



Minutes for October 16, 2025

LABBB Board of Directors:

Dr. Eric Conti, Burlington Public Schools
Dr. Elizabeth Homan, Arlington Public Schools
Mr. Cliff Chuang, Bedford Public School
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, October 16, 2025

Time: 9:00 AM

Location of Meeting: LABBB Central Office

AGENDA

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

Public Participation: No Public Participation

Recommended Action Items:

- a.)* Mr. Cliff Chuang made a motion to approve the Meeting Minutes September 11, 2025, seconded by Dr. Julie Hackett. All in favor 6-0-0.
- b.)* Dr. Julie Hackett made a motion to approve the Bills & Payrolls in the amount of \$3,176,432.29 for the month of September 2025, seconded by Dr. Elizabeth Homan. All in favor 6-0-0.
- c.)* Dr. Julie Hackett made a motion to accept the Treasurer Performance Evaluation, seconded by Dr. Elizabeth Homan. All in favor 6-0-0.
- d.)* Dr. Julie Hackett made a motion to proceed and explore the Blanchard Road expansion to discuss with the landlord, seconded by Dr. Deanne Galdston. All in favor 6-0-0.
- e.)* Dr. Elizabeth Homan made a motion to authorize & commit up to \$200,000 from Capital Reserve for the construction and enhancement of the expanded space, seconded by Mr. Cliff Chuang. All in favor 6-0-0.

Discussion Items:

IV. Executive Director Report & Discussion Items

- 2025-2026 Quarterly Report
 - As of September 30, 2025 we have 289 students enrolled, budget was based for 270
 - Implemented School ERP
 - Annual independent Audit of the fiscal year ending in June 2025 commence in September and is expected that the Board of Directors will be presented with a draft in November
 - Staffing update – still have open positions. We are in a better position than we have been in the past
 - In the process of hopefully finalizing a Nurse Lead Candidate
 - Update on DESE/MOEC – We should be wrapping up our ELL Tiered Focus Monitoring review. Next week we have our full program coordinated review.
 - We have had some great meetings at the Special Education Administrators Advisory meetings. We have been discussing the new time out regulations and competency determinations.
 - LABBB has hired a Teacher of the Visually Impaired
 - LABBB has hired a GO Program Manager to facilitate improved capacity to support adults with disabilities
 - LABBB continues to host and facilitate Job Alikes for our member districts
 - LABBB at Watertown High School has launched: 4 students currently enrolled
 - All LABBB staff have been Safety Care trained for de-escalation and restraint
 - Readtopia curriculum has been rolled out at several of our programs
 - Eighteen BenQ Boards were installed across our classrooms

V. Finance & Operations

a.) Financial Statements

- School ERP has been implemented. Our balance sheet and profit and loss will be part of the 2.0. Until the audit is done we won't be able to get these. We can assure you that we are in good shape.

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

- Mr. Alconada reviewed the balances of both the Capital Reserve Fund and OPEB Trust Fund. Our Capital Reserve/Trust Funds have just tipped \$3.8 million. There is enough to meet our Capital Planning for the next 3 years. OPEB as of August 31st is just over \$8.9 million. The actuary report that you will be seeing next month has been completed and will be part of the acceptance of the audit. Good news, our liability has reduced from 49-51%. We had some good earnings there.

c.) Warrants

- Warrants for Bills and Payrolls in the amount of \$3,176,432.29 were presented for September 2025.

d.) Treasurer Evaluation

- Each year the Treasurer must be evaluated by the Board of Directors. The Executive Director has employed a performance tool to evaluate Ms. Donna Leigh and she has scored exemplary across all of the criteria for Fiscal Year 2025.

e.) Blanchard Road Suite Expansion

- LABBB has an opportunity to expand its footprint at 70 Blanchard Road by taking on additional amount of available square footage.
- The Board has voted to explore the expansion and to discuss it with the landlord

Executive Session 9:45-10:05am

Mr. Cliff Chuang made a motion to go into Executive Session, seconded by Dr. Julie Hackett at 9:30am. All in favor 6-0-0.

Mr. Cliff Chuang made a motion to end Executive Session, seconded by Dr. Elizabeth Homan at 10:05 am. All in favor 6-0-0.

Adjournment: Mr. Cliff Chuang made a motion to adjourn the meeting, seconded by Dr. Julie Hackett at 10:06 am. All in favor 6-0-0.