



Minutes for January 11, 2024

LABBB Board of Directors:

Dr. Eric Conti, Burlington Public Schools-In Person
Dr. Elizabeth Homan, Arlington Public Schools- Absent

Mr. Cliff Chuang, Bedford Public Schools -Zoom
Dr. Julie Hackett, Lexington Public Schools -Zoom
Dr. Jill Geiser, Belmont Public Schools -Zoom
Dr. Deanne Galdston, Watertown Public Schools -Zoom

LABBB Central Office:

Pamela Girouard, Executive Director
Robert Alconada, Director of Finance & Operations
Dianne Busa, Executive Assistant

Date: Thursday, January 11, 2024

Time: 9:00 AM

Location of Meeting: LABBB Central Office/Zoom

AGENDA

Dr. Eric Conti called the Board Meeting to order at 9:01 AM.

Public Participation: No Public Participation

Recommended Action Items:

- a.) Mr. Cliff Chuang made a motion to approve the Meeting minutes December 14, 2023, seconded by Dr. Jill Geiser. All in favor 5-0.
- b.) Dr. Jill Geiser made a motion to approve the Warrants seconded by Dr. Deanne Galdston. All in favor 5-0.

Discussion Items:

a.) Update Enrollment

- As of 12/31/2023 we had 289 students enrolled
 - We are still showing an increase of our budgeted 285
 - Decrease from December enrollment numbers due to change of placements
 - Eric asked out of the 146 OOD enrolled students how many districts does that make up? 56 sending districts
 - Eric asked about the 25% calculation if we have 13 unfilled positions and the percentage will look higher than it really is because we have unfilled positions. We aren't paying those salaries. We should have a conversation with Pauljo to let her know it's because of the unfilled positions

b.) Discussion of classroom space – Deaf/Hard of Hearing Program

- Executive Director Cathy Lawson of Seem Collaborative reached out if LABBB was interested in working as a partnership with their Deaf/Hard of Hearing program. Eventually moving fully over to adopting the program at LABBB.
 - Before looking fully into this we would need 2-3 classrooms at the elementary level
 - As of now there are 7 students enrolled pre/k – grade 3, students with deaf & hard of hearing profiles. They would benefit from our inclusive model and would be fully included. There are other programs that have Deaf and Hard of Hearing programs for placements but because they are at a distance, it makes it difficult for these families, because of our location, LABBB is an interesting possibility
 - Checking to see if the Board is interested in exploring it and if they would have space
 - At this time, no member district can commit to the needed classroom space for this program
 - Long term it would be wonderful if we had the space and we could talk about the vertical alignment. Middle school space is challenging

c.) Quarterly Report

- Clean Audit Opinion
- One area where we were cited but that has since been fixed
- Pam is pleased with having Bob on board he has done an outstanding job
- We have various on-going projects Including:
 - Implementing new Accounting Software
 - Developing a new Chart of Accounts
 - Currently working with a vendor to overhaul the web-site
- Quick overview on the Capital Reserve Fund. We had agreed at the last meeting to approve an additional \$42,000 Capital Reserve Fund coming out of that to help the HVAC systems at AHS
- Transportation – No updates, Vans are in and ordered
- Staffing Updates
 - 13 openings of Unit A & B positions. Unit A positions are primarily maternity coverages and Related Services coverages to fill.
- Wrapping up our Adult Services Audit
 - DDS will be onsite the last week of January to complete the audit of our GO Program

Financial Statements

- Balance Sheet & Profit and Loss
 - New Accounting Software should allow for a better presentation of these reports in the future
 - Net income, as of December 31, 2023, is in a positive position
 - Eric wanted to know how the current positive income position would impact the cumulative surplus equation at end of fiscal year
 - This can be difficult to calculate mid-year since expenses and salary can vary in the last half of the fiscal year. However, with the current net income position, the cumulative surplus could be above the 25% limit and the Board would need to consider transferring monies into either the Capital Reserve Fund or OPED Trust Fund

- Review of Balances of Capital Reserve Fund & OPED Trust Fund
 - Both funds are adequately funded and the balances have increased this fiscal year due to interest earned on investments.
- Warrant Approval
 - Processes of approving bills and payroll was reviewed with the Board, along with the timeline for running checks and creating Warrants
 - Board approved Bills and Payrolls in the amount of \$2,254,824.84 for the month of December 2024
- Update on Central Office Lease
 - Lease negotiations are underway. Bob and LABBB's attorney, Richard Murphy, are making progress and hope to have a document for the Board to review and approve by the end of the month
 - A Special Meeting may have to be scheduled so that the Board can determine whether to enter into the lease agreement

Adjournment: Mr. Cliff Chuang made a motion to adjourn the meeting, seconded by Dr. Jill Geisesr at 9:37 am. All in favor 5-0. No Executive Session