



Assabet Valley Collaborative Board of Directors Meeting

June 18, 2021

VIRTUALLY via teleconference

Minutes

Present: Michael Bergeron, Amber Bock, Brian Haas, Casey Handfield, Ernie Houle, Greg Myers (9:49), Marco Rodrigues, Joseph Sawyer, and Jeffrey Zanghi.

Also Present: Cathy Cummins, Nicki Goncalves, and Suzanne Pomerleau

Absent: Brooke Clenchy, Jay Cummings, and Gregory Martineau.

CALL TO ORDER

After a Roll Call (Mike Bergeron, Amber Bock, Brian Haas, Casey Handfield, Ernie Houle, Marco Rodrigues, Joseph Sawyer, Jeffrey Zanghi) the meeting was called to order at 9:04.

APPROVAL OF MINUTES

Casey Handfield motioned to approve the minutes of May 28, 2021. Marco Rodrigues seconded the motion. A roll call vote was collected: Mike Bergeron, Amber Bock, Brian Haas, Casey Handfield, Ernie Houle, Marco Rodrigues, Joseph Sawyer, Jeffrey Zanghi voted (7-0-1) to approve the minutes of May 28, 2021, Ernie Houle abstained.

Michael Bergeron motioned to approve the minutes of June 11, 2021. Casey Handfield seconded the motion. A roll call vote was collected: Mike Bergeron, Amber Bock, Brian Haas, Casey Handfield, Ernie Houle, Marco Rodrigues, Joseph Sawyer, Jeffrey Zanghi voted (8-0) to approve the minutes of June 11, 2021.

Cathy provided Board Members with an update on treasurer, Peter Zona. She spoke with Peter and he will be out on leave until September 1, 2021 per his doctor. Betsy Manning is willing to serve over the summer on an interim basis. Cathy thanked members for their meeting on June 11, 2021 to appoint Betsy as the interim treasurer.

FY21 Finance Update

Nicki Goncalves began her update acknowledging the frustrations of members in regards to receiving the budget information in a more timely manner. She shared not much has changed since the end of May, which was shared out at the May board meeting. Another piece to the financials is Transportation, with issues on the billing side to districts, with many needed revisions. Trying to understand more and clean up. In her FY21 Estimate of Completion Nicki shared that we will need to dip into the AVC surplus for approximately 72K. Nicki is going through all the aging receivables with Ina and then they will reach out to Van Pool and discuss receiving credits. She shared most aging receivables are related to transportation, Ina and Cathy were going through the non-running routes. There are differences in how Vanpool and districts are interpreting the non-running routes list resulting in discrepancy in what Vanpool believes is owed to them and what districts agree they owe. Originally the nonrunning routes clause in the amended agreement was to allow districts to reserve resources (staff and vehicles) for routes not running but that district wanted to stay ready to resume right away when needed (as opposed to a longer wait for staff to be assigned.) Many of the discrepancies and errors were days when students attended and did not attend school. Some districts were charged for days they did not attend. Many districts short paid invoices as they were disputing some charges by Van Pool.

Best case scenario is 6.1 million for transportation, with a best case scenario in an estimated deficit around 572K. Much of the deficit is due to the purchase of the upstairs suites for Evolution. Mike Bergeron shares his concern

that the FY21 deficit may be more and how it will play out. Nicki mentioned that the FY21 budget approved in June had a \$600K - 700K deficit. Mike shared that all realized we would need to dip into the reserve funds, and also speaks to the need for members to pay attention to financials as they go forward. Also, COVID costs contributed to a lot of expenses with very little financial relief for AVC.

FY22 BUDGET PRESENTATION

Nicki Goncalves and Cathy Cummins presented members the final FY22 budget. They shared a budget summary and facilities, personnel and revenue conditions and assumptions. They explained the chart of accounts shift, budget projections for enrollment and the audited fund balance, which still needed updating. The projected revenue for FY22 is \$ 16,166,161; the projected expenses are \$ 16,453,556; and the projected revenue less expenses is \$ (287,395).

A question arose as to where PD revenue will go when the Collaborative gets a contract. Cathy explained that the revenue will go where the person is employed: for example if Cathy it will go to 101; if it is Mary Sharma it will go to Evolution. If it is a PD we offer it will go to the Central Office.

Cathy and Nicki also shared that they listened to the Boards feedback from the May meeting and made the changes to the FY22 budget. They will take \$ 400K for the Evolution renovations out of the reserve account and agreed it made sense. Also, the rate increase for the Evolution Program will be 3 -5 % and the increase for REACH will be 5%. Transportation will have a 3% increase.

Nicki added she feels more confident with the FY22 Budget, as it will be more stable. Cathy shared her confidence for FY 22 as it is a more accurate budget. She said that they were very conservative on the revenue side and very extreme on the expense side.

Mike Bergeron appreciates Cathy & Nicki taking the feedback from the members and making the changes, the expense will be a one-time expense. Joe Sawyer also echoed appreciating they took members feedback into account. Also, members agreed putting money in the budget to have a full time CPA or finance person going forward.

