



*Strength in diversity
Quality through collaboration*

MINUTES – BOARD OF DIRECTORS’ MEETING SEPTEMBER 24, 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
x	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
x	Drew	Echelson	Superintendent	Waltham Public Schools
	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
				Arlington Public Schools
x	Ann	Guay	School Committee	Bedford Public Schools
	John	Phelan	Superintendent	Belmont Public Schools
	William	Lupini	School Committee	Brookline Public Schools
	David	Model	School Committee	Carlisle Public Schools
x	Kathleen	Snook	School Committee	Concord Public Schools, CC Regional
				Lexington Public Schools
x	Timothy	Christenfeld	School Committee	Lincoln Public Schools
	Patricia	Mostue	School Committee	Lincoln-Sudbury Regional School District
	David	Fleishman	Superintendent	Newton Public Schools
	Lucie	St. George	School Committee	Sudbury Public Schools
x	Margaret	Donnelly	School Committee	Waltham Public Schools
	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 x	Rick Atkins x
Judith Vaillancourt x	James Sullivan x
Thomas Markham x	David King x
Eric Halloran x	Dana Mullaley x

Also present: Paulajo Gaines, Office of Regional Governance, DESE

1.0. CALL TO ORDER

Colleen Dolan called the meeting to order at 10:34 a.m.

1.1 Public Participation - none

1.2 Colleen Dolan welcomed new board members: Mary Czajkowski, Lexington, Judith Evans, Winchester, Drew Echelson, Waltham, and Ed Heller, Weston School Committee. Dr. John Brackett of Weston was also welcomed to the Advisory board. School Committee members Ann Guay, Bedford, David Model, Carlisle and Maya Minkin, Acton-Boxborough were also welcomed.

2.0. ACTION ITEMS

2.1 Diana Fisher Gomberg was nominated for Board Chair by Jon Sills and accepted the nomination. Kathleen Bodie was nominated as Vice Chair by Helen Charlupski and accepted the nomination. A motion was made by Jon Sills and seconded by Joan Wickman to appoint Diana Fisher Gomberg as Chairperson for 15-16 and Kathleen Bodie as vice-chairperson for 15-16. The motion carried unanimously.

2.2 A motion was made by Helen Charlupski and seconded by Joan Wickman to appoint David King as Treasurer for 15-16. The motion carried unanimously.

2.3.1 A motion was made by Kathleen Bodie and seconded by Diane Rigby to approve the minutes of the Board of Directors meeting 6.4.15. The motion carried unanimously.

2.3.2 A motion was made by Kathleen Bodie and seconded by Diane Rigby to approve minutes of the Executive Session of the Board of Directors meeting 6.4.15. The motion carried unanimously.

2.3.3 A motion was made by Jon Sills and seconded by Ed Heller to approve minutes of the Special Board of Directors meeting 9.16.15. The motion carried unanimously.

2.4 A motion was made by Kathleen Bodie and seconded by Diana Fisher Gomberg to approve the Executive Director's salary increase for FY16 retroactive to July 1, 2015. The motion carried unanimously.

2.5 Employee actions will be provided at the October meeting.

2.6 A motion was made by Diane Rigby and seconded by Bella Wong to approve the donation of \$8.01 from AmazonSmile. The motion carried unanimously.

3.0 Old Business

3.1 Ms. Dolan reported that EDCO received an executive summary of the financial audit completed by the Department of Elementary and Secondary Education. The findings were as follows:

1. The Treasurer of EDCO was not bonded – action has been taken by Thomas Markham to correct.
2. EDCO should maintain semi-annual certifications for federally funded employees such as Mass Migrant employees (changed from annual).

3. Recommendation to document all policies and practices relative to personnel, students, finance, internal controls, and health.

3.2 Ms. Dolan reported that an RFP has been approved by the CASE, EDCO, and LABBB Boards to seek consultant services to conduct a detailed analysis of possible future partner opportunities at a joint board meeting 9.16.15. Jon Sills will chair the committee. A press release and letter has been drafted to all school committees as well as notification to all staff, students and family.

3.3 Pre-paid program slots

Ms. Dolan reviewed the cost-savings and benefits of buying pre-paid program slots. Ms. Vaillancourt added that the slots can be rolled over and the interim slots can be used as needed. Jon Sills clarified it as FTE equivalent. October 9th is the deadline to lock in the reduced rate.

