

Minutes for December 14, 2023

LABBB Board of Directors:

Dr. Eric Conti, Burlington Public Schools-Absent
Dr. Elizabeth Homan, Arlington Public Schools-
Mr. Cliff Chuang, Bedford Public Schools
Dr. Julie Hackett, Lexington Public Schools
Dr. Jill Geiser, Belmont Public Schools
Dr. Deanne Galdston, Watertown Public Schools

LABBB Central Office:

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

Date: Thursday, December 14, 2023

Time: 9:00 AM

Location of Meeting: LABBB Central Office

AGENDA

Dr. Julie Hackett called the Board Meeting to order at 9:03 AM.

Public Participation: No Public Participation

Recommended Action Items:

- a.) Mr. Cliff Chuang made a motion to approve the Meeting minutes October 12, 2023, seconded by Dr. Jill Geiser. All in favor 3-0.
- b.) Dr. Liz Homan made a motion to approve the cumulative general fund surplus at \$6,951,767. seconded by Dr. Jill Geiser. All in favor 4-0.
- c.) Dr. Liz Homan made a motion to approve moving \$31,927 to the Capital Reserve Fund, seconded by Dr. Jill Geiser. All in favor 4-0.
- d.) Mr. Cliff Chuang made a motion to approve the FY23 Audit. seconded by Dr. Liz Homan. All in favor 4-0.
- e.) Mr. Cliff Chuang made a motion to approve the Uniform Financial Report seconded by Dr. Liz Homan. All in favor 4-0.
- f.) Dr. Jill Geiser made a motion to allow the Executive Director to enter into negotiations for the RFP seconded by Dr. Liz Homan. All in favor 5-0.
- g.) Mr. Cliff Chuang made a motion to approve the Annual Report seconded by Dr. Deanne Galdston. All in favor 5-0.

Discussion Items:

Executive Director Report & Discussion Items

a.) Update Enrollment

- As of 11/1/2023 we had 287 students enrolled
- As of 12/1/2023 we have 292 students enrolled
- Pam is pleased to report that we are seeing an increase in enrollment
- Consistent enrollment Member & Non Member districts and Elementary/Middle School & High School

b.) Review of FY 22-23 Annual Report

- Annual report reflects on the year that was and to look at the progress towards goals.
- Working a lot on infrastructure, tech, network security, financial balances & controls, accounting and happy to report we are making good progress
- Did a Tuition & Cost Comparison with Comparable Programs
- Looking for feedback if we are giving the information needed
- Would like to put more graphic & financials in it instead of narrative

c.) Update on Upcoming dates

- Special Olympics changed to April 26th 2024

d.) Update MOEC Annual Report

- This is information and wanted to make you aware and we have hard copies of this and can scan this to you

Finance & Operations

a.) Presentation of Draft Fiscal Year 2023 Audit and UFR – Daniel Schaffner

- New this year LABBB is required to file a Uniform Financial Report because of the DDS funding for the over 22 program
- Board will have to take 4 Votes as part of the audit
- From the Auditors prospective the audit went really well
- Overall no difficulties in the Audit
- No difficulties with Management
- No significant delays this year
- There is only one finding in the audit report that is a carryover from last year. Last year there were 5 findings.
 - 4 of the 5 have been cleared, no concerns about these this year
 - 1 lingering finding that Bob has addressed and has been taken care of
- New accounting standards this year - Collaborative's are required to follow Gasby96. Which is related to long term IT contracts. For the evaluation of FY23 there were no such contracts to report

b.) Update Transportation Network

- Have a couple of hot spots with transportation
- Bob meeting with one of the Vendors and a representative of the district to address some concerns of both sides
- The program is very large and trying to bring some structure
- Liz asked some of the issues
 - Capacity issue
 - Pandemic impact continues to be felt with staffing(not enough drivers) and vehicle availability

c.) Update on Central Office Request for Proposal (RFP)

- Board approves to start negotiations for RFP: will initiate negotiations for rental agreement

Adjournment: Mr. Cliff Chuang made a motion to adjourn the meeting, seconded by Dr. Liz Homan. All in favor 5-0. No Executive Session