



Assabet Valley Collaborative Board of Directors Meeting
March 26, 2021 -- 9:00-10:00 a.m.

Virtually via teleconference
Minutes

Present: Michael Bergeron, Amber Bock (9:18), Brooke Clenchy, Jay Cummings, Brian Haas, Greg Martineau, Joseph Sawyer, and Jeff Zanghi

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

Absent: Casey Handfield, Ernie Houle, Gregory Myers, and Marco Rodrigues.

CALL TO ORDER

After a Roll Call (Michael Bergeron, Brooke Clenchy, Jay Cummings, Brian Haas, Greg Martineau, Joseph Sawyer, Jeff Zanghi) the meeting was called to order by Chair Jay Cummings at 9:06 a.m.

APPROVAL OF MINUTES

Michael Bergeron motioned to approve the minutes of February 26, 2021, as amended by Joseph Sawyer. Jeff Zanghi seconded the motion. A roll call vote was collected: Michael Bergeron, Brooke Clenchy, Jay Cummings, Brian Haas, Greg Martineau, Joseph Sawyer, and Jeff Zanghi voted unanimously (7-0) to approve the minutes of February 26, 2021.

Nicki Goncalves, TMS Business Management Consultant

Introductions were made with Board members and Nicki Goncalves, Financial Consultant with TMS and Allan Himmelberger, Facilities liaison with TMS.

Nicki presented members with an FY21 Budget update. She took the bones of the financials, forecasting for FY21 enrollments and potential revenues. She presented with the actual enrollments as of February 28th. The FY21 actual revenue based on enrollments is \$ 6,893,710.45. As of March 26, 2021 A/R was \$ 4,225,626.44. The FY21 actual expenses was \$ 7,606,186 with FY21 encumbrances as \$ 5,747,589 for a total YTD FY21 expense of \$ 13,353,775. The Board had approved the FY21 budget of \$ 15,732,470. Enrollment had shifted slightly due to the pandemic. Nicki stated that an upcoming change will remove Professional Development as its own cost center. She also realizes that this is the first thing members have seen in quite awhile. Questions were asked by members, as to the ratio of expenses to revenue at the end of fiscal year. Cathy reminded the Board that they had approved a budget that had a deficit due to the down payment of the purchase of the 2 additional suites at Lord Rd in September and the 200K surplus returned back to districts. Nicki said she can have a report for Members with projections through June for the next meeting, and they agreed it would be helpful to look at the big picture. Joe Sawyer added that his district had short paid some invoices, in terms of cash flow, for transportation due to questions. Nicki thanked him for the information as this was helpful. Members thanked Nicki for preparing this information for them.

Allan and Cathy presented an update to members, on the RFP process with TMS, for the upstairs bathrooms. AVC learned in the past couple of weeks some challenges surfaced with the coding issues for the project. Based on consultation with one architect, Allan noted the need for a code consultant to determine if the property will be classified as Educational (E), Business (B), or Institutional (I) prior to an RFP going out for the renovation project. As a result of this added process, Allen noted the project will not be complete in time for Evolution to move into the space at the same time our lease expires in its current home at Shrewsbury High School. Cathy Cummins stated that AVC had been working on contingency plans given this new timeline;

currently, the strongest contingency plan is moving Evolution temporarily into Conference Rooms A, B, and C. Joe Sawyer said Shrewsbury would be able to find a space and accommodate students in wheelchairs for the summer if needed. Greg Martineau also said that Northborough/Southborough may be able to find some space as well. Cathy said she is trying to get some contingency plans in place. Allan explained that if it is a I (Institutional) Code a 2-hour Fire rated wall would be needed. If it is an B (Business) Code then the timeline would be lesser.

TMS is also involved at EDCO. Allan gave a quick overview of the dissolution of EDCO. Allan shared that Alice Peich helped rewrite the collaborative law back in 2012, and in this instance the law worked fine and continues to work fine but the revenues never lined up with the expenditures at EDCO. Masked by the former business office, there were warning signs. He also added that AVC is in an outstanding position both financially and with outstanding leadership. The outstanding leadership will hold AVC in good standing moving forward. EDCO does not represent any of the other 24 Collaboratives across the state of MA. Amber thanked Allan for his update. Cathy shared updated Talking Points with the Board; it was determined that the Talking Points serve as more of a reference for questions that may come to superintendents at this time. As more information becomes available, a memo for school committees will be finalized and published.

EXECUTIVE DIRECTOR'S REPORT

Cathy shared the FY20 Annual Report and requested Board members vote to approve it. She acknowledged that the report is later and less comprehensive and formal/polished than in past years for a variety of reasons.

Request to Approve the FY20 Annual Report for AVC.

Joseph Sawyer motioned to approve the FY20 Annual Report. Amber Bock seconded the motion. A roll call vote was collected: Michael Bergeron, Amber Bock, Brooke Clenchy, Jay Cummings, Brian Haas, Greg Martineau, Joseph Sawyer, Jeff Zanghi voted to approve the FY20 Annual Report (8-0).

Cathy shared with members that AVC's MidCycle Tiered Focused Monitoring Review process with DESE is currently in process. The site visit that had been scheduled for April 2020 was postponed due to the pandemic. DESE conducted virtual site visits to the REACH programs and Evolution; OSA's virtual site visit was delayed an additional week due to a COVID case. Cathy stated that AVC does not expect any findings, as all has gone well. AVC's exit interview is scheduled to take place next Friday.

Cathy announced that she had submitted a waiver on behalf of AVC to bring all students back in-person following the April vacation (rather than elementary students on April 5 and middle school on April 28). The waiver was approved and shared with the Board. Currently all AVC's programs have been in-person 4 days a week with remote only on Wednesdays. Following April vacation, all AVC programs will be back in-person 5 days per week.

Cathy updated members on the leadership positions. The Facilities Director 1st round has been completed with 4 finalists scheduled for 2nd round interviews on 3/25; 3/26; 3/29 and 3.30. Two District Facility Manager's and OSA's custodian offered their input. We plan to recommend an appointment at the April meeting. The field of resumes was robust and vigorous as we had over 150 applications. Julie Wamburu and Suzanne Pomerleau assisted Cathy with the first round interviews, who recommended the 4 finalists to the second round. We will be conducting half day virtual site visits in the second round. Cathy asked Suzanne to offer her input to the interview process. Suzanne shared that it was very rewarding and gratifying to be part of the 1st round interview process. We met many candidates with a lot of expertise and knowledge but unanimously chose 4 very talented candidates with a multitude of skills and experience that will be valued at AVC. One candidate even asked if he was not selected as the final candidate would we allow him to be part of the AVC community.

Cathy Cummins updated members on AVC's journey toward shared leadership in the context of a divided leadership team. She informed the Board that there will be some upcoming changes in leadership. Cathy will have an update at the April meeting.

Michael Bergeron asked members if they would consider to start meeting in person for the Board Meetings. Board members present agreed to meet in person for the April 30 meeting.

Brook Clenchy departed (9:46)

ADJOURNMENT

Michael Bergeron motioned to adjourn. Amber Bock seconded the motion. A roll call vote was collected: Michael Bergeron, Amber Bock, Jay Cummings, Brian Haas, Greg Martineau, Joseph Sawyer, Jeff Zanghi voted (7-0) to adjourn. The meeting was adjourned at 9:56 a.m.

Respectfully submitted,

Suzanne Pomerleau
Administrative Assistant