



Assabet Valley Collaborative Board of Directors Meeting
December 18, 2020 -- 9:00-10:00 a.m.

Virtually via teleconference
MINUTES

Present:

Present: Michael Bergeron, Ernie Houle (departed 9:55), Jay Cummings, Gregory Myers, Amber Bock, Marco Rodrigues, Joseph Sawyer (arrived 9:10), Brian Haas (arrived 9:12), Gregory Martineau (arrived 9:15); Brooke Clenchy (arrived 9:15) **Also present:** Cathy Cummins, Becki Blanton, Jessica Gervais, Kiesha Lamb, Kenia Franjul

Not present: Jeff Zanghi, Casey Handfield

CALL TO ORDER

After a Roll Call (Ernie Houle, Marco Rodrigues, Brian Haas, Michael Bergeron, Gregory Myers, Amber Bock, Jay Cummings) the meeting was called to order by Chair Jay Cummings at 9:02 a.m.

APPROVAL OF MINUTES

Amber Bock motioned to approve the minutes of November 20, 2020. Ernie Houle seconded the motion. A roll call vote was collected. Ernie Houle, Marco Rodrigues, Michael Bergeron, Gregory Myers, Amber Bock, Jay Cummings voted to approve the minutes of November 20, 2020; Joseph Sawyer abstained (6-0-1).

EXECUTIVE DIRECTOR'S REPORT

Director of Educational Technology Hiring

Cathy Cummins asked members of the Director of Educational Technology hiring team (Becki Blanton, Jessica Gervais, Kiesha Lamb, Kenia Franjul) to introduce themselves and share insights about the hiring process. Becki Blanton, REACH 3 nurse, described that she had been on the committee since the beginning last year when a group came together to develop new job descriptions. She stated that the process had been exciting and inclusive; the addition of coffee hours, student questions, feedback forms, and debrief sessions made it possible for all teams to engage with each candidate. She stated that feedback from staff was positive and noted that the co-design of a new process was sustainable for the next hiring team. Kenia Franjul, FSP Clinical Coordinator, stated that she had been a part of many hiring processes over her 12 years at AVC, but that the process for this position was a new example of shared leadership and codesign. She described that so many more staff were part of the process - from the beginning of developing the position to the selection of the team's new director. She noted that the process had created layers of positive impact: a public example of our commitment to equity, more complete opportunity for candidates to show their talent and expertise; a new process that can be replicated and improved for future hiring activities. Jessica Gervais, REACH I nurse, stated that the new holistic process engaged staff across squads and provided opportunities to ask questions that may not have been asked by a panel. Kiesha Lamb, Director of Educational Equity, described how she and Cathy Cummins conducted 15 1st round interviews to screen for candidates with technical skills and compatibility with AVC's commitments to equity and shared leadership and how building capacity within the team would make it possible in the future for any pair of team members (not just administrators) to conduct this type of first round vetting, with equity at the center. The team described the quality of the 5 finalists and how hard the decision had been to make the final selection. Kenia Franjul noted that the candidates themselves praised AVC for the process being positive and innovative. Kiesha Lamb stated that the process was full and rigorous without being too

heavy on any one or two or three people; she noted that the synergy across squads also led to opportunities to observe each other's work and expand opportunities for leadership and decision-making beyond the "leadership team."

The team recommended that the Board approve the contract with Cyrus Alexander to fill the position of Director of Educational Technology.

Amber Bock asked if this position was in the budget. Cathy Cummins responded that the board had approved this position in March of last year and it was in the FY21 budget they approved. The pandemic delayed the process. Joseph Sawyer commended the team for their participation in the new process. He noted that the salary was competitive and asked what the qualifications of the candidate were. Cathy Cummins noted that he had experience teaching computers in high school settings and a library/media background. Jessica Gervais noted how impressed the teams were with the candidate's hands-on technology know-how; during his site visit, he engaged in technical problem-solving that built the team's skills during his interview. Kiesha Lamb added that he also had a film and sound engineering background and that the committee had been impressed with his facilitation and technical skills during his demo. Kenia Franjul added that he also displayed creativity and collaboration skills - he asked thoughtful questions of teams during his site visit and then during his breaks he brainstormed and did research that he brought back to teams with ideas for solutions (including ideas about app development) to problems team members had identified. Board members requested to see the candidate's resume which was shared.

