



MINUTES – BOARD OF DIRECTORS’ MEETING October 29, 2015

In attendance:

Board of Directors:

x	Glenn	Brand	Superintendent	Acton-Boxborough Regional School District
x	Kathleen	Bodie	Superintendent	Arlington Public Schools
x	Jon	Sills	Superintendent	Bedford Public Schools
x	Elyse	Shuster	School Committee	Belmont Public Schools
x	Helen	Charlupski	School Committee	Brookline Public Schools
x	Joan	Wickman	Superintendent	Carlisle Public Schools
x	Diana	Rigby	Superintendent	Concord Public Schools, CC Regional
	Mary	Czajkowski	Superintendent	Lexington Public Schools
x	Rebecca	McFall	Superintendent	Lincoln Public Schools
x	Bella	Wong	Superintendent	Lincoln-Sudbury Regional School District
x	Diana	Fisher Gomberg	School Committee	Newton Public Schools
x	Anne	Wilson	Superintendent	Sudbury Public Schools
	Drew	Echelson	Superintendent	Waltham Public Schools
x	Jean	Fitzgerald	Superintendent	Watertown Public Schools
x	Ed	Heller	School Committee	Weston Public Schools
x	Judith	Evans	Superintendent	Winchester Public Schools

Advisory Council

	Maya	Minkin	School Committee	Acton-Boxborough Regional School District
x	Ann	Guay	School Committee	Bedford Public Schools
x	John	Phelan	Superintendent	Belmont Public Schools
	William	Lupini	School Committee	Brookline Public Schools
	David	Model	School Committee	Carlisle Public Schools
	Kathleen	Snook	School Committee	Concord Public Schools, CC Regional
	Timothy	Christenfeld	School Committee	Lincoln Public Schools
	Patricia	Mostue	School Committee	Lincoln-Sudbury Regional School District
	David	Fleishman	Superintendent	Newton Public Schools
x	Lucie	St. George	School Committee	Sudbury Public Schools
	Margaret	Donnelly	School Committee	Waltham Public Schools
x	Elizabeth	Yusem	School Committee	Watertown Public Schools
x	John	Brackett	Superintendent	Weston Public Schools
	Cindy	Bohne	School Committee	Winchester Public Schools

EDCO Collaborative:

Colleen Dolan	Rick Atkins
Judith Vaillancourt	James Sullivan
Thomas Markham	David King
Dana Mullaley	

1.0. CALL TO ORDER

Diana Fisher Gomberg called the meeting to order at 10:36 a.m. No public participation at this time.

2.0. ACTION ITEMS

A motion was made by Diana Rigby and seconded by Elizabeth Yusem to approve the minutes of the Board of Directors meeting 9.24.15. The motion carried unanimously.

Employee Actions were tabled until the next meeting as they are still on-going.

A motion was made by Elizabeth Yusem and seconded by Diana Fisher-Gomberg to accept a donation of \$100.00 from Margaret (Peg) Kokernak with gratitude. The motion carried unanimously.

3.0 Old Business

Thomas Markham provided an update on the EDCO, CASE and LABBB RFP indicating that there was no new information to report, as they will still be accepting proposals for the next three weeks.

Colleen Dolan provided an update on the LABBB management agreement stating that there is still no signed agreement in place but that EDCO is billing at last year's rate per the Board's suggestion.

Ms. Dolan expressed a desire to have a multi-year agreement in place but acknowledged that a decision would be on hold until the next LABBB Board meeting.

Colleen Dolan noted that the Articles of Agreement are still under review but will be revised to omit Wellesley Public Schools, clarify the withdrawal process and assess the timeframe currently allowed to provide notification of withdrawal. Ms. Dolan suggested that the Articles of Agreement should be reviewed concurrently with the membership assessments to avoid later revisions. Ms. Dolan reminded the Board of the process for approval starting with DESE, the districts, the school committee and finally the Commissioner and then requested suggestions for how articles should be drafted.

4.0 New Business

Thomas Markham provided a budget update for Fiscal Year 15-16. Mr. Markham acknowledged that they still do not have a complete picture of how FY 15 ended but he provided an interim report.

In summary, the Operating/General Fund is still being worked on as the office reorganization is not entirely complete and the new financial system is not completely in place. Mr. Markham noted that the financial management system needs to be in place to avoid going back in review. In addition, some of the grant funding is also taking longer than usual to close. He indicated that the FY 15 budget would be ready for next board meeting. Mr. Markham provided details about the budget that are complete in the following areas:

1. Facility Improvements

The actual cost for Facility Improvements (voted in March of 2015 to be financed over 12 years) was \$1,380,000 and came in \$19,000 under approved budget.

