



Strength in diversity
Quality through collaboration

MINUTES – BOARD OF DIRECTORS’ MEETING April 28, 2016

In attendance:

Board of Directors:

	Glenn	Brand	Superintendent	Acton-Boxborough Regional School District
X	Kathleen	Bodie	Superintendent	Arlington Public Schools
X	Jon	Sills	Superintendent	Bedford Public Schools
	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
	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
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
				Arlington Public Schools
	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
	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
	John	Brackett	Superintendent	Weston Public Schools
	Cindy	Bohne	School Committee	Winchester Public Schools

EDCO Collaborative:

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

1.0 CALL TO ORDER

Chairperson Diana Fisher Gomberg called the meeting to order at 10:36am.

2.0. ACTION ITEMS

A motion was made by Ed Heller and seconded by Rebecca McFall to approve minutes of the Board of Directors meeting on 3.28.16 . The motion carried unanimously.

A motion was made by Kathleen Bodie and seconded by Helen Charlupski to accept minutes of the Executive Finance Committee meeting on 12.17.15. The motion carried unanimously.

A motion was made by Kathleen Bodie and seconded by Helen Charlupski to accept minutes of the Executive Finance Committee meeting on 1.12.16. The motion carried unanimously.

A motion was made by Kathleen Bodie and seconded by Helen Charlupski to accept minutes of the Executive Finance Committee meeting on 2.9.16. The motion carried unanimously.

A motion was made by Joan Wickman and seconded by Diana Rigby to approve physical restraint policy as presented. The motion carried unanimously.

A motion was made by Kathleen and seconded by Helen Charlupski to approve revised Articles of Agreement as presented. The motion carried unanimously.

A request was made to include talking points in the Articles in Agreement.

Watertown Public Schools also requested an EDCO representative at an upcoming school committee meeting.

Ed Heller requested a timeframe for wrapping up the Articles of Agreement. Colleen Dolan indicated that the changes have been approved and should be wrapped up shortly. Diana Fisher Gomberg suggested we finish by spring.

3.0 OLD BUSINESS

DESE review of annual audit, annual report:

Colleen Dolan presented letters from Paulajo Gaines, Office of Regional Governance at DESE, regarding reviews of EDCO Collaborative's annual report and annual audit.

EDCO's Annual Report requirements in all areas.

EDCO's annual audit met requirements in all areas with two exceptions:

- a. Historically, EMI funds have been held by EDCO across fiscal years.
- b. The FY15 annual audit did not include the amount of the cumulative surplus.

Colleen Dolan responded to the findings that EDCO no longer carries over funds for EMI/IDEAS, they are raised and expended in the same fiscal year. There was no cumulative surplus for FY15.

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4.0 New Business

EDCO Employee Handbook FY17 was presented for first reading.

Thomas Markham and Colleen Dolan recently attended a MOEC workshop this past Monday. It was suggested that the Board of Directors approve the employee handbook.

FY 17 Budget presentation (public hearing will be held on 5/31/16, 10:30 a.m.)

Thomas Markham outlined the budget proposal noting the following details:

1. The budget will be fully functioning in Infinite Visions for FY 17.
2. Each cost center are to be break-even with the exception of McSwiney
3. The two new FY 16 cost centers (namely Occupancy & Facility Operations and Culinary Services) will continue to be funded across other cost centers according to square foot, FTE or an at cost allocation.
4. The budget has been built around a recommended 2.5% cost of living increase in salaries
5. There is no change to the membership assessment formula for FY 17.
There will be changes in \FY 18 per the board's request but no increases or decreases for FY 17.
6. Tufts medical will increase by 5.0% (see assumptions).
7. Altus Dental will increase by 5% for FY 17 with a 0% increase in FY 18.
8. There are no changes to the current HRA plan.
9. EDCO will be adding an Employee Assistance Program (EAP) at a cost of \$.25 per employee per week (\$3,250 annually) and there will be 0% increases in all premiums held through Sun Life Group Insurance.
10. There are no changes to the Vision Care program.
11. EDCO is compliant with procurement procedures that will be fully followed in FY 17.
12. Procurement Procedures for Goods and Services are in place referenced March 10, 2016
13. All consultants and individual contractors who a) work a frequent/set schedule, b) are subject to supervision and evaluation, and c) earn in excess of \$5,000 during the fiscal year are considered employees and not independent contractors.
14. Technology requests will be done through IT Director.
15. IT Director will create a list of approved technologies.

Mr. Markham provided a review of the Budget Summary for FY17.

The FY 17 contract with Boston will include no costs born by organization.

Diana Rigby requested an update on occupancy and rental space in the building. Tom Markham answered that the terms have not yet been negotiated with NuPath although they are still very interested and there is a proposal in place. The FY 17 budget is not dependent on that rental so anything negotiated will be additional revenue for the fiscal year. If it comes together, they are looking at taking occupancy in August.

Judith Evans requested information on Professional Learning and whether or not the McSwiney Center has ever broken even. Colleen Dolan explained that historically the McSwiney Center has run at a deficit and is considered part of the benefit provided to members. On the positive side, McSwiney has increased revenue and surpassed its goal for FY16. One FTE was cut with the retirement of Eileen McSwiney.

