,373.01	Acct Payable

TOTAL - WARRANTS ISSUED 1,936,559.32

NET CHANGE IN CASH POSITION 662,406.16

Mr. Forget noted that the tuition increase is part of the recovery effort, and reminded the Board that in a moment of crisis, we did the right thing by freezing tuition, but that it did set us back financially.

MOTION: A motion was made by Dr. Dr. Bartholomew and seconded by Mr. Forget to approve first vote on FY2023 Budget with a 3.75% tuition increase. Roll call was done with 15 members present.

VOTE: The motion was approved unanimously.

Discussion of One-Time Financial Assessment: Mr. Forget stated that at the Finance Committee members discussed the idea of a one-time assessment, utilizing ESSERS/ARPA funds to balance FY22 and put NEC in a stronger position going forward. He summarized the discussion that had taken place at the Finance Committee, and the fact that each district has been affected differently by the pandemic. Mr. Bergevin presented four options for how a one-time assessment could be handled.

Most members expressed their support for NEC and their interest in exploring options but a variety of questions and concerns were raised.

Mr. Lummis asked if we should first identify a number that was needed and then work out the strategy for how individual districts would contribute.

Mr. Forget stated his support for a "flat fee" that is an extension of the membership fee, feeling that this would be the fairest option.

Mr. Taverna asked if districts would have the discretion to determine which funds they used to pay this fee.

Ms. Beaudoin was in agreement "making a one-time adjustment" to help close the gap

Ms. Vogel stated that she was struggling with this as she was not sure where Lynnfield would find the money.

Dr. Charochak supported making the correction now and finding the right way to do this.

Several members noted that not all districts benefited equally from ESSERS.

Dr. Vadala noted that even though a bigger district might be getting more federal funds, that did not necessarily mean it was fair for those districts to take a bigger hit, but he supported making some sort of adjustment.

Ms. Rosenberg suggested we put off voting. Mr. Bergevin will do individual breakdown for each district, and do some further analysis, and the Board can discuss in April.

Ms. Angelakis left meeting at 8:55 am

IV. **Executive Director Report-** Ms. Rosenberg gave a brief report (see attached). There were no questions.

V. **New Business: Change in Mask Mandate:** Ms. Rosenberg shared her recommendations for amending the NEC mask policy as follows:

As of March 14th, NEC will go to mask optional policy in all programs except for the Kevin O'Grady School with the following caveats:

- Unvaccinated staff (i.e. those with exemptions) will be strongly encouraged to wear masks while working with students.
- Staff and students who chose to wear masks should be encouraged and supported in doing so with no questions asked.
- We will continue to provide KN95 masks for staff who choose to use them. This provides you with strong protection even if others are not masked.
- We strongly encourage everyone to participate in weekly testing.

At KOG, masks will continue to be required until April vacation, when students are in the building, and will be reassessed at that time. When students are not present, masks may be optional.

Mr. Liebow left meeting at 9:03 am

MOTION: A motion was made by Dr. Vadala and seconded by Mr. Lummis to accept and support the NEC Change in Mask Mandate on March 14, 2022 as presented. Roll call was done with 14 members present.

VOTE: The motion was approved

Dr. Tutwiler left the meeting at 9:08 am

Enforcement of Vaccination Mandate: Ms. Rosenberg reviewed with board the Proposed Vaccine Mandate Language for NEC Handbook:

Effective 1/1/2022, all employees at NEC were required to be vaccinated for COVID-19 unless given an exemption for sincerely held religious beliefs, or a medical reason verified by a doctor.

She asked for feedback regarding the four non-union employees who are the only employees who have not yet complied with the mandate.

After discussion, The Board agreed that no formal board action should be taken at this time. There was support for inserting the above language into the employee handbook for FY23. There was support for Ms. Rosenberg extending the deadline for compliance for these four employees, and warning them that

their employment may be in jeopardy, but there was consensus that we should wait until May or June before making a decision regarding termination.

Preparing for Negotiations- Ms. Rosenberg reminded the Board that the current CBA ends in August, and she hopes to begin bargaining in April. Ms. Beaudoin, Ms. Vogel, Mr. Forget and Mr. Bartholomew volunteered to be at the table.

Dr. Vadala left the meeting at 9:27 am

Strategic Planning –Ms. Rosenberg shared her thoughts about holding focus groups to get feedback from Superintendents, Special Education Administrators, and Team Chair people/Out-of-District Coordinators as part of the strategic planning process. Board supported this concept.

