



## **Assabet Valley Collaborative Board of Directors Meeting**

November 20, 2020 -- 9:00-10:00 a.m.

Virtually via teleconference

### **Minutes**

**Present-** Amber Bock, Brooke Clenchy, Ernie Houle, Gregory Martineau, Marco Rodrigues, Joseph Sawyer.  
**Also Present:** Cathy Cummins, Mark Graziano, Ruth Hersch (DESE), Suzanne Pomerleau, Daniel Schaffner, and Peter Zona **Not Present:** Michael Bergeron, James Cummings, Brian Haas, Casey Handfield, Gregory Myers, and Jeffrey Zanghi.

#### **CALL TO ORDER**

After a Roll Call (Amber Bock, Brooke Clenchy, Ernie Houle, Gregory Martineau, Marco Rodrigues, Joseph Sawyer) the meeting was called to order by Vice Chair Amber Bock at 9:11 a.m.

#### **APPROVAL OF MINUTES**

Joseph Sawyer motioned to approve the minutes of October 23, 2020. Ernie Houle seconded the motion. A roll call vote was collected: Amber Bock, Brooke Clenchy, Ernie Houle, Gregory Martineau, Marco Rodrigues, Joseph Sawyer voted unanimously (6-0) to approve the minutes of October 23, 2020.

#### **DRAFT FY20 FINANCIAL AUDIT REPORT**

**Daniel Schaffner, CPA with Fritz DeGuglielmo LLC**, presented the Board of Directors with a draft of the FY20 Financial Audit Report. Dan mentioned it was a bit different this year, working with Mark Graziano as well as the effects of COVID, requiring much of the audit being done remotely. Despite the differences he said it went relatively smoothly with no material weaknesses. He did advise the board of the need to be aware of the warrant process, with significant delays of the signing, going back until last March when the meetings went remotely. Dan added that the warrants need to be signed in a timely manner. He stated there are no worries regarding control issues, and they just need to review the warrant process.

He shared several highlights, and mentioned that AVC is a small collaborative compared to many other collaboratives they provide services for. He made many comparisons to FY19. He mentioned transportation plays a major role in the revenue for AVC, stating that without transportation AVC programs would have had over ½ million dollar deficit. Overall Dan shared that as of June 30th AVC is in a very strong position. He shared that the Collaborative had a general fund balance of \$3,950,431 as of June 30, 2020.

Dan informed the Board that there was a surplus of funds above the allowable 25% threshold in the amount of \$193,827. According to the AVC bylaws anything above the 25% threshold after June 30th must be returned to the member districts. According to AVC's Collaborative Agreement, the amount returned will be proportionate as to how much a district spent over the past 3 years. Board members chose to have this applied as a credit to their respective districts, which must be used by the end of this fiscal year.

#### **TREASURER'S REPORT**

Peter Zona shared with Board members a year end balance of FY20, finishing with over \$2.8 million. He provided an FY21 update as of 10/31/20. He also shared a cash flow update, as well as an Accounts Receivable aging report.

#### **INTERIM BUSINESS MANAGER'S REPORT**

Mark gave members an FY21 budget update as of 11/20/2020. Using current numbers he is projecting a year end deficit of \$ 596,674. He shared a current fund balance as well as FTE Information. He mentioned that the current VanPool agreement is through the end of December.

He provided a facilities update for chimney work at OSA and the Evolution renovation work for the purchased suites at 28 Lord Rd, for kitchen and bathrooms which an RFP will go out for construction for March, April & May.

### **EXECUTIVE DIRECTOR'S REPORT**

Cathy Cummins provided an update on the Shared Leadership Pilot. She also informed the Board that this would be Mark's last meeting and thanked him for his time, a little over a year as Interim Business Manager. She shared her concerns over future endeavors regarding Operations, Finance and Facilities. Cathy has concerns but is confident that we have enough on our team and stakeholders to help us through this transition period. Enrollment is increasing, and AVC has plans to open an elementary program next year. Amber commented that it is challenging without a business manager, and suggested setting up a planning meeting with Cathy, herself and Jay.

Cathy Cummins, provided an update on the EdTech Director search and informed members that the first 3 candidates were very strong contenders, with the committee, and there was still another strong candidate to meet.

She also informed members about the plan for the Finance and Facilities searches.

She mentioned that Jay will need to do her evaluation, and the evaluations of the Treasurer and Administrators will also need to be completed.

Mark thanked everyone for their support through his time at AVC and offered to be available to assist if needed.

### **Action Items:**

#### **Vote to Approve the Cumulative General Fund Surplus for FY20**

Gregory Martineau motioned to approve the Cumulative General Fund Surplus for FY20 in the amount of \$193,827. Brooke Clenchy seconded the motion. A roll call vote was collected: Amber Bock, Brooke Clenchy, Ernie Houle, Gregory Martineau, Marco Rodrigues, Joseph Sawyer voted unanimously (6-0) to approve the Cumulative General Fund Surplus for FY20 in the amount of \$193,827.

#### **Vote to Accept the FY20 Audit Report as presented.**

Gregory Martineau motioned to approve the FY20 Audit Report as presented with a general fund balance of \$3,950,431. Marco Rodrigues seconded the motion. A roll call vote was collected: Amber Bock, Brooke Clenchy, Ernie Houle, Gregory Martineau, Marco Rodrigues, Joseph Sawyer voted unanimously (6-0) to approve the FY20 Audit Report as presented.

### **Adjournment**

Joseph Sawyer motioned to adjourn. Marco Rodrigues seconded the motion. A roll call vote was collected. The Board voted unanimously to adjourn.

The meeting was adjourned at 10:05 a.m.

Respectfully submitted,

Suzanne Pomerleau  
Administrative Assistant