



*Strength in diversity
Quality through collaboration*

MINUTES – BOARD OF DIRECTORS’ MEETING December 17, 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
	Anne	Wilson	Superintendent	Sudbury Public Schools
x	Drew	Echelson	Superintendent	Waltham Public Schools
	Jean	Fitzgerald	Superintendent	Watertown Public Schools
	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
x	John	Phelan	Superintendent	Belmont Public Schools
			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
	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
	Margaret	Donnelly	School Committee	Waltham Public Schools
x	Elizabeth	Yusem	School Committee	Watertown Public Schools
	John	Brackett	Superintendent	Weston Public Schools
	Cindy	Bohne	School Committee	Winchester Public Schools

EDCO Collaborative:

Colleen Dolan

Judith Vaillancourt

Thomas Markham

Eric Halloran

Also present:

Steven DeGuglielmo, Dan Schaffner, Fritz DeGuglielmo, LLC

James Sullivan

David King

Dana Mullaley

1.0. CALL TO ORDER

Diana Fisher Gomberg called the meeting to order at 10:43 a.m.

2.0. ACTION ITEMS

2.1 A MOTION was made by Kathleen Bodie and seconded by Diana Rigby to approve the minutes of the Board of Directors meeting 10.29.15. The motion carried unanimously.

2.2 Tom Markham presented the Employee Actions report and noted that many contracted employees are now classified as EDCO employees. Kathleen Bodie questioned whether or not that had in impact on paying benefits. Thomas Markham explained that many of those employees are actually retirees who are not eligible for benefits so it does not pose an additional cost to EDCO. The change was driven by the IRS to collect taxes above \$10,000 rather than issue a W-9.

A MOTION was made by Kathleen Bodie and seconded by Mary Czajkowski to approve employee actions as presented. The motion carried unanimously.

2.3 Audit

A high level review of the collaborative has been performed and completed for fiscal year 2015. The auditors were present to provide an overview. Overall, the audit was clean and no exceptions were found. Some of the highlights included:

- \$1 million increase overall in revenue this year predominantly due to transportation
- An overall reduction of 1.26 million - Approximately \$700,000 of which is due to facility related costs; \$500,000 are true operating expenses
 - Deficit effectively due to North Crossing program. Alternative Program did not meet enrollment projections.
 - Higher payroll expense – overall \$780,000 in payroll
 - Transportation and occupancy costs are higher
 - Costs of supplies and staff training have been relatively consistent over 3 years
 - Higher depreciation due to move

The auditors found no deficiencies or weaknesses in the financials. There has been a significant decrease in cash/assets primarily due to the relocation project and deficits in one program. Revenue from EDCO, Inc. was recognized in FY-14 but the expenses hit in FY-15.

Three comments were included in the management letter.

1. In regards to budgeting, there is a need to monitor student enrollment and adjust personnel accordingly.
2. In regards to the new Financial Management system, it seems to be working well and in the long run it should be more efficient compared to the past. It should produce more up-to-date and timely budget analysis and thus should handle the budgeting concerns going forward.
3. In regards to the Transfer of Assets from EDCO Greater Bosotn 1.4 million of 2.4 million

was spent with 1 million kept in reserve for the McSwiney Center.

The auditors stated that the (\$394,665) deficit for the administrative costs for the Wrentham Center DDS contract is contributed to the fact that it is a cost reimbursement program and it is not a true deficit. Judith Vaillancourt stated that she was not aware of EDCO having administrative costs assigned and the auditors explained that the State is using different calculation thus creating the discrepancy. Ms. Vaillancourt asserted that the funds were spent but the contracts are not funding administrative costs and expressed to the board that there is no deficit in this contract.

Mary Czajkowski questioned which program is the cause the .5 million deficit at EDCO and the auditors responded that the North Crossing Academy and Youth Alternative West programs have the largest deficits.

A MOTION was made by Kathleen Bodie and seconded by Diana Rigby: to recognize and accept the representations of management and the expression of the opinions by Fritz DeGuglielmo, LLC, as embodied in the basic financial statements, supplemental and subsidiary financial statements and schedules and independent auditor's report contained in the Uniform Financial Statements and Independent Auditor's Report (UFR) for the period ended June 30, 2015, and to recognize and accept the representations of management and the expression of the opinions by Fritz DeGuglielmo, LLC, certified Public Accounts, as embodied in the financial statements, supplemental schedules and independent auditor's report for the year ended June 30, 2015. The motion carried unanimously.

