



Assabet Valley Collaborative Board of Directors Meeting

February 28 2020 -- 9:08 a.m.- 9:42 a.m.

MINUTES

Role Call/Call to order:

The Assabet Valley Collaborative Board of Directors met on February 28, 2020 at Assabet Valley Collaborative, 28 Lord Road, Marlborough, MA 01752. Amber Bock, Vice Chair, called the meeting to order at 9:08 a.m.

Present: Amber Bock, Ernie Houle, Jeff Zanghi, Gregory Martineau, Brooke Clenchy, Marco Rodrigues, Michael Bergeron, and Joseph Sawyer. **Also Present:** Cathy Cummins, Mark Graziano, Karen Laskey

Absent: Gregory Myers, James Cummings, Mary Jane Rickson, and Maryellen Brunelle

Minutes of January 24, 2020

Michael Bergeron motioned to approve the minutes of January 24, 2020. Brooke Clenchy seconded the motion. The Board voted (7-0-1) to approve the minutes of January 24, 2020 with Ernie Houle abstaining from the vote.

Executive Director's Report

Cathy Cummins described the current process of working across AVC teams to address infrastructure gaps and growth needs related to long-term finance, operations, and facilities, technology leadership, and elementary program expansion. Teams have been working to brainstorm needs, strengths, and possible new positions for the board to consider in the near future.

Business Manager's Report

Mark Graziano updated the Board of Directors on the various facilities projects underway or to be scheduled at Orchard Street Academy. Mr. Graziano reported that the wheelchair lift project at OSA was completed over February vacation by Garaventa. Garaventa arrived on the Tuesday of February break and completed installation by that Friday. AVC is now awaiting state inspection and approval. Mr. Graziano also updated The Board on the OSA Roof project. The architect for the roof project visited OSA over vacation and should have architectural drawings and bid specifications provided to AVC by April.

Mr. Graziano provided FY20 Budget updates - including the FY20 year to date budget report and revenue and expense tracking documents. He reported that the revenue and expenses for January 2020 and through February 26, 2020 were tracking at the same patterns as previous fiscal years. He did mention that the billing for Consultation Services was delayed by close to 30 days. Mr. Graziano reported a projected surplus of \$183,927 at fiscal year end (6/30/20). This surplus was lower than the initial \$225K that was expected during the budget approval process in September. Mr. Graziano reported that this was because of lower enrollment numbers at OSA.

Mr. Graziano provided an update on the FY21 budget development process and timeline. A preliminary budget presentation will be scheduled for March or April with a final budget expected to be approved in April or May.

Executive Session to consider the purchase, exchange, lease or value of real property.

Ernie Houle motioned to enter Executive Session and not to return to open session to consider the purchase, exchange, lease or value of real property. Michael Bergeron seconded the motion. Roll call votes were taken: Amber Bock (Yes), Ernie Houle (Yes), Jeff Zanghi (Yes), Gregory Martineau (Yes), Brooke Clenchy (Yes), Marco Rodrigues (Yes), Michael Bergeron (Yes), and Joseph Sawyer (Yes). The board voted unanimously (8-0) to enter Executive Session and not to return to open session.

The board entered executive session at 9:42 a.m. thus adjourning the open session at 9:42. a.m.

Respectfully submitted,

Cathy Cummins, Ed.D.
Executive Director
Assabet Valley Collaborative