



Assabet Valley Collaborative Board of Directors Meeting

October 23, 2020 -- 9:00-10:00 a.m.

Virtually via teleconference

MINUTES

Present: 9:04 - Marco Rodrigues, Michael Bergeron, Joseph Sawyer, Brian Haas, Gregory Myers, James Cummings; 9:15 - Brook Clenchy, Ernie Houle, Casey Handfield; **Also Present:** Cathy Cummins, Mark Graziano, Ruth Hersch (DESE); **Not Present:** Amber Bock, Jeffrey Zanghi, Gregory Martineau

CALL TO ORDER

After a Roll Call (Marco Rodrigues, Michael Bergeron, Joseph Sawyer, Brian Haas, Gregory Myers, James Cummings) the meeting was called to order by Chair James Cummings at 9:04 a.m.

APPROVAL OF MINUTES

Michael Bergeron made a motion to approve the minutes of September 25, 2020 and October 1, 2020. Marco Rodrigues seconded the motion. A roll call vote was collected: Marco Rodrigues, Michael Bergeron, Joseph Sawyer, Brian Haas, Gregory Myers, James Cummings voted unanimously (6-0) to approve the minutes of September 25, 2020 and October 1, 2020.

EXECUTIVE DIRECTOR'S REPORT

Cathy Cummins updated the Board of Directors about AVC's learning models. REACH and Evolution have transitioned to in-person 4 days per week with remote learning on Wednesdays. OSA is currently still implementing their cohort hybrid model of 2 days per week in-person and 3 days per week remote. OSA is working to implement more fully in-person models, however staffing is the primary barrier. Several positions are currently posted and applications have been limited.

Kiesha Lamb provided an update on AVC's participation in DESE's Influence 100 fellowship program. She thanked the Board for supporting AVC's participation in this superintendent pipeline program for leaders of color. Fellows Stella Ukairo, Ina Williams and Kiesha Lamb have been working together before, during and after each session to ensure that AVC's fellows are grounded in AVC-context toward equity and shared leadership and connections to the larger cohort. AVC's fellows are working to build capacity and confidence to engage as leaders at AVC and in the field and how to apply the "leading up" within AVC so that their work in the fellowship contributes to AVC's redesign for equity.

Cathy Cummins provided an update on the shared leadership pilot the Board approved at the June 2020 meeting. She described that the leadership team is currently addressing inner-accountability through intersecting equity-based learning plans and the educator evaluation system. She acknowledged that they were behind in timelines for the evaluations of the Executive Director and Administrators and working on a process to catch up and calibrate. She will have an update at the next Board meeting.

Dr. Cummins provided an update on the EdTech Director search. She reported that AVC had received over 20 applications and so far had invited 8 candidates to interview for the position. She stated that AVC will continue

to extend the posting and expand the network to increase likelihood of hiring a candidate with a strong equity profile.

Interim Business Manager's Report

Mark Graziano

Mark Graziano presented the FY21 Budget Update. He noted changes since the last meeting related to the continued vacancy in Ed Tech, forecast for enrollment - 3 students lower in REACH, 2 students up in OSA, and 5 students lower in Evolution. He noted that some referrals are pending in REACH and Evolution. Staffing shortages have resulted in administrators covering direct services and have prevented a more fully in-person learning model. AVC has posted for long-term subs and how those positions get filled will further refine the projections in the future. Mr. Graziano noted that the original FY21 budget passed by the Board in June 2020 included a \$600,000 surplus; with revenue losses associated with declining enrollment and transportation are now showing a projected deficit of \$726,000. Michael Bergeron requested a report of budgeted versus actual staff FTES for the next Board meeting.

Mr. Graziano updated the Board on the impact of the current FY21 projections on the cumulative fund balance. He noted that the fund balance had reached \$3.5 million. The current projected \$725,000 deficit would bring the fund balance to \$2,108,000. This includes the purchase of the new units at Lord Road and an estimate of the costs associated with the renovations needed in the new space.

Mr. Graziano presented a memo and spreadsheet to support a request that the Board approve a one-time assessment of \$225/student to address additional unbudgeted expenses related to COVID-19 including PPE and technology and cleaning supplies/services. He noted that he had vetted this with business managers from member districts; next steps will be to work with business managers to further refine and implement the billing process that will be most helpful to districts for either using their circuit breaker reimbursement (via tuition billing) or a separate assessment so that districts could pay using their grants. The board voted on this recommendation. See action items below.

Mr. Graizano provided a facilities update. He noted that in an effort to keep capital costs down this year AVC patched 100 spots in the roof at OSA (should hold this year and possibly next winter) but a new roof is still needed and is projected to cost up to \$1million in the long-term. Additional projects include the replacement of the HVAC system needs replacement, installation of screens and bars on windows, repairs to vandalism on an HVAC unit and the installation of a protective fence. In the future, once the roof is replaced - the gym floor needs to be replaced which has been damaged by prior leaks.

Mr. Graziano reported that the auditor is on track to present the draft audit report at the November meeting. He also reported that he is continuing to explore grants through MEMA though it is not yet clear if AVC's expenses will qualify yet.

Action Items:

- **Vote to approve one-time \$225/student assessment**

Michael Bergeron motioned to approve the one-time \$225/per student cost to districts to support the additional costs related to the pandemic. Joseph Sawyer seconded the motion. Roll call vote was collected:

Marco Rodrigues, Michael Bergeron, Joseph Sawyer, Brian Haas, Gregory Myers, James Cummings, Brook Clenchy, Ernie Houle, and Casey Handfield voted to approve the one-time \$225/student cost to districts to support the additional costs related to the pandemic.

Adjournment

Michael Bergeron motioned to adjourn. Joseph Sawyer seconded the motion. A roll call vote was collected. The board voted unanimously to adjourn.

The meeting was adjourned at 10:00

Respectfully submitted,

Cathy Cummins
Executive Director