

**Greater Lawrence Educational Collaborative
BOARD OF DIRECTORS MEETING**

**Wednesday, May 9, 2012 – 8:30 a.m. – 12:00 p.m.
480 Broadway
Methuen, MA 01844
A G E N D A**

The matters listed below are those reasonably anticipated by the Chair that may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

1. Call to Order
- A. Introductions
2. Pledge of Allegiance
3. Attendance
4. Welcome and Public Participation
5. Approval of Minutes - April 11, 2012
6. Board Information
 - A. Sub-Committees Reports
 - (1) Finance
 - (2) Personnel
 - (3) Facilities
7. Interim Executive Director Report
 - A. Auditing Firms – Recommendation and Vote
 - Sonia Stingo, Livingston & Haynes, PC
 - Steve DeGuglielmo, Fritz DeGuglielmo, LLC
 - B. OIG Report and Actions
 - (1) Draft Corrective Action Plan
 - C. Food Service Information – Seeking Proposals
 - D. Space/Leases/Agreement
 - E. Knights of Columbus Renewal or Discontinuation of Agreement
- 8.

Finance Report – Jane Linzi/Anne Booth

- A. Updates
 - a. Billing and Payment Schedule
 - b. Bank Statement
 - c. Aging Report
 - d. Cash Receipt Chart
 - e. Sample Template Budgets
 - B. Toscano & Ardito
 - a. Reconstruction FY10 Report
 - C. Line of Credit Status
9. Personnel
- A. Hiring Report – Vote
 - B. Treasurer Position
 - a. Job Description and Posting
 - C. Draft Financial Consultant Job Description
 - D. Retiree Health
 - a. Discussion of Actuarial Study
 - b. Contribution Rate for FY13
 - E. Proposed Staffing Pattern – Central Office
10. Program Information
- A. Lifeways, SCALE
 - B. CAS/Essex/Coastal – Coastal Lease/Salisbury Update
 - C. EPIC – Space Needs due to Changing Enrollment and Loss of Space
 - D. Support Services – Andover Contract Termination
 - E. MEP – AppleSeed Spring Publication
 - F. Professional Development – May 16th Staff Program Agenda
 - G. Technology – Subcommittee Report, Five-Year Plan, CELT Update
 - H. Visions – OSD Sanctions – June 16th Deadline - Update
11. MOEC/DESE/State
12. Facilities
13. Executive Session
14. Other Business and Adjournment
15. Next meeting June 13, 2012 – 8:30AM