



**NORTHSHORE  
EDUCATION  
CONSORTIUM**

**Board of Directors Meeting Minutes  
October 23, 2024**

<b>Present:</b>	Danvers:	Mr. Bauer
	Hamilton Wenham:	Mr. Tracy
	Ipswich:	Dr. Blake
	*Lynn:	Ms. Collella
	Lynnfield:	Mr. Geary
	Manchester-Essex:	Ms. Beaudoin
	Marblehead:	Mr. Robidoux
	Masconomet:	Dr. Harvey
	Nahant:	Mr. Liebow
	North Reading:	Dr. Daly
	Peabody:	Dr. Vadala
	Pentucket:	Dr. Bartholomew
	Salem:	Dr. Zrike
	Tri-Town:	Dr. Morrison
	Triton:	Mr. Forget
	Reading:	Dr. Milaschewski
	Rockport:	Dr. Branco
Swampscott:	Ms. Angelakis	
<b>NEC:</b>	F. Rosenberg	KF. Mahoney
	L. Fleming	L. Fleming
	K. Mahoney	
	D. Petronzio	AFT Local Vice President
<b>Guests:</b>	Daniel Schaffner	Fritz DeGuglielmo, LLC
	Samuel Rippin	Business Manager, Peabody Public Schools
<b>Absent:</b>	Beverly:	Dr. Charochak
	Gloucester:	Mr. Lummis
	Lynn	Dr. Alvarez
	Salem:	Dr. Zrike

1. **Call to Order:** Dr. Harvey called the meeting to order at 8:02 a.m. and read the following statement: This Open Meeting of the NEC Board of Directors is being conducted remotely consistent with Governor Healey’s extension of the temporary provisions pertaining to the Open Meeting Law to March 31, 2025
2. **Approval of Consent Agenda**  
**MOTION:** A motion was made by Mr. Forget and seconded Dr. Bartholomew to approve the Sept 2024 BOD Minutes, Oct 16, 2024 Finance Committee Minutes, September Warrants and October 2024 Appointments. Roll call was done. 13 voted to approve the consent agenda.

**VOTE:** The motion was moved unanimously

3. **Executive Director's Report:** Ms. Rosenberg reported on her September visits to all programs, and initial progress toward this year's goals. Full report will be included in the minutes

Ms. Beaudoin, Mr. Bauer and Dr. Milaschewski joined the meeting at 8:15 am

4. **Presentation of the FY 24 Audited Financial Statements and UFR** - Mr. Schaffner reviewed the draft versions of the Financial Statements noting a smooth process with no findings or delays under Mr. Fleming's leadership. The deficit was attributed to the timing of the HVAC project. He recommended that NEC closely monitor the capital budget and cash flow, to avoid financial challenges seen in other collaboratives. Two adjustments were related to prepaid expenses that had to be revised to FY24.

Ms. Rosenberg thanked Mr. Schaffner for his work and his support of NEC and opened it up to questions.

There were no questions from the board. Mr. Forget explained that the Finance Committee went through Financial Statements and UFR with a lot more detail. The audit confirms that the organization is being managed effectively. The board has demonstrated strong involvement, asking insightful questions, which is reassuring given the current limited surplus.

Following the audit and UFR summary, Dr. Harvey highlighted three actions requiring board approval:

**Motion:** A motion was made by Dr. Bartholomew and seconded Dr. Blake to approve the 2024 Audited Financial Statement as presented. Roll call was done with 16 votes.

**VOTE:** The motion was approved unanimously.

**Motion:** A motion was made by Mr. Tracy and seconded by Mr. Bauer to recognize that \$850,627 of the cumulative general fund surplus was used to cover the FY24 general fund deficit as presented. Roll call was done with 16 votes.

**VOTE:** The motion was approved unanimously.

**Motion:** A motion was made by Mr. Tracy and seconded by Mr. Forget to acknowledge the cumulative general fund balance of \$3,454,930 as of June 30, 2024 as presented. Roll call was done with 16 votes.

