



**Assabet Valley Collaborative Board of Directors Meeting
February 16, 2018
MINUTES**

Roll Call/Call to Order

The Assabet Valley Collaborative Board of Directors met on February 16, 2018 at Assabet Valley Collaborative, 28 Lord Road, Marlborough, MA 01752. Joseph Sawyer, Chair, called the meeting to order at 9:04 am.

Present: Joseph Sawyer, Chair, Amber Bock, Jay Cummings, Ernest Houle (9:15), Maureen Greulich, Gregory Myers, Marco Rodrigues, Jeff Zanghi. **Also Present:** Cathy Cummins, Anne Mahan, Suzanne Pomerleau **Absent:** Robert Gerardi, Vice-Chair, Brooke Clenchy, Christine Johnson, and Maryellen Brunelle, (non-voting).

Minutes of January 26, 2018

Gregory Myers motioned to approve the minutes of January 26, 2018. Maureen Greulich seconded the motion. The minutes of January 26, 2018 were approved by a unanimous vote of (7 -0).

Executive Directors Report

Dr. Cummins shared with members that new work with districts includes the following: strategic planning facilitation with Mendon-Upton, LEAP coursework with Needham Public Schools, and program evaluations in Hudson and Marlborough. She also announced that AVC's SEI instructor - Therese Carr - is now DESE approved and the first SEI teacher course is scheduled to start March 7.

AVC hosted the second of this year's regional special education administrator's meetings in January - with over 100 attendees. This has been a well-received event in which DESE convenes special education leaders from districts, charter schools, collaboratives and private special education schools to provide updates, announcements, guidance, and to gather input and feedback from the field. MOEC will apply for the grant again next year and if funded AVC will coordinate the meetings for the central MA region.

AVC's Leadership for Inclusive Practices Series launched in January with 30 participants for the first session with Dr. Stuart Ablon from Think:Kids at Mass General.

Dr. Cummins provided updates about how the Lord Road space has been benefiting Evolution students (and vice versa). Students from the Shrewsbury campus have launched a "Coffee Cart" at Lord Road in the lobby upstairs and have also been learning/practicing a variety of work tasks within the training center at AVC - from mailing, photocopying, room set up, and room clean up. In addition, other businesses in the complex have become work sites or internships for Evolution students.

Jobalikes continue to meet monthly; recently AVC hosted a joint meeting between Curriculum Directors, Technology Directors, and Instructional Technology Specialists. The primary topic was personalized learning; other topics included responsible use policies and in-kind instructional technology professional learning. Following a discussion at the special education director's job-alike meeting, AVC has started a nursing

substitute survey to explore the feasibility of AVC playing a role in the future in helping districts with nursing substitute coverage.

Dr. Cummins announced that Zaretta Hammond - who wrote Culturally Responsive Teaching and the Brain - will be presenting her Foundational Seminar at AVC on May 8 and May 9. AVC is leasing the training center to Ms. Hammond who will be collecting registrations through her own company. Hammond's work has been instrumental to AVC and their work with districts and Cummins highly recommends that districts register teams as soon as possible as she believes it will sell out quickly. AVC will be sending a team as well.

In her staffing update, Dr. Cummins updated the Board on how AVC will address nursing leadership through the end of the year due to the resignation of Nursing Coordinator Cynthia Cisowski.. Anne Mahan will continue to oversee the department with more active direct support of nurses and direct oversight for scheduling and coverage in collaboration with program directors. In addition, two nurses have agreed to take on additional responsibilities through the end of the school year. Jessica Gervais is being trained to oversee medication management, and Becki Blanton volunteered to step up to oversee Health Office and State reporting. The Board was asked to approve stipends for additional duties.

Assistant Executive Director of Finance and Operations

Ms. Mahan provided members with an FY18 Budget Update. She shared there has been very little change since the previous month, and AVC is on target for an end of year positive balance. There has been significant enrollment activity, with March being a month when AVC typically receives higher referral activity particularly at SOAR Assessment Center and Orchard Street Academy. She expressed confidence in reaching enrollment targets.

Ms. Mahan updated members on the FY19 Budget timeline, informing them the finance subcommittee meeting was shifted from February 28th to March 7. She is surveying districts for salary increases and is working with AVC's Senior Leadership to articulate projected enrollments and utilization of services as well as expenses. Health insurance is forecasted so far to increase less than 10% with a final increase expected to be clear in the next few weeks. She also asked superintendents about their districts' approach to exploring Health Care Savings accounts.

Action Items

a) *Vote to Approve Personnel Activity*

Ernest Houle motioned to accept the Personnel Activity. Maureen Greulich seconded the motion. The Board voted unanimously (8-0) to accept the Personnel Activity.

b) *Vote to approve nurse leadership stipends \$500 (State Reporting; Medication Admin Management)*

Ernest Houle motioned to approve nurse leadership stipends for \$500 (State Reporting; Medication Admin Management). Maureen Greulich seconded the motion. The Board voted unanimously (8-0) to approve nurse leadership stipends for \$500 (State Reporting; Medication Administration Management).

Adjournment

Maureen Greulich motioned to adjourn the meeting at 9:42 am. Amber Bock seconded the motion. The Board voted unanimously (8-0) to adjourn the meeting. The meeting adjourned at 9:42 am.

Respectfully submitted,

**Suzanne Pomerleau,
Administrative Assistant**