



EDCO COLLABORATIVE  
 BOARD OF DIRECTORS' MEETING MINUTES  
 REMOTE MEETING  
 Friday, December 11, 2020 @ 9:30 a.m.  
 36 Middlesex Turnpike, Bedford, MA 01730

**Present** **BOARD MEMBERS**

X	Peter Light	Superintendent	Acton-Boxborough Reg. School District
X	Kathleen Bodie	Superintendent	Arlington Public Schools
	Philip Conrad	Superintendent	Bedford Public Schools
X	Amy Checkoway	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
	Julie Hackett	Superintendent	Lexington Public Schools
X	Rebecca McFall	Superintendent	Lincoln Public Schools
X	Bella Wong	Superintendent	Lincoln-Sudbury Reg. School District
X	Tamika Olszewski	School Committee	Newton Public Schools
X	Brad Crozier	Superintendent	Sudbury Public Schools
X	Brian Reagan	Superintendent	Waltham Public Schools
X	Deanne Galdston	Superintendent	Watertown Public Schools
	Marguerite Connelly	Superintendent	Weston Public Schools

**Present** **ADVISORY MEMBERS**

	Tessa McKinley	School Committee	Acton-Boxborough Reg. School District
X	Kathleen Bodie	Superintendent	Arlington Public Schools
X	Ann Guay	School Committee	Bedford Public Schools
	John Phelan	Superintendent	Belmont Public Schools
	James Marini	Superintendent	Brookline Public Schools
	Sara Wilson	Superintendent	Carlisle Public Schools
	Sara Wilson	School Committee	Concord Public Schools, CC Regional
	Kathleen Lenihan	School Committee	Lexington Public Schools
X	Trintje Gnazzo	School Committee	Lincoln Public Schools
X	Ellen Joachim	School Committee	Lincoln-Sudbury Reg. School District
	David Fleishman	Superintendent	Newton Public Schools
	Lisa Kouchakdjian	School Committee	Sudbury Public Schools
	Margaret Donnelly	School Committee	Waltham Public Schools
	John Portz	School Committee	Watertown Public Schools
	Dr. J. Kimo Carter	Assistant Superintendent	Weston Public Schools

**Also Present**

**EDCO Staff:** Cyndy Taymore, Courtney Dunne, H. Hamilton, Eileen Hogan, David King, Ann Knapp, Anna Martin, Lina Mateus, Dana Mullaley, Mary O'Regan, Megan Ronzio, Karen Thomsen, Ajay Trivedi, Nicole Wood

**TMS Staff:** Marc Richard, Allen Himmelberg

**Fritz DeGuglielmo, LLC Staff:** Daniel Schaffner, CPA

**Department of Education:** Paulajo Gaines, Ruth Hersh

**Attorney:** Gini Tate

## 1.0 CALL TO ORDER:

### 1.1 Public Participation:

The meeting was called to order at 9:38 a.m. Ms. Taymore read a statement regarding public board meetings being held remotely during the pandemic as per Governor Baker's order of March 12, 2020. There was no public participation.

## 2.0 CONSENT AGENDA ITEMS

### 2.1 Board Meeting Minutes 11.12.20.

### 2.2 EFC Meeting Minutes 11.5.20.

A **motion** to accept the Board minutes from 11.12.20 meeting as well as EFC minutes from 11.5.20 meeting was made by Mr. Light and seconded by Mr. Crozier.

Roll Call Vote: Peter Light, Kathleen Bodie, Amy Checkoway, Helen Charlupski, James O'Shea, Laurie Hunter, Rebecca McFall, Bella Wong, Tamika Olszewski, Brad Crozier, Brian Reagan, Deanne Galdston

**The motion passed unanimously.**

## 3.0 NEW BUSINESS:

### 3.1 Enrollment Update:

The format of the report was changed so it is easier to track changes from meeting to meeting. Enrollment has been holding steady for FY21.

### 3.2 Business Office Update:

Mr. Richard reported that EDCO continues to have challenges with cash flow issues and making payments. Business Office staff meet daily to review account balances and determine what outstanding invoices, if any, can be paid. The report provided to the board includes an estimate of monthly expenses. Administration continues to reduce expenses as much as possible. Mr. Himmelberg explained that the plan to bill districts quarterly for tuitions did not work out and EDCO will be moving back to billing monthly in hopes of improving cash flow issues. Ms. Charlupski asked about the accounts receivable list. EDCO anticipates receiving multiple payments in the next few weeks.

The accounts payable list continues to be difficult to manage. EDCO staff communicate with vendors regularly to maintain working relationships. Priority has been placed on payroll, insurance, and utility payments. Ms. Taymore pointed out that the Business Office is finding that some payments are being applied to older outstanding invoices that we were not aware of because they had not been entered in our accounting system. EDCO staff will work to review six sample accounts to look for any patterns of missing invoices as well as estimate the projected income for the remainder of the year. Mr. Richard stated that to his knowledge there are not any disputed amounts in the outstanding payables.

