



Assabet Valley Collaborative Board of Directors Meeting
October 25, 2019
MINUTES

Role Call/ Call to Order

The Assabet Valley Collaborative Board of Directors met on October 25, 2019 at Assabet Valley Collaborative, 28 Lord Road, Marlborough, MA 01752. Jay Cummings, Chair, called the meeting to order at 9:04 am.

Present: Jay Cummings, Chair, Gregory Martineau, Joseph Sawyer, Brooke Clenchy, Jeff Zanghi, Michael Bergeron, Marco Rodrigues, Ernie Houle, Amber Bock, Greg Myers. **Also present:** Cathy Cummins and Mark Graziano. **Absent:** Maryellen Brunelle; Mary Jane Rickson

Minutes of September 27, 2019

Joseph Sawyer motioned to approve the minutes of September 27, 2019. Michael Bergeron seconded the motion. The minutes of September 27, 2019 were approved unanimously (10-0).

Executive Director's Report

Cathy Cummins updated the Board of Directors on AVC's organizational leadership activities - including the leadership team's efforts to advance educational equity by taking steps to shift away from a hierarchical leadership model to a shared leadership model. She described how AVC's Educational Equity Specialist had contributed greatly to the leadership of this deep inquiry and action planning across AVC. So far, AVC has begun to redesign decision-making protocols and is working on developing a model by which more of AVC stakeholders will be engaged in goal setting, improvement planning, and long-term design and leadership of AVC. This type of sharing decision-making is in process across "squads" at AVC. She indicated that she will have more updates in future meetings which may include recommendations for redesigned or new positions and compensation.

Consultant Annamaria Schrimpf has been engaged to complete a Technology Audit for AVC. Ms. Schrimpf has completed her visits, interviews, and document reviews and is in the process of drafting the report which should be ready for the next Board meeting. So far, Ms. Schrimpf has indicated that AVC's major gaps include: lack of in-house break/fix technician, information systems, and network infrastructure. She will likely recommend additional staffing; these recommendations will be included in future action items.

Dr. Cummins updated the Board of Directors on recent collaboration meetings with Vappool related to improvements in transportation provided to member districts through AVC's contract with Vanpool which is set to expire June 30, 2020 unless the Board votes to extend the contract through June 30, 2021. She shared that both AVC and Vanpool are invested in improving the processes for billing, information sharing, new and revised route requests, and communication. AVC and Vanpool leaders plan to conduct a "listening tour" where they will together schedule meetings with district stakeholders including special education leaders and business officials and other staff involved in transportation services. Based on input from the Board, it will be important for AVC and Vanpool to create improvements that can exist within the confines of the current contract; Board members present stated that if improvements would require substantial changes to the current contract, AVC

may need to re-bid the services publicly even though special education transportation is exempt from 30B. An update will be provided at a subsequent meeting.

RMV's new regulations for the acquisition of and renewal of 7D pupil transport licenses will require AVC to provide 2-hours pre-service and annually 8-hours in-service training to all 7D drivers. Dr. Cummins requested the Board to approve a 7D Trainer job description and stipend.

Dr. Cummins provided an update on the educational equity work that AVC is conducting both internally and externally. She shared a spreadsheet that includes FY20 Equity-centered consulting and professional development engagements so far this year.

AVC's FY19 Independent Financial Audit is well underway and going well. A draft will be presented to the Board of Directors at the November 22, 2019 meeting; a final report will be presented at the December meeting, at which a vote will be required to meet regulatory and statutory deadlines for publishing the audit report.

Dr. Cummins shared a 2-page School Committee Report that superintendents can use to provide one of four updates to their respective school committees this year. The report is designed to be shared electronically with embedded links for more information.

Business Manager's Report

Mark Graziano provided an update on his first 30 days at AVC - including the opportunity to participate in AVC's Cultural Proficiency seminar, meeting with district business managers, and review of operations and budget development and reporting processes. He will be working with program leaders to build their capacity for budget development and tracking.

Mr. Graziano provided an update on several facilities projects underway. See below:

- **ADA compliance** at OSA requires the installation of 2 stair lifts - one smaller and one larger 4-floor lift. AVC is currently awaiting permitting from City of Marlborough. Garaventa is the manufacturer. The original plan was to install both lifts over December break but that is currently in question based on input from engineer and contractor. Asbestos was found in some of the tiles which need to be abated and replaced before the installation. This will be scheduled during a weekend in November. The project is currently projected to cost \$136,000 (\$125,000 originally budgeted). An update will be provided in November.
- **New Roof** at OSA - in design/engineer process. Bid is expected to be posted in December; currently expecting a winter/spring/summer timeline depending on bid process.
- **New home for Evolution** - will need to issue RFP and will likely need both short-term and long-term options. Update in November.

Mr. Graziano provided a FY20 budget update and a FY21 budget development update. He is working to create new documents/reports and to build capacity within the team to better understand and make decisions about their own budgets. AVC will plan to present a draft budget in January after getting more input from stakeholders throughout the organization including staff at all levels. The leadership team is committed to building capacity for parts to whole/whole to parts understanding across AVC - rather than by program or cost center.

Mr. Graziano shared a memo with the Board requesting approval to pay an FY19 expense to WB Mason.

Action Items

- 7D Trainer Stipend
 - Ernie Houle motioned to approve the 7D Trainer job description and stipend as presented. Amber Bock seconded the motion. The Board voted unanimously (9-0) to approve the 7D Trainer job description and stipend as presented.
- Payment of FY19 WB Mason Invoice
 - Ernie Houle motioned to approve the payment of \$673.44 to W. B. Mason for an FY19 invoice from March 2019. Amber Bock seconded the motion. The Board voted unanimously (9-0) to approve the payment of \$673.44 to W. B. Mason for an FY19 invoice from March 2019.

Adjournment

Amber Bock motioned to adjourn. Gregory Myers seconded the motion. The Board voted unanimously (9-0) to adjourn at 10:05 a.m.

Respectfully submitted,

Cathy Cummins
Executive Director