

**MINUTES
Business Leaders Meeting
October 8, 2009
The Education Cooperative
1112 High Street
Dedham, MA 02027**

In attendance: Bev Beno (Charms), Deb Brown (TEC), Jim Brown (Cape Cod), Mike Ciesla (HEC), Anne Curry (SEEM), Karen Erickson (BICO), Mike Laliberte (North River), John Love (SWCEC), Elaine McCormack (Northshore), Mike Musto (GLEC), Jill Poirier (Pilgrim), Donna Richards (READS), Karen Sheridan (BICO), Steve Theall (MOEC)

I. Fiscal Limitations and Financial Austerity: How are the Collaboratives doing?

The agenda included considerable discussion around Collaborative fiscal pressures and ways to anticipate enrollment fluctuations. Various budget approaches were shared and cost-cutting procedures identified.

II. Bad checks, collections, and other messy issues

Another discussion ensued about Collaborative policies and procedures for delinquent bill payers. It was agreed that the most sensitive issues centered around staff who participate in professional development programs and never pay. It was agreed that specific policies regarding tuition payments need to be developed and promulgated to registrants at the time of enrollment.

III. Collaborative Savings and Efficiencies for Districts: What data do we need to tell our story?

The agenda also focused on data collection and what data is necessary to articulate the Collaborative story of cost savings and efficiencies. We agreed that the following data would be helpful to collect and share:

1. Total Collaborative budget
2. Number of staff employed on a full-time-equivalent basis
3. Allocation of services as a percent of total budget
4. Comparative data demonstrating cost-effectiveness of programs to member districts
5. Medicaid reimbursement dollars recouped during a fiscal year, where applicable
6. E-rate dollars recouped during a fiscal year, where applicable

IV. Ethics Law and 93H

The agenda also provided opportunities to share information about the Ethics Law which was recently enacted. According to an opinion provided by the Attorney General's office, Collaboratives must comply with this new requirement.

We also became aware of a new requirement – 93H --that requires greater protection around identity theft and data security.

The meeting adjourned at 11:30 a.m.

Next meeting: March 11, 2010
The Education Cooperative
9:30 a.m.

Respectfully submitted by Caroline Sabin