



Meeting Minutes: March 1, 2018

In attendance:

LABBB Board of Directors:

Mr. John Phelan, Belmont Public Schools
Dr. Kathy Bodie, Arlington Public Schools
Mr. Jonathan Sills, Bedford Public Schools
Mr. Ian Dailey, Lexington Public Schools
Dr. Eric Conti, Burlington Public Schools

LABBB Central Office:

Patric Barbieri, Executive Director
Gerry Mazor, Director of Special Projects
Matt Cameron, Financial Administrator

Mr. Eric Conti called the Board Meeting to order at 9:11AM.

No public participation

Action Items:

1. Approval of 12.14.17 Meeting Minutes
 - a. Motion made by Dr. Kathleen Bodie
 - b. Seconded by Mr. John Phelan
 - c. All accepted (3-0-2)
 - d. Mr. Ian Dailey and Dr. Eric Conti abstained as they were not present for the March 1 Board meeting.

2. Approval of Renovation and Upgrade Policy
 - a. Motion made by Mr. Jonathan Sills
 - b. Seconded by Dr. Kathleen Bodie
 - c. All accepted (5-0-0)

Discussion Items:

1. DESE Surplus Plan Update

- We received information from DESE re: our usage of credits following our last meeting
 - Remaining FY16 credits must be spent during FY18 on FY18 tuition
 - FY17 credits awarded in December 2017 must be spent during FY18 or FY19
- Mr. Ian Dailey asked if December is the regular time period for awarding the member credits is December
 - Patric Barbieri and Gerry Mazor assured him that we can provide estimates on the anticipated member credits, but the final figure wouldn't be known until December after the annual audit is completed.
- Authorization for Use of LABBB Credit Distribution
 - Current process for using member credits requires a form which is not currently documented; however, we plan on drafting a policy to formalize.

- Kathy Bodie asked how the member credits being used in the first semester would result in any cash flow issue if the member credits are “real cash.”

2. LABBB Capital Improvement Request Form

- Only LABBB board members can submit a request for capital improvement funding which would then be brought in front of the entire LABBB Board (and member district school committees, if necessary).
- Mr. John Phelan mentioned some project descriptions can be rather lengthy so the form submitted can state “see attached proposal.”
- Eric Conti proposed a scenario where LABBB could fund capital improvements; the home district can state they need the space after capital improvements which is the root of the Member Agreement Plan for Capital Improvements.
- Decision to make the form a procedure, not a policy, to allow for the ability to revise the form as projects arise and the information needs evolve.
- Proposal to consider for the future would be to issue a \$100K release from Capital Reserve to allow for investment in the expansion projects at each district.

3. Member Agreement Plan for Capital Improvements

- Mr. Jonathan Sills stated he appreciates this formalization and the ten-year period.
- Eric Conti asked if LABBB would be able to utilize MSBA funding for improvements.
 - Patric Barbieri believes LABBB is not currently eligible for MSBA funding; however, we will look into this as an option.

4. New Business

- EDCO Space
 - Eric Conti asked if LABBB were to be responsible for the rent for the remaining year of the space rental agreement
 - Patric Barbieri stated it was LABBB’s understanding that EDCO would be moving offices from other locations into the LABBB space once LABBB moves so the assumption is that LABBB wouldn’t be responsible for FY19 rent expense.
- Special Education Transportation RFQ
 - The process was very positive and resulted in the cost during FY19, FY20 & FY21 being lower than the FY18 cost.
 - Gerry Mazor provided an overview of the RFQ process.
 - Dr. Kathleen Bodie asked how we know the awarded vendors are reliable to which Gerry Mazor and Ian Dailey stated the references performed for other collaboratives and received glowing responses.
 - Mr. John Phelan asked if we are worried about questions on the bid process which Gerry Mazor highlighted special education transportation is exempt from OIG bidding law and this was mentioned multiple times in the RFQ forms.

5. Motion to Adjourn (10:55am)

- Motion made by Dr. Kathleen Bodie
- Seconded by John Phelan
- All accepted – (5-0-0)

