



Minutes for December 22, 2022/ Rescheduled 12.15.22

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 –Phone
Mr. John Phelan, Belmont Public Schools-Via Zoom

LABBB Central Office:

Pamela Girouard, Executive Director
Susan Givens, Interim Director of
Finance & Operations Manager
Dianne Busa, Executive Assistant

Guest – Deanne Galdston, Watertown Public Schools
Guest – Ruth Hersh, DESE-Via Zoom
Guest – Paulajo Gaines, DESE – Did not attend
Guest - Daniel Schaffner, Fritz DeGuglielmo LLC

Date: Thursday, *December 22, 2022*

Time: 9:00 AM

Location of Meeting: LABBB Central Office

AGENDA

Dr. Eric Conti called the Board Meeting to order at 9:07 AM.

Public Participation: No Public Participation

Recommended Action Items:

- a.) Mr. Philip Conrad made a motion to approve the meeting minutes of October 13, 2022, seconded by Mr. John Phelan. All in favor 5-0-0.
- b.) Mr. Phil Conrad made a motion to approve / Accept \$2500 Donation from Steve Eastridge for use in LABBB Lexington High Classrooms, seconded by Dr. Liz Homan. All in favor 5-0-0.
- c.) Mr. Phil Conrad made a motion for conditional approval of the draft FY22 Audit as presented by Fritz DeGuglielmo, LLC, seconded by Dr. Julie Hackett. All in favor 5-0-0.
- d.) Mr. Phil Conrad made a motion to approve Capital Funding for Copiers, seconded by Mr. John Phelan. All in favor 5-0-0.
- e.) Mr. Phil Conrad made a motion to approve the first reading of the Policy Revision for Retiree Insurance, seconded by. All in favor 5-0-0.
- f.) Mr. Phil Conrad made a motion to approve /Adopt Mass. General Law to Receive Order & Submit to GIC, seconded by Mr. John Phelan. All in favor 5-0-0.
- g.) Mr. John Phelan made a motion to approve Annual Report FY2022, seconded by Dr. Liz Homan. All in favor 5-0-0.

Discussion Items:

Audit

- Started audit in Mid-October continued through December
- Draft presented
- Significant changes in the Collaborative eg. Executive Director, Finance Manager & Accounting Manager

Dan :

- Attempted to start audit with Joe Adams in July
- Joe Adams was sent list in the summer
- LABBB attempted to piece items together that were missing
- Significant detailed review of cash receipts matching cash deposits
- Issue on some findings of Deficiencies & weaknesses
 - Not unusual when there is a turnover
- In light of the findings, LABBB should research if continued use of QuickBooks as accounting software is feasible; Other Collaborative's use Infinite Visions
 - Infinite Visions has a payroll piece
- No issues with student billing
- LABBB should try to automate some processes to make it easier
- Dan recommends something more robust

Audit Findings

- 1. Accountant and Business Manager Vacancy for Several Months
- 2. Outdated or Undocumented Policies and Procedures
- 3. State Retirement System Software Issue and Non-Payment
- 4. Wire Transfers and Bank Account Reconciliations
- 5. Processes Over the Receipt of Payments and Disbursements
- 6. Employee Time Reporting

Discussion about all findings. As the draft was submitted, the final report is forthcoming.

a.) Annual Report FY2022

b.) Personnel Report – Hiring update on Director of Finance and Operations

- Posted on School Spring & Indeed
- Interviewed 6 Candidates – Called 3 back for 2nd Interviews
- Board recommended an Executive Session to discuss Candidates further

c.) Copiers – Capital Reserve Fund Vs. Lease

- LABBB has previously Leased
- Interest Rate to lease is 15%
- Susan Givens reached out for pricing
- 6 copiers needed
- Less expensive to buy them outright
- Asking the board to approve funds from Capital Reserve Fund
- Replace on a 36 month cycle
- Liz asking if we purchase what is the maintenance fee & supplies cost

d.) Status update on Collaborative Agreement

- Per DESE regulations, Collaborative Agreement needs to be reviewed so Watertown can become part of LABBB
- Anticipates meeting timeline
- Once BOD reviews it goes to DESE/Paula Jo Gaines – Board - School Committee by April
- Watertown will include LABBB in their space; this has positive impact for programming
- Watertown increasing space in the high school

e.) Extended Year Dates – Building use

- CBA Extended Year Date will change EYS dates and has impact on building use in FY24
- As of summer 2024, our programs will be Monday – Friday. Will need to make sure all buildings will be open for LABBB on Fridays

f.) Policy Review – Retiree Insurance

- Looking at Policies & Procedures – Currently out of date
- Last revision 2011
- Sent off to attorney for recommended revisions
- Motion to Adopt MG laws
- To revise the retiree health insurance policy to reflect changes based on the current law and GIC policy
- To approve ^{2nd} Reading in January by the board

Adjournment:

Mr. Phil Conrad made a motion to adjourn the meeting at 10:50 AM, seconded by Dr. Elizabeth Homan. All in favor 5-0-0