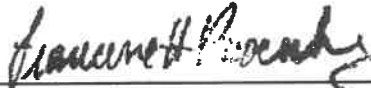
VI. Adjournment

Motion: A motion was made to adjourn the meeting by Mr. Forget and seconded by Mr. Taverna at 9:28 a.m. Roll call was done with 11 members present.

VOTE: The motion was moved unanimously



Kathy Mahoney, Administrative Assistant to Executive Director



Francine Rosenberg, NEC Executive Director

Executive Director's Report

March 2022

General Update

Fortunately, February saw a return to more "normal" attendance levels, and the ability to resume a focus on curriculum and instruction.

Like all districts, we are in the process of updating our Covid19 procedures in accordance with recent guidance, and are hosting vaccine clinics in March.

We have offered a variety of "employee health and wellness" options which have been well received including afterschool yoga and pilates, led by members of our staff, as well as drop-in counseling supports. Friends of NEC is helping us raise money to support these initiatives, and will be providing our staff with some "goody bags" later this month.

I am hopeful that as we shift out of "crisis mode" we can begin to refocus on Strategic Planning.

Progress Toward Strategic Goals

Goal 1: Continue to Strengthen Quality of Programs and Services

Schools are preparing for MCAS, and beginning to schedule spring activities and graduation ceremonies.

Our Leadership team has agreed to use a portion of our time this spring to look at all of our "risk management" protocols and how we can best serve the highest risk students in a safe and responsive manner. This will include looking at our data and protocols for time-out, restraint, suspension, crisis evaluation, and termination of placement.

Goal 2: Maintain Financial and Leadership Stability for Long-Range Sustainability; Strengthen Supporting Infrastructure

We continue to work on the implementation of our new Tyler Technologies/ Infinite Visions platform, which will improve the way we manage our financial and HR systems. This is a great deal of work but is going smoothly.

Our CBA ends in August 2022, and we will likely begin the Collective Bargaining process in April. I will be seeking board member participation in this important process.

A presentation on our post-pandemic financial challenges will be shared at today's meeting before the FY23 budget is proposed. Capital planning is a priority.

Goal 3: Expand capacity to meet regional needs and advocacy for students with special educational, mental health, and substance use needs.

Our Connections and Consultation services continue to expand to meet the needs of districts. We are providing wraparound supports in several new districts, as well as providing clinical supervision, program evaluation and consultation. North Shore Community Health Network has asked us to present on this program at an upcoming meeting on "partnerships to support youth mental health." We will continue to seek grant support to underwrite this initiative.

Our Soar and Embark Programs will be featured later this month at a MOEC on-line training for collaborative leaders on Transition Programs.

I continue to be actively involved with MOEC and at the table for state-wide conversations about student mental health, recovery high schools, and the role that Collaboratives can play in supporting regional initiatives. NEC continues to host very popular regional job-alike groups for special education administrators, special education team chair-people, and school psychologists. I will be leading a lunch time educational presentation (with several directors and psychologists from your districts) for *Pediatric Associates of Greater Salem and Beverly* as part of our initiative to improve collaboration between special educators and physicians. We will also be hosting a regional session with DCF Educational Coordinators later this spring.



Facilities/Capital Planning Committees Minutes

March 28, 2022

9:00 am

**NEC – Ms. Fran Rosenberg, Mr. Glenn Bergevin, Mr. Kevin Mahoney, Ms. Bourgault, Ms. Kathy Mahoney
Facilities Committee: Dr. Mike Harvey, Ms. Susan Charochak, Dr. Vadala, Mr. Ben Lummis**

- I. **Call to Order** – Dr. Harvey called the meeting to order at 9:04 am, with four board members present. He stated “This Open Meeting of the NEC Board of Directors Finance Committee 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”

- II. **Discussion of Capital Budget and Capital Planning Process**

Mr. Bergevin reviewed the attached capital plan, grouping items in priority to help plan accordingly over the next five years. Anticipated needs would equal over 2 million dollars in this five year period.

Board Members felt that the format was appropriate and agreed with the way items were prioritized, making one suggestion to move up the replacement of the fire alarm panel.

The discussion then shifted to the funding strategy: How will we pay for these items without dipping too far into our reserves? How will we begin to replenish the existing capital fund? Are there mechanisms for funding that don’t involve putting a greater financial burden on districts?

Dr. Vadala suggested reaching out to local representatives (Senator Lovely, Rep. Tom Walsh) to see if there was any discretionary money available from American Rescue Act (“pothole fund”) that could be used for any of these projects.

