



Minutes for April 16, 2026

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, April 16, 2026

Time: 9:00 AM

Location of Meeting: LABBB Central Office

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 April 16, 2026, seconded by Dr. Julie Hackett. All in favor 4-0-0.
- b.) Mr. Cliff Chuang made a motion to accept a donation from Mr. Stephen Eastridge in the amount of \$2000.00, seconded by Dr. Elizabeth Homan. All in favor 4-0-0.
- c.) Mr. Cliff Chuang made a motion to approve the Bills & Payrolls in the amount of \$9,269,402.67 for the months of January, February & March 2026, seconded by Dr. Elizabeth Homan. All in favor 4-0-0.

Discussion Items:

IV. Executive Director Report & Discussion Items

- 2025-2026 Quarterly Report 3
 - As of March 31, 2026 we have 284 students enrolled
 - We are getting a number of referrals, however we also have students aging out
- DESE Financial Review
 - CBIZ completed the review on February 3, 2026. Report results are pending.

V. Finance & Operations

a.) Balance Sheet & Income Statement Discussion

- Significant progress has been made in creating a new Balance Sheet and Income Statement aligned with the new Chart of Accounts that were developed as a result of the new accounting software.

b.) Balances of Capital Reserve Fund & OPEB Trust Fund

- Mr. Alconada reviewed the balances of both the Capital Reserve Fund and OPEB Trust Fund. He indicated that both account balances are in good standing. Mr. Alconada reminded the Board that several items on the Capital Plan would be acquired in the near future and that the balance of the OPEB Fund would be impacted by the volatility of the market due to geopolitical events in the Middle East.

c.) Warrants

- Warrants for Bills and Payrolls in the amount of \$9,269,402.67 were presented for January, February and March 2026.

d.) DESE Financial Review

- Mr. Alconada noted LABBB has completed the DESE Financial Review in February. DESE contracted with CBIZ to perform this review, which occurs every 7 years. Each Collaborative across the state will have a review by the end of next year.
- Mr. Alconada and the Business Office staff worked diligently to upload all of the requested documents prior to the auditors on-site field work. Based on meetings Ms. Girouard and Mr Alconada had with the auditors, it appears everything appears to be in order and we are awaiting a draft report.

e.) Draft Fiscal Year 2027 Budget

- Mr. Alconada presented the 1st iteration of the FY27 Budget.
- Mr. Alconada discussed the timeline and process applied to constructing the budget, which was similar to the last couple of years.
 - The Program Coordinators, Department Heads, Information Technology, Transportation and Referral Coordinator were sent Budget Packets in late 2025 and budget meetings began in January
 - The Budget Processes implemented over the last 3 years have created a better understanding for the Collaborative leaders.
- Budget Highlights
 - Budget was prepared with a 4.5% increase to member & non member tuition rates, 1:1 support personnel and LSEP Programs and based on 269 students
 - Revenue from all sources will increase by 7% to \$38.125 MM
 - a. Increase is driven by Transportation revenue, per expectation from the recent bid
 - b. Tuition revenue will increase by 3.25%
 - c. 1:1 Support Personnel revenue had increased by more than 20% due to the need for 6 additional one to one aides

- d. Revenue from LSEP and Recreation reflect upon more advanced project and programmatic shifts, respectively
 - e. DDS Revenue (GO Program) will increase by 5%
- Expenditures
 - a. Expenditures, including overhead costs are projected to increase by 6.7% to \$37.760MM
 - b. Salaries will increase by approximately 2%
 - c. Employer health insurance premiums are projected to increase by 5%
 - d. Transportation External Contract will increase by \$1.5MM based on bid expectations
- Enrollment
 - a. Total enrollment projected to decrease from 270-269
 - b. There are a number of referrals in the pipeline. This could result in higher numbers to be presented at the next board meeting
- Other Budget Highlights
 - a. IT has developed a Device Repair and Replacement Plan
 - b. Staffing will actually decrease by 1.2 FTE
- The Board appreciated the presentation of the budget and asked Ms. Girouard and Mr. Alcoanda to review the planned tuition increase. The Board will review the budget again at the May meeting.

Adjournment: Mr. Cliff Chuang made a motion to adjourn the meeting, seconded by Dr. Elizabeth Homan at 10:30 am. All in favor 4-0-0.