



Minutes for October 12, 2023

LABBB Board of Directors:

Dr. Eric Conti, Burlington Public Schools-Absent
Dr. Elizabeth Homan, Arlington Public Schools-Absent
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, October 12, 2023

Time: 9:00 AM

Location of Meeting: LABBB Central Office

AGENDA

Dr. Julie Hackett called the Board Meeting to order at 9:00 AM.

Public Participation: No Public Participation

Recommended Action Items:

- a.) Mr. Cliff Chuang made a motion to approve the Meeting minutes September 14, 2023, seconded by Dr. Deanne Galdston. All in favor 4-0-0.
- b.) Mr. Cliff Chuang made a motion to approve the Accounting Software School ERP, seconded by Dr. Jill Geiser. All in favor 4-0-0.

Discussion Items:

a.) Program Update

- Audit has started and LABBB hopes to have a presentation for the Board at the November Meeting
- LABBB will be sharing a quarterly report with the Board; Cliff would like documentation to present to the School Committee
- Enrollment data:
 - As of 8/23/23 286 Students Enrolled
 - As of 10/1/23 284 Students Enrolled
 - Between July 2023 – October 2023 Over 28 students have either aged out, graduated or changed placements
 - 131 students are Member Districts = 46%
 - 153 students are Non Member Districts = 54%
- We would like to come back with Actuarial & Projectural and have a running document
- Started out the school year as 97% staffed but that percentage has gone down
 - Referrals are still coming in but still having a hard time accepting students without staff
- Overall pleased with the start of the school year
- Better shape this year with having nursing staff yet still not where it should be as well as Teacher Assistants
- Bob is working toward implementing procedures that will result in a Balance Sheet, Income Statement and Revenue Projection being presented at each board meeting. Additionally, he envisions a point where a Budget v. Actual report and investment report would be presented either at each board meeting or on a quarterly basis.

b.) LABBB Events

- Disney - February 6-10, 2024
- Special Olympics May 10, 2024
 - Looking to look at something different for the younger age students
- Graduation - June 6, 2024

c.) Accounting Software

- Bob has finalized a review of accounting softwares and is recommending LABBB upgrade to School ERP, which was formerly called Infinite Visions. His review had determined that at least 7 other Collaboratives are currently using this platform.
- Bob was successful in submitting an application to Sourcewell to join their cooperative purchasing program, which is the method by which the platform will be procured. LABBB has received a 10% discount from the initial proposal as a result of being a member of the Sourcewell Cooperative Purchasing Program.
- The cost will be approximately \$76,000, which includes the one time fee of reconfiguring our accounting structures and the first year maintenance. The contract is for three years and will cost approximately \$25,000 each year for support, maintenance and updates. Since this has not been budgeted in FY 24 and does qualify as a capital item, the request would be to transfer up to \$80,000 from the Capital Reserve Fund.
- Dede asked Bob if he would be looking for outside support when implementing a new Chart of Accounts.
 - Bob indicated he would ultimately need an outside consultant to review the new Chart of Accounts and has already had an initial conversation with our Auditors to explore the possibility of their participation in the project.

d.) Central Office Lease

- The Central Office lease at Burlington High School Lease ends on July 31, 2024.
- The area currently leased is 2465 square feet and LABBB is currently paying \$30.08 per square foot.
- LABBB has outgrown its current space and there is a need for additional offices, cubicle space, swing work areas for coordinators, a second conference room and adequate storage space for both files and other equipment. Ideally, this would translate into approximately 5,000 square feet.
- Pam and Bob have met with Burlington superintendent and business manager to request additional space and they are currently reviewing the request.
- All of the board members indicated they did not have space in their districts to accommodate LABBB's Central Office.
- Bob indicated there are various commercial properties with administrative office space in Burlington immediately available. The supply would appear to indicate favorable market conditions.
- The board agreed in performing due diligence an RFP would be developed and sent out to determine if the market conditions exist to lease administrative office space from a commercial property in Burlington.
- Before a lease could be signed, the Board would have to vote on final approval.

e.) Transportation Network

- Concerns have been raised by districts especially related to timing of pickups and drop offs
- LABBB has Internal Transportation and Transportation Network
 - Transportation Network comprises Arlington, Burlington, Belmont, Lexington, Watertown, Waltham and Weston. We have 6 member districts, we serve 60 different school symptoms
 - 1. 5 member board, 7 member transportation network
- Transportation companies are having issues finding drivers and they do not have enough vehicles. They are offering benefit packages to entice people.
- Companies are also subcontracting out
- Had a meeting with Van Pool to discuss concerns raised by a member district
- Potential challenges with the Contract; expires in 2025.
- We have an obligation to our students

Adjournment:

Mr. Cliff Chuang made a motion to adjourn the meeting at 9:50 AM, seconded by Dr. Deanne Galdston. All in favor 4-0-0

No Executive Session