



Minutes for September 14, 2023

LABBB Board of Directors:

Dr. Eric Conti, Burlington Public Schools
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, September 14, 2023

Time: 9:00 AM

Location of Meeting: LABBB Central Office

AGENDA

Dr. Eric Conti called the Board Meeting to order at 9:00 AM.

Public Participation: No Public Participation

Recommended Action Items:

- a.) Dr. Liz Homan made a motion to approve the Meeting minutes May 18, 2023, seconded by Dr. Jill Geiser. All in favor 5-0-0.
- b.) Dr. Deanne Galdston made a motion to approve the Meeting minutes August 31, 2023, seconded by Dr. Liz Homan. All in favor 5-0-0.
- c.) Dr. Julie Hackett made a motion to approve the Transfer funds (\$42,000) out of the Capital Reserve Fund to Fund Quiet Room, seconded by Dr. Liz Homan. All in favor 6-0-0.
- d.) Dr. Liz Homan made a motion to approve the Increase in Salary (\$35,000), seconded by Dr. Julie Hackett. All in favor 6-0-0.

Discussion Items:

(285) students were budgeted for FY24, as of 8/22/23 (286) are enrolled

a.) Classrooms and Related Services

- Space at a premium for us
- Building spaces tight
- We have had some unexpected moves which cause a ripple for us

b.) Emergency Plans with Districts

- To match & support district processes & procedures
- Avoid making isolated decisions

c.) School Closures and Snow Days

- Superintendents will touch base in the mornings on the district closings

d.) Use of Buildings for July & August 2024

- Summer Program hours changing
 - 4 & 6 week summer programs
 - Monday – Friday, full days
 - May need to move classrooms
 - Need to work with districts that are closed on Fridays during the summer

e.) School Security

- Which schools have cameras or camera policy
- Who has access to see footage

f.) MOEC Welcome Information Session MASS & MASC

- Pam participating in the “New Executive Director 0-3yrs”

g.) Update/Timeline of Fiscal Year 2023 Audit

- Audit will begin on September 25, 2023
- They will be going through our financial statements, conduct Risk Assessment, testing our processes, our segregation of duties, checks & balances
- They will look at June 30th and before
- OPEB Trust Fund – comprehensive study was done last year. Now we need to roll it forward
- Hope to have a Draft Audit at the Board meeting in November for the Boards review & approval
- Julie mentioned that Susan (Interim) said we should think about changing our auditors every 5 years. Bob does not think its bad practice to have the same one but we can reflect on it. There are school finances, Collaborative finances that are a little different from Private sector finance.
- Our firm audits 9 Collaborative’s, they are quite familiar with this work.

h.) Accounting Software

- We are currently using QuickBooks which has its limitations
 - Financial reports that are difficult to use
 - Not a clear audit trail at times
 - Doesn’t fully support our payroll parts
 - Very difficult to post on QuickBooks
 - Chart of accounts not where it should be
 - In order to fix it we need to measure it
- Ask around to peers
 - Infinite Visions – Which has rebranded to School ERP, Tyler Tech supports it
 - Will be visiting another Collaborative who is currently using this

- We need to do our due diligence
- 3 yr. Contract, Costly
- Will have the Board approve once we have more information
- We currently work with Harpers
 - We submit payroll to Harpers, Harpers runs it and sends us a file that is massive, in order to get the data into a format that our payroll clerk can post it she has to put it in an excel spreadsheet and the fear of this is it could crash. A journal entry is required that has about 144 lines.

i.) Central Office/Administrative Assistant Realignment

- Need cross training & Back up support in many areas
- In the budget we have a Special Projects position that hasn't been filled at this point as a .5 would like it to be 1.0
 - Would do a collection of things
 1. Accounting Software
 2. Back up to Payroll
- Assistant position going from a .6 to a 1.0

j.) Arlington High School Building Project – Capital Request

- Arlington High is starting to work on Phase 3
- LABBB would like to add a Break Room – Not originally planned
- Project is tight on budget
- LABBB requesting \$42,000 out of the Capital Reserve Fund for this space

Adjournment:

Dr. Liz Homan made a motion to adjourn the meeting at 10:30 AM, seconded by Dr. Julie Hackett. All in favor 6-0-0

No Executive Session