



LABBB

Collaborative Programs

Minutes for March 7, 2024

LABBB Board of Directors:

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

LABBB Central Office:

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

Date: Thursday, March 7, 2024

Time: 9:00 AM

Location of Meeting: LABBB Central Office/Zoom

AGENDA

Dr. Eric Conti 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 January 11, 2024, seconded by Dr. Jill Geiser. All in favor 4-0.
- b.) Mr. Cliff Chuang made a motion to approve the Meeting minutes January 31, 2024, seconded by Dr. Jill Geiser. All in favor 4-0.
- c.) Dr. Jill Geiser made a motion to approve January/February Bills & Payrolls for the amount of \$5,812,335.99, seconded by Mr. Cliff Chuang. All in favor 4-0
- d.) Mr. Cliff Chuang made a motion for the Approval of Vision Insurance, seconded by Dr. Jill Geiser. All in favor 4-0
- e.) Dr. Jill Geiser made a motion to approve up to \$100,000.00 to be spent from the Capital Reserve Fund, seconded by Mr. Cliff Chuang. All in favor 4-0

Discussion Items:

- a.) Quarterly Report
 - Data given for informational purposes – No motion needed
- b.) Financial Statements
 - Mr. Alconada reviewed the Balance Sheet and Profit and Loss Statement through February 29, 2024. LABBB continues to enjoy a positive net income position.
- c.) Balances of Capital Reserve Fund & OPEB Trust Fund
 - Mr. Alconada reviewed the balances of both the Capital Reserve Fund and OPEB Trust Fund. He pointed out that the balances of both funds have increased since the beginning of the fiscal year due to interest income.
- d.) Warrants – January & February
 - Warrants for Bills and Payrolls in the amount of \$5,812,335.99 were presented for January and February 2024.
- e.) Vision Insurance – Looking to add to our Employee Benefits
 - Mr. Alconada informed the Board of Directors that LABBB's new health/dental/disability/life insurance broker, Borislow Insurance, had been successful in increasing the maximum dental coverage per year by \$500 to \$1,500. This will become effective on July 1, 2024 and there will be no additional premium costs for the employee or LABBB.
 - Mr. Alconada also reported that he had asked the broker to investigate the possibility of adding vision insurance to the employee benefits package. Borislow had acquired a proposal from Vision Services Plan (VSP) to provide such a benefit, which would be 100% employee funded with a 4 year rate hold. He noted that at least 10 employees would need to enroll for the plan to be offered effective July 1st.
- f.) Central Office Lease
 - Mr. Alconada updated the Board of Directors that the property owner at 70 Blanchard Rd., Burlington had counter-signed the Lease and other relevant documents and LABBB's attorney, Richard Murphy, Esq., had filed the Lease at the Middlesex County Registry of Deeds. Mr. Alconada also noted that a Move Committee had been appointed to assist in the logistics of moving the Central Office. Mr. Alconada did not have a specific date for the move, but indicated the Lease allows for LABBB to move into the new property no earlier than the last week of June.
- g.) Capital Reserve Withdrawal
 - Mr. Alconada requested the Board of Directors to consider spending up to \$100,000 from the Capital Reserve Fund for the purchase of a network infrastructure, telephone system, furniture and other equipment for the new Central Office. for network infrastructure. Dr. Gladstone indicated that Watertown Public Schools had surplus furniture and invited LABBB staff to visit to determine if any of the furniture would be appropriate for the new office.

Adjournment: Dr. Deanne Galdston made a motion to adjourn the meeting, seconded by Mr. Cliff Chuang at 9:21 am. All in favor 4-0.

No Executive Session