



## EXECUTIVE FINANCE COMMITTEE MEETING MINUTES

Friday, January 24, 2020 1:00 p.m.  
36 Middlesex Turnpike, Bedford, MA 01730

**Present:** Dr. Nadine Ekstrom, Thomas Markham, Helen Charlupski, George Frost, Bella Wong, David King and Christine Lyons

**Meeting Began: 1:15 p.m.**

1. Public Participation – None

2. **Recommended Motion:** to approve Executive Finance Committee Minutes from the December 9, 2019 meeting as presented, and to recommend the Board of Directors accept minutes from December 9, 2019.

**Motion moved by Dr. Ekstrom to accept the minutes from the December 9, 2019 meeting as presented. Motion was seconded by Bella Wong. All in favor. Motion passed unanimously to accept the Executive Finance Committee Minutes, and recommend the Board to accept the minutes from December 9, 2019.**

3. Discussion: Program Updates

Dr. Ekstrom is making changes to the current programs. New electives to the programs are 3D printing, culinary, the Certified Nursing Program, and Amplifi (a music program that allows students to express themselves through music). The students are enjoying these new electives, and they are taking pride in themselves and what they are accomplishing.

Dr. Ekstrom gave an update on the construction at Career Pathways. Construction has been completed. The Nursing Program is scheduled to open on March 2, 2020. A Career Pathways Open House is scheduled for January 28, 2020. An invitation was sent to all Secondary Principals and Special Education Directors to attend.

4. FY20 Budget Update

Dr. Ekstrom distributed a month by month revenue handout of the EDCO budget. This included a \$18,057 surplus, a \$1,300,000 - \$1,400,000 deficit with tuition revenue at \$487,000. She also handed out a FY17 – FY21 spreadsheet calculating student membership assessments from the Member Districts. This showed the actual projection of students enrolled. She would like to look at the numbers in another month to see where membership stands.

Dr. Ekstrom handed out the Confidential FY20 Budget Reduction Plan, Phase II. This showed a \$380,050 projected deficit as of 11/30/19 with \$41,427 in Cuts/Savings. All effected individuals know of their cut or reduction in salary.

On January 23, 2020, EDCO Collaborative received a grant for \$400,000 for 3 years. The grant will bring in \$76,000 of revenue to offset salaries. Other savings include the decision to not replace a Deaf & Hard of Hearing teacher for a savings of \$40,000; Vanpool currently owes \$70,000 in rent, and LABB owes \$4,500 in rent also. LABB has not paid due to invoicing problems.

Andrew Paquette from Management Solutions, began his financial operation review by meeting with several staff members.

Dr. Ekstrom proposed to the Executive Finance Committee her expectation that all grant monies should go to the McSwiney Center and not the Office of the Executive Director.

The lease of the building at 36 Middlesex Turnpike, Bedford has increased largely. EDCO is currently on year 5 of a 15 year lease.

Dr. Ekstrom and Ann Knapp, the Special Education Administrator, have been visiting Member Districts to meet with Special Education Directors to discuss students attending EDCO. Currently, enrollment is the biggest concern. Ms. Charlupski added that districts are trying to keep students in-house for services to save money. Dr. Ekstrom met with several Special Education Directors to discuss what their needs were, and many said grades 3-5 need therapeutic services. Dr. Ekstrom spoke to Matt Nixon, at DESE, about expanding the program to younger grades. Mr. Nixon told Dr. Ekstrom that is something he can get turned around in 2-3 weeks. Mr. Nixon recommends putting in a fence at a cost of \$5,000-\$6,000 for students to have a play area. Ms. Bodie has playground equipment in storage and she can ask the 16 Member Districts to donate any extra playground equipment. Ms. Charlupski cautioned to be careful with playground equipment due to liability. Dr. Ekstrom stated to include grades 3-5, they would look into hiring a part-time school psychologist. EDCO already has a pre-k – 8 teacher, and wouldn't have to buy any furniture this year for the classrooms.

Dr. Ekstrom asked for the Committee's approval to include grades 3-5 into this program:

Helen Charlupski – Yes      George Frost – Yes      Bella Wong – Yes

All Committee Members were **in favor** of including grades 3-5 into the EDCO programs.

##### 5. FY21 Assessments

Dr. Ekstrom referred to the FY2021 Member Assessments sheet. She is in favor of keeping the formula the same, and the only change is a minimal change of \$66.

Packets have been sent to other districts to join EDCO programs, such as Woburn, Chelsea and Auburn. Ms. Charlupski stated that maybe those three districts could be Associate Members and still receive benefits with possibly a 10% discount instead of 20%.

6. BOD Agenda

The Board of Directors Meeting will be held on Thursday, January 30, 2020 at 10:15 a.m. at EDCO Collaborative.

Dr. Ekstrom will ask Tom Scott, Executive Director, of the Massachusetts Association of School Superintendents, to speak at the next Board Meeting regarding Chapter 70 funding.

7. Future Agenda Items

There were several items Ms. Charlupski would like to discuss as Future Agenda Items: Chapter 70 funding and doing an early consensus, school start time changing to 8:30 am, diversity, and also discuss Hal Mason from School Start in Brookline.

8. Other

On February 7, 2020 at 8:30 am, Chris Scott, Executive Director of Valley Collaborative is hosting a meeting for Sped Directors, Business Directors, and Superintendents to join Jay Sullivan from DESE who will be discussing the SOA as it relates to Circuit Breaker Out of District Transportation, claiming and reimbursement.

A motion was made by Helen Charlupski to adjourn the meeting and was seconded by George Frost. Meeting Adjourned at 2:45 p.m.

Respectfully Submitted,  
Carol Megna  
Executive Administrative Assistant