Michael Bergeron motioned to approve the contract with Cyrus Alexander to fill the position of Director of Educational Technology. Amber Bock seconded the motion. A roll call vote was collected. Ernie Houle, Marco Rodrigues, Michael Bergeron, Brian Haas, Gregory Myers, Gregory Martineau, Joseph Sawyer, Amber Bock, and Jay Cummings voted to approve the contract with Cyrus Alexander to fill the position of Director of Educational Technology; Brooke Clenchy abstained (9-0-1).

Update on filling leadership roles

Cathy Cummins provided an update on the upcoming processes for hiring of Finance Director (30+ candidates so far) and Facilities Director (100+ candidates so far). She noted that she had developed a Request for Proposals for interim consulting services to prioritize the RFP for renovation of Evolution's new space and FY21 budget updates and FY22 budget development to bridge the gap between now and when the finance and facilities positions are filled. Cathy Cummins also announced that she had received a resignation from Kate Maher, Director of Nursing, effective 1/22/2021. She noted that she would meet with the nursing team to identify next steps.

School Committee Reports

Cathy Cummins provided the final FY20 Audit Report to be distributed to School Committees (1 of 4), and a memo regarding FY20 credits owed to districts due to excess surplus to be distributed to School Committees (2 or 4). She noted that AVC's FY20 Annual Report was not yet complete but would be distributed soon for School Committee report (3 of 4); AVC's FY22 Budget (when approved) would serve as School Committee report 4.

Request to approve COVID-related on-call and after-hours stipends for nursing and related staff

Cathy Cummins noted that AVC's nursing team and administrators had designed a rotating on-call system for after-hours and vacations. She inquired how districts managed paying their nursing team for the extra hours required as a result of the pandemic for decision-making, contact tracing, etc. Many noted their nurses recorded their extra hours and submitted for additional pay. Cathy stated that she would work with the nursing team to develop a proposal for next meeting.

Request to approve the extension of the amended contract with VanPool to February 28, 2021

Cathy Cummins requested that the Board extend the Vanpool amendment through February 28, 2021.

Amber Bock motioned to extend the contract amendment with Vanpool to February 28, 2021
Joseph Sawyer seconded the motion. A roll call voted was collected. Marco Rodrigues, Michael Bergeron, Brian Haas, Gregory Myers, Gregory Martineu, Joseph Sawyer, Amber Bock, and Jay Cummings voted to extend the contract amendment with Vanpool to February 28, 2021 (8-0).

Executive Director’s Evaluation Process Jay Cummings, Chair & Amber Bock, Vice Chair

Jay Cummings provided a summary of the process that will be used to complete the 2019-2020 evaluation of Cathy Cummins. He noted that the biggest change is staff feedback related to strengths and areas of need. He noted that he and Amber Bock would be collecting and compiling data to be provided to the rest of the board by January 4 and that they could be collecting Board feedback between January 4 and January 15. The evaluation will be completed with the Board at the January 22 meeting.

Michael Bergeron requested that a review of OPEB be on the agenda at a meeting in the near future.

Amber Bock motioned to adjourn. Brooke Clenchy seconded the motion. A Roll Call vote was collected: Marco Rodrigues, Michael Bergeron, Brian Haas, Gregory Myers, Gregory Martineau, Joseph Sawyer, Amber Bock, Jay Cummings voted to adjourn the meeting.

The meeting was adjourned at 10:15 a.m.

Respectfully submitted,

Cathy Cummins
Executive Director
