



EDCO COLLABORATIVE
 BOARD OF DIRECTORS' MEETING MINUTES
 REMOTE MEETING
 Thursday, March 4, 2021 @ 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
X	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
X	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
X	John Phelan	Superintendent	Belmont Public Schools
	James Marini	Superintendent	Brookline Public Schools
X	Sara Wilson	Superintendent	Carlisle Public Schools
X	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
X	Margaret Donnelly	School Committee	Waltham Public Schools
	John Portz	School Committee	Watertown Public Schools
X	Marguerite Connelly	Superintendent	Weston Public Schools

Also Present

EDCO Staff: Cyndy Taymore, Michelle Boivin, Sonia Braga, Cindy Carter, Bridgette Casey, Courtney Dunne, Curtis Eckelkamp, Marion Hamilton, David King, Ann Knapp, Mike LeMay, Lina Mateus, Dana Mullaley, Mary O'Regan, Megan Ronzio, Karen Thomsen, Ajay Trivedi, Yildiz Tolentino, Lynn Watras, Danielle Wildrick, Nicole Wood
TMS Staff: Marc Richard, Allen Himmelberger
Attorney: Felicia Vasudevan
DESE Staff: Ruth Hersch, Paulajo Gaines

1.0 CALL TO ORDER:

The meeting was called to order at 9:36 a.m. Ms. Bodie read a statement regarding public meetings being held remotely during the pandemic as per Governor Baker's order of March 12, 2020.

1.1 Public Participation: A letter from former EDCO employee Judith Vaillancourt was shared.

2.0 CONSENT AGENDA ITEMS:

A **motion** to accept the minutes from the 1.14.21, 2.1.21 and 2.10.21 Board of Directors meetings as well as the 12.7.20 Executive Finance Committee meeting was made by Mr. Conrad and seconded by Ms. Wong.

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

The **motion passed** unanimously.

3.0 BUSINESS OFFICE UPDATE:

3.1 FY21 Budget Update: The debt from Line of Credit from Rockland Trust was moved from the FY21 budget to the FY22 budget following a meeting with Rockland Trust in which they agreed not to call in the line of credit if EDCO continues to pay the interest. Mr. Richard reviewed the FY21 budget projections noting that a portion of the Seefurth Funds were used to pay outstanding retirement and insurance invoices as directed by the board. Estimated year end district assessments, bank account balances, accounts payable, and accounts receivable were also reviewed. Districts were thanked for paying invoices promptly as the cash flow has helped with paying outstanding invoices. It was noted that moving the debt from the line of credit to FY22 and use of the Seefurth funds are not shown as revenue in the budget but do offset expenses.

3.2 Seefurth Funds: Discussion included use of funds to pay retirement and insurance payments for the remainder of the year. The funds would not cover the all payments, but would help EDCO keep current with payments for the next few months.

A **motion** to give the Executive Director/Business Manager authority to use Seefurth Funds for retirement fund contributions through June 30, 2021 was made by Ms. Wong and seconded by Ms. Hunter.

Roll Call Vote: Peter Light, Kathleen Bodie, Philip Conrad, Amy Checkoway, Helen Charlupski, James O'Shea, Laurie Hunter, Rebecca McFall, Bella Wong, Brad Crozier, Brian Reagan, Marguerite Connelly
The **motion passed** unanimously.

3.3 FY21 Deficit Assessment: Estimated assessments were discussed during the last Executive Finance Committee meeting and Ms. Wong suggested splitting the estimated assessment into two payments, 50% now and 50% at the end of the fiscal year. This would help with cash flow and improve vendor relationships while at the same time freeing up staff time to focus on other issues. Also, this would allow final assessment amounts to be adjusted over the next few months. It was pointed out that this discussion was related to invoicing, not assessments. Some districts have funds available now to pay the entire estimated assessment. The invoice will be for 50% of the estimated assessment but the total estimated assessment amount will also be listed on the invoice. The Business Office will recalculate estimated district assessment figures after incorporating use of the remaining Seefurth Funds.

