



Assabet Valley Collaborative Board of Directors Meeting May 24, 2019 Minutes

Role Call/ Call to Order

The Assabet Valley Collaborative Board of Directors met on May 24, 2019 at Assabet Valley Collaborative, 28 Lord Road, Marlborough, MA 01752. Jay Cummings, Chair, called the meeting to order at 9:08 am.

Present: Jay Cummings, Chair, Michael Bergeron, Amber Bock (arrived 9:29 a.m.), Maryellen Brunelle, Brooke Clenchy, Ernie Houle, Christine Johnson (departed 10:14 a.m.), Marco Rodrigues, and Joseph Sawyer. **Also Present:** Cathy Cummins, Anne Mahan, and Suzanne Pomerleau. **Absent:** Robert Gerardi, Vice Chair, Gregory Myers, and Jeff Zanghai.

Minutes of January 25, 2019

Joseph Sawyer moved to accept the minutes of January 25, 2019. Michael Bergeron seconded the motion. The Board voted unanimously to approve the minutes of January 25, 2019.

Minutes of April 26, 2019

Joseph Sawyer moved to accept the minutes of April 26, 2019. Michael Bergeron seconded the motion. The Board voted unanimously to approve the minutes of April 26, 2019.

Executive Director's Report

Cathy Cummins provided the Board with an AVC update. She shared information about the recent 2nd Annual collaborative-wide benefits fair/educator appreciation luncheon for employees. This year included community-building activities including a Who's Who staff baby picture contest (with prizes) followed by Benefits Bingo (also with prizes). Lunch was catered by AVRTHS and funded by AVC's administrators in appreciation of all the faculty throughout AVC. Dr. Cummins also shared that Orchard Street Academy, REACH and Evolution will host art/music community evening events this spring. OSA's high school graduation will be held on June 7th celebrating the hard work of 12 graduates.

Dr. Cummins provided an update on the search for space for the Evolution Shrewsbury program which will vacate it's home at Shrewsbury High School at the termination of the 8-year lease agreement with SPS by the end of FY20. She described several options that are being explored with the goal of central location, access to downtown/business areas, access to transportation, parking, and flexible space for a variety of student needs. AVC will work with counsel to determine next steps; some property types will require public procurement processes, while other properties may qualify as "unique acquisitions." An update will be provided at the June meeting and may require Executive Session - similar to the process required when purchasing Suites 125 & 130 at Lord Road from MESPA in 2017. She also shared information about AVC's engagement in the Lord Road Condo Association currently through attending the upcoming Annual Meeting; in the future, AVC will strive for a more active role in the business of the Association to address ADA compliance, parking, landscaping, and facility maintenance.

Dr. Cummins provided members with an update on consultation and professional development. Kiesha Lamb and Dr. Cummins will co-facilitate a 3-day Cultural Proficiency Seminar at AVC in May and June. Current in-district contracts include consulting provided to Holliston Public Schools by Ms. Lamb and Nancy Ahrabi-Nejad and upcoming seminars to be co-facilitated by Ms. Lamb and Dr. Cummins in Lowell Public Schools and

Shrewsbury Public Schools. Worcester Public Schools has requested a quote for a seminar in August and this is currently in development. Family Success Partnership continues to grow and will now include its first comprehensive nonmember package; after Acton-Boxborough piloted a few cases at the consultation hourly rate, they have now requested a Phase 3 package for FY20 - which will require hiring a full-time clinician.

Dr. Cummins noted that as AVC enters a 3rd year without a Technology Director, leaders have expressed concerns about resources, infrastructure, maintenance, support, and staff training. She recommends hiring a consultant to conduct a technology audit to assess AVC's strengths, resources, capacity, and needs and to develop recommendations for the Board to consider in future resource allocation decisions.

Lastly, Dr. Cummins shared salary scale recommendations vetted through AVC's Personnel Committee after a review of district salary schedules. Priorities for structural revisions included the following: moving RNs with at least a Bachelor's Degree to the Educators Scale with or without a DESE School Nurse License (which is not required for each position), adding a step to the Paraeducator Scales, creating a school-based Administrative Assistant Scale, adding a Masters +60 scale, and creating longevity stipends for 10, 15, 20, and 25+ consecutive years of benefits-eligible service. These structural revisions are included in today's final budget proposal and a vote of the Board is requested today. Dr. Cummins also shared preliminary recommendations for individual administrator contracts which include recommendations to address internal parity and market adjustments (based currently on a recent analysis conducted by MASP); these recommendations are currently included within today's budget proposal. Board members present indicated the need for more formal benchmarking data (including more member district comparisons) and for a more formal memo-style request that clearly articulates rationale for each individual administrator contract. Dr. Cummins will compile these additional documents for consideration at the June Board of Directors Meeting.

Assistant Executive Director's Report

Ms. Mahan began her report with an update on transportation. Through recent dialogue with a member district that joined AVC's out-of-district special education transportation contract with Vanpool in FY19, it became evident that without a formal exclusivity agreement between member districts and the AVC-brokered special education contract there are potential misunderstandings and liabilities. In the current model, AVC procures the special education contract through a public bid process that is based on the volume of routes of participating districts. To remain competitive as a volume contract the process relies on the economy of scale that results from exclusive participation of member districts, however there is currently not a formal agreement between AVC and participating districts related to exclusivity. AVC currently has MOAs with in-district special education transportation for Maynard and Nashoba. Board members discussed and agreed that a more formal agreement is warranted if that formal agreement did not create liabilities for districts related to quality-control or local decision-making. This will be further discussed in 2019-2020.

Ms. Mahan requested the Board to take action to extend the 1-year contract for paper with WB Mason.

In her FY19 Budget update, Ms. Mahan reported that an increase in the volume of transportation routes and in student enrollment resulted in a higher revenue forecast than presented in the last FY19 Budget Update. A vote to amend the FY19 Budget will be requested at the final meeting in June to reflect the year-end budget reflecting the increase in revenue and expenses associated with increased enrollment.

Ms. Mahan presented the final FY20 budget of \$15,524,722. She highlighted changes since the preliminary FY20 budget presentation last month. She requested the Board to take action on the final FY20 budget recommendation.

Action Items

a) Vote to approve salary schedules

Joseph Sawyer motioned to approve the salary schedules for the Nurses, M60+, Paras, and Longevity.

Ernie Houle seconded the motion. The Board voted unanimously (9-0) to approve the salary schedules

for Nurses, M60+, Paras and Longevity.

Michael Bergeron motioned to approve the Admin Assistant salary schedule. Maryellen Brunelle seconded the motion. The Board voted unanimously (9-0) to approve the Admin Asst salary schedule.

b) Vote to approve FY20 Budget of 15,524,722 as presented

Michael Bergeron motioned to approve the FY20 Budget of \$15,524,722 as presented. Joseph Sawyer seconded the motion. The Board voted unanimously (9-0) to approve the FY20 Budget of \$15,524,722 as presented.

c) Vote to approve personnel actions (if applicable)- no action needed.

d) Vote to extend Copy Paper Contract with WB Mason for 1 additional year.

Mike Bergeron motioned to extend Copy Paper Contract with WB Mason for 1 additional year. Maryellen Brunelle seconded the motion. The Board voted unanimously (9-0) to extend Copy Paper Contract with WB Mason for 1 additional year.

Adjournment

Maryellen Brunelle motioned to adjourn the meeting at 10:25 am. Joseph Sawyer seconded the motion. The Board voted unanimously (8-0) to adjourn the meeting at 10:25 am.

Respectfully submitted,

**Suzanne Pomerleau
Administrative Assistant**