



EXECUTIVE FINANCE COMMITTEE MEETING
September 18, 2018, 10:00am
EDCO Collaborative, 36 Middlesex Tpke., Bedford, MA

Minutes:

Present:

Dr. Drew Echelson, Dr. Kathleen Bodie, Ms. Helen Charlupski, Ms. Bella Wong, Ms. Diana Fisher Gomberg, Ms. Nadine Ekstrom, Mr. Thomas Markham, Mr. David King

1. Public Participation – none
2. Discussion: The Board will ask for its members to volunteer as a Chairperson, Vice-Chair, and as members of the EFC at their first meeting. The Executive Finance Committee Members discussed the process and whether the Chairperson and Vice-Chairperson would remain the same or transition for this upcoming year. The committee suggested that Dr. Bodie be the Chairperson and Ms. Fisher Gomberg be the Vice-Chairperson. Official discussion of this matter will occur at the Board of Director's Meeting on 9/27/18.
3. Minutes
Dr. Echelson moved to approve EFC minutes 4.5.18 and 5.15.18 as presented and recommended to present to the Board of Directors on 9/27/18. Dr. Bodie seconded the motion.
Motion passed: 5-0.
4. Articles of Agreement amendment – second reading
Dr. Echelson moved to approve the Articles of Agreement as amended, and to present to the Board of Directors on 9/27/18. Ms. Charlupski seconded the motion.
Motion passed: 5-0.
5. EDCO Update:
 - a) Budget:
 - i) FY18 Close
Mr. Markham explained the closing process; LABBB was closed last week. EDCO was closed as of 9/17/18. Believe the FY18 budget closed with less than \$100,000 surplus. However, given depreciation, may be viewed by the auditors as having a negative of approximately \$100,000.
 - ii) FY18 Audit Schedule
Mr. Markham stated that audit findings will be presented at the EFC meeting on 11/6 and at the Board meeting on 11/15. The Committee suggested that this report be more thoroughly discussed at the 11/6 meeting and an overview only be presented on 11/15 due to the Commissioner's visit on that day.
 - iii) FY19 YTD

Mr. Markham explained that 52% of the current budget is expended or encumbered at this time. He further explained concerns around Boston's Title I bidding process, of which will be discussed at the Board Meeting on 9/27/18.

iv) EDCO/LABBB Transportation

Ms. Ekstrom explained the discussion between herself and the Executive Director at LABBB, as he would like to shift the existing partnership. Dr. Bodie will explore this topic at LABBB and will report back to the EFC at the November meeting.

b) Construction Projects:

i) NCA/45 Day – building

Mr. Markham explained that we are waiting to get on the agenda for Bedford's Zoning Board meeting. However, expansion will not begin right away. Ms. Charlupski recommended that Mr. Markham find out the duration of the approval.

c) Personnel:

i) New personnel as of 9/1/18 –
Provided as a handout.

ii) Vacancies –

Announced that a school psychologist position is still vacant. However, given that the new Program Director is a clinical psychologist, the need to fill this position is not required at this time.

d) Programs:

i) DHH – (elementary)

Ms. Ekstrom stated that interest in this level of specialized program continues to remain in conversation and further information will be provided at a later date.

e) Coming up at EDCO:

i) SEI Courses

In the past, we have had 6 educator sessions. However, this year we have 3 educator sessions currently scheduled. We continue to train SEI for administrators as well.

ii) Administrative Courses

Mary Sterling continues to train educators on supervision and evaluation. This year, she has 20 students, in comparison to approximately 10-15 students in previous years.

ELI will begin their 19th cohort in January of 2019, and will begin recruiting within the next few months. They endorse principal and assistant principal licensure.

iii) CELC – November 6th

Last year, we hosted professional development with another Collaborative. This year, they have decided to host their own. Therefore, through the efforts of CELC, we will provide a smaller PD day for those districts who have this date. Steven Donovan is in the process of working on this opportunity.

iv) November 15th – Commissioner of Massachusetts DESE

At the Board meeting, we have confirmed the Commissioner of Massachusetts DESE as our guest. On November 6th, we will review questions to ask the Commissioner. At the Board meeting on 9/25

the members will be asked to send questions to Ms. Ekstrom and she will develop a draft list for the EFC to review in preparation for the November 15th meeting.

6. CommBuys/Grants
 - a) SEI Vocational Educators
As of 9/13/18 EDCO was awarded this bid proposal. EDCO will provide SEI courses to those educators from vocational settings. Dr. Echelson asked that we let the BODs know of this as some members are comprehensive secondary settings that would benefit from this opportunity.
 - b) Educator Preparation Cultural Responsiveness Standards
EDCO applied for this bid and is awaiting a response from DESE.
 - c) Grant and Research Opportunities
Ms. Ekstrom stated that EDCO is in need of someone to provide additional supports in developing grant and research opportunities. As of 9/17 EDCO has a licensed educator, who has experience in researching and writing grants, and is assisting EDCO for 1 hour/day - working with Mr. Kelley as a support.
7. Student Publication Policy – 1st read
Dr. Echelson moved to approve this policy as a 1st read to bring to the Board Meeting on 9/27/18. Dr. Bodie seconded the motion.
Motion Passes: 5-0
8. BOD Agenda 9-27-18
Committee recommended topics for the upcoming Board meeting for 9/27/18. Ms. Ekstrom was asked to prepare a report of work completed over the summer. She was also asked to provide a report from Mr. Kelley on the outcomes of the McSwiney center. The Committee reviewed the agenda from today's meeting and made recommendations to Ms. Ekstrom.
9. Future Agenda Items
 - a) Prepare items for Commissioner
 - b) FY19 – Budget Update
10. Other

Dr. Echelson moved to adjourn the meeting at 11:35 AM. Ms. Charlupski seconded the motion.
Motion passed: 5-0.

Respectfully Submitted,



Nadine G. Ekstrom
Executive Director