

## Minutes of October 4, 2012

### Board of Directors

Dr. Eric Conti (Burlington Superintendent, Board Chair)  
Dr. Paul Ash (Lexington Superintendent)  
Mr. Jon Sills (Bedford Superintendent)  
Dr. Thomas Kingston (Belmont Superintendent)

### LABBB Central Office

Patric Barbieri (Executive Director)  
Gerry Mazor (Director of Special Projects)  
Donna Leigh (Financial Coordinator)

**9:15:** The meeting was called to order by board chairperson, Dr. Eric Conti.

- Motion to approve Agenda for October 4, 2012 by Dr. Thomas Kingston, seconded by Dr. Paul Ash. All in favor.
- Motion to approve meeting minutes of June 14, 2012 by Dr. Paul Ash, seconded by Dr. Thomas Kingston. All in Favor. Mr. Jon Sills abstained from this vote as he became a LABBB Board member in September of 2012.
- **FY13 Board Agenda:** One additional board meeting will be added this year to comply with Chapter 43, the new law requirements for educational collaboratives. We are required to have at least six board meetings per year. This agenda may be modified or changed, but it will serve as a guide for our board meetings for the 2012-2013 school year.
- **Enrollment:** Total Enrollment for FY13 is 303. LABBB has had a trend of decreasing enrollment. Last year total enrollment for September was 313 and FY12 was 324.
- **Transportation Project overview and update:** Transportation is a service that LABBB has provided for its members for thirty years. LABBB offers two transportation services. First, LABBB provides transportation using our leased vehicles for students who are enrolled in a LABBB program at one of our middle and /or high school programs. This service provides transportation for approximately 85 students who attend the LABBB program. The drivers for this transportation service are LABBB staff. Secondly, LABBB started the "LABBB transportation pilot project" in 2006. In FY13 this service provides transportation for 400 hundred students placed out of district.
- **LABBB Advisory Group:** Administrators of Special Education in the LABBB member districts are participants in this advisory group. The Executive Director stated that the input and feedback of the special education administrators of special education is paramount in meeting the needs of its member districts. LABBB was created by its member districts and the collaborative function is to listen and respond to district needs.
- **LABBB / EDCO Contract:** LABBB will sign a one year contract with EDCO Collaborative to provide bookkeeping, HR, and accounting for the LABBB Collaborative.

- **Burlington / Bedford ED/BD Space:** The Executive Director provided a budget and two space options outside of the public schools. LABBB is considering building a program for students with emotional challenges in middle school and high school and this program must be in a commercial building. This program will also offer a 45 day assessment option for districts.

**11:25:** Motion to go into Executive Session for the purposes of discussing collective bargaining by Dr. Paul Ash, seconded by Dr. Eric Conti. All in favor.

- Motion to adjourn Executive session by Mr. Jon Sills, seconded by Dr. Paul Ash.

#### **Action Item**

- Motion to approve contribution of \$215,000 towards LABBB unfunded liabilities at the end of the FY13 by Mr. Jon Sills, seconded by Dr. Thomas Kingston. All in favor.

## DISCUSSION ITEMS

### **Tofias: FY12 end of the Year Financial Audit Results**

Tofias, LABBB auditors, and LABBB Treasurer Dean Poirier, will present the FY12 financial audit results. Under the new Chapter 43 regulations the audit report must be reviewed and approved before January 1.

For your review, refer to Appendix A, which is a draft of the end of the year FY12 financial audit results. Appendix B is a Powerpoint PDF presenting the highlights of the LABBB audit that will be discussed at our board meeting.

### **Nursing Services**

With the new legislation (Chapter 43) there have been many questions regarding nursing coverage between the Collaborative and the districts. The practices of nursing coverage in collaborative varies depending on the collaborative, host building, and the number of collaborative classrooms in a building. In discussion with other collaborative Directors, I have found there is not a consistent practice. On the other hand, under Chapter 43, each collaborative is required to designate a “Lead Nurse.” LABBB implemented the role of a Lead nurse at the beginning of last year.

LABBB has also taken steps to comply with the new requirements and we will discuss the next steps that we will be moving forward on to assure that we have adequate nursing coverage for all students and that the relationship and responsibilities between the Collaborative and districts are clearly defined.

Attached to your packet is a spreadsheet (Appendix C) that shows all the student medications that are dispensed on a daily basis. The spreadsheet is color coded to reflect which medications are dispensed by LABBB nurses and medications that are dispensed by district nurses.

Furthermore, a collaborative checklist has been formulated and each collaborative Lead Nurse is required to meet with the host building nurse to clearly define the responsibilities of the LABBB and District nurse.

### **ED/BD and 45 day Program Proposal**

The LABBB Advisory Group has convened twice this year and all of the members are requesting that LABBB start ED/BD programs with an option for a 45 day placement for students elementary through high school. Since June 1, we have received 5 student referrals for students in middle school and 6 referrals for students in High School who were referred to LABBB for placement in an ED/BD program. Furthermore, a student in one of our current programs required a 45 day placement during November and was placed in a program outside of LABBB.

The board asked the Executive Director to include capital costs and a business plan in moving this project forward. We have three options for buildings that are located in Burlington, Bedford and Waltham.

In your packet is a brochure (Appendix E) for an ED/BD Program with a 45 day assessment option. These are the services we can offer if we started this program and it gives a detailed summary of how this program would operate and function.

Lastly, Appendix D is a business proposal to support moving forward with this program.

### **Collaborative News**

LABBB Held its 3<sup>rd</sup> Annual Craft Fair this year at Lexington High School and we raised over \$4,000 that is designated to go towards our Best Buddies programs. The Lions Club also held their annual coat drive at the fair. The craft fair brings together many people from the LABBB community and we have been getting more requests for vendors who want to participate in this event. The entire gymnasium and main hallway way was filled with vendors and visitors.

LABBB staff Janet Paz, LABBB Work Activities Center Supervisor, Paula Rizzo, LABBB Coordinator, and many other staff members have done a great job in organizing this event. It is a significant amount of work and the Best Buddies programs continue to be a big part of the LABBB community. This fundraising event is just one of the many fund

raisers that are done during the year for Best Buddies and it has been a significant benefit for our students.



## ACTION ITEMS

## EXECUTIVE SESSION

### Union Negotiations

### Adjournment

#### **Appendices:**

- Appendix A – Draft FY 12 Financial Summary
- Appendix B – PPT Highlights of LABBB Audit 2012
- Appendix C – Nursing Data
- Appendix D – ED/BD and 45 Day Proposal
- Appendix E – Bohn Academy Brochure
- Appendix F – ED BD Budget
- Appendix G – ED/BD Out of District Placement Data Grid