



## Minutes for April 13, 2023 rescheduled from April 6, 2023

### **LABBB Board of Directors:**

Dr. Eric Conti, Burlington Public Schools  
Dr. Elizabeth Homan, Arlington Public Schools  
Mr. Philip Conrad, Bedford Public Schools  
Dr. Julie Hackett, Lexington Public Schools –Absent  
Mr. John Phelan, Belmont Public Schools-Zoom  
Guest – Deanne Galdston

### **LABBB Central Office:**

Pamela Girouard, Executive Director  
Susan Givens, Director of  
Strategic Initiatives  
Dianne Busa, Executive Assistant

**Date:** Thursday, April 13, 2023

**Time:** 9:00 AM

**Location of Meeting:** LABBB Central Office

### **AGENDA**

Dr. Eric Conti called the Board Meeting to order at 9:02 AM.

**Public Participation:** No Public Participation

### **Recommended Action Items:**

- a.) Mr. Philip Conrad made a motion to approve the Meeting Minutes of December 22, 2023, seconded by Dr. Elizabeth Homan. All in favor 4-0-0.
- b.) Mr. Philip Conrad made a motion to approve the Meeting Minutes of March 9, 2023, seconded by Dr. Elizabeth Homan. All in favor 4-0-0.

### **Discussion Items:**

#### **a.) Status of Collaborative Agreement**

- Majority in acceptance Lexington, Burlington, Bedford, Belmont. Waiting on Arlington
- Arlington meeting to discuss questions is being rescheduled
- Pam & Bill to meet with a subcommittee in Arlington to answer some questions
- Pam & Bill met with DESE Educational team

- Because we have majority we can go ahead and send it in to the commissioner; however, Board determined that we will submit prior to April 30th timeframe but within such parameters that Arlington has time to make informed decisions pending the upcoming meeting
- We could send it in without Arlington signature and then send that piece in upon their potential acceptance
- We could explore a waiver from the BESE to extend the timeline after April 30, 2023
- Needs to be in by April 30, 2023
- Want to make sure Arlington is comfortable
- We are not looking for an expansion spree; we want to maintain and sustain the integrity of our programming
- Watertown brings capacity for programming

**b.) FY2023 & FY2024 Presentation of Preliminary spending plan for 23/24**

- Susan to pull together information of this year, not a lot of documentation
- Written narratives are the explanation that connects the data/information and explain the numbers of FY 24
- There are some changes to FY 23 budget variances that are not entirely clear. The baseline line info from the FY 23 budget is variable due to lack of specific documentation and records.
  - For example, Benefits for this year can't explain why the budget number was lower beyond what last year's expenses were other than one footnote
  - FY24 budget reflects what our current enrollments and new GIC plans and what they are going to cost you
  - Challenging to explain what the difference is between what was budgeted versus actual data points
  - Susan feels pretty good about what she is seeing in many of the lines right now
  - Talk last time of FY23 about Variances in payroll lines
  - Money showing unexpended there because of the staffing shortages
  - Program consultant line variance there
  - Using agencies to cover positions
  - On revenue side though looks like we are running short on the tuition and transportation
  - Budget presented and accepted was based on an enrollment projection of 294, haven't had enrollment of 294 since 2019, pre covid. Assumed there would be a bigger rebound post covid.
  - Not trending at these numbers without staff we can't add
  - Trending less in enrollment than initially anticipated
  - Trying to track down where the 45 day placement revenue is posted so we are not counting it 2x

- Transportation revenue won't close this year
- Can't tie to that number
- Revenue comes from external transportation
- Pay invoices based on what the ridership is and back bill districts an up charge of 4% for administration
- Internal transportation that is assessed at a portion of the cost. Portion for this year was about \$310,000.
- There's a pretty bid variance between what your revenues are going to be and what was requested
- This is what is upside down on the revenue side.
- We might be able to close on the tuition piece a bit but we won't be able to close on the transportation piece.
- Eric at some point we have to budget appropriately to cover costs and expenditures; additionally, we had some findings in our audit.
- Build the budget for what you need
- Terrible numbers to start
- We know the number of students, we know what transportation needs are, and must build the budget to accurately reflect what we need.
- Enrollment is running pretty consistently between 281 – 287 depending on month to month variability ( ie. acceptances, students moving, students graduating and aging out). Base enrollment about 284
- Staffing has been a nightmare; significant number of unfilled TA positions; Nursing has been a revolving door
- Can't accept new students because of staffing
- Changing our recruitment - need to restructure our hiring, onboarding & staff retention
- Transportation a bigger issue where that number came from
- Where is the starting point and how do we go forward
- Susan believes we will close with a deficit this year
- Likely no member credits this year as there will not be a surplus
- Lower reserves slightly
- Revenue was short because we based it on a certain number of students that we didn't have.
- Need for a new accounting system, as recommended in the audit; researching if Munis a possibility
- Other collaborative looking at Spedfi- not a true accounting system but accounts for more streamlined and organized billing
- Getting a new accounting system will help us track budget
- Collaborative budgeting is different than district budgeting
- FY 2024 Budget potential impacts:

- CBA settled
- Regular increases in expenses
- Health insurance going up by a percentage
- Property liabilities are going up by a percentage
- Need additional staff
- Discussion about Tuition increase possibly at 14%; consistent with OSD rate increase to tuitions

**Adjournment:**

Mr. Phil Conrad made a motion to adjourn the meeting at 10:00 AM, seconded by Dr. Liz Homan. All in favor 4-0-0

**Executive Session**

No Executive Session