**VOTE:** The motion was approved unanimously.

Mr. Schaffner left the meeting at 8:42 am.

5. **Finance Committee Report:** Mr. Mahoney reviewed the Treasurer Reports for August and September. The current cash position is not as strong as desired, but this was anticipated due to the nature of the capital project and how revenue is billed and paid in the summer months. In addition, it seems that some receivables have been slower than usual. Although cash flow is tighter than preferred, Mr. Mahoney is not concerned and sees no red flags at this time. There were no follow-up questions.

**MOTION:** A motion was made by Mr. Tracy and seconded by Dr. Blake to accept August and September 2024 Treasurers reports as presented. Roll call was done with 16 votes.

**VOTE:** The motion was approved unanimously.

6. **Financial Update:** Mr. Fleming reported that the HVAC project is about 50% complete, with favorable change orders keeping it on track to finish on time and on budget. Communication on the project has been smooth, and he is pleased with the progress so far.

Regarding the Regional Transportation Project, a meeting is scheduled with Colleen Cavanaugh to review district costs and next steps.

Daily financials are on track, with no major unexpected expenses.

Mr. Branco inquired about the timing of the Regional Transportation Project, questioning if the project could go out to bid for FY26. Mr. Fleming responded that all relevant data has been submitted to Ms. Cavanaugh, who will help generate accurate cost estimates. Mr. Rippin noted that combining routes across districts should create efficiencies, potentially lowering costs. The ideal start date is July, beginning with fewer summer routes to ease into the full school year. While Mr. Fleming remains hopeful for a clear timeline after his upcoming meeting with Ms. Cavanaugh, Ms. Rosenberg advised taking a conservative budgeting approach and confirmed readiness for a pilot launch next fall, ensuring both efficiency and student safety.

7. **Policy Committee Report:** Dr. Bartholomew reported that the board had reviewed and approved two policies last month and today we would need a second vote on both in order to finalize.

The new Transportation Policy introduces a change allowing staff members to drive students without holding a 7D certification. However, these staff members will still be required to complete specific training and submit the necessary documentation to ensure compliance and safety.

**MOTION:** A motion was made by Dr. Blake and seconded by Ms. Angelakis to approve the 2nd reading of the Transportation Policy. Roll call was done with 16 votes.

**VOTE:** The motion was approved unanimously.

Ms. Rosenberg reviewed the updated Acceptable Usage Policy, which was developed by Technology Director Eric Aldrich and approved by the board last month.

**MOTION:** A motion was made by Dr. Blake and seconded by Dr. Bartholomew to approve 2nd reading of Acceptable Usage Policy. Roll call was done with 16 votes.

**VOTE:** The motion was approved unanimously.

8. **New and Continuing Business: Strategic Planning for Space**

Facilities Committee meeting is scheduled for November 13 to begin an in-depth discussion of NEC's space planning needs. Ms. Rosenberg invited board members to share any questions or comments in advance. This discussion aligns with NEC's broader strategic planning, aiming to address immediate and long-term space requirements. Dr. Harvey emphasized that this is a complex, long-term project with several key considerations. Some adjustments, such as potentially relocating RHS to expand space at 112 Sohier Road, will need to happen within the next 6-12 months. Additional discussion will need to address the Northshore Academy Lower School and concerns about the Peabody site. Ms. Rosenberg will provide more details as the meeting date approaches and send Zoom link for those who would like to attend

9. **Adjourn**

**MOTION:** A motion was made by Dr. Blake and seconded by Dr. Bartholomew to adjourn the meeting at 9:02 am as presented. Roll call was done with 16 votes.

**VOTE:** The motion was moved unanimously

*Kathy Mahoney*

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**Kathy Mahoney, Administrative Assistant to Executive Director**

*Francine Rosenberg*

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**Francine Rosenberg, NEC Executive Director**