



Assabet Valley Collaborative Board of Directors Meeting
September 25, 2020 -- 9:00-10:00 a.m.

Virtually via teleconference

MINUTES

Present: Jeff Zanghi, Marco Rodrigues, Michael Bergeron, Brian Haas, Gregory Myers, Brooke Clenchy, Gregory Martineau, Joseph Sawyer, Ernie Houle, James Cummings (Chair), Amber Bock **Also Present:** Cathy Cummins, Mark Graziano. **Not Present:** Casey Handfield

CALL TO ORDER

After roll call, the meeting was called to order by James Cummings (Chair) at 9:07 a.m.

APPROVAL OF MINUTES

Michael Bergeron motioned to approve the minutes of 08/31/2020. Jeffrey Zanghi seconded the motion. A roll call vote was collected: Jeff Zanghi, Marco Rodrigues, Michael Bergeron, Brian Haas, Gregory Myers, Brooke Clenchy, Gregory Martineau, Joseph Sawyer, Ernie Houle, James Cummings, Amber Bock voted unanimously (11-0) to approve the minutes of 08/31/2020.

EXECUTIVE DIRECTOR'S REPORT

Cathy Cummins

Cathy Cummins provided an update on AVC's acceptance into the Influence 100 Fellowship. She shared a list of fellows (including AVC's Kiesha Lamb, Stella Ukaio, and Ina Williams) and the welcome letter from DESE. She noted that the kickoff meeting was taking place at 10:00 today and that Marco Rodrigues had agreed to join the kickoff meeting representing AVC's Board of Directors.

Dr. Cummins presented a proposal to approve a Covid-response stipend for the central office team and to approve an amendment to the work year for the central office team to a 215-day work year consistent with the contracts of year-round administrators. Michael Bergeron asked if the work year shift would eliminate the accrual of paid vacation time; Dr. Cummins affirmed that the change would move the central office team to the use of "NonContract days" instead of accrued, paid vacation time. This would result in more "time off" for the central office team (consistent with the year round administrator's contracts) but would eliminate the liability of accruing paid time off that results from paid vacation time.

Michael Bergeron motioned to approve a one-time \$1500 Covid-Response Stipend for Jennifer Medina, Suzanne Pomerleau, and Ina Williams. Amber Bock seconded the motion. A roll call vote was collected: Jeff Zanghi, Marco Rodrigues, Michael Bergeron, Brian Haas, Gregory Myers, Brooke Clenchy, Gregory Martineau, Joseph Sawyer, Ernie Houle, James Cummings, Amber Bock voted unanimously (11-0) to approve a one-time \$1500 Covid-Response Stipend for Jennifer Medina, Suzanne Pomerleau, and Ina Williams.

Michael Bergeron motioned to adjust the work year for Jennifer Medina, Suzanne Pomerleau, and Ina Williams to a 215-day work year. Ernie Houle seconded the motion. A roll call vote was collected: Jeff Zanghi, Marco

Rodrigues, Michael Bergeron, Brian Haas, Gregory Myers, Brooke Clenchy, Gregory Martineau, Joseph Sawyer, Ernie Houle, James Cummings, Amber Bock voted unanimously (11-0) to adjust the work year for Jennifer Medina, Suzanne Pomerleau, and Ina Williams to a 215-day work year.

Dr. Cummins provided an update on a proposed amendment to the contract with Van Pool. She recommended that the Board table action on the amendment until AVC had the opportunity to review the amendment in more detail with special education and business leaders from the districts. She requested the board reconvene a special meeting the following week for the purpose of taking action on this proposal. The amendment was tabled.

INTERIM BUSINESS MANAGER'S REPORT

Mark Graziano

Mark Graziano asked the Board to approve three FY20 expenses - Learnwell, Gutierrez, and Nasciemento.

Michael Bergeron motioned to approve the three FY20 expenses - Learnwell, Gutierrez, and Nasciemento. Brooke Clenchy seconded the motion. A roll call vote was collected: Jeff Zanghi, Marco Rodrigues, Michael Bergeron, Brian Haas, Gregory Myers, Brooke Clenchy, Gregory Martineau, Joseph Sawyer, Ernie Houle, James Cummings, Amber Bock voted unanimously (11-0) to approve the three FY20 expenses - Learnwell, Gutierrez, and Nasciemento.

Mr. Graziano presented the FY21 Budget Update. He shared with the board that due to a drop in enrollment and transportation revenue that the projected FY 21 budget on June 30, 2021 would be approximately \$771,000 and our cash balance would be approximately \$2,000,000 due to this deficit. Superintendent Bergeron asked what the future impact of tuition was going to be as we moved forward. Mr. Graziano reported that the Collaborative would look at all options to keep the financial impact on districts to a minimum in future years. Mr. Graziano said that this will be done using an approach that focuses on all aspects of revenue and expense drivers, included by not limited to student enrollment, additional programming, additional revenue streams, tuition, salary expenses, and staffing. Superintendent Bergeron inquired about what staffing adjustments have be done to offset the lower enrollment. Mr. Graziano reported that we have not filled the Vocational Specialist position and additional paraprofessional positions as requested. We have also used current staff to fill the gaps left by employees on leave due to Covid. This will help us keep expenses increasing based on the need for replacements.

Mr. Graziano updated the board on what research Assabet Valley Collaborative was conducting for additional monies through FEMA/MEMA Grants and PPP. Mr. Graziano will update the board at the next meeting on his research.

Mr. Graziano reported that the purchase of suites 285 and 269 at 28 Lord Road in Marlborough had been completed. The goal will be to use the space currently to help with social distancing for our programs. We will also be working on the renovation of the space for Evolution use for FY FY22 which will include a new bathroom to be in compliance with ADA, renovation of the kitchn, and reconfiguration of office space. Mr. Graziano also gave an update on the roof replacement at Orchard Street Academy. The decision was made to patch the roof to get us through this year and possible next. However, this is a temporary fix and will require major repairs/replacement within the next year. The cost for this project is estimated to be between \$800,000 and \$1,000,000. Mr. Graziano updated the board on potential future capital projects including a new roof at Lord Road, HVAC wall units removed and replaced at OSA, and replacement of the gym floor at OSA.

ADJOURNMENT:

Michael Bergeron motioned to adjourn. Amber Bock seconded the motion. A roll call vote was collected: Jeff Zanghi, Marco Rodrigues, Michael Bergeron, Brian Haas, Gregory Myers, Brooke Clenchy, Gregory Martineau, Joseph Sawyer, Ernie Houle, James Cummings, Amber Bock voted unanimously (11-0) to adjourn. The meeting was adjourned at 10:15 a.m.

Respectfully submitted,

Cathy Cummins, Executive Director

Mark Graziano, Interim Business Manager