Ms. Bodie asked if collaboratives were eligible to receive funds from the Cares Act. Mr. Himmelberg stated that they have not been eligible in the past. Ms. Gaines indicated that she will check to find out if there have been any changes.

There was a review of bank account balances and Mr. Richard noted that EDCO has strived to set aside enough funds for two payroll cycles. Rockland Trust holds the EDCO line of credit and has requested a copy of the FY20 audit when it is complete. The bottom line of the FY21 budget shows a negative balance. There are some variables, but nothing to the level that would change current projections to a positive amount. The indirect costs from grants and current tuitions are not enough to sustain EDCO. Administration continues to work to reduce costs, decrease liability, and increase income.

### 3.3 FY20 Audit Status

Daniel Schaffner, CPA from Fritz DeGuglielmo, LLC reported to the board that there will be a note in the audit regarding the significant deficit as well as substantial concerns regarding the sustainability of EDCO. The format of the FY20 Audit is similar to past years. Mr. Schaffner reviewed the balance sheet noting the deficit figures and operation costs for the year. The Seefurth Funds have been moved from Professional Develop funds to general funds. There will be four findings, two significant and four noncompliance, noted in the audit: (1) Documentation of Transactions--missing documentation, (2) Budget to Actual Results--accounting software not used properly, (3) Employee Retirement Accounts--late payments, and (4) Procurement Documentation--unable to provide appropriate bid documentation. There was also a review of the Independent Auditor's Report (UFR).

Mr. O'Shea asked about the missing transaction documentation and why this had not been found in past years. Mr. Schaffner explained that the audit process looks at the overall financial picture and that EDCO management brought the issue to the attention of the auditors that they could not find credit card documentation. Once this notification was made, the auditors expanded the scope of their review.

A **motion** to accept the representations of management and the expression of the opinions made by Fritz DeGuglielmo LLC as embodied in the financial statements, supplemental schedules and independent auditor's report for the year ending June 30, 2020 was made by Ms. Wong and seconded by Mr. Reagan.

Roll Call Vote: Peter Light, Kathleen Bodie, Amy Checkoway, Helen Charlupski, James O'Shea, Laurie Hunter, Rebecca McFall, Bella Wong, Tamika Olszewski, Brad Crozier, Brian Reagan, Deanne Galdston

The **motion passed unanimously.**

A **motion** to recognize and accept the representations of management and the expression of opinions by Fritz DeGuglielmo LLC, Certified Public Accountants as embodied in the Basic Financial Statements, Supplementary and Subsidiary Financial Statements and Schedules, and Independent Auditor's Reports contained in the Uniform Financial Statements and Independent Auditor's Report (UFR) for the period ended June 30, 2020 was made by Ms. Wong and seconded by Mr. Crozier.

Roll Call Vote: Peter Light, Kathleen Bodie, Amy Checkoway, Helen Charlupski, James O'Shea, Laurie Hunter, Rebecca McFall, Bella Wong, Tamika Olszewski, Brad Crozier, Brian Reagan, Deanne Galdston

The **motion passed unanimously.**

Ms. Bodie noted that it was disappointing that EDCO was in the current financial situation and thanked Mr. Schaffner for his time and work on the FY20 Audit.

### 4.0 OLD BUSINESS:

#### 4.1 Building Lease Options:

Agenda item was moved to the next meeting.

### 5.0 EXECUTIVE SESSION:

A **motion** to move into Executive Session was made by Ms. Charlupski and seconded by Mr. Crozier.

Roll Call Vote: Peter Light, Kathleen Bodie, Amy Checkoway, Helen Charlupski, James O'Shea, Laurie Hunter, Rebecca McFall, Bella Wong, Tamika Olszewski, Brad Crozier, Brian Reagan, Deanne Galdston

The **motion passed unanimously.**

Ms. Bodie announced the meeting would move into Executive Session and not return to a public meeting.

6.0 ADJOURNMENT:

A **motion** to adjourn was made by Ms. Charlupski and seconded by Mr. O'Shea.

Roll Call Vote: Peter Light, Kathleen Bodie, Amy Checkoway, Helen Charlupski, James O'Shea, Laurie Hunter, Rebecca McFall, Bella Wong, Tamika Olszewski, Brad Crozier, Brian Reagan, Deanne Galdston

The **motion passed unanimously** and the meeting was adjourned at 11:45 AM.

Respectfully Submitted,  
Mary O'Regan, Executive Administrative Assistant  
EDCO Collaborative  
December 11, 2020