Committee agreed that Dr. Harvey should present this plan to the full board on April 6th, and raise the concern about the need for a funding strategy to be developed.

- III. **Adjournment**

Motion: A motion was made by Dr. Harvey to adjourn the meeting at 9:50 a.m.



Finance Committees Minutes

March 29, 2022

8:00 a.m.

NEC – Ms. Rosenberg, Mr. Bergevin, Mr. Mahoney, Ms. Bourgault, Ms. Mahoney

Finance Committee: Mr. Forget, Mr. Leibow, Mr. Taverna, Ms. Angelakis, Dr. Tutwiler, Dr. Morrison

- I. **Call to Order** – Mr. Forget called the meeting to order at 8:04 am, he stated “This Open Meeting of the NEC Board of Directors Finance Committee 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”
- II. **Treasurer’s Report**
Ms. Mahoney reviewed the February Treasurer’s report. Our daily balance remains consistent and stable with sufficient funds on hand to meet cash requirement. There were no questions.
- III. **Second Draft of Proposed Budget for FY23**
Mr. Bergevin reviewed second draft of proposed budget. Budget calls for a positive net income of \$176,000. The major revenue assumptions would be the 3.75 % increase in tuition rates, and increase in enrollment yielding a 2.5% in revenue. Summer census has been adjusted to reflect increased referrals.

Expenses are anticipated to increase as a result of union contract ending this year....steps and a management reserve for anticipated COLA have been incorporated as discussed at March meeting. Changes for the first draft include some adjustments in ESY payroll (increase in ESY rates of pay), and a reduction in medical insurance costs based on recent meeting with broker.

Ms. Rosenberg stated that once the budget is approved we will send out packet with new tuition rates along with budget summary to share with your school committees after the April board meeting.

There were no questions or concerns.

Mr. Bergevin then reviewed the proposed Capital Plan 2022-2027, which was approved by the Facilities/Capital Planning Committee.

Funding the approved Capital plan for the five years would cost almost 2 million dollars and we do not have a clear funding strategy. One of the challenges for the Board will be to discuss the funding of the plan, without unsustainable tuition increases.

Dr. Morrison joined the meeting at 8:28 am

The conversation shifted to funding strategies, and what is the best plan to build back our surplus and replenish the restricted capital fund.

Mr. Bergevin reviewed several charts that showed options for a one time tiered assessment. He shared data on how such an assessment would affect each district. He stated that each option would generate between \$200,000 and \$300,000 which would offset any FY22 deficit and begin to replenish the capital fund. He stated that this could take place in spring FY22 or fall FY23.

Dr. Morrison called on each board member for feedback.

Swampscott (Ms. Angelakis): Stated that all districts are struggling with funding but it's our responsibility to support NEC. Supported the idea of the tiered system, it produces \$245,000 which is better for NEC, and seems to be the most equitable.

Rockport (Mr. Leibow): Agreed with Ms. Angelakis. Felt that the tiered system makes a lot of sense in long term sustainably.

Danvers (Mr. Taverna): Also supported the tiered plan and agreed with Ms. Angelakis that it was important for districts to support NEC.

Lynn (Dr. Tutwiler): In support of the tiered model and thinks it's fair. All districts have needs, but we are fortunate to have NEC and it is our responsibility along with other members to keep services available.

Tri-Town (Dr. Morrison): In support of the tiered model. It's the board's responsibility to take care of NEC.

Triton (Mr. Forget) Supports the tiered system. Felt that since funding is so different for cities and towns, and for regional schools, that looking at the ESSERS fund column was not helpful. Each district should figure out where the funds would come from and whether they would be paid in spring or fall, but each district had a responsibility.

Mr. Forget suggested that we simplify the charts, and present a clear proposal to the full Board.

Ms. Rosenberg stated that she felt that it was very powerful to have the Committee present to the full board that six members, including our smallest and largest districts agreed to support a one-time assessment based on the tiered model.

Mr. Taverna recommended that we send out the assessment in the spring and give districts the option of paying by August 1st, deciding which fiscal year made best sense for that district.

MOTION: A motion was made by Mr. Leibow and seconded Ms. Angelakis to support Option C - Tiered Assessment as originally presented. Roll Call was done with 6 members.

VOTE: The motion was approved unanimously

IV. Adjournment

Motion: A motion was made by Ms. Angelakis and seconded by Mr. Forget to adjourn the Finance Committee meeting at 9:02 am.

VOTE: All in favor.