



EXECUTIVE FINANCE COMMITTEE MEETING
MINUTES – January 18, 2018 (meeting rescheduled from 1.11.18 due to weather)

In attendance:

Diana Fisher Gomberg, School Committee, Newton
Kathleen Bodie, Superintendent, Arlington
Jon Sills, Superintendent, Bedford
Helen Charlupski, School Committee, Brookline (participated by phone, did not vote)
Ed Heller, School Committee, Weston
Colleen Dolan, Executive Director, EDCO Collaborative

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

A motion was made by Kathleen Bodie and seconded by Diana Fisher Gomberg to approve the minutes of the Executive Finance Committee meeting of 10.31.17, and to recommend the Board of Directors accept the minutes of the Executive Finance Committee meeting of 10.31.17. The motion carried unanimously.

Colleen Dolan discussed the need for an “Education Director” at EDCO to oversee tuition programs. She reminded the committee when Judith Vaillancourt retired, it provided an opportunity to assess the need for the Associate Executive Director or a similar position. After 6 months without an Associate Director, Dolan feels a position is needed but it can be a 10-month position at a savings of \$40 - \$50K. Dolan explained giving appropriate supervision to 9 program directors while performing other duties of the executive director has been problematic in that she does not feel there is sufficient time to provide all the support the directors needs. The Executive committee recommends waiting until a new Executive Director is hired to make a decision on a new position. Dolan recommends that regardless of the background of the new executive director, an education director is needed to ensure the continued growth and success of the programs.

Dolan provided an enrollment update. Enrollment in all EDCO tuition programs meets or exceeds budgeted numbers. She also reported she has communicated with David Fleishman in Newton regarding the need for space for an elementary Deaf and Hard of Hearing program. Fleishman is optimistic about providing space and will get back to us soon.

Thomas Markham reported LABBB and EDCO have agreed to end the partnership as of June 30, 2018. Although LABBB had signed an agreement for space through FY19, they intend to move out at the end of June. Markham explained the EDCO business office will be restructured and two positions will be eliminated. One senior accountant will move with LABBB and the payroll coordinator plans to retire. A current business office staff member will take the place of the payroll coordinator. Markham and Jim Sullivan, EDCO’s IT Director, are working closely with Patric Barbieri to ensure a smooth transition for LABBB.

Markham provided a mid-year budget update and amendment. Markham projects a healthy surplus at the end of FY18 in the amount of \$497K. The changes are due to careful spending, increases in the two largest contracts, Boston Public Schools (Titles I, IIa, IV and HERN) and Wrentham Developmental Center, and enrollment increases.

Dolan reported she will ask the Board to approve a withdrawal in the amount of \$60K from the Seefurth gift fund, \$44K for the purpose of installing an accordion wall between two classrooms on the school side of 36 Middlesex Turnpike and \$16K to hire a consultant to commence gaining approval for a new licensure program at EDCO Collaborative. Dolan explained space for professional learning in the summer is a challenge. The Educator

Leadership Program with 36 candidates occupies the Seefurth room for much of the summer, thus leaving space appropriate for workshops of 25 or less participants. With an accordion wall on the school side, two classrooms could be used to support ELI leaving Seefurth available for larger workshops.

A motion was made by Kathleen Bodie and seconded by Diana Fisher Gomberg to adjourn. The motion carried unanimously. The meeting was adjourned at 11:22am.

Respectfully submitted by Colleen Dolan, 2.27.18

A handwritten signature in blue ink that reads "Colleen Dolan". The signature is written in a cursive style with a large initial 'C' and a long, sweeping underline.