



EXECUTIVE FINANCE COMMITTEE MEETING
MINUTES – April 5, 2018, 10:00am
EDCO Collaborative
36 Middlesex Tpke., Bedford, MA 01730

In attendance:

Diana Fisher Gomberg, School Committee, Newton
Kathleen Bodie, Superintendent, Arlington
Bella Wong, Superintendent, Lincoln-Sudbury
Helen Charlupski, School Committee, Brookline
Ed Heller, School Committee, Weston
Drew Echelson, Superintendent, Waltham
Jon Sills, Superintendent, Bedford
Anne Wilson, Superintendent, Sudbury
Lucie St. George, School Committee, Sudbury

Colleen Dolan, Executive Director
Thomas Markham, Director of Business Management
John Brackett, Collins Center
Ray Shurtleff, Collins Center

Diana Fisher Gomberg called the meeting to order at 10:05am.

Executive Director Search Process update and next steps. (Colleen Dolan and Thomas Markham were not present during this discussion.) The purposes of this agenda item: Work out specifics of plan—timeline, recruitment and selection process, and determine Board contact person. The Board’s main contact on process will be Kathy. Collins is in touch with Becky to use materials and survey data from the last search. Bill Lupini will also be involved in the search but he could not be present for today's meeting. Discussion of qualities of an ideal applicant along with timeline goals. We would like to have an accelerated search to have a new ED ready by the time Colleen retires June 30. Recruitment and energetic outreach will happen over next few weeks. Diana will send the Board an email asking people to refer good leads to Collins (john.brackett@umb.edu and ray.shurtleff@umb.edu). Diana will also reach out to past screening committee (including staff and board members) to see if they will serve again. Drew volunteered to serve on the screening committee and Kathy, Helen, and Diana may be able to serve too. A deadline will be posted but the position will remain open until filled.

- April: Collins will post position, review applications, and narrow pool of semi-finalists to approximately 4-6 best candidates.
- Early/Mid-May: Screening Committee will interview the semi-finalists and ID 2-3 finalists.
- May 15: EFC Meeting in which Collins will inform EFC if there are no viable candidates.
- Before May 24: Finalist visits to EDCO with feedback forms completed by staff.
- May 24: Board Meeting in which Board will interview 2-3 Finalists.
- May 31: Board Votes on new ED. (This is an additional Board meeting that is not already on the calendar.)

Discussion of this agenda item closed at 11:30.

At 11:35am, EDCO administration Colleen Dolan and Tom Markham were invited to participate in the meeting.

Colleen Dolan updated the EFC members on the progress being made on the McSwiney training room expansion project in Room 214 & 215. She noted that the architect's structural engineer, after a full inspection and conference with the town Building Inspector, is now recommending a steel girder be added to the project to independently hold and secure the hanging, movable partition wall being erected in place of the standard wall between the two rooms. To properly secure the steel girder in place, building reinforcements will be added to both the exterior wall and the interior column presently supporting the classroom walls along the front of the building. The current estimated cost of this McSwiney expansion project is \$50,000. Additional cost estimates for the structural design, steel purchase, wall reinforcements and installations would be about \$20,000. Tom Markham added that a steel girder was also used in the Seefurth Room when installing the moveable wall there during building construction in 2014. It was initially hoped that such a girder would not be needed in this second McSwiney room as the expanse of these two rooms is less than Seefurth, but now with all demo and construction plans in place more information is available and this similar reinforcement is being required by both the engineer and the Town. He noted that the price of steel is quite expensive and the girder itself could cost approx. \$15,000. Ms. Dolan said that the addition funds are available in the Seefurth Fund as that was approved by the Board in January as the source of funds for this project. EFC members expressed concern for the growing cost of this project but support the need for EDCO to expand its professional development space and that this additional cost is not a luxury, but a structural requirement. Motion made by Helen Charlupski for the EFC to support an additional withdrawal not to exceed \$25,000 from the Seefurth Fund to cover necessary costs to complete the McSwiney Center expansion, second by Ed Heller. Voted unanimously. This EFC recommendation would next be brought to the full Board for its vote to authorize additional funds.

Tom Markham then presented the FY19 budget proposal totaling \$16,118,964. The proposal includes a \$310,000 building project to add space to the North Crossing Academy for the 45-Day assessment program and a salary of \$61,738 (an M9 placeholder) to employ a school psychologist. Currently, both middle and high school students are enrolled in the program. The new suite of classrooms will provide separate classrooms for middle and high schoolers and an office for the school psychologist. The entire cost of construction is built into the budget and is anticipated to pay for itself the first year. This initial budget proposal reflects a surplus of \$61,028 and provides an equity increase for EDCO's teachers equal to 3%, a 7% increase in the educational interpreter salary schedule and a COLA for all EDCO employees of 3%, or for employees funded by state grants or contracts an amount supported by the grant or contract. For example, EDCO's SESPP employees have an agreed-to raise built into the FY19 grant and funded at 2%.

The EFC reviewed Mr. Markham's handouts and complimented him on their clarity and transparency. They thought that brevity in his presentation to the Board would be important as much of the Board Meeting would need to be dedicated to the new executive director search.

The EFC members had much discussion about the expansion of the 45 Day Assessment Program in terms of both enrollment capacity to the current program and the addition of a school psychologists. The group supported the notion that member districts need for such a newly expanded program, but inquired about the need for construction at this time, especially in light of the future lease agreement with CASE and the possibility that if CASE leaves the building in June 2019 then that space becomes available. Ms. Dolan answered with the notion that the 3 classrooms currently used by CASE are in the middle of the building and not best suited for a 45 Day Program and that if those rooms become available, they are best used for the expansion of shared teaching and activity rooms for NCA and Partners.

Markham also presented a 4-year budget summary, FY16 to FY19 depicting net growth or decrease over the years, program-by-program. He also noted that the FY19 funding for state and federal contracts and grants has not yet been approved and won't be before the Board votes the final FY19 budget. Contract budget amounts in the overall FY19 EDCO budget are based on credible information from DESE or BPS sources, but should be considered placeholders only. These placeholder amounts are higher than FY18 in anticipation of lower final figures that

would not require the Board to vote a new higher expense budget before July 1. All contracts and grants are cost-reimbursement and EDCO can only spend an amount equal to the grant award. Grant awards are typically not known until late July, August and/or September. Markham stated that the FY19 opening expense budget could be lower in total, but not higher, without Board approval.

A motion was made by Diana Fisher Gomberg and Kathy Bodie to recommend the Board of Directors approve the FY19 budget, as presented, at \$16,118,964. An amendment motion was made by Helen Charlupski and seconded by Bella Wong to reduce the budget by an amount necessary to remove the construction of the additional 45 Day Program space until the following year. The amendment was defeated with two members in support of the amendment (Charlupski and Wong), and seven opposed. The original motion, now back on the floor, to recommend budget approval was passed with again two dissents (Charlupski and Wong).

A motion was made by Helen Charlupski and seconded by Bella Wong to adjourn. The motion carried unanimously. The meeting adjourned at 12:05pm.

Respectfully compiled and submitted by Diana Fisher Gomberg and Colleen Dolan on 5.10.18

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