Jon Sills requested a break down on salaries for Administrators vs. Clerical Support. Tom Markham will provide this at the next Executive Finance Committee meeting.

The CELC budget will break even for the first time this fiscal year. EDCO, LABBB and CASE have needed to make up the deficit in the past. The discussion of the CELC budget prompted a further discussion on whether or not the CELC and McSwiney programs are redundant.

Colleen Dolan explained that CELC was created to fill the need to meet the unique Professional Development needs of Special Education. There is some redundancy but it seems to be working overall and the two programs work closely together. A formula for sharing costs is in place but it is not quite thirds as it is based on the number of districts within each Collaborative so EDCO pays the most.

Tom Markham added that consolidating the programs is not likely to produce a reduction in costs. The lion share of the costs are paying the instructors but there is some overhead. Salaries included in CELC cover the part-time Program Manager, Steve Donovan plus .5 administrative salary.

The grant numbers will be different for the fall – contracts have not yet been negotiated and some are on the Federal fiscal year that starts in September. Numbers will be different for Title I and II but at the end of the day they are cost reimbursement so there should be no net effect.

Judith Evans inquired about which of these grant programs benefit member districts? If this is only a breakeven effort and does not benefit our members it seems to be time consuming and she questioned the overall benefit.

Colleen Dolan pointed out that line 13 of the budget represents indirect costs that come into EDCO and these grant programs help to subsidize EDCO administration costs.

Helen Charlupski added that the legacy of these programs is important as well.

Kathleen Bodie requested a breakdown on member/non-member districts currently sending students to the North Crossing Academy.

Judith Vaillancourt responded that it is currently more member based but they are getting referrals from Everett and Cambridge. They are projecting 23.5:5 member/non-member ratio for FY17. Enrollment is capped at 50 but additional staff would be needed if we got to that number.

Thomas Markham provided an overview of a comparison of Collaborative Revenues for FY16 and FY17. Some of the highlights included:

- Special Education programs are projected to add \$1,220, 666 in revenue for FY17.
- The anticipated revenue for McSwiney is cautious (\$330, 000 in FY 16 compared to \$315,000 in FY 17) because there was a significant increase from FY 15 to FY 16 in the Seefurth fund of \$80,000 but no change from FY 16 to FY 17. The hope is that we will pull from interest and not principal. Investment income for FY 16 & FY 17 were both at \$80,000 but FY 16 investment may likely be higher and will be

pulled from interest only (not principal).

- The biggest change is in transportation. Historically, costs have been born by EDCO but they will now be born by LABBB as not sustainable for EDCO. Too many upfront costs have made cash flow too tight because of if the timing. LABBB is in a better financial position to upfront the costs but EDCO will still bear the business management piece.

Mr. Markham then provided a summary of expenses.

The McSwiney Center does show an increase in expenses but it is all in consultant fees. Direct Support Projects show a significant decrease due to changes with transportation. Administration and Central Operations show a significant decrease having to do with building occupancy and shifting of budget.

Bottom Line for FY 17

Revenue: \$12,681, 224

Expenses: \$12,633, 171

Net: \$48, 053

6.0. Reports

Colleen Dolan provided an update on the Collaborative and reviewed goals from FY13 - FY17. Many efficiencies have been put in place within the Central Office including Program Improvement, Compliance, Expansion of funding and Program Development. The collaborative has managed to save \$57,977 in salaries and program enrollment trends are higher for NCA and the 45-Day Program.

Efficiencies for Year 1 & 2 included a consolidation of services among programs, and savings in insurance as well as these other areas:

- Banking fees (\$24,000 annual savings)
- Auditor costs (\$20,000 annual savings)
- Storage fees (\$13,794 annual Savings)
- Reduction in the number of facilitators (\$4,845)

Years 3 & 4 included savings in the consolidation of contracts through Comcast, Verizon and the copiers, the elimination of 4 IT Consultants (\$29,000 savings) and savings through procurement.

In addition to becoming more cost efficient, EDCO has been able to expand revenue sources through the following areas:

- Mentoring (\$3,000 - \$5,000)
- Coaching (\$1,200)
- Program Reviews (\$10,000)
- Onsite workshops (\$5,230)
- Facility Rental (\$2,500) - Companies are beginning to look at space and a representative from Bedford Community Development came to look at space will make referrals as needed.

Member Assessments have increased from 2% in FY 98 to 12% in FY 16. There will be no increase for FY 17.

EDCO has also made advances with technology including *Infinite Visions* which provides real time financials, *Go Sign Me Up* which is an online registration platform, and a new website.

Revenue for the McSwiney Center has risen from \$230,531 for FY 13 to \$315,000 projected for FY 17. The increase in revenue can be attributed to providing SEI Endorsement workshops, 15 hour courses in Special Education and ELL, and Title III grants. McSwiney has hosted 2,500 participants in workshops for FY 16 so far.

7.0 Executive Session: A motion was made by Diane Fischer-Gomberg and seconded by Jon Sills to adjourn to executive session and not re-convene to public session. A roll call vote was taken with all voting in the affirmative.

The meeting was adjourned at 12:27 p.m.

Respectfully submitted by:

Date 6/9/16

