



Assabet Valley Collaborative Board of Directors Meeting

November 17, 2017

MINUTES

Roll Call/Call to Order

The Assabet Valley Collaborative Board of Directors met on November 17, 2017 at Assabet Valley Collaborative, 28 Lord Road, Marlborough, MA 01752. Joseph Sawyer, Chair, called the meeting to order at 10:38 am.

Present: Joseph Sawyer, Chair, Jay Cummings, Ernest Houle, Amber Bock, Karen Molnar, Maureen Greulich, Gregory Myers, Maryellen Brunelle, (non-voting). **Also Present:** Cathy Cummins, Anne Mahan, and Suzanne Pomerleau. **Absent:** Robert Gerardi, Vice-Chair, Christine Johnson, Brooke Clenchy, Marco Rodrigues,

Minutes of October 27, 2017

The minutes of October 27, 2017 were tabled.

Auditor's Report – Fritz, DiGuglielmo, LLC – Daniel Schaffner & Oliver Brown

Anne introduced Daniel Schaffner and Oliver Brown, of Fritz, DiGuglielmo, LLC, to the Board. She informed members that she and Dr. Cummins reviewed the draft report earlier in the week. Dan and Oliver attended the meeting to apprise the Board of the Collaborative's financial status from the previous fiscal year. They presented a detailed report reviewing financial data contained in the audit. They discussed AVC's assets and liabilities and reported on the audit process. They shared that the audit went smoothly and had no findings or issues. There were no findings in management control and reported they found the books very clean, with only a few minor adjustments necessary. They also reported that some of the comparative data presented was skewed due to a capital outlay in the spring for the down payment of the purchase of 28 Lord Road. They discussed the General Fund Surplus, Payroll expenses, Program expenses, OPEB obligation, etc. The cumulative Surplus as of June 30, 2017 was \$1,940,241.

Executive Directors Report

Dr. Cummins shared a memo with data from the survey she conducted with Superintendents and other Collaboratives regarding retiree vesting for health benefits. She also shared our counsel's opinion regarding the 10 year vesting period.

After many discussions with our attorney and the staff member who made the initial request, Dr. Cummins does not recommend approving the waiver and referring our retire vesting policy for health insurance to sub-committee for further review.

Dr. Cummins shared a job posting for review for Translation and Interpreter services. Data from surveys with questions regarding compensation informed the posting. AVC will also fund specialized interpreter training for education as needed.

Dr. Cummins shared with members that a vote is needed for the MOA with ACCEPT Collaborative to extend member rates for Professional Development and our 45 day assessment program. This will be tabled until the December meeting.

Action Items

a) *Vote to Accept the Cumulative Surplus of \$1,940,241 as of June 30, 2017*

Karen Molnar motioned to accept the Cumulative Surplus of \$1,940,241 as of June 30, 2017.

Ernie Houle seconded the motion. The Board voted unanimously (7-0) to accept the Cumulative Surplus of \$1,940,241.

b) *Vote to Approve and Accept the FY17 Audit.*

Amber Bock motioned to approve and accept the FY17 audit. Ernie Houle seconded the motion. The Board voted unanimously (7-0) to approve and accept the FY17 audit.

c) *Vote to Deny Employee Request to waive vesting period for retiree health benefits*

Karen Molnar motioned to Deny Employee Request to waive vesting period for retiree health benefits. Maureen Greulich seconded the motion. The Board voted unanimously (7-0) to deny Employee Request to waive vesting period for retiree health benefits.

d) *Vote to Approve Translator/Interpreter Pay/Differential as amended*

Ernie Houle motioned to approve the Translator/Interpreter Pay/Differential as amended. Jay Cummings seconded the motion. The Board voted unanimously (7-0) to approve the Translator/Interpreter Pay/Differential as amended.

e) *Vote on Memorandum of Agreement with ACCEPT Collaborative- Tabled for December meeting.*

f) *Vote to accept donation of music equipment for OSA* Amber Bock motioned to accept the donation of a sound system. Jay Cummings seconded the motion. The Board voted unanimously (7-0) to accept the donation of music equipment for OSA.

Adjournment

Amber Bock motioned to adjourn the meeting at 11:24 am. Ernie Houle seconded the motion. The Board voted unanimously (7-0) to adjourn the meeting. The meeting adjourned at 11:24 am.

Respectfully submitted,

**Suzanne Pomerleau,
Administrative Assistant**