



Minutes for September 11, 2025

LABBB Board of Directors:

Dr. Eric Conti, Burlington Public Schools – In Person
Dr. Elizabeth Homan, Arlington Public Schools-In Person

Mr. Cliff Chuang, Bedford Public Schools –In Person 9:20am
Dr. Julie Hackett, Lexington Public Schools -In Person
Dr. Jill Geiser, Belmont Public Schools - In Person
Dr. Deanne Galdston, Watertown Public Schools –In Person

LABBB Central Office:

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

Date: Thursday, September 11, 2025

Time: 9:00 AM

Location of Meeting: LABBB Central Office

AGENDA

Dr. Eric Conti called the Board Meeting to order at 9:13 AM.

Public Participation: No Public Participation

Recommended Action Items:

- a.) Dr. Elizabeth Homan made a motion to approve the Meeting Minutes May 8, 2025, seconded by Dr. Deanne Galdston. All in favor 5-0.
- b.) Dr. Jill Geiser made a motion to approve the Meeting Minutes July 15, 2025, seconded by Dr. Deanne Galdston. All in favor 5-0-0.
- c.) Dr. Julie Hackett made a motion to approve the 2025-2026 Board of Directors meetings schedule, seconded by Dr. Elizabeth Homan. All in favor 5-0-0.
- d.) Dr. Julie Hackett made a motion to approve the Bills & Payrolls in the amount of \$13,690,207.47 for the months of May - August 2025, seconded by Dr. Elizabeth Homan. All in favor 5-0-0.

Discussion Items:

IV. Executive Director Report & Discussion Items

- 2025-2026 Opening Update
 - All went well
 - Installed BenQ Boards in various classrooms(feedback very positive)
 - Implemented School ERP
 - Contracted Interim Nurse Leader Part time
- Schedule for 2025-2026 Board Meeting Schedule
 - Reviewed and approved
- LABBB Schedule of Events 2025-2026
 - Reviewed upcoming events for the school year
 - Changing a few events, will not be going to Disney this year
 - Added a few overnight trips

V. Finance & Operations

a.) Financial Statements

- Mr. Alconada presented the Balance Sheet and Profit & Loss noting that both statements were through June 30, 2025. Since LABBB transitioned to a new accounting platform at the beginning of the fiscal year, new financial statements are currently being developed to incorporate the new chart of accounts and cost centers. Mr. Alconada indicated that LABBB was in a positive financial position through June 30, 2025, however, he expected the margin to tighten once the accrued expenses and payroll were factored in during the audit.

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

- Mr. Alconada reviewed the balances of both the Capital Reserve Fund and OPEB Trust Fund, through the end of the fiscal year and the initial months of the new fiscal year. The balances in each fund have increased primarily through favorable interest rates and market conditions. Mr. Alconada indicated that LABBB is well positioned to achieve its planned capital expenditures over the next three years and the retiree health insurance liability continues to decrease.

c.) Warrants

- Warrants for Bills and Payrolls in the amount of \$13,690,207.47 were presented for May-August 2025.

d.) Update on FY25 Audit

- The auditors are expected to begin their field work on September 22, 2025. Mr. Alconada indicated that there would be post audit responsibilities through early October and his goal was for the draft audit to be ready for the board to address at its November meeting.

e.) Update on School ERP Accounting Software Launch

- Mr. Alconada provided an update to the Board regarding LABBB's successful transition and implementation to its new accounting software - School ERP. He noted that his team had been working for six months building structures, along with Tyler Technologies, around the product to conform to LABBB's current and recently modified business processes and operations. Mr. Alconada also made note of a new chart of accounts that will allow LABBB to better identify spending rates and trends and use this information to strengthen its budget priorities. The new system also streamlines numerous operations both for the Business Office and LABBB staff requisitioning purchases.

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.