4.0 New Business

4.1 Mr. Markham discussed the central office reorganization since the departure of Dean Poirer. The restructuring includes the merging of two departments, finance and human resource/contract management under one umbrella. Job descriptions have been reviewed and revised in terms of responsibilities, capabilities, and salary and the current structure will remain in place for six months and then be re-evaluated. The Business office now meets weekly to review the transition and current projects and tasks.

4.2 FY 16 Budget Update

Ms. Dolan discussed concerns around the budget and year-to-date numbers. Prior to leaving, Dean Poirer reported a \$500,000 deficit. This deficit is considered to be inflated due to the following:

1. The initial report included depreciation (close to \$300,000)
2. The depreciation was not accurate based on aggregate numbers for individual expenditures.
3. The offsets that were voted on and approved, including \$200,000 from the Seefurth Gift Fund to offset the McSwiney Center, did not appear as offsets.

The year-end numbers will be available at the next board meeting. The actual budget will appear next to actual expenditures and revenue. Depreciation will be included in the balance sheet. Offsets will be included so that the YTD budget may be viewed as it was voted.

Mr. Markham noted that the transition to the new financial software took longer than anticipated but it is now fully functioning. The software will allow for viewing budgets in real time provide more up-to-date budget information to the board.

Mr. Sills requested a more detailed explanation of depreciation. Thomas Markham responded that depreciation is related to the dollar value of larger purchases (\$5,000 or more) along with life expectancy (5 years or more). With relocation, there were very few items that fell into the depreciation category. Furniture is an example, in the aggregate the cost was over \$5,000, however, not one piece of furniture cost \$5,000 individually yet the cost of the furniture was

depreciation. If an item has a value of \$8,000 at the time of purchase, then \$2,000 would be taken out each year out of the budget over 4 years.

A motion was made by Joan Wickman and seconded by Diane Rigby to approve the minutes of the Executive Finance Committee meeting 6.4.15. The motion carried unanimously.

4.3 A motion was made by Joan Wickman and seconded by Becky McFall to appoint Diana Fisher Gomberg, Kathleen Bodie, Bella Wong, Ed Heller, Helen Charlupski and Jon Sills to the Executive Finance Committee for 15-16. The motion carried unanimously.

4.4 A motion by Helen Charlupski and seconded by Kathleen Bodie 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. The motion carried unanimously.

4.5 A motion was made by Diana Rigby and seconded by Joan Wickman to authorize Executive Finance Committee members to act as signatories to approve payroll and payable warrants. The motion carried unanimously.

4.6 Policy Revision: Board Operations Section – A draft was available and offered for discussion, with the first reading at the next meeting. Colleen Dolan reviewed the policies in need of revision and emphasized the sections affected by the dissolution of EDCO Collaborative for Greater Boston, Inc. The recommendations for revision were made by Attorney Regina Tate. Ms. Dolan also acknowledged the work of Paulajo Gaines from DESE who assisted with ensuring the articles of agreement were signed and in compliance.

4.7 EDCO membership benefits

Ms. Dolan provided each district with an individual breakdown of the benefits provided by EDCO, including participation in Professional Development through McSwiney and CELC, Roundtable participation, tuition program participation, advocacy coordinated through EDCO, RETELL courses, IDEAS membership, free workshops offered through Title III funds, and special presenters and guests at Roundtables and meetings. Ms. Dolan also emphasized the collaboration and sharing of ideas that occur during Roundtable discussions and urged all districts to take advantage of this benefit.

5.0 News from the districts was shared.

Ms. Wickman indicated that Carlisle was starting the school year positively and she is happy to concentrate on her position as Superintendent now that there is a Middle School Principal in place.

Dr. Bodie shared there have been two successful overrides in Arlington.

Mary Czajkowski noted that there has been tremendous student growth in Lexington and expressed a concern for how to handle the influx. Ms. Czajkowski asked how districts experiencing growth

greater than 2 % were coping.

Mr. Sills reported a high rate of homeless students within the Bedford district and the challenges faced with transportation of out-of-district students. The district is working to have the state billed directly for transportation costs as they spent \$230,000 and were only reimbursed for 30%. Bedford is also working to reform METCO. Superintendents and METCO Directors have asked to be included on the board as there has been concern. Legislators voted to increase the budget for METCO but there may be limits if the board does not straighten out. He reiterated the need for support from Superintendents within METCO districts.

Ms. Dolan reported principals attending EDCO Roundtables raised the issue of foreign students coming to school districts that may be placed with host families or live independently without any parental guidance and the impact this trend is having on districts. Dr. Bodie acknowledged that school districts should welcome students to their communities, however, the issue becomes financial.

