



EXECUTIVE FINANCE COMMITTEE MEETING/
PUBLIC BUDGET HEARING
MINUTES – May 31, 2016

In attendance:

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

The meeting and public hearing were called to order by Diana Fisher Gomberg at 10:37 am. No members of the public were present.

A motion was made by Helen Charlupski and seconded by Kathleen Bodie to approve the Executive Finance Committee minutes from 4.12.16. The motion carried with Jon Sills abstaining.

Tom Markham presented the proposed FY17 budget showing a surplus of \$51,569 along with proposed member assessments and tuition rates for FY17. He explained member rates have changed only as a result of changes in enrollment, there was no increase in the basic assessment or per pupil charges for FY17. Tuition rates increased across the board by 5% for FY17.

A motion was made by Helen Charlupski and seconded by Jon Sills to recommend the Board of Directors approve the FY17 budget, membership assessments, and tuitions as presented. The motion carried unanimously.

The committee requested a change in the way the budget is presented. They feel the presentation was long and attendees lost interest. It was recommended that a narrative of budget highlights accompany the budget spreadsheet. Tom Markham pointed out that budget assumptions were included in the packet. Board members clarified they would like relevant issues to be highlighted in a narrative included in the packet as a way to decrease the length of the presentation.

Colleen Dolan presented a packet of materials including correspondence between EDCO and LABBB Collaborative, minutes from LABBB Board meetings, and copies of past and current EDCO – LABBB management agreements. She reported she is providing this information in response to concerns about EDCO services shared by the LABBB executive director with the LABBB Board. She stated on several occasions LABBB promised a written account of concerns (minutes 5.28.15, meeting 2.25.16), however, this has not been provided. Further, on 3.10.14, the LABBB ED reported due to concerns about a potential conflict of interest and on the advice of their attorney, LABBB would do due diligence and obtain other prices and options for accounting/financial services. This did not happen. Dolan expressed frustration over the fact that concerns about EDCO services have been discussed by the LABBB Board on several occasions (5.28.15, 6.18.15, 12.17.15), but were shared with EDCO in February 2016. In addition, requests from the EDCO CFO and Business Manager to attend LABBB Board meetings were denied. Dolan acknowledged the challenges EDCO faced in setting up and implementing new software, particularly given the recommendation by the auditors to change the chart of accounts for both organizations. She noted these challenges delayed the production of financial statements and LABBB was made aware of the reason for the delay. For FY16, she reported several meetings took place including the LABBB ED and Special Projects Coordinator, yet

the concerns were not mentioned until February. Dolan also stated communication must be a two way street. The LABBB budget was not shared with EDCO until March 2016 making it impossible to provide budget to expense comparisons.

Tom Markham shared the proposal for a three-year agreement for services with LABBB with an end date concurrent with the space agreement already signed by LABBB. He noted he and Colleen Dolan met with the LABBB ED and Special Projects Director on 5.13.16 and shared the proposal. Included in the proposal are several points aimed at improvement:

- Business manager participation in meetings with vendors regarding LABBB benefits
- Advance notification of changes in personnel (retirements, resignations, hires), insurance
- Utilization of IV for reports
- Timely receipt of FY17 LABBB budget to populate IV
- Business Manager participation in LABBB Board meetings as is appropriate to the role of business manager.

Both Dolan and Tom Markham reiterated the need for Markham to be present in the role of business manager at LABBB Board meetings. They feel this will provide the transparency needed for a successful business relationship.

Kathleen Bodie and Jon Sills reported they were under the impression a letter had been sent to the EDCO chairperson following the February LABBB Board meeting. Diana Fisher Gomberg responded she had not received correspondence from LABBB. Colleen Dolan reported nothing came to EDCO, either. Kathleen Bodie reported she will look into this.

Per the committee's request, Tom Markham provided a salary report for FY16 showing changes in FTEs throughout the year.

Markham reported there are two potential lessors for the unused space (about 11,000 s.f.) at 36 Middlesex Turnpike. As negotiations proceed, the committee will be updated.

Colleen Dolan provided copies of evaluations for David King, EDCO Treasurer, and Thomas Markham, EDCO Director of Business Management. She noted the Board is responsible for evaluation of the treasurer and for ensuring the Business manager be evaluated.

A motion was made by Bella Wong and seconded by Jon Sills to recommend the Board of Directors approve the evaluations as presented. The motion carried unanimously.

A motion was made by Jon Sills and seconded by Ed Heller to adjourn. The motion carried unanimously.

The meeting was adjourned at 12:18 pm.

Respectfully submitted by Colleen Dolan, 9.22.16

