



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

November 22, 2019 -- 9:00 a.m.- 10:00 a.m.

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

**CONFERENCE ROOM C**

### **AGENDA**

**Present:** Amber Bock - Vice Chair; Michael Bergeron, Gregory Martineau, Mary Jane Rickson (departed 10:05), Maryellen Brunelle, Gregory Myers, Joe Sawyer, Jeff Zanghi (arrived 9:16). Also present: Paulajo Gaines, DESE, Cathy Cummins, Mark Graziano, Daniel Schaffner

**Not Present:** Ernie Houle, Brook Clenchy, Marco Rodrigues, Jay Cummings - Chair.

Amber Bock, Vice Chair, called the meeting to order at 9:04 a.m.

Mike Bergeron motioned to approve the minutes of October 25, 2019. Greg Martineau seconded the motion. 5 board members voted to approve; 2 board members abstained from voting. The minutes of October 25, 2019 were tabled for the next meeting.

#### **Draft FY19 Financial Audit Report**

**Daniel E. Schaffner, CPA - Fritz DeGuglielmo LLC**

Mr. Daniel E. Schaffner, CPA from Fritz DeGuglielmo LLC presented the collaborative's draft audited financial statements. Mr. Schaffner reported the FY 19 audit financials were clean and there were no management letter comments, revenue collection concerns, or internal control issues. The collaborative experienced an increase in revenues of including transportation of \$700,000 and expenses only increased \$500,000 which resulted in a net increase of \$200,000. The collaborative has an over cumulative surplus in its General Fund of \$3,261,822. The collaborative needs to be aware of where the FY20 budget will end up in order to not exceed the legal surplus amount, which is 22.5% of operations. If this happens the Board will need to vote for allocation of overage funds. Mr. Schaffner also reported that transportation heavily subsidized the total operating budget. The Board had questions regarding the OPEB liability, but was assured that we are in line with other collaborative benchmarks for OPEB and that the OPEB liability should not have an impact on securing loans.

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

**Cathy Cummins**

##### [Transportation Update](#)

Cathy Cummins shared that she and Ina Williams, Transportation Coordinator, have begun collaborating with VanPool on designing improvements in communication, billing process, and data use. She acknowledged that billing is behind this year as Vanpool has begun a new billing process and has new staff assigned to AVC's contract. AVC and Vanpool have participated in design activities which will include more stakeholder involvement. Ms. Williams and Scott Sheridan, Vice President at Vanpool, will be going on a listening tour of districts to get feedback so we can improve the system. Vanpool has created a portal to track and access

information. AVC has previewed the portal and districts will receive a demo during the listening tour and a few districts will be asked to test drive/pilot the program. AVC and Vanpool will review the current transportation contract to consider how the improvements align with the contract language. The goal is to have interviews completed in December and for recommendations to be reviewed with the Board at the January Board meeting.

Dr. Cummins shared the executive summary of the recent Technology Audit completed by Annamaria Schrimpf which included recommendations for additional evaluations of AVC's network and data systems and the addition of staffing to support educational technology leadership and technology/network repair. Additional information will be shared in a subsequent meeting for the Board to take action on implementing recommendations for improvements in technology at AVC.

AVC is currently working on developing a shared leadership model to support the organization's goal of educational equity. This will be an ongoing priority and additional updates will be provided at the next meetings.

### **Business Manager's Report**

**Mark Graziano**

Mark Graziano provided an update on the facilities projects underway at AVC this fall.

The OSA incline platform lift installation will be completed during February vacation. It includes a small lift and a larger lift. AVC has contracted with a vendor to evaluate the needs of the roof replacement at OSA and to write the bid specifications for the roof replacement project. The RFP is expected to be complete in early January with the work to be done in Spring if possible. Complexities to project include unexpected chimney and brick work required and multiple layers of old roofing to be removed.

Mr. Graziano presented 3 draft RFPs for the relocation of Evolution's Shrewsbury campus - one for the purchase of a building, another for the purchase of land, and the third for the lease of a building. AVC will explore all 3 options.

Mr. Graziano presented a FY20 budget update which included new revenue and expense reports. He also presented an update on the development of the FY21 Budget. He described his transition to AVC's team and his goal to build capacity within team to better understand and be able to make decisions related to program budgets. He also described his goal to engage additional team members in decision making and developing efficiencies.

Mr. Graziano shared a memo requesting the Board to vote to approve an unpaid FY19 invoice to Batteries Plus.

### **Action Items**

- Maryellen Brunelle motioned to recognize and accept the FY19 Audit as presented. Gregory Myers seconded the motion. The Board voted unanimously (8-0) to recognize and accept the FY19 Audit as presented.
- Michael Bergeron motioned to accept the Cumulative General Fund Surplus of \$3,261,822. Joseph Sawyer seconded the motion. The Board voted unanimously (8-0) to accept the Cumulative General Fund Surplus of \$3,261,822.

- Maryellen Brunelle motioned to approve the RFP for the purchase of a building as presented. Joe Sawyer seconded the motion. The Board voted unanimously (6-0) to approve the RFP for the purchase of a building as presented.
- Joseph Sawyer motioned to approve the RFP for the purchase of land as presented. Jeff Zanghi seconded the motion. The Board voted unanimously (6-0) to approve the RFP for the purchase of land as presented.
- Gregory Martineau motioned to approve the RFP for the lease of a building as presented. Maryellen Brunelle seconded the motion. The Board voted unanimously (6-0) to approve the RFP for the lease of a building as presented.
- Michael Bergeron motioned to approve the payment of the FY19 Invoice to Batteries Plus in the amount of \$57.95. Gregory Martineau seconded the motion. The Board voted unanimously (6-0) to approve the payment of the FY19 Invoice to Batteries Plus in the amount of \$57.95.

Michael Bergeron motioned to adjourn. Maryellen Brunelle seconded the motion. The Board voted unanimously to adjourn at 10:05 a.m.

**Respectfully submitted,**

**Cathy Cummins**  
**Executive Director**