Joseph Sawyer motioned to approve the FY22 budget as presented. Casey Handfield seconded the motion. A roll call vote was collected: Mike Bergeron, Amber Bock, Brian Haas, Casey Handfield, Ernie Houle, Gregory Myers, Marco Rodrigues, Joseph Sawyer, Jeffrey Zanghi voted (9-0) to approve the FY 22 budget as presented.

Remaining FY22 Tuitions/Fees (REACH, Evolution, Transportation)

Increase for tuition rates and transportation as presented

amend Marco's motion to include the vote for the tuition increase and the transportation together the Board was in agreement.

Transportation Contract

Vote to keep current rate through ESY (will require vote to extend)

Vote to increase route rate \$5/day in FY22 with revenue share to be negotiated between Vanpool and AVC

New contract fall - to be proposed

Marco Rodrigues motioned to approve the Remaining FY22 Tuitions/Fees for REACH, Evolution and Transportation and the Transportation Contract as presented. Ernie Houle seconded the motion. A roll call vote was collected: Mike Bergeron, Amber Bock, Brian Haas, Casey Handfield, Ernie Houle, Gregory Myers, Marco Rodrigues, Joseph Sawyer, Jeffrey Zanghi voted (9-0) to approve the Remaining FY22 Tuitions/Fees for REACH, Evolution and Transportation and the Transportation Contract as presented.

Jeff Zanghi left at 10:03 am

Contract for Toilet Room Renovation at 28 Lord Road

Only one bid received with an anticipated amount of \$10K-\$20K. The only bid was \$67K! We do not feel good about going ahead with this. Aldo put together the scope of service for the RFP and look to find a carpenter, we are working on getting a couple quotes for this. It does not address the ADA compliance but will accommodate the one student that needs it. We are hoping it is for the summer, hopefully the students will be able to move upstairs in the Fall and prioritize getting the big project started. Ernie will talk to Wayne Carlson of AVRTHS to reach out to help us during the summer. AVC is looking to table the bid.

Mike Bergeron motioned to table the bid. Ernie Houle seconded the motion. (8-0) A roll call vote was collected: Mike Bergeron, Amber Bock, Brian Haas, Casey Handfield, Ernie Houle, Gregory Myers, Marco Rodrigues, Joseph Sawyer voted (8-0) to table the bid.

BOARD LEADERSHIP FY22-FY23

Amber Bock - Board Chair FY22-FY23

Michael Bergeron - Vice Chair FY22-FY23

Warrant signatories and alternates- 2 signatures and 1 alternative- Amber Bock, Marco Rodrigues, as signatories, and Ernie Houle and Mike Bergeron as alternates.

Gregory Myers motioned to appoint Amber Bock, Board Chair; Michael Bergeron, Board Vice Chair, and warrant signatories Amber Bock, Marco Rodrigues with alternates Ernie Houle and Michael Bergeron for FY22-FY23. Brian Haas seconded the Motion. A roll call vote was collected: Mike Bergeron, Amber Bock, Brian Haas, Casey Handfield, Ernie Houle, Gregory Myers, Marco Rodrigues, Joseph Sawyer, voted (8-0) to appoint Amber Bock, Board Chair; Michael Bergeron, Board Vice Chair, and warrant signatories Amber Bock, Marco Rodrigues with alternates Ernie Houle and Michael Bergeron for FY22-FY23.

Dates for next year: Last Friday of the month with exceptions for vacation weeks

- September 24, 2021 9:00-11:00
- October 29, 2021 9:00-11:00
- November 18, 2021 TBD THURSDAY (3rd Friday conflicts with SWCEC)
- December 16, 2021 TBD THURSDAY (3rd Friday conflicts with SWCEC)
- January 28, 2022 9:00-11:00
- February 17, 2022 TBD THURSDAY (3rd Friday conflicts with SWCEC)
- March 25, 2022 9:00-11:00
- April 29, 2022 9:00-11:00
- May 27, 2022 9:00-11:00
- June 24, 2022 9:00-11:00

Above dates were presented to Board Members for FY22 meeting schedule. Thursday mornings were considered potentially hard for some members. Also discussed was a shift to Friday afternoon at 2:00. Greg Myers, Casey Handfield, and Jay Cummings mentioned that they will coordinate with the other Collaborative's to see if there is a quorum, AVC will shift to 9:30 on those affected days and the possibility of a virtual meeting for those days would work.

ADJOURNMENT

Michael Bergeron motioned to adjourn the meeting. Ernie Houle seconded the motion. A roll call vote was collected: Mike Bergeron, Amber Bock, Brian Haas, Casey Handfield, Ernie Houle, Gregory Myers, Marco Rodrigues, Joseph Sawyer, to adjourn the meeting at 10:14 am.

Respectfully submitted,

Suzanne Pomerleau
Administrative Assistant