A **motion** to give the Executive Director authority to create invoices for 50% of the projected FY21 member deficit assessment was made by Ms. Wong and seconded by Mr. Crozier.

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

The **motion passed** unanimously.

3.4 FY22 Closure Costs: Work continues on reducing and refining the closing costs. Staff vacation buyout has been recalculated and reduced. The landlord has toured potential tenants through the building.

- 3.5 Welfare Benefit Trust: This has become a complicated issue. It was determined that there was never OPEB trust created so that term will no longer be used. An original trust was created in 1999 and a successor trust was created in 2011. There are many questions surrounding what these funds can be used for moving forward with the closing of the collaborative. Further research will be done as there are no firm answers about use of these funds at this time.
- 3.6 Prepaying FY22 Assessments: FY22 assessments will include closing costs and operational costs for the year. Operational costs are still being worked out but will include a smaller, reduced administrative staff. The current district assessment formula is based on the number students and number of grades served by a district. Should the board want to change the assessment formula it would require a change in the collaborative agreement. DESE has indicated that we are unable to change the collaborative agreement at this time. Discussion included the possibility of moving forward with amending the collaborative agreement although it may fail at different levels during the process. Concerns were raised about trying to address too much at one time, termination as well as amending the collaborative agreement. The current assessment formula takes into consideration that some districts are smaller and a new formula may not. It was determined that the FY22 operating costs for each district will be calculated using the current assessment formula. Some districts have funds available in FY21 and are requesting pre-payment of FY22 assessments creating the need for clear guidance on the pre-payment process for FY22.
- 3.7 Enrollment Update: It was noted that the loss of a staff member for the 45-Day program will not impact student supervision as there are currently no students in the program and EDCO will not accept any other students in the 45-Day program for the remainder of the year.

4.0 NEW BUSINESS:

- 4.1 Closing Programs: Ms. Taymore informed the Board that all programs will be closed as of June 30, 2021 and that the process of placing students will begin shortly. EDCO is not applying for the Wrentham grant and if awarded the HEP grant EDCO would not accept it.
- 4.2 Policy for Surplus Items: Currently there is no policy at EDCO for surplus items. Attorney Vasudevan has supplied a policy for review. Staff are working on an inventory of all furniture, supplies, and equipment. Equipment and materials purchased from Skills Grants may be transferred to another organization in accordance with guidelines from the Executive Office of Education. It was noted that by having districts/organizations purchase and remove items, it helps reduce disposal costs at the end of the fiscal year. Member districts will have the first option to purchase items. An inventory list will be sent to member districts once finalized.

A **motion** to waive the second reading of the Policy for Surplus items was made by Ms. Charlupski and seconded by Ms. Olszewski.

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

The **motion passed** unanimously.

A **motion** to accept the Policy for Surplus items was made by Ms. Hunter and seconded by Ms. Wong.

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

The **motion passed** unanimously.

- 4.3 Logistics for FY22 Operations: A number of items need to be addressed including staffing and the storage/management of files. Student files will be returned to sending districts. For FY22 EDCO will need access to the files and in following years a member district will need to take on management of the files. There are guidelines on the length of time specific files need to be retained. Files could be scanned and digitized for a cost but a district would still need to maintain the files. Per regulations, EDCO is unable to distribute employee files to individuals. Compensation to a district for this oversight is a possibility but would need to be factored into closing costs. Districts can reach out to Ms. Taymore if they have interest in maintaining the files or have additional questions.

5.0 OLD BUSINESS:

Ms. Taymore reminded members that EDCO will need a letter from each district regarding the school committee termination vote along with approved minutes of the school committee meeting that includes the motion to terminate the collaborative. Also, it was suggested that each district reach out to their state legislators to inform them of the closure of EDCO and the potential negative impact of the closing on their district.

6.0 ADJOURNMENT:

A **motion** to adjourn was made by Ms. Galdston and seconded by Ms. Charlupski.

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

The **motion passed** unanimously and the meeting was adjourned at 11:01 a.m.

Respectfully Submitted,
Mary O'Regan, Executive Administrative Assistant
EDCO Collaborative
March 4, 2021