



Meeting Minutes: April 25, 2019

In attendance:

LABBB Board of Directors:

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

LABBB Central Office:

Patric Barbieri, Executive Director
Matt Cameron, Financial Administrator
Joseph Adams, Accounting Manager

Dr. Eric Conti called the Board Meeting to order at **9:06AM**.

No public participation

Action Items:

Item #1: Approval of March 7, 2019 meeting minutes.

*Motion made by **Mr. Jon Sills**, Seconded by **Dr. Kathy Bodie**. All in favor **3-0-1**.*

Item #2: Approval of increase in Capital Reserve to \$2.6M.

*Motion made by **Mr. John Phelan**, Seconded by **Mr. Jon Sills**. All in favor **4-0-0**.*

Item #3: Approval of FY20 Budget of \$25,839,168

*Motion made by **Dr. Kathy Bodie**, Seconded by **Mr. John Phelan**. All in favor **4-0-0**.*

Item #4: Approval of FY20 Tuitions (.65% for all programs; 2.00%)

*Motion made by **Mr. Jonathan Sills**, Seconded by **Dr. Kathy Bodie**. All in favor **4-0-0**.*

Discussion Items:

- FY20 Budget & Tuitions
 - Enhancement to better analyze & evaluation information year-over-year
 - Overall 3.2% overall salary increases based on COLA, step increases & lane changes
 - Competitive review of all benefit options (health, dental, life, disability)
 - Look into catastrophic insurance to be operated in tandem.
 - External transportation – 1% increase in cost plus 2% increase in potential ridership
 - Internal transportation – leasing van, considering buying new vans on a phased schedule over the next 3 years
 - Consider floating substitutes/per diem nurses to be shared across LABBB districts.

- Budget Highlights
 - **FY20 budget projects an overall 1.8% increase in our operating expenses from FY19 budget**
 - **FY19: \$25,384,024**
 - **FY20: \$25,839,168**
 - **“Industry” column changed to “Student Wages” (Not included in Tuitions)**
 - *No other change to this column besides the name (only used to pay our students working at our vocational training sites)*
 - **Staffing Changes**

- **FY19:** 233.6 FTE
 - **FY20:** 228.4 FTE
- **Salary Scale Changes**
 - Unit B (Paraprofessionals) new hires will receive credit for prior experience (up to a Step 3) which we project increased FY20 salaries by about \$40K
 - Unit B Step 9 was removed from the salary scale with a larger increase between Step 7 and Step 8, estimated to increase FY20 salaries by \$30K
- **2% COLA Increases** for Unit A (Professionals) and Unit B (Paraprofessionals) as well as non-collective bargaining staff
 - **Step Increases** are projected to increase salaries in FY20 by \$170K
- **Staff Lane Changes for FY20 added \$8.6K to the FY20 salaries budget**
- **Health insurance:** We have **172** active employees enrolled in GIC. Using actual costs, we are projecting health insurance to increase **5.8%** (+3.3% by incorporating higher FY20 GIC premiums and +2.8% increase in enrollments).
 - 89 families plans
 - 83 individuals plans
- **Retiree Health Insurance:** We are contributing towards the premiums for **33** retirees (including spouses) and reimbursing Burlington for **8** retirees who were grandfathered. These costs are included in our budget.
 - **FY18:** 201,895 = \$178,857 + \$23,038 (8 Burlington retirees)
 - **FY19:** \$230,902 = \$206,712 + \$24,190
 - **FY20:** \$237,940 = \$209,540 + \$28,400
- **Worker's Compensation** is projected to go down modestly in FY20 as our most recent MOD rating was much improved and we are hoping to go to market for a competitive bid.
 - FY17: \$185,470
 - FY18: \$196,496
 - FY19: \$193,072
 - FY20: \$182,439
- **FY20 Facilities Rent** expected to remain stable in FY20 with annual rent contracts including the Central Office space (\$67K), Medford (\$115K), the Woodland House (\$18K), and misc space rental for our programs and event (\$25K)
- **Substitutes & Program Consultants** remain a challenge as we continue to have elevated needs for quality substitutes and nurses on an ongoing basis
 - **Substitutes** line item has been increased \$70K
 - **Nursing & Misc Services** was increased by \$30K
- **External Transportation (Lexington, Arlington, Burlington, Belmont, Waltham, Watertown, Weston)**
 - Students transported to your in-district programs and out-of-district placements by vendors and coordinated by LABBB's Transportation Coordinator.
 - FY20 we anticipate the External Transportation budget to increase 3% due to a contracted vendor increase of 1% and expected 2% increase in ridership
 - **FY17:** \$6,042,772
 - **FY18:** \$6,565,013
 - **FY19:** \$6,724,192
 - **FY20:** \$6,905,738
- **Internal LABBB Transportation (Students enrolled in LABBB and transported to a LABBB program, on a LABBB leased vehicle, by a LABBB staff person)**
 - Total expense associated with Internal Transportation is projected to be **\$719K** in FY20
 - Collaborative member assessment will be allocated using student ridership percentages as of November
 - **FY18:** \$312,000
 - **FY19:** \$278,139



- **FY20: \$318,000**
- **Projecting 306 Students**
 - *Enrollment projections are based on prior year enrollment and are calculated at 96% of our total enrollment 306 students.*
- **FY20 Tuition Increase**
 - *0.65% increase (274 students)*
 - *2.0% increase for Fox Hill (20 students)*
 - **0.80% aggregate increase across all programs (total 294 students)**
- **Minuteman Tech Update**
 - Considering all options for facilities for the Minuteman program for 2019 – 2020.
- **Member Credits & DESE Financial Audit**
 - Good discussion for our interim financial audit – no findings

Executive Session

Adjournment:

- **Dr. Kathy Bodie** made a motion to adjourn the meeting at **10:50am**, seconded by **Mr. John Phelan**, all in favor **4-0**.