2. Relocation of North Crossing Academy, Central Office, McSwiney Center
The total actual costs were \$49,464 under the initial budget of \$1, 423,186. Mr. Markham provided a breakdown of the \$300, 000 additional funds that came from Seefurth, LABBB & transportation and indicated that this funding also came in under budget by \$12,706.
3. The Tyler financial budget that was also approved came in over budget by \$10,963. This overage was mainly due to the discovery that there was a need to purchase additional components to the software package once it was implemented including a HR and payroll piece and higher than anticipated training costs. The chart of accounts, systems hardware, Citrix and Microsoft licenses all came in even. Mr. Markham indicated that he was overall pleased and that the additional \$11,000 was well spent and well timed.

Mr. Markham reiterated that the organization was not where it needed to be for the closure of FY 15 but indicated that it would be there soon.

Colleen Dolan opened the floor to questions. There was a request for information regarding the timeline for membership assessments. Ms. Dolan responded that EDCO does not want to increase the cost of membership assessments and asked to defer the question as she planned to address the topic later as well as request feedback for discussion at the December meeting.

Based on input from Helen Charlupski and Diana Fisher Gomberg, Ms. Dolan noted a couple of changes to Board Operations and thanked Ms. Charlupski and Ms. Fisher Gomberg for their efforts.

Colleen Dolan presented the policy as a first reading. A motion was made by Ann Guay and seconded by Elizabeth Yusem to dispense reading the entire document. The motion carried unanimously.

Colleen Dolan began the discussion on the topic of membership assessments and acknowledged a need to make it more equitable. She noted that some districts are paying at a much higher rate than others and used Concord/Concord-Carlisle as one example. Ms. Dolan solicited feedback regarding different models such as a regional rate, a flat fee or per pupil rate.

Diana Rigby commented that the common denominator among all districts is enrollment and that charges based on pure enrollment would be most equitable. Ms. Rigby requested information outlining the cons of using per pupil costs.

Kathleen Bodie agreed with Ms. Rigby's point and added that budgets are tied to enrollment but suggested having bands rather than specific per pupil cost.

Rebecca McFall suggested that districts that are smaller may use EDCO services more than larger districts.

Joan Wickman disagreed with that statement because other smaller districts, like Carlisle, are not using student services.

Judith Evans recommended that EDCO should plan over time to drop the membership assessment as it becomes unaffordable for those districts that don't use student services and advocated for a flat fee system.

Miss Dolan acknowledged that a flat fee system should be a goal but also reminded members that EDCO is not there yet.

Kathleen Bodie suggested that model of a flat fee as a base combined with enrollment would be more equitable because there are common things that all districts have access to, like roundtables, for example, and also some services that affect everyone such as Professional Development. She noted that the membership assessment fees are currently high and they may have contributed to Wellesley's departure.

Colleen Dolan agreed that the next meeting would include more details to discuss the three fee options of membership assessment, 1.) grade configuration, 2.) baseline flat fee + enrollment, and 3.) fee based on per pupil enrollment.

5.0 News from the Districts

Diana Fisher Gomberg announced that Newton is reviewing school start times and has scheduled a meeting for the school committee to discuss on November 18th. Bella Wong inquired about how Newton has been receiving input. Ms. Fisher Gomberg responded that Newton is creating a survey to students, staff and parents. They are estimating that it will take about half a year to gather the information and hope to have recommendations by spring. Colleen Dolan noted that MIIA should be involved.

Jean Fitzgerald is also reviewing start times within Watertown Public Schools but indicated that it is much easier for Watertown because they are in the unusual situation of only using (3) buses. She indicated that 8:15 a.m. is the current start time and also agreed that MIIA should be involved. Jon Sils completed a survey of students and Bedford made an half hour adjustment from 7:20 a.m. to 7:50 a.m. Bella Wong referenced a recent national report that claimed start times should be no earlier than 8:30 a.m. Between (16) and (20) districts within Massachusetts have shifted to that model.

Dianna Fisher Gomberg shared that Newton is also looking at switching elementary start times with high school start times. Busses are currently shared by all grade levels.

The discussion shifted to the subject of PARCC and Commissioner Chester's recent reference to MCAS 2.0. and whether his comments indicate a transition into PARCC. Jon Sils explained that he found the messages to be confusing because the rationale is that districts should control their own tests but PARCC doesn't allow for it. Diana Fisher Gomberg suggested that districts may be able to use PARCC and make small adjustments. A request was made to invite a speaker from DESE to come a meeting after the November 17th vote on PARCC.

6.0 Reports

Colleen Dolan commented that the EDCO facilities are being used on a consistent basis and have started to generate some rental income. She also noted that the culinary services have grown and asked Jim Sullivan to share information regarding a recent workshop for School Librarians presented by Apple. Mr. Sullivan reported that Apple's feedback regarding the space was positive and there may be plans to schedule future events.

Colleen Dolan noted that EDCO has been engaged in other income generating endeavors such as providing in-district program reviews, professional development, and coaching to administrators.

