



*Strength in diversity
Quality through collaboration*

Board Of Directors' Meeting
Thursday, April 12, 2018
9:30 a.m. – 11:30 a.m.

In attendance:

Board of Directors:

	William	McAlduff	Superintendent	Acton-Boxborough Reg. School District
x	Kathleen	Bodie	Superintendent	Arlington Public Schools
x	Jon	Sills	Superintendent	Bedford Public Schools
	Andrea	Prestwich	School Committee	Belmont Public Schools
x	Helen	Charlupski	School Committee	Brookline Public Schools
x	James	O'Shea	Superintendent	Carlisle Public Schools
x	Laurie	Hunter	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 Reg. School District
	Diana	Fisher Gomberg	School Committee	Newton Public Schools
	Anne	Wilson	Superintendent	Sudbury Public Schools
x	Drew	Echelson	Superintendent	Waltham Public Schools
x	Deanne	Galdston	Superintendent	Watertown Public Schools
	Marguerite	Connelly	Superintendent	Weston Public Schools

Advisory Committee:

Tara Mitchell, Ed Heller

EDCO Collaborative:

Colleen Dolan, Andrew Kelley, David King, Thomas Markham, Dana Mullaley, James Sullivan

1.0 CALL TO ORDER: Kathleen Bodie called the meeting to order at 9:39 a.m.

2.0. CONSENT AGENDA: A **motion** was made by Drew Echelson and seconded by James O'Shea to approve Board of Directors meeting minutes 3.29.18. The motion carried unanimously.

3.1 ED Search: The Executive Finance Committee met with consultants from The Collins Center at U Mass who will run the new executive director search. All Board Members are encouraged to actively network. A timeline has been set and a contract is in process. The screening committee will again consist of employees, board members and district administrators and participants from the first committee will be asked to participate. The proposed timeline is as follows:

- May 8th - first meeting; focus on networking and more of a recruitment effort;
- May 14th - May 16th - screening of applicants; committee hopes to then advance 3

candidates

- May 24th - candidates invited to participate in Board Meeting; may or may not need another meeting to vote or could possibly vote on 5/24;
- May 31st - additional date for vote (if needed)

The potential candidates should have administrator certifications and the search committee will be looking at potential principals or superintendents. A Special Administration licensure is not necessarily a requirement.

3.2 Articles of Agreement Update: Colleen Dolan has been in communication with legal counsel. EDCO's Articles include a clause that holds former members of the collaborative liable in the event of termination. The attorney has recommended one revision that would clarify liability to new members of the collaborative.

Three changes are recommended to the current Articles:

- Article I: Delete Winchester Public Schools
- Article X, S. 6: Add phrase in red: A School Committee or Charter School Board that has withdrawn from the Collaborative will continue to be liable to the Collaborative for its proportional share of liabilities and any debts, claims, demands, or judgments against the Collaborative, incurred during said School Committee's or Charter School Board's membership or which were the responsibility of the Collaborative when that member school committee or charter school board became a member.
- Article XIII: Update Non-discrimination Policy: EDCO Collaborative does not discriminate on the basis of race, color, religion, national origin, pregnancy and related conditions, gender, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, or disability, in the administration of its educational policies, administrative policies, scholarship or loan programs, athletic and other school administered programs or in employment. The Board's policy of nondiscrimination will extend to students, applicants, staff, the general public, and individuals with whom it does business.

The first reading will be at the Board meeting May 24th, a second reading will be at a Board meeting in the fall followed by submission to DESE.

Bella Wong stated it is not clear why the change is being made and wondered about liability for Wellesley and Winchester (who withdrew from EDCO recently.) Colleen Dolan explained the language ensures former collaborative members share a portion of any collaborative liabilities incurred when they were members.

Kathleen Bodie reminded the board that the suggestion to look at the articles was made to clarify which districts will be liable for retiree health insurance in the event the collaborative terminates, current, past or future members. Thomas Markham added that the Actuarial Study report shows we have a sufficient fund balance, all funds, to cover retiree obligation if EDCO were to dissolve tomorrow.

Colleen Dolan reiterated that EDCO is in a good place in terms of the building and currently experiencing overall growth, some programs slower than others, but a positive outlook with referrals for summer and fall programming.

4.1 FY19 Budget Presentation: In beginning the FY19 budget proposal, Thomas Markham made a brief note about end of year FY18. EDCO is experiencing a decent operating year with an revised projected surplus in FY 18 of ~ \$50,000. He noted the investments being made in capital projects both in the Middlesex Turnpike building and other programs such as Youth Alt and Wrentham. He went on to raise a concern, however, about spring enrollments being a couple off projection in the NCA Program. Mr. Markham also noted that the revised projected end-of-year surplus will be impacted by the NCA enrollment gap and two FMLA absences. Further impacting the final FY18 end of year figure will be closedown accounting treatments by auditors, including the application of depreciation to this year's capital projects, which could decrease the FY18 balance by approximately \$100,000 and into the negative).

Thomas Markham presented a four-year budget summary along with the proposal for FY19. Beginning with McSwiney, he commented that it is experiencing program growth in professional learning and community education. There is also an increase in rentals and use from outside organizations both weekdays and weekends. EDCO recently received initial approval from DESE for its Initial Teaching Licensure Program (ITLP). Andrew Kelley is working with Fitchburg State to include graduate credit as an option for cohort members who wish to seek a Masters degree. McSwiney is requesting approval of a .3 instructional technology specialist position to support imbedding technology as part of the ITLP, offering Google for Education classes and support for PD and roundtables.

