



## **Assabet Valley Collaborative Board of Directors Meeting**

January 24, 2020 -- 9:00 a.m.- 10:00 a.m.

**28 Lord Rd-Suite 125, Marlborough, MA 01752**

**CONFERENCE ROOM C**

### **MINUTES**

#### **Present:**

Jay Cummings, Chair, Michael Bergeron, Gregory Martineau, Brooke Clenchy, Jeff Zanghi, Marco Rodrigues (departed 9:45 a.m.), Joseph Sawyer, Amber Bock. Cathy Cummins, and Mark Graziano were also present.

**Not Present:** Mary Jane Rickson, Gregory Myers, Ernie Houle, Maryellen Brunelle

Jay Cummings, Chair, called the meeting to order at 9:01a.m.

Michael Bergeron motioned to approve the minutes of December 20, 2019. Greg Martineau seconded the motion. The Board voted (7-0) to approve the minutes of December 20, 2019.

#### **Executive Director's Report**

Dr. Cummins gave an update on Vanpool and AVC meetings with districts special education and business leaders and invited superintendents to join those meetings if they are interested. She noted that at a future meeting there will be a request for the Board to approve special route rates for after school, high mileage, and holiday routes. Mark Graziano added that he had received questions from AVC business managers regarding pricing, routes, and contract extension and that they had requested a joint meeting with Vanpool and special education and business leaders.

Dr. Cummins informed the board about a payroll expense from FY 19 for Mary Sherma. She explained the timeline for how the payroll expense was missed between the spring of 2019 and this meeting. She explained the timing of the request and why the payment was missed. Dr. Cummins requested a vote on the expense. Michael Bergeron asked if this was a payroll or Accounts Payable expense and it was explained that it was a payroll expense.

#### **Technology Update**

Dr. Cummins gave a technology update and informed the Board about technology needs based on audit and feedback from a larger AVC group. She described the need for potentially two new technology positions - one at the leadership level and the other to support break/fix needs. She described short- and long-term needs and that stakeholder groups were recommending prioritizing a technology leader first. The current plan is to create a new technology leadership position and to address break-fix needs with an improved outsourced contract with a vendor. Dr. Cummins discussed the Akuity contract and some of the challenges the members of the collaborative are experiencing. Akuity has a new Virtual Chief Information Officer (VCIO) who serves as a liaison to the AVC contract. The new VCIO has been responsive to feedback and is working with AVC to develop a plan for improvements in the current service delivery to AVC.

## **Leadership & Operations update**

Dr. Cummins gave an update on AVC's leadership and operations. AVC continues to explore a shared leadership model. She gave examples of how AVC has begun to include stakeholders across AVC in decision-making - including developing a school calendar for next year and new positions.

## **Program updates**

Dr. Cummins informed the board that we are likely to have a fourth REACH program reopening. We've been in touch with special education leadership regarding the space needs for next year pending new enrollments. This will mean the hiring of additional staff for increased enrollment.. She also explained that AVC is exploring the options for an Elementary Public Day Program for 2022 and what that means for the FY 21 budget. AVC's OSA added 5th grade a few years ago and has received feedback that younger grades are needed. AVC will plan to post for new positions to launch elementary programming next year to support the design and development of the new program to open in FY22. .

## **Business Manager's Report**

Mr. Graziano reported that the stair lift project OSA is scheduled for February vacation. Mr. Graziano has been overseeing the project to ensure it is ready for launch; some minor change orders have been approved, these included demolition of a wall and addition of through bolts to secure the lift form the side and undercarriage of the stairwells.

Mr. Graziano reported that our Engineer is finishing the roof project design and will be completed by the end of February with an RFP to be posted in March. This has been determined to be a major project that may need to be completed over several fiscal years - prioritizing the parts of the roof that are most impactful to the operation of the program. Board members discussed how high recent bids have been coming in for various projects. Original projections for the roof project were \$200,00 to \$300,000 but new projections are closer to \$1,000,000.

Mr. Graziano informed the board that AVC had donated a van that had been out of service and past its useful life and had not present financial value to Kars for Kids.

Mr. Graziano provided an update on the exploration of new space for Evolution. Provided comparisons for properties that have been identified to meet the needs of Evolution and the costs, locations, etc... Most of the properties that meet our needs that are available are for lease. The only property identified for purchase so far continues to be the two suites (267 and 285) at Lord Road. The question was asked if AVC would go back out to bid given that there were no bids to the recent RFPs. After consulting with business managers, colleagues at other collaboratives, and AVC's legal counsel, Mr Graziano reported that AVC will work with a realtor to explore the market and to post a higher quality, more specific RFP.

Dr. Sawyer informed the Board that Shrewsbury Public Schools may be able to extend the lease of Evolution's current space at Shrewsbury High School for next year through the early to mid June. He noted that in order for SPS to extend the lease for one more year, the district would be interested in increasing the revenue or cost relief that AVC could provide to the district by continuing the lease of the space. More updates will be provided for the February meeting.

Board members asked that AVC provide comparisons that include triple net costs at the next meeting and to explore additional public school space and purchase options.

Mr. Graziano provided an update on FY20 Budget projections. SOAR and OSA enrollments are currently tracking under projections; when looking at prior year's enrollment trends, based on previous trends, Mr. Graziano is confident that enrollment will pick up in February and March and close the gap.

Mr. Graziano provided an update on FY20 revenue and expense tracking and budget projections. Projecting that our overall fund balance at the end of the year will be lower than originally projected, however is confident that our end of year fund balance will be around \$100,000 which will continue to represent continued financial stability.

Mr. Graziano provided an update on the FY21 Budget Development including a FY21 Budget Development Timeline and draft "future budget needs" based on initial exploration of staffing, infrastructure, and facilities needs. He reviewed some potential additions to the FY21 budget and will be engaging program leaders in refining these additions and developing revenue projections as well to inform the FY21 budget presentation scheduled for the February meeting.

### **Action Items**

#### **FY19 Payroll Expense**

Joseph Sawyer motioned to approve the expense. The motion was seconded by Mr. Bergeron. The Board voted unanimously to approve the FY19 Payroll Expenses (7-0)

### **Adjournment**

Michael Bergeron. motioned to adjourn. Brooke Clenchy seconded the motion. The Board voted unanimously (6-0) to adjourn. Jay Cummings adjourned the meeting at 10:16.

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