Ms. Dolan announced that the business office was currently involved in the annual audit process and that more information would be available at the next meeting.

Rick Atkins reported that his content specific Roundtables have been very well attended so far and he thanked the members for encouraging participation. Jim Sullivan also indicated the technology Roundtables have been off to a good start.

Colleen Dolan made a few announcements including the IDEAS High School Leadership Conference will be held on November 7th and reminded members that ELI has begun the process for recruiting a new cohort. Ms. Dolan also noted that MOEC will be presenting at MASC/MASS Conference and will provide an update on educational collaboratives. MOEC is still working on eRate and information has been included in the board packets regarding claiming leftover money.

Helen Charlupski clarified that districts have one chance for funding over 5 years and cautioned districts to be strategic about when to use funds. Jim Sullivan added that DESE has many online tools to assist districts in knowing what might be available to them. Mr. Sullivan gave a brief overview of eRate funds, explained how the funds are available based on number of students and then provided a quick demonstration of how districts might use the web tools. Colleen Dolan recommended using TEC Edge Consultants to assist with the process.

Kathleen Bodie questioned whether or not eRate funds could be used for school renovation purposes and Thomas Markham responded that districts could only use local funds for this purpose. Mr. Markham then acknowledged that there is a lot of work involved with applying for eRate funds and also recommended that hiring an experienced consultant firm such as TEC Edge may be very beneficial. Diana Fisher Gomberg agreed that the first year is the hardest but now that Newton is more familiar with the process it has become easier.

Judith Vaillancourt provided an update on student programs. The North Crossing program has increased enrollment from 18 students in September to 24 students in October. The 45-Day Assessment Program currently has 4 students enrolled which bodes well because generally these students don't arrive until later in the school year.

The Deaf and Hard of Hearing program is piloting remote captioning as they are seeing more students with Cochlear implants. The majority of students in the DHH program go on to college and it is extremely beneficial to have the exposure of seeing print beforehand.

Ms. Vaillancourt also indicated that the DHH program has had more referrals this school year than in years past. She announced that Meaghan Dwyer has been asked to speak at Leslie University regarding the Partners Program. This is particularly exciting as the recommendation came word-of-mouth, indicating that the greater public is learning about EDCO programs. The Surrogate Parent program has been approved for funding for another 5 years by DESE. Ms. Vaillancourt recognized all the Program Directors and acknowledged the positive impact they are having on the programs across the board.

Jim Sullivan provided a technology update which included information about a new online registration system, *Go Sign Me Up* for professional development. The program will be used for registrations as well as an event management center and should make the registration process more efficient. Training is starting next week with the goal of going live at the start of the Winter/Spring semester.

Mr. Sullivan also announced an upgrade to FileMaker Pro ensuring that all users are on the most up to date version and allowing EDCO to host one FileMaker Pro server. Training is scheduled to begin tomorrow. In addition, Mr. Sullivan has been researching vendors for a new website in an effort to make the site cleaner and more efficient. Currently there are 3 - 4 candidates and proposals are expected shortly.

Judith Vaillancourt recognized Jim Sullivan's effort to combine services saving the collaborative hundreds of dollars.

Thomas Markham reported that Boston Public Schools recently renewed a (3) year contract for \$4 million in Title One funds.

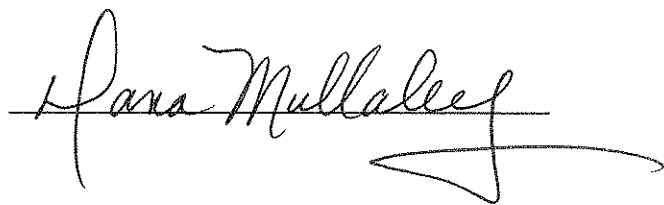
Rick Atkins mentioned that the fall workshops continue to be well attended following a very successful summer. Mr. Atkins also noted that according to a recent MOEC meeting, many collaboratives are experiencing an overall decline in attendance at Professional Development events which is in contrast to participation in EDCO's PD programs.

Mr. Atkins highlighted some upcoming workshops including the *Teaching Brain*, *Legal Issues for Students with Disabilities*, and *Designing and Using Models in Science* (specific to addressing the new science standards). The Winter/Spring programs will offer more blended and online options.

Finally, he noted that Peter Seixas was recently here to present *Historical Thinking* followed by EDCO's first *unConference*. The feedback was positive and districts have requested to make it an annual event.

7.0 A motion was made by Elizabeth Yusem and seconded by Glenn Brand to adjourn. The motion carried unanimously. The meeting was adjourned at 12:28 pm.

Respectfully submitted by Dana Mullaley 12.17.15.

A handwritten signature in black ink, reading "Dana Mullaley", written over a horizontal line. The signature is cursive and includes a large, sweeping flourish at the end.