2.4 A MOTION was made by Kathleen Bodie and seconded by Diana Fisher Gomberg to accept a donation of \$1,500 from Don Poulin, SBI Benefits Consultants, Smith Brothers Insurance Company with gratitude. The motion carried unanimously.

2.5 The discussion turned to the Annual Report and Jon Sills noted one needed revision where Watertown was incorrectly mentioned as a program site.

A MOTION was made by Joan Wickman and seconded by Diana Rigby to approve the EDCO Collaborative Annual Report for FY 15. The motion carried unanimously.

Kathleen Bodie inquired if information on the cost savings of being a member vs. non-member could be included within the report to help illustrate the value.

Colleen Dolan indicated that she recently produced a document for each district with dollar amounts. Ms. Dolan would like to incorporate that information into a report that includes how districts access member benefits.

2.7 A MOTION was made by Kathleen Snook and seconded by Kathleen Bodie to approve the revised Board operations section of EDCO's policy manual. The motion carried unanimously.

3.0 Old Business

Thomas Markham provided an update on the EDCO, CASE and LABBB RFP and announced that two

proposals were evaluated by a combined CASE, EDCO & LABBB (CELC) committee and the contract awarded to Future Management Systems. The budget came in at \$45,000 and the cost will be split among the three collaboratives. The first meeting with Future Management will be held today after the Board meeting.

Colleen Dolan proposed six different options to consider for calculating Membership Assessments.

Option 1: Membership Assessments based on enrollment only.

In this option, larger districts are negatively impacted.

Option 2: Membership Assessments based on grade configuration.

Option 3: Membership Assessments based on grade configuration with change in regionals plus enrollment.

With this option Carlisle, Concord and Concord-Carlise would be charged 1/3 each of the K- 12 assessment. Lincoln, Sudbury and LSRHS would also be charged 1/3 each.

Option 4: Membership Assessments based on enrollment range plus enrollment.

Option 5: Membership Assessments based on a flat basic fee of \$10K plus enrollment at \$3.34 per pupil cost.

Option 6: Membership Assessments based on a flat basic fee of \$12K plus enrollment at \$2.85 per pupil cost.

Ms. Dolan suggested further discussion on these options at the next board meeting in February. It was suggested that it would be helpful to compare the options with other collaboratives in the state.

Rebecca McFall commented that many districts have already completed budgets for FY 17 so it would be difficult to change at this point. Ms. McFall requested that changes go into effect starting in FY 18, not FY 17.

Bella Wong indicated that the flat fee plus enrollment formula was a reasonable one to follow but that the suggested flat fee seemed high.

Mary Czajkowski questioned how the fees have been historically assessed. Ms. Dolan replied the cost of administration was divided among the districts using a formula. The first goal was to work on more equity among districts then work on more options.

Kathleen Bodie questioned the rationale for Option 3 and indicated that there is a discrepancy in numbers between K - 8 and K - 12 and that K - 8 should absorb more than K - 12.

4.0 New Business

The Jacobson Foundation, referred by Tom Scott, presented a brief proposal to the board. America Achieves is a non-profit organization whose mission is to raise the bar for all students. Based on the PISA assessment, which compares nations, they have developed an OECD test for schools to compare high schools internationally.

Rob Johnson of Northwest Education Assessment (NWEA) invited districts to become a part of the Global Learning Network, an authentic community sharing information among schools. The Massachusetts Regional Network is searching for 30 schools to participate and in return will pay for the assessment for the 1st year. The school would be obligated to commit to a second year (and pay for it) to compare results. Benefits include comprehensive reports and participation in networking and conferences. For more information, districts should contact Rob Johnson via email:

Rob.johnson@nwea.org.

5.0 News from the Districts

Deferred until February meeting.

6.0 Reports

Some information and reports are already included in the updated section in Evernote. Diana Rigby stated that she did not receive the update and suggested using Google Docs in the future.

Colleen Dolan announced that Anthony (Skip) Ferris will be retiring as Director of the Wrentham Program. Eric Halloran is also retiring in January and has worn many hats during his tenure at EDCO. His roles have included math teacher, grant writer, Title I and II director for Boston Public Schools, and IT Director. Mr. Halloran expressed his pleasure working for and gratitude to EDCO for the collective hard work over the past 30 years.

ELI will be starting a new Administrative cohort in January.

7.0 A MOTION was made by Jon Sills and seconded by Kathleen Snook to adjourn. The motion carried unanimously. The meeting was adjourned at 12:15 pm.

Respectfully submitted by: _____ Date: 2.25.16