



**Assabet Valley Collaborative Board of Directors Meeting  
June 18, 2019 Minutes  
28 Lord Rd-Suite 125, Marlborough, MA 01752  
CONFERENCE ROOM C**

**Role Call/ Call to Order**

The Assabet Valley Collaborative Board of Directors met on June 18, 2019 at Assabet Valley Collaborative, 28 Lord Road, Marlborough, MA 01752. Jay Cummings, Chair, called the meeting to order at 9:03 am.

**Present:** Jay Cummings, Chair, Michael Bergeron, Amber Bock (arrived 9:04 a.m.), Maryellen Brunelle, Brooke Clenchy, Christine Johnson, Marco Rodrigues, and Joseph Sawyer. **Also Present:** Cathy Cummins, Anne Mahan, and Suzanne Pomerleau. **Absent:** Robert Gerardi, Vice Chair, Ernie Houle, Gregory Myers, and Jeff Zanghai.

**Minutes of May 24, 2019**

Michael Bergeron motioned to accept the minutes of May 24th, 2019. Christine Johnson seconded the motion. The Board voted unanimously (6-0) to approve the minutes of May 24th, 2019. (Brooke Clenchy out of room)

**Treasurer's Report**

Peter Zona began the Treasurer's Report by sharing May's monthly balance - \$3.9 million, indicating that while this balance is a moment-in-time snapshot that does not reflect all obligations, AVC's financial standing for this time of year is strong compared to recent years. He reported that cash flow is strong, commending the staff at AVC responsible for receivables and the districts for timely payment of invoices. He shared the invoice aging report by customer.

**Executive Director's Report**

Cathy Cummins presented updates related to the search for space for the Evolution Program (2020), continued implementation of AVC's design thinking initiative (funded through a capacity-building grant with Sudbury Foundation), and the engagement of a technology consultant (Annamaria Schrimpf) who will conduct a technology audit.

Dr. Cummins presented salary recommendations and individual contracts for administrators at AVC - including Nancy Ahrabi-Nejad, Kenia Franjul, Shannon VanderSwaagh, Brenda Goodreau, and Karen Laskey. She provided data collected from MASPA and from member districts, a spreadsheet that connected roles at AVC with comparable roles in member districts, and reviewed a memo that clarified the rationale for her recommendations.

**Assistant Executive Director's Report**

Anne Mahan presented a FY19 budget update including a proposed budget amendment - to reflect a change in the budget from \$14,045,312 to \$14,555,809 as a result of increased enrollment and increased transportation usage. The budget increase would increase AVC's projected surplus for the year to \$641K. Ms. Mahan recommended that the budget amendment include increasing this year's OPEB line by an additional \$50,000. She requested a vote to amend the FY19 budget as presented.

Ms. Mahan then presented a FY20 budget update, including a proposed budget amendment to reflect a slightly higher projected enrollment for FY20 and to reflect changes in salary expenses associated with the new longevity stipends and the hiring season. The proposed amended FY20 budget is \$15,626,790. Ms. Mahan requested a vote to amend the FY20 budget as presented.

Ms. Mahan shared with members that the Marlborough Junior Woman's Club awarded the FSP program \$500 in gift cards: 10- \$25 gift cards at Target and 10- \$25 gift cards at Price Chopper. FSP clinicians will keep a list of the distribution of gift cards to families. She requested a vote to accept this donation.

### **Action Items**

**a) Vote to approve salary schedules and administrator contracts**

Michael Bergeron motioned to approve administrator contracts for Nancy Ahrabi-Nejad, Kenia Franjul, Shannon VanderSwaagh, Brenda Goodreau, and Karen Laskey. Amber Bock seconded the motion. The Board voted unanimously (8-0) to approve the administrator contracts as presented.

**b) Vote to approve amended FY19 Budget**

Michael Bergeron motioned to approve the amended FY19 Budget, at \$14,555,809. Maryellen Brunelle seconded the motion. The Board voted unanimously (8-0) to approve the amended FY19 Budget at \$14,555,809.

**c) Vote to approve amended FY20 Budget**

Michael Bergeron motioned to approve the amended FY20 Budget at \$15,626,790. Amber Bock seconded the motion. The Board voted unanimously (8-0) to approve the amended FY20 Budget at \$15,626,790.

**d) Vote to accept \$500 in gift cards for FSP families from GFWC Marlboro Junior Women's Club**

Maryellen Brunelle motioned to accept the donation of \$500 in gift cards for FSP families from GFWC Marlborough Junior Women's Club. Joseph Sawyer seconded the motion. The Board voted unanimously (8-0) to accept the donation of \$500 in gift cards for FSP families from GFWC Marlborough Junior Women's Club.

**e) Vote to appoint Chair of the Board of Directors.**

Joseph Sawyer motioned to appoint Jay Cummings as the Chair of the Board of Directors. Maryellen Brunelle seconded the motion. The Board voted unanimously (8-0) to appoint Jay Cummings as the Chair of the Board of Directors.

### **Executive Session**

Joseph Sawyer motioned to enter Executive Session to consider the purchase, exchange, lease, or value of real property. Amber Bock seconded the motion. Roll Call votes were taken: Michael Bergeron - Yes; Jay Cummings - Yes; Marco Rodrigues - Yes; Maryellen Brunelle - Yes; Jeff Zhang - Yes; Christine Johnson - Yes.

The Board entered Executive Session at 9:42 a.m.

The Board re-entered Open Session at 10:10 am.

### **Adjournment**

Amber Bock motioned to adjourn the meeting at 10:12 am. Brooke Clenchy seconded the motion. The Board voted unanimously (8-0) to adjourn the meeting at 10:12 am.

**Respectfully submitted,**

**Suzanne Pomerleau**

## **Administrative Assistant**