



## Assabet Valley Collaborative Board of Directors Meeting

27 April 2018 -- 9:00 a.m.- 11:00 a.m.

28 Lord Rd-Suite 125, Marlborough, MA 01752

**Attendance:** Brooke Clenchy, Jay Cummings, Amber Bock, Joe Sawyer, Marco Rodrigues, Maureen Greulich, Christine Johnson **Also Present:** Peter Zona, Anne Mahan, Cathy Cummins

**Not Present:** Greg Myers, Ernie Houle, Bob Gerardi, Maryellen Brunelle, Jeff Zhanghi

**9:00** CALL TO ORDER & Minutes of February 16, 2018 motion to approve, Amber Bock, seconded, Jay Cummings - unanimous

Call to order at 9:13 a.m.

### Executive Director's Report

Cathy shared that we received DESE/final approval of the Amended Collaborative Agreement - Auburn is official July 1 + distribution to School Committees. The School Committees must receive new agreement-best way to share at a public meeting to record and Cathy will send as part of 3rd qtr update

- Strategic Planning (Mendon-Upton)-working with district on focus groups and hoping to add as a service for CS, Program Evaluations (Hudson, Marlboro, Auburn), LEAP (Needham)
- Leadership for Inclusive Practices updates
- Program updates: Evolution Coffee Cart Launch
- Job-alike update
- Professional Development 2018-2019 - Patti DeRosa (Oct/Nov)-3 day introductory and garnering interest in deep dive, any interest in single role participation, i.e, superintendents-2 days (1 each week); SEI Teachers & Administrators; Specialists 11/6
- Zaretta Hammond CRT & the Brain: Foundational Seminar May 8 & 9 (SOLD OUT) - Oct 17 and 18 coming soon
- Staffing/Peronnel update-BC motion, 2nd and all approved
- Sudbury Foundation Grant Application (Capacity Building w/ Service Design Thinking) & FSP inquiry-seeking 3 quotesand will submit to SF up to 25k grant funding-assist districts with redesign
- Follow up on Retiree Health Benefit - Memo

### Vote

AVC is in middle range of vesting period offered; review KMS memo and impact to AVC; policy re: insurance offerings can be changed at any time by BOD vote; collaborative agreement may need to be changed; BOD - not taking formal action today but leaning toward reaffirming 10 year vesting period but deferring a vote to the May meeting with the hope that a larger quorum of Board members will be present and to have additional actuarial study that includes a 5-10 year sliding scale. (Cathy will contact 2 employees). Contact KMS to conduct additional

Peter Zona shared the Treasurer's Report and reviewed the invoice aging report and accounts receivable. There is \$2.3M of accounts receivable outstanding and it is primarily transportation and tuition. \$1.95M of this is less than 30 days old. AVC's ending bank balance as of 3/31/18 was \$1.39M. There have been several large accounts payable warrants that have included transportation payments and a lag in collection of revenues.

### Assistant Executive Director's Report

Anne reviewed the FY18 budget update. There was a decrease in the net surplus (currently forecasted at \$18.5k) as a result of unexpected decreases in enrollment at OSA. Enrollment in the 45 day program is growing and exceeding projections. This will help to offset other decreases. Transportation services have increased; we expect to see an increase in revenues and expenditures for the next update.

The Finance subcommittee met in April to review projections. Recommendations are included in the FY19 projection. Highlights include: increase in membership fee from \$7.5k to \$9.0k with a recommended phase in over 3 years to reach a \$15k fee for membership. Members benefit from job alike, shared inquiry, PD offerings, program development, etc. Tuition and other rates increased by 3% in all areas, except OSA- OSA/SOAR increases rates by 10% for FY19 to reflect additional programming and services offered (Psych evals previously performed by districts, BCBA).

The FY19 budget was presented based on recommendations and discussions with the Finance Subcommittee. (Christine Johnson, Karen Molnar and Rick Bedard) The proposed operating budget is \$13.4M; a 4.8% increase over FY18. Revenue projections are forecasted at \$13.65M and include increases in tuition, services and membership rates as discussed with Finance Subcommittee. The forecast includes a 2% cost of living allowance, step increases, insurance rate increases of 7.4% and an increase in transportation rates to districts of 2%. \$25k is allocated to OPEB.

The Copy Paper contract with WB Mason expires on 6/30/18 with an option to renew at FY18 rates. (\$22.43 per case for 8.5x11 sub 20). A motion to approve made by Amber Bock, Brooke Clenchy seconded, unanimous vote- all approved.

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#### **10:00            Action Items**

- Vote to approve personnel activity - Brooke Clenchy motioned, Jay Cummings seconded, unanimous vote.
- Vote to approve copy paper contract extension to WB Mason for FY19- motion to approve made by Amber Bock, Brooke Clenchy seconded, unanimous vote-all approved..
- Vote to revise Retiree Health Benefit Policy (2 options) (deferred to request actuary to identify a cost neutral option.)

Adjournment: Jay Cummings made motion to adjourn and seconded by Marco Rodrigues-all approved and adjourned at 11:10.