6.0 Reports

6.1 Ms. Fisher Gomberg requested ideas for topics/speakers for future meetings.

Ann Guay suggested circuit breakers and transportation costs as one topic.

Bella Wong expressed concern regarding the State's agenda in two areas: assessments and funding for charter schools. She suggested that districts should be paying attention to the allocation for privatization as it may not leave funding for other initiatives.

Jon Sills suggested having two separate topics with DESE – Assessment and Budgeting/Financing

6.2 Executive Finance Committee

6.2.1 Dr. Bodie reported the Executive Finance Committee met on 6.4.15. A motion was made by Kathleen Bodie and seconded by Helen Charlupski to accept the minutes of the Executive Finance Committee meeting 6.4.15. The motion carried unanimously.

6.3 EDCO Updates

6.3.1 Ms. Dolan provided an update for the Board and began by reporting a busy summer with 5 or 6 workshops happening concurrently and as many as 200+ people in the building on some days. She also acknowledged that many districts also used the space at no cost and encouraged districts to continue to take advantage of this option.

Ms. Dolan called attention to the Article on DESE on Board Responsibilities & Power of ESAS in each member's packet and highlighted upcoming meetings for Round Tables and School Committee. She acknowledged Karen Thomsen as the new IDEAS coordinator and encouraged participation in the upcoming board meeting on 9/25 for IDEAS members.

A new ELI flier has been created and highlights that 200+ administrators trained and licensed since 2003. Cohort 14 begins in January 2016.

Finally, Ms. Dolan briefly discussed MOEC and called attention to E-rate filing and how funds

aren't being used and may still be available through Category 2 e-Rate. She recognized MOEC for creating a course specific to Program Directors.

6.3.2 Ms. Vaillancourt provided a report on EDCO's programs providing enrollment numbers for the student programs and noting that referrals were coming in on a steady basis for the North Crossing Academy. Ms. Vaillancourt praised Dr. Courtney Dunne for re-organizing the Deaf and Hard of Hearing Program after Dr. Mulligan's retirement and attributed her re-organization to a savings of \$10,000. The Deaf and Hard of Hearing Program currently has one remaining open position. Ms. Vaillancourt announced Megan Dwyer as the new Program Director for the Partners Program who has also made adjustments to staff resulting in a \$17,000 savings in salary. The Youth Alternative Program has been nominated for a Workforce Champion Award. They currently have 40 student enrolled now but it is likely to increase to 70+ as the school year continues.

6.3.3 Mr. Markham provided a report on EDCO's Contracts indicating that all FY 16 contracts have been approved and are in place which includes the Migrant program, BPS, Title I, Title IIA and Surrogate Parent Program. An amendment will be included in the budget at the next meeting.

Mr. Markham reported on Facilities stating the kitchen build out is now complete. With a fully functioning kitchen, EDCO will no longer have to rely upon the Bedford Public Schools for the lunch program.

Finally, Mr. Markham announced a new addition to the Technology staff, John Pelletier.

6.3.4 David King provided a Treasurer's Report with a reminder that significant resources have been put into the North Crossing Academy and highlighted a need for student placement. Mr. King indicated that he may be taking on additional tasks and/or advise as needed in the Business office.

6.3.5 Eric Halloran reported that the Title I & IIA programs over summer were successful providing four different programs at four different facilities and a number of PD opportunities.

6.3.5 Rick Atkins provided a report on the McSwiney Center and reiterated that the summer PD programs were successful. There were 32 offerings with a total of 547 educators in attendance, which is 36% higher than the previous summer. Mr. Atkins attributed the success in part to the new space and having the ability to offer larger workshops and run several workshops concurrently. Mr. Atkins gave an overview of the types of PD offered through the Collaborative including workshops hosted by prominent presenters that may be otherwise cost prohibitive for a single district and programs led by master teachers from within member districts to share best practice. He highlighted some fall courses and made a special notation in regards to a partnership with the Walden Woods Project to provide Walden related PD as required by the Seefurth bequest.

Helen Charlupski raised the question of using teleconferencing as an option for those who would need to travel great distances for courses. Mr. Atkins replied that videotaping could be a violation of copyrights in some instances and teleconferencing can pose some challenges if accessed from several sites. He agreed that EDCO might consider streaming some seminars even if they are not interactive.

7.0 A motion was made by Jon Sills and seconded by Kathleen Bodie to adjourn. The motion carried

unanimously. The meeting was adjourned at 12:21 pm.

Respectfully submitted by: _____ Date _____