



Assabet Valley Collaborative Board of Directors Meeting
22 September 2017 -- 9:00 a.m.- 11:00 a.m.
28 Lord Rd-Suite 125, Marlborough, MA 01752

AGENDA

Roll Call/Call to Order

The Assabet Valley Collaborative Board of Directors met on September 22, 2017 at Assabet Valley Collaborative, 28 Lord Road, Marlborough, MA 01752. Joseph Sawyer, Chair, called the meeting to order at 9:03 am.

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

Minutes of June 23, 2017 - tabled

Executive Director's Report

Cathy Cummins started the Executive Director's Report with an update on the personnel activities that had taken place since the last meeting in June. A list of new hires was presented to the board along with the dates and reasons for the hiring. Dr. Cummins inquired with superintendents about the progress in obtaining a vote and signatures on the Amended Collaborative Agreement. There are still some districts that have not yet finalized this process, which when complete in each district will be submitted to DESE for approval.

Dr. Cummins described the upcoming Design Team process AVC will be undertaking as part of strategic planning for the next few years at AVC. She described that she had participated in a facilitators training at DESE this year in the Planning for Success process and that she would be using these tools to internally provide facilitation of the planning process. She described the collaborative's inclusive approach and highlighted a desire to include voices of students, staff, families and districts in the work of designing the future of AVC.

Dr. Cummins updated the Board on the work of a RADAR Grant exploration working group - which included curriculum and special education leaders from 5 districts. She described that over several meetings, the interested districts had identified an interest in exploring positive behavioral support framework at the secondary level. The grant is due before the next meeting, so she will provide an update on October 27.

AVC has received the final report from DESE following the Coordinated Program Review (CPR) and AVC is in the process of submitting a corrective action plan for several findings of areas in which AVC had only "partially implemented" some of the requirements - including the need to update inconsistent language in handbooks and non-discrimination policy, the need to formalize the process for reviewing curriculum and counseling services for bias, updates on age span waivers, and formal documentation of training of staff in some areas. Dr. Cummins reported that the CPR process was helpful and that addressing findings of "partial implementation" would help to strengthen the quality of programming at AVC.

Dr. Cummins provided an update on enrollment and contract and encouraged board members to check AVC's new website which was launched over the summer. She provided an update about upcoming PD at AVC and the breakout

sessions AVC will be doing in San Antonio at the national AESA conference in December. She provided a jobalike update and concluded her presentation with an overview of proposed goals for 2017-2018.

Board members discussed the Proposed Goals - which included graphs and baseline data collected from staff surveys. Board members felt that the goal areas were targeting important improvements but felt that the articulation of the goals would benefit from fine tuning, narrowing, and formatting in more concise/digestible language. The board approved four goal areas and will vote on revised goals at the October meeting. Approved goal areas: 1) Systems & Infrastructure that Foster Efficient, Excellent, & Equitable Services; 2) Culturally Responsive Student, Family & Community Engagement, 3) Leadership for Learning that Fosters Excellence through Equity and 4) Effective Communication for Learning & Growth

Assistant Executive Director of Finance and Operations Report

Anne Mahan shared an operations update about the activities taking place over the summer and leading to the opening of the 2017-2018 school year. She highlighted some unique challenges never faced before - including a small fire in a classroom the day before school opened to students, a bees nest in the wall of a classroom, plumbing challenges in two locations, power outages in two locations, and transportation challenges. She also highlighted the hard work and successes of staff in getting classrooms and programs ready to welcome students to a new school year.

Ms. Mahan transitioned to the 2018 budget update and presented a proposed amended budget. The amendment reflected a change in both projected revenue and expenses due to some changes in enrollment as well as some changes in staffing. The total revenue and expense budgets presented were for \$12.85M and \$12.7M, respectively. Projected transportation revenues are \$6.05M and include new services for Maynard out-of-district and in-district special education transportation. Expenses for Administration are higher than last year due to the purchase of 28 Lord Road-Suites 125/130. The cost of the mortgage is included in the Administration and Professional Development cost centers. Resignations of two administrators - OSA's Coordinator of Student Support Services and AVC's Director of Instruction and Technology left vacancies that have not yet been filled; these reductions reduced the expense line by \$196k. A board vote was requested to amend the FY18 budget as last approved in June 2017..

A stipend request for preparation of EPIMS and Discipline Data was presented on behalf of Jenn Medina. A vote was requested to issue the stipend for \$1k

Action Items:

Vote to Authorize Personnel Actions

Chris Johnson made a motion to authorize the executive director's personnel actions. Brooke Chenchy seconded. The Board voted unanimously (6-0) to authorize the executive director's personnel actions.

Vote to approve FY18 Amended Budget -

Brooke Clenchy made a motion to approve the FY18 Amended Budget. Greg Meyers seconded. The Board voted unanimously (6-0) to approve the FY18 amended budget.

Vote to waive first reading of Update to Policy ACA in response to CPR Corrective Action Plan

Chris Johnson motioned to waive the first reading of updates to Policy ACA. Greg Meyers seconded the motion. The Board voted unanimously (6-0) to waive the first reading of Policy ACA.

Vote to Adopt Revisions to Policy ACA

Greg Meyers motioned to adopt revisions to Policy ACA. Bob Gerardi seconded the motion. The Board voted unanimously (6-0) to adopt revisions to Policy ACA.

Vote to approve Stipend for EPIMS/Discipline Data

This posting is to notify the public of an Assabet Valley Collaborative Board of Directors Meeting as per Open Meeting Law, M.G.L. c. 30A, §§ 18-25

Bob Gerardi motioned to approve the stipend for EPIMS/Discipline Data to Jennifer Medina. Chris Johnson seconded the motion. The Board voted unanimously (6-0) to approve the stipend for EPIMS/Discipline Data.

ADJOURNMENT

Chris Johnson motioned to adjourn. Bob Gerardi seconded. The meeting was adjourned at 10:15.

Respectfully submitted,

Cathy Cummins