



**Assabet Valley Collaborative Board of Directors Meeting**  
**October 27, 2017**  
**MINUTES**

**Roll Call/Call to Order**

The Assabet Valley Collaborative Board of Directors met on October 27, 2017 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, Robert Gerardi, Vice-Chair, Jay Cummings, Amber Bock, Brooke Clenchy, Karen Molnar, Maureen Greulich, Gregory Myers, Maryellen Brunelle non-voting, Christine Johnson (9:06), Marco Rodrigues (9:33), and Ernest Houle (9:49).

**Also Present:** Cathy Cummins, Anne Mahan, and Suzanne Pomerleau.

**Minutes of June 23, 2017 and September 22, 2017**

Robert Gerardi motioned to approve the minutes of June 23, 2017 and September 22, 2017. Jay Cummings seconded the motion. The Board voted unanimously (8-0) to approve the minutes of June 23, 2017 and September 22, 2017.

**Executive Directors Report –**

Dr. Cummins thanked everyone for attending the meeting. She explained the Design Team process for 2017 – 2018, and shared that there were no representatives from member districts. At the first meeting the team had a lot of fun, lively conversations, and many unique ideas. She will share more information as the team continues to meet.

She reminded members of the joint meeting with the Board, Operating Committee, Business Leaders, Curriculum Directors and Technology Directors on November 17<sup>th</sup>. Dr. Cummins informed the Board that the audit report will be presented at that meeting. She shared that she will invite all the directors from the member districts but asked the Board to share with their teams as well. The schedule for that day will be about an hour with the larger group and then the business part of the meeting will be for about a half hour, which is when the Auditors will be here to present their findings.

Dr. Cummins informed the Board that representatives from 5 districts met with her several times during the last month to thoughtfully consider a joint application for DESE's RADAR grant - a competitive grant program to support districts in utilizing DESE's RADAR comparative data analysis tool to "reallocate" funds within FY19 or FY20 budgets to achieve improvement goals. She announced that at the group's most recent meeting, they decided that the grant's required method for predicting future fund reallocation would not be conducive to supporting the improvement priority the group selected together - positive behavior support at the secondary level. While the group decided not to pursue a joint application, Dr. Cummins noted that the work they did together was

productive and that it would lead to future shared improvement activities. She also noted that individual districts may still be better positioned to submit individual applications due to the shared thinking the group did in reviewing the grant together.

Dr. Cummins thanked members for their feedback on the goal areas for AVC. She presented proposed 2017-2018 AVC Goals - which included 4 Goals Areas and 4 Overarching Goals along with accompanying activities and outcomes. **1<sup>st</sup> Goal Area:** Leadership for Learning that Fosters Excellence through Equity; **Goal 1:** To strengthen and align the skills of AVC educators by leveraging evidence-based practices to increase the quality and equity of opportunity of all learners. **2<sup>nd</sup> Goal Area:** Systems and Infrastructure that Foster Efficient, Excellent and Equitable Services; **Goal 2:** To streamline resource allocation in order to increase the quality of services to students, families and districts and to develop long-term plans for organizational growth. **3<sup>rd</sup> Goal Area:** Culturally Responsive Student, Family & Community Engagement; **Goal 3:** To increase equitable opportunities for diverse student, family and community input in the direction of AVC and infuse culturally responsive practices across initiatives, curriculum, and services. **4<sup>th</sup> Goal Area:** Effective Communication for Learning and Growth; **Goal 4:** To increase equitable access to information between administration and all AVC staff and to create opportunities for unity between programs to foster learning and growth. She asked the Board to take action on adopting these goals.

Dr. Cummins informed the Board that The Marlborough Evolution cluster will be moving to Lord Road (from Orchard Street) after Thanksgiving break. She noted that the students and staff had been spending a great deal of time at Lord Road to utilize the kitchen and various vocational opportunities and that the move would present the students with an opportunity to be in a community-based, business setting with other adults and that the other businesses in the condo association may present new opportunities for vocational exploration and partnership as well.

Lastly, Dr. Cummins reminded Board Members of their obligation to provide updates about AVC to their respective school committees 4 times per year. She shared a school committee report with them that they could use as their first of four reports. The school committee report included a 2 page summary of governance and regulatory requirements of members, updates on accomplishments from 2016-2017 and highlights of priorities for 2017-2018. The document included a variety of embedded links for more information on various topics. She stated that this report was designed to be distributed electronically, and that if their school committees preferred hard copies of school committee materials, they would want to print the linked documents to include with paper submissions. She stated that this would suffice to serve as their first report; a second report would include the 2016-2017 Audit and Annual Report documents (due in December), a third report would include transmission of AVC's FY18 budget and approved tuitions and fees (due in February/March), and a 4th report would be provided in the late spring to close out the year.

#### **Employee Request of Board of Directors**

An employee of AVC addressed the Board of Directors about a formal request the employee had submitted for the Board to approve a waiver of vesting period for retiree health benefits. The employee described the reason for the waiver request and had an opportunity to respond to questions from Board members about the request. Dr. Cummins thanked the employee for attending the meeting and recommended that the Board take action on the request at the next meeting after she had time to gather data from other districts and collaboratives and consult with AVC's attorney.

### **Assistant Executive Director of Finance and Operations**

Anne Mahan presented members with a budget update. She shared that AVC had a strong start to the school year. Enrollment is strong and Orchard Street Academy has had many referrals. Ms. Mahan reviewed all programs and their funding status. Professional development offerings were shared and it was requested by a member to offer the Google 1 Bootcamp again. OPEB funding increased from \$25k to \$50K for FY18 as the FY17 transfer did not occur during the fiscal year. The Treasurer transferred it in September along with the FY18 contribution of \$25k. Currently AVC is forecasted to have a surplus of \$51,046.

### **Action Items**

a) *Vote to Approve the joint meeting activities of 11/17/2017 – joint strategic planning 9:00-10:30 (non-public); Audit report 10:30-11:00 (public vote).*

No action needed.

b) *Vote to Approve FY18 Proposed Goals*

Amber Bock motioned to approve the FY18 Proposed Goals as presented. Robert Gerardi seconded the motion. The Board voted unanimously (9-0) to approve the FY18 Proposed Goals as presented.

### **Adjournment**

Robert Gerardi motioned to adjourn the meeting at 9:55 am. Jay Cummings seconded the motion. The Board voted unanimously (11- 0) to adjourn the meeting. The meeting adjourned at 9:55 am.

**Respectfully submitted,**

**Suzanne Pomerleau,  
Administrative Assistant**