



EXECUTIVE FINANCE COMMITTEE MEETING
MINUTES – September 16, 2015

In attendance:

Diana Fisher Gomberg, School Committee, Newton
Kathleen Bodie, Superintendent, Arlington
Bella Wong, Superintendent, Lincoln-Sudbury
Helen Charlupski, School Committee, Brookline (10:00am)
Ed Heller, School Committee, Weston
Colleen Dolan, Executive Director, EDCO Collaborative
Judith Vaillancourt, Associate Executive Director, EDCO Collaborative
Thomas Markham, Director of Business Management, EDCO Collaborative
David King, Treasurer

The meeting was called to order by Ms. Fisher Gomberg at 10:35 am.

Old Business:

- a. Ms. Dolan presented the executive summary of the DESE financial audit. Three recommendations were made by the auditors: EDCO must bond its Treasurer and Signatories, all procedures should be documented, semi-annual certifications for 100% federally funded employees must be maintained.
- b. Ms. Vaillancourt provided current enrollment numbers and discussed staffing changes that occurred over the summer.
- c. Mr. Markham explained several roles and responsibilities of several staff members have changed since the departure of Mr. Poirier. There will be a trial period of several months before final decisions on central office responsibilities are made.
- d. The RFP for a study of CASE, LABBB, EDCO collaboration possibilities will be presented at the Board meeting.
- e. Ms. Dolan explained we do not yet have a signed agreement with LABBB for FY16 services. She expressed concern over the lack of an agreement give several salaried employees are paid for wholly or in part by LABBB. Ms. Wong recommended LABBB be invoiced at the FY15 rate until the agreement is signed.
- f. Mr. Markham explained the FY15 Budget year-end numbers will be presented at the next meeting. The format will be changed to coincide with the format of the EDCO Collaborative budget.
- g. Ms. Dolan presented executive session minutes completed by Dr. Maloney, former Board Chair, and explained that although the Board reached a decision on the Executive Director's salary for FY16, it was not voted in open session.
A motion was made by Ms. Wong and seconded by Dr. Bodie to recommend the Board approve the Executive Director's salary increase retroactive to July 1, 2015.

2. New Business

- a. Ms. Dolan explained reorganization would take place at the Board meeting today. The policy for reorganization was provided.

A motion was made by Dr. Bodie and seconded by Ms. Charlupski to recommend the Board appoint David King as Treasurer for 15-16

A motion was made by Dr. Bodie and seconded by Ms. Charlupski to recommend the Board appoint an Executive Finance Committee.

- b. Authorization to Enter into Contracts

- c. A motion was made by Ms. Fisher Gomberg and seconded by Mr. Heller to authorize Colleen Dolan, Judith Vaillancourt, and Thomas Markham, in their administrative capacity at EDCO Collaborative, to act on behalf of EDCO relating to all matters pertaining to contracts, leases, bank accounts and employment and other matters as they occur during the operation of EDCO's regular and normal business, including signing documents on behalf of EDCO.

- d. Authorization of Board Signatories

A motion was made by Ms. Fisher Gomberg and seconded by Mr. Heller to authorize members of the Executive Finance Committee to act as signatories to approve payroll and payables warrants.

- e. Ms. Dolan reported the opportunity to prepay for program slots at a reduced rate will expire end of October.

- f. Ms. Dolan explained, due to new regulations and changes in EDCO procedures, the Board Operations Section of the policy book needs to be revised. She presented revised policies for discussion.

A motion was made by and seconded by to adjourn.

The meeting was adjourned at 12:15 pm.

Respectfully submitted by Colleen Dolan, 10/20/15.

A handwritten signature in blue ink that reads "Colleen Dolan". The signature is written in a cursive, flowing style.