



## **BOARD OF DIRECTORS MEETING**

**Date:** Thursday, December 16, 2021  
**Time:** 9:00 a.m.

**Meeting Location:** LABBB Administrative Offices  
123 Cambridge Street  
Burlington, Massachusetts 01803

### **Meeting Agenda**

- Call to Order
- Public Participation
- Recommended Action Items
  - a. Meeting Minutes. To approve the meeting minutes of October 7, 2021. (Attachment – Minutes for October 7, 2022)
  - b. FY2021 Audit. To accept the FY2021 independent financial audit as presented by Fritz and Deguglielmo. (Attachments – FY2021 Audit Board Acceptance, FY 2021 Audit Management Representation, FY2021 Audit Management Letter DRAFT, and FY2021 Audit Financials DRAFT))
  - c. Cumulative Surplus. To approve the FY2021 cumulative surplus and distribution of \$458,453 of excess surplus to the Capital Surplus Fund.
  - d. Annual Report. To approve the FY2021 Annual Report. (Attachment – Annual Report 2020-2021)
  - e. Executive Director Job Description. To approve the revised job description for the Executive Director position. (Attachment – Executive Director Job Description FINAL DRAFT)
  - f. Van Purchase. To authorize the use of Capital Surplus Funds for the purchase of 28 vans in an amount not to exceed \$1.45m. (Attachments – National Van Builders Sales Order for \$1,363,989.63, the Amended FY2022 Budget, and CAPR Funds Request Van Purchase)
- Discussion Items
  - a. Current Enrollments
  - b. Collective Bargaining
  - c. Executive Director Search (Update)
  - d. Capital Planning

e. Dates to Remember

- Transition Fair - Thursday, April 28, 2022 (6:30 to 8:30 p.m.) at the Scottish Rite Masonic Museum (Lexington)
- Graduation – Thursday, June 9, 2022 (Time yet to be determined) at the Scottish Rite Masonic Museum (Lexington)

- Adjournment

