



**Assabet Valley Collaborative Board of Directors Meeting
April 26, 2019 MINUTES**

Role Call/ Call to Order

The Assabet Valley Collaborative Board of Directors met on April 26, 2019 at Assabet Valley Collaborative, 28 Lord Road, Marlborough, MA 01752. Jay Cummings, Chair, called the meeting to order at 9:07 am.

Present: Jay Cummings, Chair, Michael Bergeron, Amber Bock, Maryellen Brunelle, Brooke Clenchy, Greg Myers, Marco Rodrigues, Joseph Sawyer, and Jeff Zanghi. **Also Present:** Cathy Cummins, Anne Mahan, and Suzanne Pomerleau. **Absent:** Robert Gerardi, Vice-Chair, Ernie Houle, and Christine Johnson.

Minutes of January 25, 2019

Tabled to May 24th meeting.

Executive Director's Report

Dr. Cummins provided program updates to the Board. REACH has increased enrollment in PK-12 and REACH 1 will be moving to a new location at the Woodward School in Southborough. Currently, there are 4 students with a pending referral.

Evolution Shrewsbury continues to explore possibilities for relocation prior to June 2020 as the lease at Shrewsbury High School will terminate by then. There is an increase in referral activity with many being from non-member districts. AVC is exploring options for a next location.

FSP continues to grow. Dr. Cummins shared a commendation letter received from an attorney recognizing the work Cristina Gutierrez provided to a client. FSP also received a grant to train staff in substance abuse prevention and intervention. Acton-Boxborough has purchased a Phase II package, and are the first nonmember district to in a contract of this magnitude.

Consultation Services continues to receive requests for services from member and nonmember districts. Currently, requests for transition specialists are being served by Karen Laskey and Mary Sharma, transition experts in the Evolution Program. AVC continues to respond to requests for in-district consultation related to educational equity and strategic planning.

OSA/SOAR continue to have a high enrollment, with a waiting list for the Middle School level. AVC plans to expand capacity to increase Middle School programming for 2019-2020. There are many facility needs at OSA, which has prompted Dr. Cummins and Ms. Mahan to meet with the Commissioner of Public Works and the Mayor of the City of Marlborough to discuss options to address the facility needs and to re-assess the terms of the long-term lease, which is in effect through 2038.

Personnel Committee & Salary Recommendations

Dr Cummins presented members with the recommendation from AVC's personnel committee:

- **Add 1 Personal Leave Day:** Add 1 personal leave day per benefits eligible employee. School-year employees currently have 2 personal leave days and, if approved, would now have 3. Year-round employees currently have 3 personal leave days and, if approved, would now have 4.

- **Tuition Reimbursement:** Currently, AVC's tuition reimbursement policy (last revised in 2011) provides a reimbursement benefit up to \$800/year, no more than \$400 per higher education credit-bearing course. AVC's Personnel Committee recommends eliminating the \$400/course limit so that the tuition benefit of up to \$800 can be used in any way that comports with the tuition reimbursement policy related to higher education courses. Dr. Cummins stated that this was a first step in revising the tuition reimbursement policy - and that additional tuition reimbursement policy revisions would be underway in 2019-2020 through AVC's Personnel Committee. She stated that AVC's Personnel Committee would undertake developing recommendations for additional revisions to AVC's tuition reimbursement policy that would prioritize AVC's commitment to equity - including pathways to career advancement for paraeducators, flexible needs-based processes, and addressing shortages in particular high demand specialities.
- **Salary Schedule Revisions:** Dr. Cummins stated that AVC had conducted a review of AVC's current salary schedules compared to public school districts. She stated that the FY20 budget would include recommendations for revisions to the following salary schedules to achieve parity: nurses, paraeducators, educators with a Masters Degree + 60 additional credits, employees with 10+ years longevity within AVC. She shared that these will be in the budget for a future vote. She also discussed administrator contracts which will be part of a future vote.

Assistant Executive Director's Report

Ms. Mahan presented members with the recommended FY20 Budget. She provided an overview of program and services, with a budget history of the past 10 years. There has been growth in transportation and across programs. Information was presented on the lease for OSA, currently in the 7th year of a 25 year lease with the City, as well as leases for REACH and Evolution. There will be a membership fee increase of \$2,000 for member districts; a 2% salary increase, medical insurance premium increase of 3.6%, 2% increase for in-district transportation only (Maynard and Nashoba), 0% increase for out of district transportation routes. There will be a 3% tuition increase for programs and services and a 10% tuition increase for the OSA middle school due to the need to add more supports for this age group. Anne also shared program enrollments and trends along with program highlights. Transportation continues to be very busy, as numbers of routes and students are increasing. Circuit breaker was also discussed and as the foundation rate increases, these reimbursements may decrease.

Ms. Mahan shared that the FY19 TSA Contract Award (403b Compliance) would require a vote for reassignment from the original vendor-Mid America to the TSA Consulting Group. AVC participates in this joint procurement with MASBO.

Action Items

a) Vote to approve personnel policies - 1) personal days and 2) tuition reimbursement

1) Amber Bock moved to waive first reading of Personal Leave Policy. Brooke Clenchy seconded the motion. The Board voted unanimously (9-0) to waive the first reading of Personal Leave Policy.

Amber Bock motioned to approve the Personal Leave Policy, which will provide all AVC staff with 1 additional personal day. Brooke Clenchy seconded the motion. The Board voted unanimously (9-0) to approve the Personal Leave Policy, which will provide all AVC staff 1 additional personal day effective July 1, 2019.

2) Joseph Sawyer moved to waive first reading of Tuition Reimbursement Policy. Michael Bergeron seconded the motion. The Board voted unanimously (9-0) to waive the first reading of the Tuition Reimbursement Policy.

Joseph Sawyer motioned to approve the Tuition Reimbursement Policy, which will remove the restriction of \$400 per course while maintaining the current \$800 maximum benefit, effective as of

today's date. Michael Bergeron seconded the motion. The Board voted unanimously (9-0) to approve the Tuition Reimbursement Policy, effective as of today's date.

b) Vote to approve FY20 Rates: Tuitions & Fees

Gregory Myers motioned to approve FY20 Rates: Tuitions & Fees- 10% for OSA Middle School and 3% for all other programs and services. Marco Rodrigues seconded the motion. The Board voted unanimously (9-0) to approve FY20 Rates: Tuitions & Fees- 10% for OSA Middle School and 3% for all other programs and services.

c) Vote to approve personnel actions (if applicable)- no action needed.

d) Vote to approve FY19 TSA Contract Award (403b compliance)

Amber Bock motioned to approve FY19 TSA Consulting Group Contract Award (403b compliance).

Gregory Myers seconded the motion. The Board voted unanimously (9-0) to approve reassignment of the FY19 TSACG Contract Award (403b compliance).

Adjournment

Michael Bergeron motioned to adjourn the meeting at 11:00 am. Joseph Sawyer seconded the motion. The Board voted unanimously (9-0) to adjourn the meeting at 11:00 am.

Respectfully submitted,

**Suzanne Pomerleau
Administrative Assistant**