



**Assabet Valley Collaborative Board of Directors Meeting
April 29, 2022
Minutes**

Present: Michael Bergeron, Amber Bock, Jay Cummings, Kirk Downing, Brian Haas, Greg Martineau, Marco Rodrigues, Joseph Sawyer, and Jeff Zanghi.

Also Present: Cathy Cummins, Hien Burnham, Peter Zona & Suzanne Pomerleau, Kenia Franjul, Aldo Tortorelli

Absent: Ernie Houle, Gregory Myers

Roll Call, Call to Order, Vote to approve the Minutes of 3/25/2022

Chair Amber Bock called the meeting to order at 9:04 a.m. and opened the meeting with introductions.

Michael Bergeron motioned to approve the Minutes of 3/25/2022; Joseph Sawyer seconded the motions. The minutes of 3/25/2022 were approved unanimously (9-0).

FY22 Financial Update

Hien Burnham presented the FY22 financial update. Ms. Burnham noted that this month's update includes a correction from that last meeting due to an error in the transportation revenue projection in April. Ms. Burnham noted that she was still learning the nuances of the transportation payables and receivables - which are complex due to both volume and inaccuracies/inefficiencies with vendor documentation. At the last meeting, Ms. Burnham had reported that it was looking like AVC may have a significant surplus due to reductions to expenses associated with vacancies; upon deeper scrutiny, vacancies were matched with reduction in enrollment and expenses increased related to hiring some agencies for some positions, facilities, technology, and legal fees. She noted that the team is still working with Van Pool to clean up process and make more efficient.

Ms. Burnham asked the Board to vote to pay outstanding FY20 and FY21 invoices to Zoom and New Era Tech. These outstanding invoices date back to the transition between prior business managers (Mahan, Graziano, Goncalves).

Michael Bergeron motioned to authorize AVC's Executive Director to pay outstanding FY20 and FY21 invoices as presented. James Cummings seconded the motion. The Board voted unanimously (9-0). Mike Bergeron requested the Executive Director and Finance Manager to ensure that there were no more outstanding invoices and to bring to the board an Open PO report from previous years. Mr. Bergeron also commended Ms. Hien for the format and content of her budget update noting that the layout and content was much clearer than previous reports.

Preliminary FY23 Budget Presentation

Hien Burnham & Cathy Cummins presented the preliminary FY23 budget. A final budget presentation and will be presented at the May 27, 2022 meeting and a vote to approve the budget at that time. Overall, the FY23 preliminary budget includes reductions in staffing by holding on filling leadership positions and positions that were originally hoped to support expansion and growth. With these reductions in staffing and expenses, the current FY23 Budget Projection is a surplus of \$13,055.

The preliminary budget presentation included a request for approval from the Board for the FY2023 Tuitions and Fees which included increases ranging from >3% to 19% increases. 9%-19% increases were requested for OSA High School, Evolution, and REACH programs to support increase in expenses required to support student needs. In particular, the prior tuition model at REACH have not kept up with the significant increase in staffing/resources

needed to support increased needs of student population (1:1 support, high service delivery grids, increase in lease for space, etc.). Board members discussed various models for addressing increased needs including the possibility of charging districts additional tuitions/fees for higher than typical needs of particular students. It was requested that AVC explore individual and collective expenses for programs in the 2022-2023 school year for consideration of different models for tuitions in the future.

Joseph Sawyer motioned to approve the FY23 Tuitions as presented. Michael Bergeron seconded the motion. The Board voted unanimously (9-0) to approve the FY23 Tuitions as presented.

Michael Bergeron motioned to approve the FY23 FSP, Facilities Rentals, Consultation Services and Transportation rates as presented. Jeff Zanghi seconded the motion. The Board voted unanimously (9-0) to approve the FY23 FSP, Facilities Rentals, Consultation Services and Transportation as presented.

Evolution Renovation Project Bid

Aldo Tortorelli requested the Board to vote and award the bid for the Evolution renovation project to the lowest bidder for the project - Paxor Construction, LLC at \$443,089.73.

Michael Bergeron motioned to authorize the Executive Director to award the bid for \$443,089.73 Paxor Construction, LLC using funds from reserve. Brian Haas seconded the motion. The Board voted unanimously (9-0) to award the bid for \$443,089.73 Paxor Construction, LLC using funds from reserve

Capital Reserve plan Revision

Cathy Cummins requested that the Board approve a revision to AVC's Capital Reserve Plan to be approved by School Committees. This will allow AVC to utilize Capital Reserve Funds for any project within AVC.

Kirk Downing motioned to approve the proposed revisions to the Capital Reserve Plan to submit to School Committees for approval. Jay Cummings seconded the motion. The Board approved (9-0) revisions to the Capital Reserve Plan.

Sick Leave Bank Policy Revision

Cathy Cummins presented revisions to the Sick Leave Bank Policy that had been made by request of Board members during their first reading last month. Joseph Sawyer motioned to accept the policy as presented. Kirk Downing seconded the motion. The Board voted (8-0) to approve the policy as presented. (Mike Bergeron had stepped out of the meeting.)

Treasurer's Report

Peter Zona presented the invoice aging report, an aging receivable summary, and a report titled "banking review."

WB Mason Copy Paper Bid

Cathy Cummins and Suzanne Pomerleau updated the board regarding the status of AVC's cooperatively purchased copy paper bid. The contract AVC has for volume copy paper purchasing with WB Mason expires 6/30. Although eligible for one-year extension, WB Mason has informed AVC that they will not extend the current contract due to market volatility. AVC and districts currently pay \$26/ct and this pricing will expire June 30. AVC has surveyed business managers and there is critical mass to go back out to bid; AVC will rebid with input from business managers.

Process for the Evaluation of Executive Director and Treasurer

Amber Bock reviewed the process the board will take to complete the evaluations of Cathy Cummins and Peter Zona. Cathy will present a self-reflection/assessment and then board members will have the opportunity to respond to a form collecting their input, comments, and ratings. Peter will be asked to complete a self-evaluation and Amber will seek input/feedback from the central office team who works closely with Peter. Both evaluations are required to be presented in open session.

Adjourn to Executive Session.

Mike Bergeron motioned to enter into Executive Session and not to return to public session to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body. Joseph Sawyer seconded the motion. A roll call vote was collected: Michael Bergeron, Amber Bock, Jay Cummings, Kirk Downing, Brian Haas, Greg Martineau, Marco Rodrigues, Joseph Sawyer, and Jeff Zanghia voted unanimously (9-0) to enter into executive session and not to return to public session at 11:01 a.m.

Respectfully submitted,

Suzanne Pomerleau and Cathy Cummins