The recommendation for a full time ITS (.7 from Technology and .3 from McSwiney) would increase the focus on integration of technology into pedagogy. This position would enable more technology to be imbedded into EDCO school programs (on and off-site) as well as McSwiney. There is also a need to support the increasing number of classes that are being offered as online or hybrid courses.

The Business Office is proposing a \$121,000 decrease mainly due to the separation of LABBB. This decrease will be offset by the elimination of (2) business office staff.

Tom Markham stated he is pleased to report that Tufts coverage will only increase by 4.6% with no change in coverage plan design. Dental insurance will see a 3% increase over two years. General liability will see a 10% increase.

Culinary services has experienced growth and now serves approximately 70 students and staff for breakfast and lunch daily in addition to McSwiney, Community Education and rental catering work.

The budget proposes a .4 custodial position (3rd shift custodian 6 p.m. – 10 p.m.) to be added to the facilities budget due to a now full building on both the school and back office tenants area plus an increased use in evening and weekend PD programs and Community Education building use and rentals.

Colleen Dolan reported that EDCO is currently working with Boston Public Schools on a new location for the Youth Alternative Program. Additional funds supporting growth and infrastructure to address the needs of BPS will translate into more funding from BPS in the long run.

The Deaf and Hard of Hearing program is requesting a \$3,000 increase in salary base for Educational Interpreters across the board as EDCO is currently below the state average. The adjustment won't close the gap but will tighten it. The net growth of \$15,000 in the budget proposal is entirely because of this proposed salary increase.

The Partners, NCA, and 45-Day programs, all housed in Bedford, are projected to experience growth. The budget proposes the addition of a School Psychologist to the 45-Day program. The budget also proposes an addition to the building to expand the assessment program. Additional enrollment is expected to cover the cost of the renovation as well as the new position.

Board members requested to see what was budgeted vs. actual on the budget sheet as well as the revenue by program. Members also requested to have the overall % increase (8%) included on the handout. In addition, they requested to see a big picture presentation (with just the changes) in addition to the details referencing wanting a budget narrative and summary PowerPoint slides as had been presented in the past. Mr. Markham said he would provide such detail in a revised budget presentation to the EFC at their next meeting on May 15 and to the full Board on May 24. Thomas Markham referred members to the FY18 midyear reports that were presented to board in January and March.

EFC members complimented Mr. Markham's presentation noting that much detail was available at the April 5 EFC meeting and that the EFC voted to support the budget proposal and asked Mr. Markham to keep his Board presentation brief, but clear. Ms. Charlupski mentioned that the Board seems to be giving mixed messages to the staff in asking for reports and presentations to be brief and then being concerned when not enough detail is presented.

Ms. Dolan said that the staff is available to answer questions and concerns at any time and asks members to consider calling or emailing questions or suggestions to she or Mr. Markham at any time. They will be pleased to respond and send out additional information. Dolan explained the budget presentation was purposely condensed in the interest of time and at the request of the Board one year ago. More detailed information has been provided to the Executive Finance Committee.

The Board also requested more detailed information about the construction costs and potential revenue. Tom Markham clarified that the costs would not be financed through a loan but are contained in the FY 19 budget. The total cost of construction is estimated at \$310,000 and will be covered with the enrollment of additional NCA/45 Day students and an increase in indirect rated services to Boston.

The question of program expansion without knowing CASE's long-term lease plan was raised and Tom Markham responded that CASE was not necessarily the driver for the expansion. Given the location of the CASE classrooms (in the middle of the building) it would not make logistical sense to place the 45-Day program there but it is likely that the Partners Program and/or NCA could make use of the space if CASE were to vacate.

Bella Wong acknowledged the positive aspects of growth but expressed concerns about risks with the lease and dependence on districts (acknowledging the recent loss of 2 districts). She expressed concerns about reliance on member assessments and suggested being more conservative as a way to preserve the EDCO programs.

Colleen Dolan reminded Board members that EDCO, in her and Mr. Markham's tenure, has never run a deficit that asked districts to fund the loss and has worked to reduce reliance on districts by advancing school programs while significantly decreasing member assessments and significant savings to districts. She also noted that summary reports that had previously provided to the Board showing the value of EDCO membership with a significant savings to districts. She reiterated that the program tuition rates should offset the budget increase as the goal is for each program is to be self-sufficient. She also expressed a need to provide the board with a budget that continues to show and project growth.

Jon Sills expressed an overall good feeling about the Collaborative's growth and the budget, but could understand some Board members insecurity because it is hard to get into the details with only the big picture being presented. Helen Charlupski indicated that she will be proposing an amendment to post-pone the construction project.

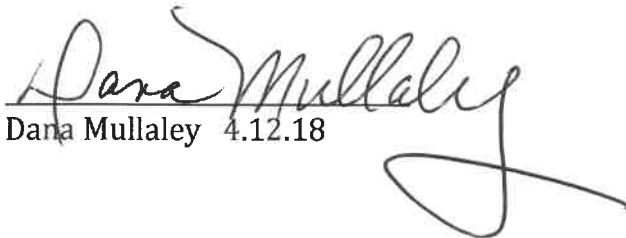
Bella Wong expressed her appreciation to EDCO for the success of the IDEAS conference on Saturday, April 7, 2018 and added that the keynote Beverly Daniel Tatum was inspirational.

A **motion** was made by Drew Echelson and seconded by Jon Sills to adjourn the meeting. The motion carried unanimously.

The meeting was adjourned at 11:25 a.m.

The *EDCO UPDATE* is provided in your packets.

Respectfully submitted by:


Dana Mullaley 4.12.18