



Assabet Valley Collaborative Board of Directors Meeting
December 20, 2019 -- 9:00 a.m.- 10:00 a.m.
28 Lord Rd-Suite 125, Marlborough, MA 01752
CONFERENCE ROOM A

MINUTES

Present: Gregory Myers, Maryellen Brunelle, Ernie Houle, Mary Jane Rickson, Michael Bergeron, Amber Bock; Also present: Cathy Cummins, Mark Graziano

Not present: Marco Rodrigues, Jeff Zanghi, Joseph Sawyer, James Cummings, Brooke Clenchy, Gregory Martineau

Amber Bock, Vice Chair, called the meeting to order at 9:11 a.m.

Minutes of October 25, 2019

Michael Bergeron motioned to approve the minutes of October 25, 2019. Amber Bock seconded the motion. The minutes of October 25, 2019 were approved unanimously (6-0)

Minutes of November 22, 2019

Maryellen Brunelle motioned to approve the minutes of November 22, 2019. Gregory Myers seconded the motion. The minutes of November 22, 2019 were approved unanimously (6-0).

Executive Director's Report

Cathy Cummins noted that there have been recent increases in requests for after hours and weekend transportation through AVC's contract with Vanpool. She noted that the current contract language and rate structure does not match the expense for these routes. She cited a few examples: 1) high school basketball; scheduled pickup at school between 7:30-8:00 p.m. - because of overtime/tournament, student didn't get to high school until 9:00 p.m. 2) long-distance routes (sometimes out of state) for drop off or pickup at residential placements 3) holiday routes - i.e bringing a student to see family on Thanksgiving. AVC and Vanpool will be tracking these requests and will bring proposed rates for approval at a subsequent meeting. She also noted that Vanpool and AVC would be scheduling interviews with special education administrators and business administrators in the coming months. Vanpool has been developing an online portal for requests, billing, information sharing and we will be able to test it with a few districts prior to going live with the new tool.

Dr. Cummins shared that AVC's leaders are reviewing the technology audit and are engaging stakeholders across AVC in reviewing strengths and gaps for long-term organizational improvement. Gap areas so far include technology leadership and infrastructure (including break-fix/repair and integration of tech), facilities leadership and infrastructure (including break-fix/repair and custodial), and substitute coverage.

She provided an update on the expansion of educational equity-centered PD and consulting underway so far this year; AVC has engaged in contracts with Holliston, Worcester, Hudson, and Shrewsbury. In addition, AVC's

Developing Cultural Proficiency Seminar is being offered for open enrollment three times this year (sections 2 and 3 nearly sold out).

Dr. Cummins presented the FY19 Annual Report and asked the Board to take action on approving it. She discussed state requirements for approval from the board and subsequent dissemination to the state and each school committee. She explained how services, revenues, and “cost savings” are represented in the report and explained that this year’s report includes a new PD chart and a new section on facilities rentals. She noted that AVC reduced the volume of information provided related to cooperative purchasing to allow for ease of digesting the information. She noted that once approved, it would need to be submitted to each school committee.

Business Manager’s Report

Mark Graziano provided an update on OSA facilities projects. He noted that the lift project at OSA is scheduled for the February school vacation. The engineer is working on the design of the roof project and proposes a tiered approach to the project. This has still not been finalized for procurement; an update will be provided at a subsequent meeting.

Mr. Graziano updated the Board on the status of the RFPs for facilities for Evolution. The bid will close next week, and as of today’s date, there have been no responses to any of the three RFPs. AVC will provide an update at the next meeting.

Mr. Graziano shared FY20 budget documents for the Board’s review including FY20 Budget Projections, FY20 Revenue Tracking, FY20 Expenditure Tracking, FY20 Revenue Budget, and FY20 Expenditures Budget. He explained that there has been some enrollment fluctuation at OSA/SOAR. The FTE enrollment is tracking a bit lower (\$60K) compared to prior years, but Evolution and Reach are tracking on target. We are projecting a \$102K budget surplus for fiscal year end. Our billing is behind by a month in both therapies and in transportation due to transition. We are working on improving efficiency and accuracy of billing processes at AVC and Vanpool.

Mr. Graziano provided an update on the FY21 budget development process. He noted that technology, facilities and new program development are being explored as potential additions to the FY21 budget. He noted that AVC is working to build capacity within the leadership team to be able to lead the budget development process at their programs. Mr. Graziano will be meeting with program leaders for budget development in the next month - using a “bottom up” approach.

Mr. Graziano also provided building updates related to the facilities needs for both OSA and Evolution. A Board member suggested reaching out to the Arch Diocese to inquire if any buildings might be available.

Mr. Graziano shared that AVC has recently assessed all 7D vehicles used for programs to ensure the fleet is up to date with inspections and maintenance. In the process, one of AVC’s older vehicles did not pass inspection and has been determined to be past its useful life. This vehicle has been determined to have no value. It has not been in use and does not need to be replaced. Mr. Graziano proposed that the Board vote to surplus the van to allow AVC to donate it to a nonprofit organization.

Action Items

- Vote to approve the FY19 Annual Report

Maryellen Brunelle motioned to approve the FY19 Annual Report pending final edits. Ernie Houle seconded the motion. The Board voted unanimously (6-0) to approve the FY19 Annual Report pending final edits.

- Vote on donation of AVC Vehicle
Marco Rodrigues motioned to surplus an AVC vehicle that has been determined to have no value. Greg Myers seconded the motion. The Board voted unanimously (6-0) to surplus an AVC vehicle that has been determined to have no value.
- Signing of warrants

Adjournment

Michael Bergeron motioned to adjourn the meeting. Marco Rodriguez seconded the motion. The Board voted unanimously to adjourn. Amber Bock, Vice Chair, adjourned the meeting at 10:07 a.m.

Respectfully submitted,

Cathy Cummins, Ed. D.
Executive Director